**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Partnerships Intern, Financial Institutions Team

Sector of assignment: International Financial Institutions, Partnerships and Resource Mobilization, Sustainable Finance

Organizational unit: Financial Institutions Team, Public Partnerships Group, BERA

Country and Duty Station: New York, USA

Expected duration: 9 months (negotiable)

Expected starting date: June 2023

Supervisor’s name: Mariana Gonzalez

Supervisor’s title: Team Leader, Financial Institutions Team, Public Partnerships Group, BERA

**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.

The Bureau of External Relations and Advocacy (BERA) is responsible for UNDP’s external relations and advocacy functions. The Bureau leads and supports the organization in cultivating, building and nurturing strategic relationships and alliances that are essential for advancing and successfully achieving the mission of UNDP. These relationships encompass a wide range and number of key constituencies and development partners especially those related to resource mobilization and donors relations, intergovernmental affairs with member states, programme countries, existing and prospective donor countries/emerging economies, multilateral institutions, such as the IFIs, the European Commission, civil society, the private sector, foundations, academia and think tanks, the wider UN system, various UN inter-governmental bodies. BERA also leads the Organization’s communication functions, establishing UNDP branding and interface with global, regional and national media. The Bureau coordinates and acts as a facilitator of information exchange, knowledge management, network building and dissemination of best practices throughout the UNDP in resource mobilization, intergovernmental and inter-agency affairs and communications.

The Public Partnerships Group (PPG) in BERA provides trusted engagement for public partnerships in line with UNDP Strategic Plan and business planning targets, coordinates multi-stakeholder partnerships including quality assurance, Engage with key funding partners and political constituencies, and advise and develop strategies to cultivate mutually beneficial relationships with partners. PPG acts as a facilitator and catalyst of partnership strategies with UNDP’s donors and partners and actively supports new partnerships and resource mobilization to maximize UNDP’s development impact.

**III. RECEIVING OFFICE BACKGROUND:**

Recognizing that strengthening its engagement with International Financial Institutions (IFIs) will be essential to achieving the SDGs, UNDP established the Financial Institutions Team (FIT) in 2015 to serve as an IFI partnerships nerve centre for the organization. FIT supports corporate, regional and country-specific collaboration with IFIs (including global, regional and national development banks) and emerging development banks. FIT is also part of the Finance Sector Hub which is leading on new corporate offers/services to leverage public and private finance, including growing UNDP’s engagement with Development Finance Institutions (DFIs).

Since then, UNDP’s financial and non-financial collaboration with IFIs has grown consistently, but untapped opportunities for strengthened partnerships remain. Furthermore, the COVID crisis is opening up more opportunities for collaboration given the significant resources that IFIs are deploying to support Governments in addressing the health and socio-economic impact of the crisis globally. UNDP is already partnering with IFIs to help governments reinforce health systems and conducting joint socio-economic assessments in over 70 countries to help identify the sectors most impacted by COVID-19, and to enable funding to be allocated where it is most needed.

Under the direct supervision of the Financial Institutions Team Leader, the Partnership Intern will support UNDP in scaling up its IFI partnerships, supporting key IFI portfolios and events and helping the organization diversify its partners with new types of financial institutions.

**III. DUTIES:**

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

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| --- | --- | --- |
| **No** | **Duties and responsibilities** | **% of time** |
| 1 | **Partnership engagement support**   * Analyze status of collaboration between International Financial Institutions (IFIs), Development Banks (DBs) and central/national banks with UNDP; * Identify recurring bottlenecks/gaps of IFI/DB/UNDP collaboration; opportunities and projects for replication; drafting of case studies; * Collect and analyze information, policies and procedures, and case studies related to IFIs and DBs collaboration with UNDP; as well as material from external sources (including from other UN agencies) for comparative analysis and to incubate innovative approaches and ideas; * Contribute to guidance notes and partnership notes summarizing key aspects of UNDP’s work IFIs and Development Banks; * Develop presentations and talking points on key issues related to UNDP’s engagement with IFI/DBs for use in various fora; * Assist the delivery of demand-driven advisory services in the areas of IFI partnerships and resource mobilization to country offices through UNDP’s regional partnerships advisors, including for crisis countries; and * Support the development of regional and country-specific IFI mappings and trend analysis. | **50%** |
| 2 | **Knowledge management and communications**   * Support communication and dissemination of information including the development of outreach materials/products; * Support to knowledge management through analysis, lessons learned, enhancing web/intranet presence and use of social media; and * Support the organization of missions, meetings, events, webinars, etc; prepare meeting minutes/notes to file; and undertake follow-up actions as needed. | **40%** |
| 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 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: Public Policy, Economics, Communications, International Development or similar.

Experience: Relevant national/international experience in development, international relations, financing, management, communications, business consulting, knowledge management or related field.

**IT skills:**

* Knowledge and a proficient user of Microsoft Office productivity tools; including Power BI
* Experience with or willing to learn graphic design programmes and social media.

**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.