**United Nations Development Programme**

**EXTERNALLY FUNDED INTERNSHIP/FELLOWSHIP**

**TERMS OF REFERENCE**

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| **I. IDENTIFICATION OF THE POST** |  |
| Title: | Policy Research Intern |
| Sector of assignment: | Pintig Lab |
| Organizational unit: | Impact and Advisory Team |
| Country and Duty Station: | Philippines- Manila |
| Expected duration: | 6-9 months |
| Expected starting date: |  |
| Supervisor’s name: | Francis Capistrano |
| Supervisor’s title: | OIC, Pintig Lab, Impact Advisory Team |

1. **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.

1. **RECEIVING OFFICE BACKGROUND:**

UNDP’s Impact and Advisory Team (IAT) is engaged in the knowledge generation and policy advocacy services, through the technical support of Accelerator Lab Philippines and Pintig Lab. The unit is engaged in upstream policy work through providing high level technical and quality assurance support to the Country Office knowledge products as well as UN wide policy engagements. The unit’s current policy research agenda consists of the following: women’s political empowerment, circular economy, local government disaster risk preparedness, local convergence, climate finance, promoting the use of non-traditional data, energy reform, food security, and public innovation.

Specifically, Pintig Lab aims to strengthen data governance capacities to drive evidence-based actions related to the response and recovery strategy for the COVID-19 crisis, and attainment of the SDGs. The Lab builds an appreciation for and capacities of LGUs and NGAs to use data and digital tools for COVID-19 response and recovery strategies in a manner that fulfills the SDGs. It also fosters the development of an open pool of data from traditional and non-traditional sources that can be shared with government, civil society, the private sector, and academe for the purposes of recovery, inclusive development, and attainment of the SDGs. Lastly, it builds a community of economists, data scientists, government officials, private sector professionals, and civil society who contribute to the data and use it for purposes of policy development, programming, and resource mobilization and alignment for the SDGs.

Terms of Reference, March 2022

1. **DUTIES:**

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

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| **No** | **Duties and responsibilities** | **% of time** |
| 1 | **The main duties of the intern are as follows:**   * Conduct data analysis and writing for policy publications; * Develop appropriate research methodology and/or survey design (e.g. pulse survey) for policy publications; * Conduct desk reviews of existing research outputs and knowledge products of UNDP Philippines with a view of the research questions and objectives for the thematic challenge assigned; * Conduct exploratory data analysis (identify variance within data, look at novel ways to examine the data to tell different stories, explore multiple datasets for trends or outliers); * Identify new data sources and translate a range of datasets into easily accessible and useful information that supports program objectives e.g.   through maps, dashboards, benchmarking techniques, BI tools, visualisation;   * Develop and implement databases, data collection system, data analytics and other strategies that optimize statistical efficiency and quality; * Assist in content curation of documents, blogs, presentations, and other files and artefacts produced or used by Pintig Lab and IAT; * Assist in production of knowledge products (e.g., publication, blogs, news articles, etc.) and social media materials of Pintig Lab and IAT; * Assist the organization and documentation of conferences, key high-level meetings, forums or other collaborative events;     The intern is expected to render these tasks primarily for data, digital, and grassroots innovations but also to support other cross-cutting thematic challenges when requested. | **70%** |
| 2 | **Capstone Report**   * The intern is expected to produce an end-of-internship report or presentation on a capstone project. Said project’s focus and scope will be defined at the start of the internship, although adjustments may be made. * The capstone project may be a research paper, a mini-project or activity, a product or service prototype, or other equivalent output. The capstone project may be aligned with any report or output that the intern may be required to produce for their academic requirements. | **20%** |
| 3 | **Other:**  • Support other/ad hoc activities as seen relevant and needed: coordination, implementation, and administrative support on an as-needed basis | **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: Communications, Data Science, Design, Development Studies, Economics, Environmental Studies, Journalism, Management Information Systems, Social Innovation, Social Sciences, Statistics, or other related fields

Terms of Reference, March 2022

**IT skills:**

* + Knowledge and a proficient user of Microsoft Office productivity tools;
  + Knowledge and use of multimedia tools, such as Adobe Suite, Canva, etc., preferred;
  + Knowledge and use of project management and productivity tools, such as MS Project/ Planner, Asana, Trello, Smartsheet, etc., preferred;
  + Knowledge and use of analytics tools, including Tableau, Power BI, R, Stata, etc., preferred; • Knowledge and experience in mounting digital events such as webinars.

**Language skills:**

* + Fluency in both oral and written English is required;
  + Knowledge of Filipino or other UN languages 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.

Terms of Reference, March 2022