**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Programme Intern

Sector of assignment: Sustainability and Private Sector Development

Organizational unit: Inclusive Economic Growth

Country and Duty Station: Tirana, Albania

Expected duration: 6 - 9 months

Expected starting date: 09/2024

Supervisor’s name: Eno Ngjela

Supervisor’s title: Programme Specialist

**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:**

UNDP began its operations in Albania in 1991. As a member of the United Nations Country Team in Albania, the UNDP works with the government and people of Albania, including its civil society and businesses, to strengthen the rule of law, promote human rights and freedoms, protect the environment and support economic and social reforms for social inclusion and an equitable society. The United Nations Development Programme works with partners to promote economic and social reforms and innovations that help bring services to those who need them most – unemployed youth, vulnerable women, Roma and Egyptian communities and persons with disabilities. It further provides support to independent institutions and fundamental democratic processes to foster rule of law and for deepening democratic practice. Through its programmes, UNDP promotes sustainability, identifying working solutions to respond to climate change by protecting Albania’s rich biological diversity and natural resources for future generations. Noting that the EU principles and the core values of the United Nations are shared, UNDP actively supports Albania’s EU integration. UNDP’s main goal is to translate principles of the UN and the EU into daily practice of the institutions of Albania, and into social, economic, political and cultural opportunities for men and women of Albania to live knowledgeable, healthy and prosperous lives. UNDP’s work targets all levels of government and across the country, working with regional and local authorities that provide services to the people and support their capacities to participate in Albania’s economic and institutional reforms and its EU accession processes.

For more information please visit UNDP main practice areas at <http://www.al.undp.org/content/albania/en/home/operations/about_undp.html>

Albania’s business environment remains prone to structural weaknesses and performs below its potential, and efforts to improve the business environment need more effective instruments and incentives. Harnessing the potential of SDGs is beyond the reach of any individual company. It will be possible to achieve them only through pioneering collaboration, with companies of the same sector coming together to define a new SDG-based strategy for their industry. Businesses that do not align their strategy with the SDG goals will, sooner or later, start to incur costs that their competitors do not face. A sectoral approach helps all the players to raise and maintain standards at the same time to keep the playing field level.

To that end, UNDP Albania is implementing the UN Joint Programme ‘‘[Business Partnerships and Solutions for SDGs](https://albania.un.org/en/218320-business-partnerships-solutions-sustainable-development-goals)’, which seeks to increase awareness about the Sustainable Development Goals (SDGs) and sustainable practices among the private sector in Albania, while fostering SDG-oriented business models in the country.

The UNJP “Business Partnerships & Solutions for SDGs” starts its second phase at the beginning of 2024, building upon the success of its pilot during 2022-2023. Its overall objective is to increase the implementation of sustainable practices among companies in Albania while fostering an enabling environment for change among the local business community, aligned to European Union integration.

The main strategy to achieve it relies on the provision of technical trainings and support to companies as well as initiatives to increase awareness on SDGs among private sector actors, policymakers, relevant stakeholders and wider society. The project seeks to achieve this by utilising the Swedish experience and facilitating business-to-business cooperation while at the same time supporting the private sector in delivery and monitoring of social and environmental impact. Making known good practices from Sweden will lead to better understanding and engagement on the SDGs and help identify opportunities to co-design and pilot solutions in the two selected sectors. The Swedish private sector has been bringing to the solution space attributes including expertise and technology to incubate innovation and help solve SDG-related challenges through new partnerships in Albania.

The project works on establishing Business Partnerships & Solutions for SDGs that will bring together businesses from both Sweden and Albania, government and civil society representatives to test new models of engagement that will create win-win, sustainable and scalable solutions for all stakeholders in achieving the SDGs.

**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 in coordinating/organizing workshops, conferences and other specific events/initiatives including reporting under the project | **30%** |
| 2 | Drafting, preparing, reviewing and formatting documents related to the communication and advocacy strategy of the project | **25%** |
| 3 | Research/analysis/compilation of background information focused on the design of innovative approaches for the implementation of project components | **25%** |
| 4 | Assisting in the dialogue and discussions with national and international partners active in the field of SME development | **15%** |
| 5 | Support additional UNDP engagements with the private sector for the achievement of SDGs and any other duties as required by unit/supervisor | **5%** |

**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: Advanced university degree in Economics, Business Administration, Development studies or equivalent.

**IT skills:**

* Knowledge and a proficient user of Microsoft Office productivity tools;
* Social media and website management skills are desirable.

**Language skills:**

* Fluency in spoken and written English.

**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.