**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Intern – IATI Community Events and Communications, SDG Integration Team

Organizational unit: Bureau for Policy and Programme Support, United Nations Development Programme

Country and Duty Station: United States of America, New York HQ

Expected duration: 9 Months

Expected starting date: TBC (ideally asap)

Supervisor’s name: Yemesrach Workie

Supervisor’s title: IATI Executive Director

**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’s policy work, carried out at HQ, Regional, and Country Office levels, forms a contiguous spectrum of 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.

**III. RECEIVING OFFICE BACKGROUND:**

Drawing on the comparative advantages of UNDP in strengthening country capacities to manage and coordinate development cooperation, the SDG Integration Team within the Bureau for Policy and Programme Support coordinates the Secretariat of the International Aid Transparency Initiative (IATI), a coalition of more than ninety members including donor and partner country governments, foundations, multilateral and civil society organizations. IATI seeks to address challenges facing a range of development stakeholders in the sharing and use of information on development cooperation resources. It was launched at the Accra High Level Forum on Aid Effectiveness (2008) and IATI’s Secretariat is responsible for delivering the activities of the initiative, as set by the Governing Board. UNDP hosts the Secretariat and is responsible for IATI’s policy and technology services. UNOPS is the Secretariat’s service provider of the initiative’s legal and operational functions, and Open Data Services is the Secretariat’s technology delivery partner (contracted via UNDP).

In 2019, IATI members approved a [Strategic Plan (2020-2025)](https://iatistandard.org/en/governance/iati-strategic-plan-2020-2025/) that lists the strengthening of the IATI community, as well as the initiation of a combination “Working Groups” and “Communities of Practice” model to promote knowledge-sharing and peer-learning around the publishing and use of IATI data, as key priorities. What this means in practice is that IATI would like to build on its existing, but relatively decentralized, community of practitioners to establish a stronger knowledge-sharing infrastructure and technical tools to facilitate access to guidance products, promote interactive online learning opportunities, and support collaboration to strengthen the impact and quality of IATI data worldwide.

As such, IATI, supported by UNDP as host of the IATI Secretariat, has launched a digital community platform, called [IATI Connect](https://iaticonnect.org/). This platform provides a tool for community-engagement for several IATI-Communities and helps strengthen the initiative’s impact on improving the transparency of development and humanitarian resources. It is also an important tool for IATI to support community-engagement.

IATI reaches its target audience through a range of communications channels including through its social media accounts, through its website: <https://iatistandard.org> and through regular newsletters. IATI’s Communications manages the production and publication of a range of content including blogs, videos, news posts, reports, briefings, and guidance materials. IATI Communications also oversees the implementation of IATI’s brand across the initiative’s tools, services and publications.

**IV. DUTIES:**

The Intern will assist in the following duties and responsibilities:

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| **No** | **Duties and responsibilities** | **% of time** |
| **1** | **IATI Community Events**   * Provide logistical and substantive support to IATI’s (virtual/in-person) community-events. Primarily the Members’ Assembly and Community-Event taking place in March 2024; * Assist in the coordination of community-led sessions, event-registration, overall logistical support, designing communications products and spearheading a social media campaign for the community-event. * Provide support to various IATI events, such as workshops, trainings etc. For example by re-designing presentations, drafting a communications-plan and logistical support; * Support the overall social media planning and external communications for IATI Events; | **40%** |
| **2** | **IATI Communications**   * In close collaboration with the Communications Specialist assist in drafting and posting content, including news and events on IATI’s website and through IATI’s social media accounts; * Draft IATI newsletters (using the platform Mailchimp); * Update IATI Membership contacts on IATI’s CRM (customer relationship management system) and on Mailchimp; * Design IATI branded publications. | **40%** |
| **3** | **IATI Connect / Community-Engagement**   * Build ongoing and relevant content on IATI Connect, and make sure the flow of information between IATI’s communities of practice is streamlined, working closely with colleagues from across the IATI Secretariat. This could include, for example supporting engagement of practitioners through online consultations, surveys and challenges; * Act as a focal point in the day-to-day management of IATI Connect, its online communities of practice / community-platform of practitioners, including through virtual trouble-shooting, supporting onboarding of new members, synthesis of knowledge / lessons learned, etc.; or facilitating cross-collaboration between communities; * Spearhead the drafting of a monthly update in the IATI Newsletter including a recurrent video-blog (IATI Connect Stories) with a member from the community. Video-editing / design skills are required to support the creation of digestible knowledge products; * Help drive active engagement through IATI Connect and its Communities of Practice by, for example, supporting the implementation of IATI’s online Courses (as part of the wider IATI Academy Initiative), or launching other community-led initiatives; * Help implement and monitor suggested improvement on IATI Connect, in close consultation with the wider IATI community; | **15%** |
| **4** | **Other**   * Support other/ad hoc activities as seen relevant and needed. | **5%** |

**V. REQUIREMENTS AND QUALIFICATIONS**

**Education:**

Applicants must at the time of application meet one of the following academic requirements:

* Be enrolled in a graduate school programme (second university degree or equivalent, or higher);
* Be enrolled in the final academic year of a first university degree programme (minimum Bachelor’s level or equivalent);
* Have graduated with a university degree (as defined in (a) and (b) above) and, if selected, must start the internship within one-year of graduation.
* Be enrolled in a postgraduate professional traineeship program and undertake the internship as part of this program.

In addition to meeting the requirement above under eligibility, the preferred fields of study for this internship is in development related fields such as economics, public administration, public policy, or international relations/international development studies.

**Experience:**

*Required:*

* Demonstrated experience in graphic design and video-production, using tools such as Canva, InDesign, Photoshop to produce event communications assets (e.g. logo’s, banners);
* Demonstrated experience in project and/or event-management, e.g. through logistical support;
* Demonstrated experience with social media and external communications, to raise awareness;
* Strong track record of producing knowledge products (e.g. webinars, blogs, think pieces, discussion papers, etc.) and excellent online research skills;
* Demonstrated experience delivering projects under tight deadlines with competing commitments, especially those including input from multiple stakeholders or groups;

*Desirable:*

* Previous experience in the development and humanitarian sectors;
* Previous experience building / managing virtual communities and / or platforms;
* Experience working in / with developing countries;

*Assets:*

* Knowledge of, or direct experience working with transparency of development cooperation data and/or other development cooperation issues;
* Previous experience working with the United Nations or an international initiative.

*Language skills:*

* Excellent written and oral communication skills in English. Competency in other UN language(s), especially French and / or Spanish, is a strong asset.

**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.