**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Digital Transformation Intern

Sector of assignment: Digital Transformation, Data Science, Artificial Intelligence, Machine Learning Organizational unit: Accelerator Lab

Country and Duty Station: India, New Delhi

Expected duration: 06 months

Expected starting date: As soon as possible

Supervisor’s name: Vedant Rastogi

Supervisor’s title: Innovation Officer

**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 has been working in India since 1951 in almost all areas of human development. Together with the Government of India and development partners, we have worked towards eradicating poverty, reducing inequalities, strengthening local governance, enhancing community resilience, protecting the environment, supporting policy initiatives and institutional reforms, and accelerating sustainable development for all.

With projects and programmes in every state and union territory in India, UNDP works with national and subnational government, and diverse development actors to deliver people-centric results, particularly for the most vulnerable and marginalized communities. As the integrator for collective action on the Sustainable Development Goals (SDGs) within the UN system, we are committed to supporting the Government of India’s national development vision and priorities and accelerating the achievement of the SDGs for the people and the planet.

Our new Country Programme (2023-2027) aims to provide an integrated approach to development solutions in three strategic portfolios:

* Strong, accountable and evidence-led institutions for accelerated achievement of the SDGs
* Enhanced economic opportunities and social protection to reduce inequality, with a focus on the marginalized.
* Climate-smart solutions, sustainable ecosystems and resilient development for reduced vulnerability

South-South cooperation, gender equality and social inclusion are promoted across the pillars. The programme is supported by a framework of renewed partnerships and blended finance solutions, strategic innovation and accelerator labs, and data and digital architecture.

Traditional approaches to development are struggling to keep up with the 21st century challenges. The Accelerator Labs are UNDP’s new way of working in development. Globally, 91 labs are currently serving 116 countries to find radical solutions to today’s wicked development challenges. The labs identify the intersection of complex social and environmental challenges and the key partnerships that can have a transformative effect. They conduct quick experiments based on testable hypothesis leading to faster learning. While working towards addressing complex challenges, the labs promote a portfolio approach for co-creating solutions through leveraging collective intelligence and focus on multiplier effects.

**III. RECEIVING OFFICE BACKGROUND:**

The UNDP Accelerator Lab in India is working towards fostering culture of innovations in close partnership with government, private sector, academia and civil society organizations. The lab works at the policy, institutional and technology levels to address complex developmental challenges in India. Some of the successful experiments of the lab that are going to scale include (I) an Artificial Intelligence platform using satellite data to help regulators monitor air pollution along the Indo-Gangetic belt (ii) a National blockchain platform for traceability of Indian spices, to enhance the export potential for spices (iii) a Digital public good to strengthen governance and policymaking for climate resilient agriculture iv) Grassroots innovations in diverse areas such as livelihoods, biodiversity, circular economy etc. v) Generative AI chatbot to reach out climate resilient agriculture practices to women farmers vi) a digital stack on point sources of air pollution

You are invited to join a team of future-smart development professionals to support India in achieving the national and globally agreed goals. As part of the team, your focus will be to work with diverse stakeholders to find country-specific digital solutions that lead to sustainable development and reach those furthest behind first. Given the above context, UNDP is seeking to engage the services of a Digital Transformation Fellow, to provide regular technical support in data science, artificial intelligence, research coordination, facilitation of Accelerator Lab’s next gen experiments on inclusive digital transformation.

**Diversity, Equity and Inclusion are core principles at UNDP:** We value diversity as an expression of the multiplicity of nations and cultures where we operate, we foster inclusion as a way of ensuring all personnel are empowered to contribute to our mission, and we ensure equity and fairness in all our actions. Taking a ‘leave no one behind’ approach to our diversity efforts means increasing representation of underserved populations. People who identify as belonging to marginalized or excluded populations are strongly encouraged to apply. Learn more about working at UNDP including our values and [inspiring stories](https://www.undp.org/careers).

**III. DUTIES:**

The Fellow will assist in the following duties and responsibilities:

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| **No** | **Duties and responsibilities** | **% of time** |
| 1 | **Supporting Data Collaboratives & Identifying New Initiatives**   * Support the Innovation Champions Network at UNDP India to identify opportunities for new data collaborations that can enhance ongoing digital transformation efforts. * Support in exploring potential datasets from public and private sources that could inform new digital initiatives. * Assist the Innovation Unit in identifying gaps in data ecosystems and help the team develop an ethical data-sharing framework. | **33%** |
| 2 | **Strengthening Digital Platforms with the Right Data Sources**   * Assist teams in identifying and integrating relevant data layers into existing platforms. * Support efforts to standardize and clean datasets to ensure seamless interoperability. * Support UNDP’s digital teams in utlizing data visualization tools by ensuring the right data streams are feeding into dashboards and platforms. | **34%** |
| 3 | **Documentation & Knowledge Sharing**   * Contribute to the Innovation Champions Network in conducting a learning session on digital transformation * Prepare concise reports and case studies on successful data integration efforts to support future scaling of digital platforms. | **33%** |

**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: Data Science, AI/ML, Computer Science, Information Systems or equivalent.

**IT skills:**

* Proficiency in programming languages (Python, R, SQL).
* Experience with open-source application software such as QGIS, SAGA, PostGIS/PostgreSQL for Earth Observation analytics.
* Strong understanding of geospatial analytics, remote sensing, and data mining.
* Knowledge of machine learning and AI algorithms, particularly Natural Language Processing (NLP).
* Familiarity with data integration and structuring techniques for digital platforms.
* Experience with GitHub for version control and collaboration.

**Language skills:** Working proficiency in English is required.

**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.

**UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.**