**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Programme Fellow/Intern

Sector of assignment: Democratic Governance

Organizational unit: Democratic Governance Unit

Country and Duty Station: Timor-Leste, Dili

Expected duration: 9 months

Expected starting date:

Supervisor’s name: TBC

Supervisor’s title: Head of Democratic Governance/Programme Analyst

**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 Country Office has been a long-standing partner of the Government of Timor-Leste since the independence in 2001 as a strong advocate for the country’s state building and sustainable development. UNDP Timor-Leste is implementing its Country Programme Document (CPD, 2021-2025) which is linked to the United Nations Sustainable Development Cooperation Framework (UNSDCF, 2021-2025) and aligned with national priorities. It is focused on three main outcome areas:

1. Sustainable economic opportunities and decent work for all;
2. Resilience to climate chance and the sustainable management of ecosystems; and
3. Accessible accountable and gender-responsive governance systems, institutions, and services at national and municipal levels.

Three outcomes are translated into three programmatic areas, which are Economic Development and Prosperity Unit, Climate Change and Environment Unit, and the Democratic Governance Unit. Each programmatic unit consists of several projects and initiatives addressing specialized areas of concern in partnership with the relevant line ministries, civil society organizations, and private sector.

The Democratic Governance Unit (DGU) addresses improving effectiveness, efficiency, accountability, fairness, and inclusiveness in the governance of the state apparatus through technical assistance in policy formulation and capacity development. The support combines contextualized solutions in line with international good practices and expertise. The DGU shall be agile and adaptable to the government’s new priorities and concurrently be grounded in the UNDP’s principles and priorities identified based on the UNDP’s added value and niche areas. In this regard, the DGU aims to reorient the programming strategies and priorities wherever necessary, and the intern will be required to provide assistance to the Head of Democratic Governance Unit/Programme Analyst in strategic reprogramming, resource mobilization, and day-to-day management and administration of the unit as per the corporate requirements.

**III. DUTIES:**

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

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| --- | --- | --- |
| **No** | **Duties and responsibilities** | **% of time** |
| 1 | **Programmatic and Administrative Support**   * Assist the preparation of documents, reports, concept notes, proposals, talking points, etc. * Assist in data collection, research, data analysis, and monitoring, etc. * Assist with the preparation and analysis of briefing notes, communications material, advocacy materials, etc. * Support the preparation of meetings, trainings, conferences, etc. including organizing and promoting learning events. * Support programme/project implementation. * Support project/programme taking meeting and interview minutes where required. * Support in translating documents where required. * Participate in project meetings with beneficiaries and donors as appropriate * Assist with administrative tasks related to the project(s). | **70%** |
| 2 | **Learning and Team-building Support**   * Contribute to sharing of lessons learned and knowledge with relevant project and country office staff. * Contribute to a diverse, inclusive, respectful, and positive working environment. * Participate in and facilitate trainings related to the area of work. | **20%** |
| 3 | **Other:**   * Support other/ad hoc activities as seen relevant and needed. | **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: **International development, social sciences, social policy, law, gender** or equivalent.

**IT skills:**

* Knowledge and a proficient user of Microsoft Office productivity tools;
* Knowledge on any data analytics or communication tools is an advantage.

**Language skills:**

* Fluency in English with excellent writing skill is required;
* Knowledge of Tetum, Portuguese, or Indonesian Bahasa 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.