**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: **City Resilience Intern (Ukraine focused)**

Sector of assignment: Innovation and local economic development

Organizational unit: Innovation Team, Istanbul Regional Hub/Regional Bureau for Eurasia

Country and Duty Station: Istanbul, Turkey

Expected duration: 6-9 months (flexible)

Expected starting date: Fall 2023

Supervisor’s name: Tina Maria Saeteraas Stoum

Supervisor’s title: Regional Project Manager (P4), Mayors for Economic Growth Facility

**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:**

Istanbul Regional Hub (IRH) is UNDP’s main knowledge and advisory hub for the Europe and CIS Region (ECIS). It aims to connect the region to a global network of development experts, to build knowledge and capacity, and to forge partnerships to meet the development challenges of a large and diverse region.

UNDP IRH is implementing a joint EU&UNDP initiative called the “[Mayors for Economic Growth](https://www.eum4eg.com) (M4EG) Facility”. The M4EG Facility targets an existing network of more than 350 local authorities/municipalities in the Eastern Partnership countries (Armenia, Azerbaijan, Georgia, Moldova and Ukraine). The intention of the M4EG is to explore means to [‘embrace complexity’](https://www.eurasia.undp.org/content/rbec/en/home/presscenter/pressreleases/2021/the-eu-and-undp-on-a-learning-journey-to-embrace-complexity-in-e.html) to foster more resilient, sustainable, and attractive towns and cities through new innovative tools and approaches.

As about 200 members of the M4EG are based in Moldova and Ukraine, a new key focus in 2023 is building an offer to the municipalities around applying a system lens to resilience, recovery and renewal during and after the conflict. Hence, the M4EG regional team is working alongside a wide range of internationally recognized technical providers to develop a catalogue of options for local governments’ enhanced resilience in the region, including through the forthcoming Urban Learning Center.

More specifically, in 2023, two cities, Mykolaiv and Ternopil, are supported under the Portfolio Journey of M4EG and will design and activate a system thinking approach to urban transformation. Both cities will receive learning and seed-fund opportunities up to EUR 225,000 as part of this 2 year engagement. Additionally, in October 2022, the new component under M4EG called EU Response and Renewal Programme was launched and will support up to 20 local initiatives in Ukraine and Moldova around immediate emergency response and more longer efforts to re-think their local urban development.

**III. DUTIES:**

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

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| **No** | **Duties and responsibilities** | **% of time** |
| 1 | **Coordination:**   * Logistical and facilitation support to organize meetings, webinars, hybrid courses with participating UNDP Country Offices, technical providers and municipalities in Ukraine, and Moldova if needed. * Prepare documentation for the recovery, renewal & resilience learning modules, including Terms of Reference for technical providers and Implementation Guidelines. * Coordinate and help synthesise learning from the M4EG members, with a focus on municipalities in Moldova and Ukraine. | **60%** |
| 2 | **Research:**   * Prepare background information and conduct research around the City Resilience Index and similar initiatives and engage in discussions around their applicability to the Eastern Partnership. * Prepare background information on municipalities, particularly around early recovery and resilience aspects. * Provide research support as relevant to project team and partners. | **30%** |
| 3 | **Other:**   * Help draft social media and communication pieces on recovery, renewal & resilience component of the M4EG. * Support other/ad hoc activities as seen relevant and needed, including events and related peer to peer support to municipalities under M4EG | **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: **Urban studies, local economic development**, **resilience** or equivalent.

**IT skills:**

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

**Language skills:**

* English is required;
* Knowledge of Russian or another language in the Eastern Partnership 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.