**United Nations Development Programme**

**EXTERNALLY FUNDED INTERNSHIP/FELLOWSHIP TERMS OF REFERENCE**

1. **IDENTIFICATION OF THE POST**

Title: Programme Assistant Intern

Sector of assignment: Climate Change and Environment

Organizational unit: United Nations Development Programme

Country and Duty Station: Lusaka Zambia Expected duration: 9 months.

Expected starting date:

Supervisor’s name: Marisa Mushota Kalima

Supervisor’s title: National Coordinator – Global Environment Facility Small Grants Programme

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:**

The United Nations Development Programme’s Environment and Energy Unit is looking for recent graduates to join the Environment and Energy unit at UNDP. Specifically, under the Global Environment Facility (GEF) Small Grants programme(SGP). The Global Environment Facility Small Grants Program (SGP), implemented by United Nations Development Program (UNDP), is a decentralized and country-driven program that seeks to provide maximum country and community-level ownership and initiatives for the achievement of the global environmental benefits.

Launched in 1992, SGP works closely with and complements other GEF projects and programs, supporting 136 countries since its inception. SGP remains one of the GEF’s flagship initiatives and enjoys strong and broad support from its stakeholders, including governments, donors, civil society, and community-based organizations.

Since its inception, SGP has provided over $724.91 million of GEF and other donor funds to over 26,429 projects around the world. In addition, over $876.94 million have been mobilized as co-finance to community-based projects. SGP’s mandate is to support community-based initiatives by Civil Society Organizations (CSOs) including farmers’ organizations, scientific community, women’s groups and the youth and children organizations to address global environmental challenges. To meet its objectives, SGP works closely with government, micro finance institutions, academic and research institutions, private sector, and local authorities.

Past reviews of SGP conducted by the Joint GEF-UNDP evaluation show that SGP is recognized as a cost-effective mechanism for delivering financial and technical resources to local communities, and has an established, welltested modality for working with local communities. SGP’s operational modality consists of a decentralized

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decision-making body called National Steering Committee (NSC). The NSC’s are a very important institutional set up for the proper operation of the SGP.

The incumbent of this position will be a UNDP supervised personnel.

Post’s Organizational Accountability:

• Effective day-to-day technical, administrative, financial, and knowledge management support to the SGP country programme to ensure effective and efficient operation and management of the GEFSGP country programme portfolio with partners.

1. **DUTIES:**

Under the Supervision of the National Coordinator (NC), the Intern/Fellow will assist in the following duties and responsibilities:

|  |  |  |
| --- | --- | --- |
| **No** | **Duties and responsibilities** | **% of time** |
| 1 | Support to Programme implementation     * Contribute to day-to-day support to programme/project implementation. * Assist the NC in development and revision of grant application forms and other management tools, requirements of the programme and other SGP documents. * Provide day-to-day support and guidance to new and ongoing projects and its grantees. * Assist the NC in project implementation, monitoring and evaluation, including participation in field visits. * Provide support in the preparation of minutes for the NSC meetings. * Draft memos and other operational documents on behalf of NC and respond to queries on SGP programme matter. | **30%** |
| 2 | Administrative Functions   * Procure office supplies, equipment, and furniture adhering to SGP SOPs. * Manage and organize everyday office work. * Establish a proper filing system, maintain SGP country office administrative, financial, and management files. * Provide logistical and administrative support to visiting missions, travel arrangements, and meetings for the NC, NSC, adhering to SGP SOPs procurement rules and regulation; | **50%** |
| 4 | Knowledge Management and Communication   * Actively support the SGP country office in the efforts on knowledge management, knowledge networking and visibility. * Facilitate organization of SGP advocacy events, workshops. * Assist in drafting articles and publications with proper recognition of SGP. * Participate at events for SGP information dissemination purposes | **15%** |
| 5 | **Other:**  • Support other/ad hoc activities as seen relevant and needed. | **5%** |

1. **REQUIREMENTS AND QUALIFICATIONS**

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**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 i.e., PhD); or
  + have graduated no longer than 1 year ago from a university degree or equivalent studies.

Field of study: Business Administration, Public administration, social science or equivalent.

**IT skills:**

* + Knowledge and a proficient user of Microsoft Office productivity tools.

**Language skills:**

* + English is required.

**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.

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