**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Gender Affairs Intern

Sector of assignment: Governance (Gender and Human Rights)

Organizational unit: Governance, Public Administration and Justice’s Portfolio

Country and Duty Station: Cabo Verde

Expected duration: 6-9 months

Expected starting date: June 2025

Supervisor’s name: Frederic Mbassa

Supervisor’s title: Governance Portfolio Manager

**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:**

The Joint Office UNDP, UNFPA and UNICEF builds on the mandates of the three agencies and combines their strengths. It implements one Common Country Program with one budget under the direction of a Joint Country Representative who is accredited on behalf of the three agencies. The Joint Office offers fully integrated support to the Government of Cabo Verde. The Joint Office is supporting the implementation of Strategic Plan for Sustainable Development for the period 2022 - 2026 (PEDS II) based on the Sustainable Development Goals (SDGs). Gender equality and women's empowerment is one of the government's important commitments in its policy of eradicating extreme poverty in 2026 included in PEDSII. Gender equality as Human Right is to achieve SDG targets.

The UN support to the national government is expressed in the United Nations Sustainable

Development Cooperation Framework (UNSDCF 2023-2027) which is fully aligned with the PEDS II. The Joint Office of UNDP, UNFPA and UNICEF supports the Government of Cabo Verde through a new Common Country Program (CCP 2023-2027) which is fully aligned UNSDCF and the PEDS II. This CCP contribute to (i) developing human talent through education, health, and child protection; (ii) accelerating progress towards inclusive, sustainable, and diversified economic growth and the elimination of extreme poverty; (iii) promoting sustainable ecosystems and biodiversity and strengthening resilience; (iv) supporting economic governance, development financing, human rights, and justice.

Recognizing that gender equality is a precondition and accelerator for achieving the SDGs, JO UNDP, UNFPA and UNICEF is committed to promoting and mainstreaming gender equality and women’s empowerment in all its activities. JO’s gender empowerment, particularly women’s empowerment interventions, represents the commitment to the principle of leaving no one behind.

**III. DUTIES:**

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

|  |  |  |
| --- | --- | --- |
| **No** | **Duties and responsibilities** | **% of time** |
| 1 | **Gender mainstreaming**   * Assists in researching, collecting, verifying, analyzing and synthesizing information of relevance to the human rights of women and girls and on gender equality; * Supporting gender analyses and review in projects, programs and reports; * Contributes to the collection and analysis of data and identification of trends and provides draft insights through graphs, charts, tables and reports. | **40%** |
| 2 | **Gender Equality**   * Contributes to plan and implement activities that focus on the human rights situation of women and girls covering economic, social, cultural, civil and political rights, and on the elimination of violence against women; * Collaborate in the collection and analysis of data based on human rights with gender concerns monitoring, as well as the preparation of data presentations and reports, for information-sharing, responding to queries, knowledge-management, planning and decision-making. * Collaborate with updating information material, such as brochures and social media of JO concerning gender perspectives, issues. | **50%** |
| 3 | **Other:**   * Support other/ad hoc activities as seen relevant and needed. | **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: **International Relations, social Science, Human Rights, Gender, Political Science, Humanities** or equivalent.

**IT skills:**

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

**Language skills:**

* English is required;
* Knowledge of Portuguese 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.