**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Intern/Fellow

Sector of assignment: Partnerships and resource mobilization

Organizational unit: Management

Country and Duty Station: Venezuela, Caracas

Expected duration: 09 months

Expected starting date: 1 October 2023

Supervisor’s name: Eduardo López-Mancisidor

Supervisor’s title: Deputy Resident Representative

**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:**

UNDP's functions in Venezuela are based on providing technical assistance through successful initiatives and experiences aimed at capacity development and knowledge management with a multidimensional approach; generating national capacities and transferring knowledge to and from Venezuela through South-South cooperation; promoting partnerships between different development actors for the multidimensional integration of thematic areas in the construction of sustainable livelihoods, access to and quality of basic services and integrated risk management.

UNDP in Venezuela will start a new programmatic cycle in 2023 through a new Country Programme Document (CPD) which aims at promoting social policies focused on poverty reduction, optimizing essential social services systems, mitigating and adapting to the effects of climate change, and comprehensive disaster risk management, along with the implementation of measures for biodiversity conservation and the improvement of urban and rural environmental management with a territorial approach, to reduce the vulnerability of the population to socioeconomic and socio-environmental events. The CPD will also aim at promoting sustainable, inclusive, and egalitarian social cohesion.

UNDP's 2023-2026 Programme cycle is aimed at addressing the country's development challenges, under an integral and systemic approach according to its mandate; articulating those partnerships with national stakeholders built during the implementation of the 2015-2022 cycle and generating new partnerships.

UNDP and its partners are expected to provide inputs to strengthen policies, strategies and frameworks that support national institutional capacities and those of the most vulnerable population, to increase resilience to social, economic and environmental shocks and global changes and to promote sustainable development.

Under the guidance and direct supervision of the Deputy Resident Representative and in close collaboration with the CO staff, the Partnerships intern supports the overall efforts to build partnerships and mobilize an appropriate and sustainable funding base for UNDP in Venezuela. The Partnerships intern contributes to the elaboration and the updating of the country office partnerships and resource mobilization strategy, tools and analysis. S/he helps developing a mapping of interventions and donor intelligence that allows to strengthen UNDP position within the UN family and developing strategic partnerships with government, donors, private sector and CSOs.

The Resource Mobilization intern works in close collaboration with the operations and programme staff in the UNDP CO, other UN Agencies, UNDP HQ, Panama Regional Hub

The position offers a great opportunity to learn about the overall activities of UNDP in Venezuela and other actors working in the development and humanitarian areas. The Resource Mobilization intern will learn broad and specific skills in resource mobilization, partnerships, and communication.

**III. DUTIES:**

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

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| --- | --- | --- |
| **No** | **Duties and responsibilities** | **% of time** |
| 1 | **Support in Resource Mobilization for UNDP Management**   * Contribution to the Resource mobilization and partnership strategy for UNDP & Resident Coordinator Office in liaise with UNDAF and CPD; * Help keeping up to date the resources mobilisation strategy (needs, gaps, opportunities by programmes and projects); * Help conducting external and internal analysis for assessing CO opportunities for resource mobilization strategy; * Updating the donor intelligence data-based and identifying specific requirements or documentation per donor * Suggesting actions for diversifying sources of funding (non-traditional partners); assessment of their current usage and potential for the future; * Help elaborating proposals for grant-funding | **30 %** |
| 2 | **Support in Partnerships for UNDP Management**   * Scanning of the opportunities in the country based on partner-specific intelligence and the competitive landscape; identification where the CO competency strengths overlap with partner/client needs; * Developing a mapping of actors in Tunisia (identifying field of operations and objectives), currently engaged or not with the UNDP, * Updating the mapping of interventions (identifying possible synergies, gaps and overlapping activities to inform the strategy); * Help organizing events or field trip missions toward strengthening UNDP partnership/network | **25 %** |
| 3 | **Communication and monitoring**   * Contribute to the communication strategy toward donors and implementing partners to inform about UNDP activities and achievements; * Co-elaboration of a trimestral bulletin and diffusion of key messages on social media and updating of the website contents; * Contribute to reviewing of the resource mobilisation monitoring tool (collect of information and identification of emergencies); * Facilitation of knowledge building and knowledge sharing. | **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: Development studies, Business Administration, Economics, Social Sciences, International Relations, Political Sciences or equivalent.

**IT skills:**

* Knowledge and a proficient user of Microsoft Office productivity tools;
* Community management abilities (social media)

**Language skills:**

* Spanish and English is required;
* Knowledge of French and/or Portuguese 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.