**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Intern

Sector of assignment: Governance and human rights

Organizational unit: SELECT Project

Country and Duty Station: Brussels, Belgium

Expected duration: 9 months

Expected starting date: 1 April 2023

Supervisor’s name: Saré Knoope

Supervisor’s title: Project manager – SELECT Project

**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 working to strengthen new frameworks for development, disaster risk reduction and climate change. We support countries' efforts to achieve the new Sustainable Development Goals, which will guide global development priorities through 2030. The key 2030 Agenda principle of leaving no one behind and stamping out inequality is at the core of everything we do.

UNDP focuses on helping countries build and share solutions in three main areas:

* Sustainable development
* Democratic governance and peacebuilding
* Climate and disaster resilience

In all our activities, we encourage the protection of human rights and the empowerment of women, minorities and the poorest and most vulnerable.

UNDP’s Representation Office in Brussels supports and promotes the partnership between the European Union (EU) and UNDP, built on shared values and objectives for advancing peace and security, human rights and development. Both parties are committed to the 2030 Agenda for Sustainable Development and to supporting countries’ progress and investing in their efforts to end poverty, protect the planet and build prosperity for all.

This position is placed within the Sustaining Peace During Electoral Processes (SELECT) project housed in the UNDP RO in Belgium.

**III. RECEIVING OFFICE BACKGROUND- the SELECT Project:**

Credible, inclusive, transparent, and peaceful electoral processes are essential to confer legitimacy to national and local governments. When these processes are conducted in a well-organised and transparent manner, they often offer the means of channelling grievance and expectations into respectful and constructive debate. But electoral processes can also exacerbate underlying conflict dynamics triggering violence, sometimes undermining years of development and peace-building efforts.

The overall objective of the “Sustaining Peace during Electoral Process” (SELECT) project is to build the capacity of both national electoral stakeholders and international partners to: a) identify risks factors that may affect elections; b) design programmes and activities specifically aimed at preventing and reducing the risk of violence; c) implement operations related to the electoral processes in a conflict sensitive manner.

This is done by delivering on the two project outputs:

* Development of an online knowledge hub where implementable programmatic activities related to the prevention of electoral-related violence are listed, informed by research and knowledge development, available in French and English (https://www.sustainingpeace-select.org/)
* The organization of outreach events/workshops as to enhance electoral violence prevention capacities at national, regional and international level.

The SELECT project is built around 6 topics of research in the field of the prevention of election:

1. Promotion of information integrity,
2. Youth participation,
3. **Programming Inclusive Governance**
4. **Parliamentary support and citizen consultations,**
5. **Gender and women participation,**
6. Electoral Violence Monitoring and analysis,

Following its first implementation year, the SELECT has delivered on the content of two topics ‘one and two’, report and their respective programmatic guidance. In this frame, with the finalization of 2 first topics the project wishes to launch activities related to the project output 2 for capacity building and outreach, specifically the organisation of workshops and seminars and a global conference in September 2023.

The SELECT Project team under the UNDP Brussels’ based Task Force on electoral assistance, wish to recruit an intern to support in the implementation of the SELECT project activities, namely the workshops and seminars and the first Global Conference.

**III. DUTIES:**

Under the direct supervision of the Project Manager, the intern will be expected to provide support to the following duties and responsibilities:

|  |  |  |
| --- | --- | --- |
| **No** | **Duties and responsibilities** | **% of time** |
| 1 | **Thematic support**  Support the research process of the three thematic areas of focus for 2023 :   1. Programming Inclusive Governance 2. Parliamentary support and citizen consultations, 3. Gender and women participation,  * Assist the Project manager and the Lead expert and contribute to the drafting of the reports and programmatic guidances. * Follow up on the Regional Consultation and Seminars and Workshop and build a database of examples and resources shared, which will feed into the thematic reports and programmatic guidance. * Assist in the continuous updating of the knowledge hub through identified best practices/guidance. * Support content development and administrative actions of the SELECT in preparation and implementation of Regional Consultations, workshops, and Seminars. | **30%** |
| 2 | **Global conference**  Support the administrative and content aspects of SELECT work in the preparation of the 1st Global Conference:   * Take part in planning meetings with partners. * Assist with the preparation of the Conference Agenda/Report interacting and providing support to the team of conference rapporteurs and the lead authors * Assist in the logistical and administrative preparations ; * Assist in the monitoring of the conference work plan and follow-up with partners on matters that require coordination; * Assist in note taking during the Conference; * Assist in developing a format for publishing and posting conference papers and for listing the papers in searchable economics databases ; * Assist in post-conference activities and follow-up; * Assist in the Promotion and Visibility related to the event. * Other duties related to the implementation of Project’s research activities | **50 %** |
| 3 | **Other:**   * Support other/ad hoc activities as seen relevant and needed. | **20 %** |

**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 Relations, International Development or Management or equivalent.

**IT skills:**

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

**Language skills:**

* Fluency in English along with excellent writing skills in English
* Knowledge of a second UN official Language 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.

**V. INTERNSHIP CONDITIONS**

* All expenses connected with the internship will be borne by the sponsoring entity;
* UNDP accepts no responsibility for costs arising from accidents and/or illness or death incurred during the internship;
* Sponsoring Entity are responsible for obtaining necessary visas and arranging travel to and from the duty station where the internship will be performed and for payment of a stipend.
* Interns are not eligible to apply for, or be appointed to, any post in UNDP during the period of the internship;
* The Sponsoring Entity must secure, or ensure that the Fellows secure, adequate medical insurance coverage for the duration of the fellowship.;
* Fellowship assignments are not staff members and may not represent UNDP in any official capacity;
* Fellowship assignments are expected to work full time