**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Duration:** 12 months

**Title:** Trainee – Grants management - Donor Due Diligence and Audits

**Organizational Unit:** Bureau of Strategic Planning, Division for Partnerships, Section for Grants and Resource Management, Donor Due Diligence and Audits Unit (BSP/DPA/GMR/DDA)

**Duty Station:** Paris, France

**Supervisor (name, title):** Samantha Gardiner, Head of Unit

**DESCRIPTION OF THE TRAINEESHIP**

Under the guidance of the Head of the Unit, the trainee will be responsible for:

* Supporting the coordination process of audits and verification missions of projects funded by voluntary contributions. Which includes:
  + Liaising with relevant sectors/services (e.g. BFM, HRM, IOS, etc.) to request supporting documents;
  + Reviewing supporting documentation to ensure that relevant and adequate documents are received to facilitate the review/audit process.
* Providing assistance in the preparation of responses to assessments and questions from donors:
  + Assisting the Head of Unit in preparing responses to questions which form part of the donor's due diligence/assessment process of UNESCO;
  + Preparing correspondence to relevant sectors/services (e.g. ADM/PRO, LA, IOS, HRM, ETH, etc.) to obtain responses for issues under their responsibility;
  + Maintaining a database of frequently asked questions and responses, etc
* Supporting the preparation and update of communication material about DDAs services:
  + Assisting the Head of Unit in updating guidelines, training material and presentation on donor audits and assessment processes;
  + Updating related online material;
  + Preparing reports concerning donor audits and assessments.
* Participating in IT and other projects to improve the efficiency of the DDA’s operations
* Contributing to the preparation of Due Diligence reports for private and business sector upstream partners

**REQUIRED QUALIFICATIONS**

**Education:**

Advanced university degree (Master’s degree or equivalent) in finance, business management, audit or related field.

**Experience (if any):**

* Preferably a minimum of 1-2 years of professional experience in finance, audit, business management or related areas.
* Experience in IT projects would be an asset.

**Language skills:**

* Good knowledge of English or French; knowledge of another UNESCO official language is an asset.

**Competencies and skills:**

* Good organizational skills
* Excellent (oral and written) communication skills, including the ability to draft and produce a variety of written material in a clear and concise manner
* Ability to work effectively in a team and to maintain good working relations within a multi-cultural environment
* Ability to explain simply, clearly and with details the application of the rules and procedures;
* Ability to demonstrate objectivity, independence, discretion, confidentiality and professionalism.

**LEARNING OBJECTIVES**

The candidate will work in Donor Due Diligence and Audit (DDA) Unit of the Grants Management Section of the Bureau of Strategic Planning. Although the daily work will focus on DDA functions, the candidate will also have to opportunity to learn about other functions of the Grants Management Section, the Bureau of Strategic Planning and of UNESCO in general.

In this regard, at the end if the internship, the candidate is expected to have acquired:

1. An in-depth understanding of the Donor Due Diligence and Audit (DDA) Unit functions, including:

* Audits and verification missions to review donor funded projects
* Due Diligence process for private/business sector entities
* Assessment processes that large donors and member states may undertake to quality UNESCO for grants/donations

1. A general understanding of other aspects of the work of the Grants Management Section, the Bureau of Strategic Planning and UNESCO in general, e.g.:

* The Budgeting process for projects funded by voluntary contributions;
* Financial reporting for voluntary contribution projects;
* A general understanding of UNESCO’s programmatic, operational and governance structure, etc.
* General understanding of UNESCO’s rules and regulations

**ADDITIONAL INFORMATION**

Given the reputational risks associated with cooperating with the private sector, Member States have requested UNESCO to conduct due diligence (screening) on private and business sector entitities before entering into formalised arrangements with such entities (e.g see Executive Board decision 156 EX/Decision 9.4.). In this regard, the Donor Due Diligence and Audits Unit plays a pivotal role as it coordinates the DD process for the entire Organisation – helping colleagues at HQ, in the field and in the institutes to make informed decisions about their potential partners. Todate on average 200 due diligence reports are produced each year. However, as partnership with the private sector is becoming more mainstreamed, there is need for additional resources within the unit in order to meet increasing demands.

In addition, the DDA unit is also responsible for coordinating the audits and reviews of projects funded by voluntary contributions. In 2023, there were 5 verification missions and residual error rate studies conducted for projects funded by the EU alone. Each review is rather intensive and requires extensive commitment of time and resources. The incumbent will pay a pivotal role in supporting the Head of Unit in coordinating the audits and verification processess.

Large donors have their own due diligence processes for potential partners. In this regard, the DDA unit coordinates UNESCO responses to questions raised by potential donors. This is essential to securing partnerships for UNESCO as often donors will not agree to sign agreements or release funding if their own due diligence /assessment process has not been completed.

Also see the DDA website for more information bout the Units work: <https://unesco.sharepoint.com/sites/bsp/SitePages/Donor-Due-Diligence-and-Audits-Unit-(DDA).aspx>