**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Intern/Fellow Disaster Risk Reduction and Recovery

Sector of assignment: Disaster Risk Reduction and Recovery for building Resilience

Organizational unit: Crisis Bureau

Country and Duty Station: Panama, Panama City

Expected duration: 06 months

Expected starting date: 15 March 2025

Supervisor’s name: Luis Gamarra

Supervisor’s title: Disaster Risk Reduction and Recovery Team Leader

**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. UNDP is the knowledge frontier organization for sustainable development in the UN development system and serves as the integrator for collective action to realize the Sustainable Development Goals (SDGs). UNDP’s policy work is carried out at HQ, Regional and Country Office levels, and forms a contiguous spectrum of deep local knowledge to cutting-edge global perspectives and advocacy. In this context, UNDP invests in the Global Policy Network (GPN), a network of field-based and global technical expertise across a wide range of knowledge domains and in support of the signature solutions and organizational capabilities envisioned in the Strategic Plan. The GPN also aims to provide rapid and integrated support to UNDP country offices, combining policy advice, technical expertise, financial resources, agile tools and procedures, and partnerships. The Global Policy Network (GPN) has the responsibility for developing all relevant policy and guidance to support the results of UNDP’s Strategic Plan (2018-2021).

Within the GPN, the Crisis Bureau guides UNDP’s corporate crisis-related strategies and vision for crisis prevention, response, and recovery. The UNDP’s Crisis Bureau supports resilience building through risk reduction and prevention, crisis response, and recovery and ensures that issues of risk are fully integrated into UNDP’s development programmes. The Crisis Bureau assists UNDP and partners to achieve higher quality development results through an integrated approach that links results-based management and performance monitoring with more effective and new ways of working.  The CB supports UNDP and partners to be more innovative, knowledge and data driven including in its programme support efforts. The CB’s staff provides technical advice to Country Offices; advocates for UNDP corporate messages, represents UNDP at multi-stakeholder fora including public-private dialogues, government and civil society dialogues, South-South and Triangular cooperation initiatives, and engages in UN inter-agency coordination in specific thematic areas.

The Disaster Risk Reduction and Recovery for Building Resilience Team (DRT) within the Crisis Bureau provides integrated policy and programme support on disaster risk reduction and recovery in the context of UNDP’s broader approach to resilience building. The Team specifically fosters the integration of risk reduction as a key element in sustainable development and recovery at national, sub-national and sectoral level to strengthen resilience. It is also the responsibility of the team to support the regional hubs in their efforts to strengthen national capacities on disaster resilience and disaster risk reduction. The team provides high quality advice and programmatic support in the design, implementation, monitoring and evaluation of programmes. The team leads the development and coordination of policy in disaster risk reduction (DRR), and disaster recovery with a focus on resilience building and integrated approaches with climate adaptation.

**III. RECEIVING OFFICE BACKGROUND:**

The Intern/Fellow is based in the Regional Hub for Latin America and the Caribbean (RH-LAC) in Panama to assist the regional Disaster Risk Reduction and Recovery team in programme delivery. She/he will ensure the programmes, projects and activities led by the regional team are successfully implemented at regional and country level in Latin America and the Caribbean.

The Regional bureau for Latin America and the Caribbean established the Regional Hub in Panama in 2008, to bring corporate and regional policy, and advisory support, closer to where they are needed on the ground, and to make those services more responsive to country programme needs.

The Regional Hub serves 26 countries in Latin America and the Caribbean, offering technical support, and a trustworthy source of knowledge, experiences, and resources provided by a group of experts and professionals. It works through its COs with governments and people to develop customized solutions to development challenges and thus help to strengthen local capacities. The Hub is focused on strengthening the capacities of the country offices, which in turn assist governments and communities in achieving sustainable development and the Sustainable Development Goals.

**III. DUTIES:**

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

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| **No** | **Duties and responsibilities** | **% of time** |
| 1 | **Programmes and projects delivery assistance**   * Assist the day-to-day management and coordination of regional programmes and projects’ activities * Assist the Team Leader and the Programme Specialist in mobilizing goods and services to support activities, including drafting TORs and works/product requirements and specifications * Assist the Team Leader and the Programme Specialist in monitoring and evaluation as well as corporate reporting processes and mechanism | **40%** |
| 2 | **Knowledge management and community of practice**   * Compile, analyse, report and codify projects and programmes’ results and lessons learned from country offices * Encourage and support targeted COs to capture good practices through blogs, videos, photo essays etc. and with communication specialists, promote on social media and other regional channels * Advocate and enable South-South facilitation of exchanges and experiences sharing where valuable | **40%** |
| 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 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 development, Social Sciences, Environmental Sciences or equivalent with a focus on Disaster Risk Reduction.

**IT skills:**

* Knowledge and a proficient user of Microsoft Office productivity tools;
* Knowledge on Geographic Information System (GIS) and/or Graphic Design software would be an asset

**Language skills:**

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