**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Intern

Sector of assignment: Partnerships and South-South and Triangular Cooperation

Organizational unit: Management

Country and Duty Station: Venezuela, Caracas

Expected duration: 09 months

Expected starting date: 1 October 2025

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 started 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 Country Programme also aims at promoting sustainable, inclusive, and egalitarian social cohesion.

In order to achieve the expected results, the Country Office of UNDP in Venezuela is currently developing a strategy to promote partnerships with a wide array of actors, including the national and local authorities, private sector, civil society, other UN Agencies, Funds and Programmes and other development partners. It is also working on a strategy to better exploit the potential of South-South and Triangular Cooperation (SSTC) as means of mobilizing expertise and knowledge that is relevant and can be adapted to the Venezuelan context.

Under the guidance and direct supervision of the Deputy Resident Representative and in close collaboration with the CO staff, the Partnerships and SSTC intern supports the overall efforts to build partnerships and mobilize resources (financial and technical) for UNDP to be able to deliver its expected programmatic results in Venezuela. The Partnerships and SSTC intern contributes to the elaboration and the updating of the country office strategies on partnerships and resource mobilization and on SSTC that allows to strengthen UNDP position within the UN family and develop strategic partnerships with government, private sector and CSOs and development partners both from developed and developing countries.

The 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 the implementation of the Resource and Mobilization Strategy of the UNDP Venezuela CO by updating the donor intelligence data-based and identifying specific requirements or documentation per donor as well as the financial resource mobilization tracking tool | **30 %** |
| 2 | Support in the partnerships by helping organize events and missions (both in Venezuela and abroad) with potential donors and partners | **25 %** |
| 3 | Support in South-South and Triangular Cooperation (SSTC) with a focus on assisting in the elaboration of a SSTC strategy for UNDP in Venezuela and in the conduct of SSTC initiatives (workshops, missions, funding proposals…) | **25%** |
| 4 | Assist in various administrative tasks related to this area of work; If multilingual, assists in translations and translation quality control of relevant documents, as well as outreach/inreach in other languages; and undertakes other related functions as requested by the Senior Management of the CO (RR and/or DRR) | **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:**

* English is required;
* Spanish is desirable;
* Knowledge of another UN language 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.