**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Programme intern

Sector of assignment: Strategic partnerships and resource mobilisation

Organizational unit: EU Contracts Management Unit (CMU)

Country and Duty Station: Brussels, Belgium

Expected duration: 9 months

Expected starting date: ASAP

Supervisor’s name: Anna Rotella

Supervisor’s title: EU Programme Analyst

**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 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 EU Contract Management Unit (CMU) which focuses primarily on providing advisory services to UNDP regional bureaux, hubs and country offices on contractual aspects of EU-funded projects in a timely manner. This support is in line with the EU-UN Financial and Administrative Framework Agreement ([FAFA](https://www.undp.org/sites/g/files/zskgke326/files/migration/brussels/un_fafa_consolidated_2018.pdf)). In addition, CMU provides support to the UN Controller’s office in the following activities in the organization of the annual EU-UN FAFA working group meeting.

UNDP’s Representation Office in Brussels seeks a fellow with an interest in development issues and EU affairs. The fellowship will provide an opportunity to gain in depth knowledge on the EU contractual requirements and procedures starting from project formulation, contract signature, project implementation and closure.

**III. DUTIES:**

The fellow will assist in the following duties and responsibilities:

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| **No** | **Duties and responsibilities** | **% of time** |
| 1 | Support to UNDP's development and solidification of its strategic partnership with EU institutions (with the European Commission in particular) and the resource mobilization:   * Provide contractual and substantive inputs during the formulation and negotiation processes of Country Offices, Regional Centres and Bureaus when engaging with the European Commission/EU Delegations; * Revise project proposals channelled through the UNDP Brussels Representation Office and ensuring their compliance with established contractual frameworks; * Maintain positive working relations with clients and facilitate effective information sharing between EC task managers and UNDP; | **50%** |
| 2 | Provide contractual advice services to UNDP offices worldwide with respect to contractual aspects of the EC/EU-UNDP partnership   * Advise on implementation of EU-funded projects and programmes in accordance with applicable contractual framework and established regulations; * Act as "early warning" mechanism preventing problematic cases to negatively affect the EC/EU-UNDP partnership; * Advise on problem-solving and corrective measures when necessary | **30%** |
| 3 | Facilitate knowledge building and knowledge sharing:   * Engage in strategic learning, planning, advocacy and resource mobilization activities in view of maintaining and increasing EC funding; * Facilitate knowledge building and knowledge sharing on contractual aspects of the EC/EU­-UNDP partnership; | **10%** |
| 4 | Support the Programme Analyst in coordinating the UN Brussels Team's actions vis-a-vis the EC regarding legal, contractual and implementation related affairs:   * Assist the Programme Analyst in concerting UN agencies undertakings with EC/EU counterparts in relation to contractual and procedural aspects of the EU-UN cooperation; * Participate and contribute to meetings on contractual or procedural questions, related to the UN partnership with the EU institutions; * Prepare briefing notes, speeches and other required documents to support the outreach activities of senior management. * Support the BRO’s role of a "one stop shop" for queries pertaining the EC/EU with respect to contractual matters. | **10%** |

**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: Public Administration, Economics, Political Sciences, International relations, or equivalent.

**IT skills:**

* Proficiency in the usage of software packages (MS Word, Excel, PowerPoint, Outlook);
* Handling of web-based management systems.

**Language skills:**

* English and French are required;
* Knowledge of Spanish 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.