**internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Data research Intern

Sector of assignment: Inclusive Growth

Organizational unit: UNDP Istanbul Regional Hub

Country and Duty Station: Istanbul

Expected duration: 9 months

Expected starting date: 01 September 2025

Supervisor’s name: Vesna Djuteska Bisheva

Supervisor’s title: Inclusive Growth Team Leader

**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 by 2030 and address development impact of the global megatrends, including climate change, new technologies and AI, aging population, security distress etc. In Europe and Central Asia region (ECA), UNDP is represented by 18 offices and the Istanbul Regional Hub (IRH). The main role of IRH is to support country offices in their efforts and lead on cross-country initiatives, identify mutual learning opportunities and share best practice examples among the countries.

**III. RECEIVING OFFICE BACKGROUND:**

UNDP’s Istanbul Regional Hub (IRH) serves as an advisory hub for the Europe and Central Asia Region (ECA). The hub aims to connect the region to a global network of development experts to build knowledge and capabilities, and to forge partnerships that address the development challenges of the region. The hub also works towards increasing the impact of UNDP´s activities in the region by assisting Country Offices in the development of country-level initiatives through advisory and technical support and by implementing regional-level projects in partnership with a wide range of partners reinforced by a global network of expertise. Under the leadership of the Hub Manager, the IRH employs a multi-disciplinary team of specialists and advisors, project managers, operations, and program support staff.

In addressing the chronic and fundamental economic, social, and environmental challenges in the ECA region, UNDP advocates for growth, which is broad-based, inclusive, and sustainable. In line with the principles underpinning the Agenda 2030 on Sustainable Development and the six transitions (1) jobs and social protection; (2) energy access and affordability; (3) digital connectivity; (4) education; (5); food systems and (6) climate change, biodiversity loss and pollution, IRH Inclusive Growth Team (IGT) is promoting transformative actions that can have transformative impact on development pathways.

An increasing attention is paid to questions related to greening the countries’ economies, increasing resource efficiency, and advocating for low-carbon development as well as investment in human capital for retaining and attracting new talents and creation of quality jobs. Inclusive growth team analytical and advisory work is strongly based on thorough understanding of the ground level evidence in the focus countries. To ensure effective and timely delivery of the evidence-based policy advise there is a need to strengthen the design and maintenance of several analytical databases. These databases once fully operational will cover the selected economic, social, and environmental data, essential for the daily work of the team. Data will be regularly collected, estimated, and updated from the recognised national authorities and statistical agencies as well as from international institutions.

**III. DUTIES:**

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

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| **No** | **Duties and responsibilities** | **% of time** |
| 1 | **Knowledge Management**   * Provide support to the Inclusive Growth team in the collection, analysis, and visualisation of data for tracking the critical megatrends with an impact on socio-economic growth patterns, poverty and inequality, and environment for countries in the region. * Undertake and support quantitative research and documentation related to green economic transformation, low-carbon development, future-proof value chains, and inclusive labor markets. * Review, estimate, collect, and analyze literature/data/information on socio—economic and environmental issues that affect businesses and households (specifically vulnerable and excluded communities) within the ECA region. * Based on the analysis and modeling results, support the creation of written outputs that would support the design and or expansion of program or policy interventions, test hypotheses and make recommendations on actions to tackling some of the most pressing development challenges in the region. * Assist in the development of new databases and maintenance of existing databases on varying micro and macro-economic, social, and environmental data from the region. * Assist in identifying any potential data gaps and in deployment of statistical, or other expert methods to estimate the missing data. | **50%** |
| 2 | **Communication and Partnerships**   * Support data visualization, presentation, and communication activities in the areas of poverty, inequality and cost of living, future of work, green transformation and just transition to increase the visibility of regional activities. * Support knowledge sharing and dissemination of results as products of data and statistical analysis through written reports and or dashboard design. * Support the organization of conferences, seminars, workshops, and training sessions as specified in the team workplan and support in developing tools, guidelines, background material, working papers and tables for these events. * Maintain and regularly update integrated datasets, visualization, and dissemination platforms such as e.g., OpenSDG. | **30%** |
| 3 | **Other:**   * Support regional project implementation activities and perform other relevant duties as may be assigned by the supervisor | **20%** |

**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 program (such as a Master’s program or higher), or
* have graduated no longer than 1 year ago from a university degree or equivalent studies.

Field of study: Data Science, Economics, Statistics, International development, Social Studies, Environmental science, or equivalent.

**IT skills:**

* Knowledge and proficient user of Microsoft Office productivity tools.
* Knowledge and use of data analysis tools such as STATA, SAS, R, GAMS, or similar.
* Knowledge and use of data visualization tools such as Microsoft Power BI, Tableau or similar.

**Language skills:**

* English is required.
* Knowledge of another UN language (specifically Russian) 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.