**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Strategic Government Partnerships Fellow

Sector of assignment: Strategic partnerships and Resource Mobilization

Organizational unit: Public Partnerships Group/ Partner Portfolio Management (PPM) Team

Country and Duty Station: New York, United States

Expected duration: 9 months

Expected starting date: TBA

Supervisor’s name: Janil Greenaway

Supervisor’s title: Deputy Director and Team Leader, PPM, Partnership Group

**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.

**III. RECEIVING OFFICE BACKGROUND:**

The Bureau of External Relations and Advocacy (BERA) is responsible for UNDP’s external relations and advocacy functions. The Bureau leads and supports the organisation in cultivating, building and nurturing strategic relationships and alliances that are essential for advancing and successfully achieving the mission of UNDP. These relationships encompass a wide range and number of key constituencies and development partners, that includes programme countries, existing and prospective donor countries/emerging economic powers, multilateral institutions such as the IFIs, the European Commission, civil society, the private sector, foundations, academia and think tanks, the wider UN system, various UN inter-governmental bodies, as well as global, regional and national media.

The Bureau of External Relations and Advocacy consists of the Directorate, the Strategy and Innovation Unit, and the following groups: Communications, Partnerships and UN System Affairs. In addition, BERA has 5 Representation Offices in 5 major donor capitals, namely: Brussels, Copenhagen, Geneva, Tokyo and Washington.

**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 partner portfolio analysis in line with a “whole-of-partner” approach**   * Undertake research and analysis to support the development of key donor engagement strategies and action plans. * Track and analyse the evolution of development policy in key donor capitals, to help identify implications for donor engagement plans and advise on adjustments. * Undertake mapping of key donor budget lines, departments and units against UNDP priorities, including flagship initiatives and offers. | 50% |
| 2 | **Support alignment of partner engagement strategies and plans with communications and advocacy campaigns.**   * Research best practices and experience of other agencies in bridging partnerships, resource mobilization, communications and advocacy, and related knowledge products. * Research entry points for engagement of key partners on priority advocacy and communications campaign to support the Partner portfolio Management Team’s efforts to more closely align partnerships with advocacy and communications. * Support the design of tool(s) to streamline communications and advocacy campaigns into partner engagement plans. | 25% |
| 3 | **Contribute to the uptake of innovation and new tools for partnerships management.**   * Identify multi-media presentation tools to help improve the presentation of PPM’s work to key internal audiences. * Develop innovative presentation materials that contribute to knowledge sharing in new and creative ways. | 15% |
| 4 | **Develop use-friendly content (web-based and other media) in line with partner engagement strategies and plan**   * Use existing UNDP material to develop content for communications purposes in support of partner visibility. | 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.

Field of study: Communications, Graphics Design,Development Studies, International Relations/Affairs, Social Sciences, Economics, or other related or equivalent.

**IT skills:**

* Knowledge and a proficient user of Microsoft Office productivity tools;
* Handling of web-based management systems

**Language skills:**

* English is required;
* Knowledge of 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.