**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Inclusive Green Growth and Resilience in RBEC Intern

Sector of assignment: Economic Analysis, Inclusive Green Growth, and Sustainable Development

Organizational unit: Istanbul Regional Hub, UNDP Regional Bureau for Europe & the CIS (RBEC)

Country and Duty Station: Istanbul, Türkiye

Expected duration: 6-9 months

Expected starting date: TBD (estimated July/Aug 2025)

Supervisor’s name: Sebnem Sahin

Supervisor’s title: RBEC Chief Economist

**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:**

Istanbul Regional Hub (IRH) is UNDP’s main knowledge and advisory hub for the [Europe and CIS Region](https://www.undp.org/eurasia) (ECIS). It aims to connect the region to a global network of development experts, to build knowledge and capacity, and to forge partnerships to meet the development challenges of a large and diverse region.

IRH serves as the primary platform for regional programming and country office support in the Europe and CIS region. It provides policy and programmatic expertise through the Global Policy Network (GPN), in close coordination with the Bureau for Policy and Programme Support (BPPS) and the Crisis Bureau (CB). The IRH plays a pivotal role in advancing sustainable development, resilience, and governance by facilitating knowledge exchange, fostering regional cooperation, and delivering tailored support to country offices. The hub covers 19 countries and territories across the Western Balkans, Türkiye, the Caucasus, Western CIS, and Central Asia, with a dedicated office in Kosovo (UNSC 1244/1999) and a Project Management Office (PMO) in Cyprus.

IRH hosts both regional and global teams, fostering a diverse and dynamic workforce. With personnel representing 73 nationalities, the Hub operates across multiple locations: 64.22% are based in Istanbul, 13.14% in project locations, and 22.64% work remotely. Additionally, 29.96% (98) of UNDP personnel are from Türkiye.

The fellow will be part of the UNDP RBEC regional economic analysis team, working closely with the Senior Regional Economist and other thematic leads. The focus will be on generating insights, analysis, and policy recommendations for advancing inclusive green growth in the region, with particular attention to the SDGs, regional cooperation, reconstruction and recovery, and resilience.

**III. DUTIES:**

The Junior Economist Fellow will support the team in conducting economic and statistical analyses and contributing to policy discussions on inclusive green growth in the region. Specific tasks include:

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| **No** | **Duties and responsibilities** | **% of time** |
| 1 | **Data Collection and Management:** Gather and clean data from publicly available sources such as the UN, World Development Indicators (WDI), International Monetary Fund (IMF), World Bank, and other relevant databases. | **40%** |
| 2 | **Statistical and Econometric Analysis:**  Conduct time-series and comparative statistics, develop indices on topics such as conflict, public finance, competitiveness, and perform basic econometric modeling. | **20%** |
| 3 | **Policy Research and Literature Review:** Conduct literature surveys on inclusive green growth in the RBEC region, examining key trends through the lenses of SDGs, regional cooperation, reconstruction and recovery, and resilience. | **20%** |
| 4 | **Contribute to analytical products, visualization and communication:**  Prepare short notes, policy briefs, and background research for UNDP Regional Human Development Reports (HDR) and concept notes, synthesizing findings into actionable insights.  Develop charts, dashboards, and presentations to effectively communicate analytical results to internal and external audiences. | **15%** |
| 5 | **Other:** Contribute to ad hoc activities as needed, including internal discussions, knowledge-sharing sessions, and collaborative research initiatives with UNDP country offices and partners. | **5%** |

**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: Economics, Applied Economics, Development Economics, Statistics, Public Policy, or a closely related field.

**IT and Technical skills:**

* Knowledge and a proficient user of Microsoft Office productivity tools, especially Excel.
* Statistical and Econometric Software: Familiarity with STATA, R, Python, Matlab, or E-Views for data analysis will be an asset.
* Data Analysis: Experience with handling large datasets, economic modeling, and visualization techniques will be an asset.

**Language skills:**

* Fluency in English (written and spoken) is required.
* Knowledge of Russian, Turkish, or any language from the RBEC region 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.

**Learning Opportunities**

The fellowship will provide opportunities for:

* Gaining hands-on experience in economic analysis and policy research in a UNDP regional setting.
* Learning from experienced senior economists and development practitioners.
* Contributing to high-impact policy papers and discussions on inclusive growth, resilience, and sustainability.
* Developing technical skills in statistical and econometric analysis through real-world applications.
* Enhancing professional networks within the UN system, academia, and policy-making circles.