**Externally funded internship**

**TERMS oF reference**

**I. Identification of the post**

**Title:** Governance Mainstreaming Intern

**Sector of assignment:** Effective Governance and Democratic Unit

**Organizational unit:** UNDP

**Country and Duty Station:** Mexico City, Mexico

**Expected duration:** 6-9 months

**Expected starting date:** February 2025

**Supervisor’s name:** Annabelle Sulmont

**Supervisor’s title:**Governance Analyst – Governance Unit

**II. CORPORATE BACKGROUND:**

UNDP works in about 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. We help countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development results. UNDP works in Mexico since 1961, working along with the three State branches and with all sectors of society, contributing to overcome environmental, economic, and social crises and promote sustained growth that improves the quality of life for all, with an effective governance perspective.

**III. RECEIVING OFFICE BACKGROUND:**

Mexico’s UNDP Country Office works in 4 programmatic areas, and with the support of the operations team, at UNDP we design strategic responses for specific problems. One of these programmatic areas is Effective governance and Democracy.

Effective governance and democracy contribute transversally to the solution of these issues through the search for full respect for human rights and the rule of law; through effective participation, multi-stakeholder partnerships and political pluralism. This results in the conduct of transparent processes and institutions that are accountable, an efficient and effective public sector, legitimacy among citizens and political empowerment of the population.

The projects that are inserted within the Effective Governance and Democracy Unit can contribute to strengthening the structural and transversal conditions to generate the appropriate conditions to participate in the eradication of some of the national problems previously identified.

The selected candidate will strategically support the Country Office to revamp the current Effective Governance and Democracy Unit’s offer. Precisely, addressing governance challenges in Mexico, build capacities, exchange knowledge, and support top-quality advisory services to relevant stakeholders.

The intern will support the Governance team in the implementation of its projects. In this  regard, the intern will be involved in the daily work of the team.

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**III. DUTIES:**

The Intern will assist in the following duties and responsibilities:

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| **No** | **Duties and responsibilities** | **% of time** |
| 1 | Under the guidance and direct supervision of Governance Analyst, the Governance Mainstreaming Intern will assume the following tasks:   * Assist project teams with day-to-day tasks. * Help draft, review, and edit notes, reports, and presentations. * Assist with the preparation of documents, presentations and reports. * Compile and organize data for concept notes, reports and presentations. * Contribute to the reporting and communication of UNDP's results in Mexico for reports. * Help organize and schedule meetings or events related to project activities. | **100%** |

**IV. REQUIREMENTS AND QUALIFICATIONS**

**Education:**

Candidates must meet one of the following educational requirements:

* Currently enrolled 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 more than 1 year ago with a university degree in a related field.

**Field of Study:** International Relations, Political Science, Economics, Human Rights, Sustainable Development, or related disciplines.

**IT skills:**

* Knowledge and a proficient user of Microsoft Office productivity tools;

**Language skills:**

* English, Level: Working knowledge, Required
* Spanish, Level: Working knowledge, Desirable

**Other competencies and attitude:**

* Interest and motivation in working in an international organization;
* Strong oral and written communication and presentation skills
* Good in organizing and structuring various tasks and responsibilities;
* Responds positively to feedback and differing points of view;
* Consistently approaches work with energy and a positive, constructive attitude.