**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: **Digitalization and Economic Development Fellow**

Sector of assignment: **Digital Economy and Social Policy**

Organizational unit: UNDP

Country and Duty Station: Mongolia, Ulaanbaatar

Expected duration: **6-9 months**

Expected starting date:

Supervisor’s name: M. Yasin Janjua

Supervisor’s title: Economist

**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.

UNDP is committed to achieving workforce diversity in terms of gender, nationality, and culture.

Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

**III. RECEIVING OFFICE BACKGROUND:**

**Country Background**

Mongolia is located in the heart of the Asian continent and covers an area of 1,566,500 kilometres. Mongolia’s climate is extreme continental – an extreme climate with seven to nine months where the main temperature remains below freezing point. Higher temperatures occur for two or three months in summer. The winter months begin from October and last until mid-April. The coldest months are from mid-December to the end of February or mid-March when the temperature drops to below zero to minus 20 degrees centigrade and occasionally even lower. The spring is usually characterized by violent dust storms, gusty winds and constant changes in pressure. The Country is generally a peaceful country without any security phase.

Mongolia has a population of just over 3.5 million people (National Statistics Office), making it one of the least densely populated countries in the world. Capital and largest city is Ulaanbaatar has population of over 1.4 million. Unofficially the population is higher with growing urban poverty. The official language, Mongolian, is spoken and understood throughout the country, while Kazakh is spoken by a minority group in Western Mongolia. Russian is extensively spoken, and English is becoming common, as more population resides in urban areas and has access to learning the language. Ulaanbaatar has fairly good international flights and train connections. While regular daily flights are operated by only a few different airlines, travel by air is the most convenient and fastest means of travel to and from Ulaanbaatar. The Trans-Siberian and Trans-Mongolian trains connect Ulaanbaatar with Europe and Asia. All-important locations in the country are accessible by air and

road.

There are no immunization and or vaccination requirements for people entering Mongolia. International telephone, internet, and fax services work well in Ulaanbaatar. There are several cellphone operator companies, and internet services are very popular in Ulaanbaatar at reasonable rates. Wireless facilities are available in many locations.

Foreigners can rent fully furnished apartments in any part of the city. Medical and dental services are available for international personnel in Ulaanbaatar. For more information on Mongolia, the following link is recommended: http://lonelyplanet.com/mongolia.

**UNDP Mongolia**

UNDP in Mongolia is recognized as a key government partner and a facilitator of multi-stakeholder dialogue on governance reform, environmental and natural resources management, climate change, and sustainable development in finance, agriculture, digitalization, and energy sectors. UNDP has a very strong reputation in the country, especially among government officials, based on a legacy of heavy support and engagement for 40 years, especially during the transition to a market economy and multi-party system after the fall of the Soviet Union. UNDP CO is implementing series of projects funded by GCF, GEF, other bilateral organizations. Programmes on Environment and Climate change are focused on sustainable development issues related with biodiversity conservation, biodiversity financing, habitat protection, land management, sustainable agricultural practices, such as pastureland management, livestock product market access. Stakeholders are Government counterparts, agencies, mainly Ministry of Finance, Ministry of Environment, Ministry of Energy, Ministry of Food Agriculture, Light Industry, and Ministry of Construction and Urban Development, Ministry of Digitalization and Communication, and among others the European Union, the Asian Development Bank, EBRD, and the World Bank. Project on environmental management, pasture management includes agriculture product value chain network to develop sustainable commodity market. Commodities are dairy, cashmere, wool, leather, and meat.

**III. DUTIES:**

We are looking for an intern/Fellow to provide full-time support for research, innovation, project concept development, and organization of various online and in-person events and workshops to disseminate research.

The selected candidate will have the opportunity to gain an understanding of the sector-focused economic and digitalization policies and legislations and related processes in Mongolia as well as exposure to various efforts carried out by government, non-government, and media organizations. He/she will also gain an insight into the international development field, particularly the UN system and UNDP operations, and a first-hand experience working with diverse stakeholders on a multi-faceted project.

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

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| **No** | **Duties and responsibilities** | **% of time** |
| 1 | * Work with the UNDP country office management and programme team to strengthen programme development and implementation. | 20% |
| 2 | * Under the guidance of the Senior Economist and UNDP CO Acceleration Lab (ALab) conduct digitalization and innovation research, in particular on digital readiness, digital public infrastructure and the delivery of public services, leveraging private sector digitalization for a landlocked country to benefit from global and regional business and trade opportunities, artificial intelligence and opportunities for digital economy, digital literacy for vulnerable groups, creating digital opportunities for women and youth in digital market place. * Support the research and policy work by contributing to policy papers, briefs, blog content, and talking points. * Provision of technical advice to the country office management team and program colleagues in support of the 2030 Agenda and the introduction of sustainable and inclusive digitalization policies. * Advocacy and promotion of UNDP’s mandate and mission especially with respect to digitalization and climate change adaptation and mitigation, including agenda 2030, and net-zero. | 70% |
| 3 | Other:   * Support the implementation of communications and media strategy, including drafting social media posts in Mongolian and English and other communication-related texts in accordance with UNDP communications policy and brand guidelines. * Perform other related duties as required. * Support CO in organizing events and retreats. * Organize activities related to international development (i.e., gender equality, human rights, etc.) and/or their skills in interpretation and translation. | 10% |

**IV. REQUIREMENTS AND QUALIFICATIONS**

**Competencies**

**Core Values:** Respect for Diversity, Integrity, and Professionalism

**Core Competencies:**

* Excellent interpersonal, communication and organizational skills;
* Ability to follow up immediately and facilitates solutions to challenges and attention to details;
* Ability to focus on a variety of tasks within deadlines and to work under time pressure;
* Strong work ethics and commitment;
* Team player organized and resourceful;
* Ability to work as part of a team in an international and multicultural environment.

**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 with degree or equivalent studies.

Field of study: Economics, Economic Development, or Environmental Economics, International Development or Relations, Sustainable Development, Sociology, Development Finance or other closely related fields

**IT skills:**

* Knowledge and a proficient user of Microsoft Office productivity tools;

**Language skills:**

* Excellent command of English, both oral and written
* Knowledge of other UN language is an added advantage
* Outstanding interpreting, reading, writing, translating skills
* Knowledge and understanding of technical matters in the working languages is desired

**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.

**Other:**

* Extracurricular activities that are demonstrative of their interests in international development (i.e., gender equality, human rights, etc.) and/or their skills in interpretation and translation.