**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Research/Programme Intern

Sector of assignment: Strategic partnerships and resource mobilisation

Organizational unit: Programme

Country and Duty Station: Port of Spain, Trinidad and Tobago

Expected duration: 6-9 months

Expected starting date: 01 April 2025

Supervisor’s name: Sharifa Ali-Abullah

Supervisor’s title: Assistant Resident Representative (Programme)

**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’s office in Trinidad and Tobago (UNDP TT) is a Multi-Country Office, with responsibilities for Aruba, Curaçao and Sint Maarten as well. It supports these countries by connecting them to knowledge, experiences and resources that assist governments to adopt policies that help people build a better life.

UNDP TT builds on UNDP’s worldwide presence, thought leadership, and over 50 years of experience— to help countries and communities respond to a fast-changing development landscape. In particular, UNDP TT is bringing new solutions, building collaborative platforms and forging new partnerships to help national partners accelerate progress towards the Sustainable Development Goals.

**III. DUTIES:**

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

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| **No** | **Duties and responsibilities** | **% of time** |
| 1 | Provide support in conducting research and in providing technical input for the preparation of analytical studies, reports, country programme strategies. Contribute to the review of consultant reports and provide technical analysis of findings. Support the process for preparation and dissemination of new knowledge products and the implementation of knowledge management practices. | **30%** |
| 2 | Provide support in project design, proposal writing, preparation/commissioning of evaluation reports and other technical studies linked to the UNDPs portfolio in Trinidad and Tobago and other territories. Support the Country Office’s efforts to develop new pipeline projects and to build relations with new development partners. | **30%** |
| 3 | Provide support for the Country Office’s outreach and stakeholder engagement initiatives through the organization of meetings, workshops/conferences, stakeholder consultations, dialogues. Contribute to the technical preparation of concept papers, briefing documents, technical presentations, as well as the compilation of summary reports and outcome documents. Support the preparation of impact reports/case studies for projects in execution. | **30%** |
| 3 | 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: Economics,Political Sciences, International Development or Social Sciences or equivalent.

**IT skills:**

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

**Language skills:**

* English is required;

**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.