**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

1. **Identification of the post**

Title: Knowledge Management Fellow

Sector of assignment: Programme

Organizational unit: UNDP Iran

Country and Duty Station: Tehran, Islamic republic of Iran

Expected duration: 9 months

Expected starting date:

Supervisor’s name: Gulbahor Nematova

Supervisor’s title: Deputy Resident Representative, UNDP Iran

1. **CORPORATE BACKGROUND:**

UNDP works in 160+ countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion – while promoting sustainable and ‘green’ pathways to development.

1. **RECEIVING OFFICE BACKGROUND:**

In I.R. Iran, UNDP, as a partner of the Government, has been working in Iran since 1966 to contribute to country’s development aspirations. UNDP has also been engaging closely with other development partners, such as academic institutions and the private sector by providing knowledge products, policy and technical assistance, and innovative development solutions. UNDP is committed to helping Iran achieve the National Development Goals (NDP) and the Global Goals as articulated in the Country Programme Document (2023-2027).

UNDP Country Programme Document (CPD) for 2023-2027 is aligned with the 20 Year National Vision of the Islamic Republic of Iran and the country’s Five-Year Development Plan as well as the UNDP Strategic Plan. The CPD priorities include Socio-Economic Resilience, Public Health Management, Environmental Conservation, Integrated Natural Resource Management, Addressing Climate Change and Disaster Risk Reduction and Management.

UNDP is looking for fellows to promote thought leadership to inform strategic decisions.

1. **OBJECTIVE:**

The overall objective of this fellowship is to provide and promote thought leadership including through knowhow focused on nature, climate and environment as well as cutting-edge development areas for capacity assessment, planning, design, implementation of the learning and knowledge sharing aspects, while reflecting on the latest development trends and knowledge management.

1. **DUTIES:**

The Intern/Fellow will assist in the following duties and responsibilities:

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| **No** | **Duties and responsibilities** | **% of time** |
| 1 | **Thematic analysis, Knowledge management, Content creation:**   * Develop and support implementation of knowledge management strategy. * Conduct in-depth analysis of thematic areas relevant to environmental sustainability and key development challenges in Iran. * Synthesize findings from research and analysis into actionable insights and recommendations to inform strategic planning and decision making. * Develop engaging content, including articles, reports, and one-pagers, related to environmental themes and cross-cutting issues. * Organize and maintain a centralized repository of designed knowledge resources, including documents, reports, case studies, and best practices related to environment. * Prepare policy briefs, case studies, analytical notes and else knowledge products and communication materials on environment and development challenges in Iran, including support in data visualization. * Explore options for potential partnerships with global and regional stakeholders including academia, institutions, forums, etc. * Explore options for enhancing programme pipeline including through identifying new/emerging funding opportunities such as environmental Vertical Funds (Global Environment Facility (GEF), Green Climate Fund (GCF) - Readiness Programme and Project Preparation Facility, Special Climate Change Fund (SCCF), Adaptation Fund, International Climate Initiative (IKI), and other multilateral or bilateral funds. * Develop and deliver presentations for the donors and other stakeholders and beneficiaries, as requested by the Country Office * Support organization of high-level meetings/missions including through drafting background materials including, presentations, briefing packs, etc. | **60%** |
| 2 | **Programme development, implementation, monitoring and evaluation:**   * Collect available data and prepare overall situational analysis in assigned programme areas. * Prepare analytical notes, discussion papers, think pieces on assigned areas largely focusing on nature, climate, and environment. * Support consolidation of lessons learnt, past experiences, approaches and models to inform future programming. * Support resource mobilization efforts through technical inputs to the design of Concept Notes, funding proposals and/or Project Documents in assigned programme areas. * Review and edit progress reports or else programme related documents. | **30%** |
| 3 | **Other:**   * Support other/ad hoc activities related to the assignment as needed. | **10%** |

1. **REQUIREMENTS AND QUALIFICATIONS**

**Education:**

Candidates must meet one of the following educational requirements:

* currently in the final year of a Bachelor’s degree; or
* currently enrolled in a postgraduate programme (such as a Master’s programme or higher); or
* have graduated no longer than 1 year ago from a university degree or equivalent studies.

Field of study: Environmental science, Natural Resource Management, Water, International Development, or equivalent.

**IT skills:**

* Proficient user of Microsoft Office applications
* Proficient user of data visualization tools

**Language skills:**

* Fluency in both written and spoken English is required.
* Knowledge of Farsi is a distinct advantage but not a requirement.

**Other competencies and attitude**

* Interest and motivation in working in an international organization.
* Good analytical skills in gathering and consolidating data and research for practical implementation.
* Outgoing and initiative-taking person with a goal-oriented mind-set.
* Communicates effectively when working in teams and independently.
* Good in organizing and structuring various tasks and responsibilities.
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
* Responds positively to feedback and differing points of view.
* Consistently approaches work with energy and a positive, constructive attitude.