**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Policy Research Intern

Sector of assignment: Policy Research

Organizational unit: Policy Unit

Country and Duty Station: India/ New Delhi

Expected duration: 6-9 months

Expected starting date: As soon as possible

Supervisor’s name: Ms. Amee Misra

Supervisor’s title: Sr. Economist, Head of Policy

**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 is the UN’s global development network, an organization advocating for change and connecting countries to knowledge, experience, and resources to help people build a better life. UNDP is on the ground in about 170 countries and territories, working with national counterparts on solutions to global and national development challenges.

In the programme countries, UNDP supports stabilization, state-building, governance and development priorities in partnership with the host governments, the United Nations system, the development partners and other partners to help the country to achieve sustainable development by eradicating poverty in all its forms and dimensions, accelerating structural transformations for sustainable development and building resilience to crises and shock.

UNDP has worked in India since 1951 in almost all areas of human development, from systems and institutional strengthening to inclusive growth and sustainable livelihoods, as well as sustainable energy, environment, and resilience. UNDP’s programmes continue to fully integrate a global vision for catalytic change with India’s national priorities. With over 30 projects on the ground in almost every state, today UNDP India works to achieve the Sustainable Development Goals by transforming traditional models to do development differently. In a rapidly changing global environment, the work of UNDP and the broader UN family aligns with the Government of India's new national development vision, India 2030, and builds upon the Sustainable Development Goals. UNDP India's country programme for 2018-2022 has three major focus areas:

· Inclusive growth

· Environment and energy

· Strengthening systems and institutions

These focus areas are supported by a framework of renewed partnerships and blended finance solutions, a pool of financial and technical resources for greater impact and scale, and South-South expertise.

Within the context of this work, the National Multidimensional Poverty Index (NMPI) serves as a critical tool for identifying poverty beyond income-based measures by capturing deprivations in health, education, and living standards. In collaboration with NITI Aayog, UNDP leverages NMPI data to inform evidence-based policies and design targeted interventions. By harnessing the insights provided by the NMPI, UNDP supports India’s efforts to accelerate progress on the SDGs, ensuring that development strategies remain inclusive, equitable, and centered on the principle of leaving no one behind.

You are invited to join a team of dedicated development professionals whose primary role is to support India in achieving the 2030 Agenda. As part of the UNDP team, your focus will be to work with multiple stakeholders to identify country-specific solutions that drive sustainable development and ensure that those furthest behind are reached first.

**III. DUTIES:**

The Intern/Fellow will assist in the following duties and responsibilities:

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| **No** | **Duties and responsibilities** | **% of time** |
| 1 | * Conduct research and gather data to support the drafting of state-specific briefs in consultation with the Policy Unit team. * Conduct literature reviews to summarize key insights on economic and social development issues. * Support the development of evidence notes and presentations, ensuring data-driven insights and analysis, on themes related to CPD priorities. * Take meeting notes, summarize key discussions, action points, and support in follow-ups for effective communication. * Provide support in various research and analytical tasks related to policy briefs, literature reviews, and data analysis, as required. | **60%** |
| 2 | * Verifying the accuracy and credibility of references, sources, and citations used in documents. * Cross-checking quantitative and qualitative data to ensure consistency with primary sources, databases, and government statistics. * Maintain records and keep track of research findings, data checks, and sources for clarity and accuracy. | **30%** |
| 3 | * Support additional tasks assigned, such as preparing presentation materials, drafting executive summaries, or refining report visuals, to enhance the overall quality of the final deliverables. | **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: Currently enrolled in or recently completed a master’s degree in economics, public policy, development studies, social sciences, data analytics, or a related field.

**Skills Required:**

* Strong ability to conduct literature reviews, analyze policies, and synthesize findings into concise reports.
* Experience in quantitative and qualitative data collection, validation, and interpretation.
* Proficiency in Excel is required, and experience with data visualization platforms (e.g., Tableau, Power BI) is a plus.
* Familiarity with data sources such as government reports, international databases, and policy documents.
* Experience in fact-checking references, cross-verifying sources, and ensuring data accuracy.
* Excellent writing skills with the ability to draft policy briefs, reports, and summaries in a structured and clear manner.
* Ability to present complex information in a concise and accessible format for diverse audiences.

**Language skills:**

* English is required.
* Knowledge of Hindi 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.