**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Digital and Innovation Intern

Sector of assignment: Governance and Economic Transformation Cluster

Organizational unit: Programme Unit

Country and Duty Station: Cuba, Havana

Expected duration: 09 months

Expected starting date: 01 October 2024

Supervisor’s name: Jessica Leon Mundul

Supervisor’s title: ARR(Programme)

**II. CORPORATE BACKGROUND:**

UNDP works in about 170 countries and territories, helping to eradicate poverty, reduce inequalities and exclusion, and build resilience so countries can sustain progress. As the UN’s development agency, UNDP plays a critical role in helping countries achieve the Sustainable Development Goals.

The UNDP (United Nations Development Programme) JPO Programme equips outstanding young leaders with the skills and experience required to advance the Sustainable Development Goals (SDGs) and make a positive difference in the world. As a pathway into the world of development, the programme offers young professionals’ excellent exposure to multilateral cooperation and sustainable development while providing a valuable entry point into the UN system.

During their assignments, JPOs benefit from the guidance of experienced UNDP staff members and are actively involved in supporting the design and implementation of UNDP’s programs within UNDP’s headquarters, regional or country offices. Additionally, the JPO will undergo a journey of exposure and growth which will build both personal and professional capacity for a career within the multilateral development sector.

As a young professional in UNDP you should be interested in pursuing a global career with aspiration to work for a field-based organization in support of the development agenda.

**III. RECEIVING OFFICE BACKGROUND:**

UNDP Cuba Country Office has significantly expanded its programmatic work in support of the country’s sustainable development, in accordance with the strategic priorities agreed in the Country Program Document (CPD) for the period 2020-2024. There has been a significant growth in number of projects and volume of financial resources from the program, as well as engagement in new and increasingly complex development issues.

The formulation of a new Sustainable Development Cooperation Framework (UNSDCF) and subsequently of the next Country Program Document (2026-2030) offers a favorable framework to effectively address emerging development challenges by offering innovative solutions that contribute to the achievement of the SDGs and the goals of Cuba’s National Economic and Social Development Plan for 2030.

Digitalization and strategic innovation have been recognized as enablers/catalysts of development for the achievement of the SDGs, according to the Strategic Plan 2022-2025. In this regard, The Country Office (CO) transversally integrated a digital transformation approach, with experiences that support innovation laboratories that encourage the use of ICTs, systems for the digitization of services and monitoring processes, and digital tools to facilitate access to information and decision-making in all areas of work.

Besides, the CO strengthened partnerships and alliances with different actors in the local digital ecosystem, as for example organizations of the civil society, academia, incubators of MSMEs in the ICT sector, and most of all it consolidated its partnership with the Ministry of Communication with whom it is implementing a diagnostic of the digital preparedness of the country, in order to facilitate the definition of national policies and of a roadmap for the digital transformation of the country.

To this end, the digital capacities of the office need strengthening to ensure that UNDP can continue providing cutting edge policy and programmatic support to the Government. Therefore, the CO is looking to engage a Digital and Innovation Intern with expertise in the areas of Information System, Digital and Innovation.

**III. DUTIES:**

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

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| **No** | **Duties and responsibilities** | **% of time** |
| 1 | **Support cross-cutting digital transformation projects and initiatives.**  The intern will work in collaboration with the programmatic area and the digital team, to contribute to:   * Identify and study national and corporate documents of interest and help to identify opportunities to promote digital transformation. * Identify the corporate experiences/tools and facilitate their application in the local context. * Support the ongoing development and implementation of products and tools to empower governments to implement digital initiatives that are inclusive of the whole of society. * Formulate innovative and cross-cutting project proposals focused on digital transformation. * Facilitate the organization of events, conferences, and workshops on digital transformation and innovation. | **40%** |
| 2 | **Strategic Advocacy and Partnership Development.**  The intern will contribute to:   * Keep track of partner engagement by attending meetings, following up on agreed actions, etc. * Research into new potential strategic partners, national and international, including digital organizations, institutions, alliances, etc. * Support partnership development by drafting concept notes, proposals, project documents, memorandum of understanding (MoU), outreach materials and other documents. * Engage with the UNDP Chief Digital Office to facilitate the design and implementation of new initiatives. | **30%** |
| 3 | **Develop human-centered and agile approaches for cultural and process-oriented change.**   * As part of the digital team, work to create conditions for a culture of agility and innovation and strengthen this competency within the CO. * Support the design, development, and delivery of communications in support of change processes such as the digital. * Conduct research on key digital topics, analyze information and synthesize into a clear summary for the CO. | **20%** |
| 4 | **Other duties and tasks.**   * Participate in meetings, prepare notes, prepare work agendas, dialogue, and include relevant actors. * Support the drafting of speeches and briefs on UNDP’s digital support to governments for the Senior Management, as necessary. * Facilitate the follow-up to the agreed work plans and the preparation of reports. * Other tasks required by the ARR(P) and Senior Management relevant to the job description. | **10%** |

**IV. 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.

Preferred fields of study: Digital Innovation, Economics, International Cooperation, Public Policy, or similar.

**IT skills:**

* Knowledge and a proficient user of Microsoft Office productivity tools.
* Interest in and knowledge of other digital collaboration tools an asset.

**Language skills:**

* Spanish is required.
* Knowledge of English is an advantage.

**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.