**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Partnerships Intern

Sector of assignment: New Strategic and Multi-stakeholders Partnerships Team (NSP)

Organizational unit: Bureau of External Relations and Advocacy (BERA), Public Partnerships Group

Country and Duty Station: New York City, NY, United States of America

Expected duration: 6 months (extendable to 9 months)

Expected starting date: 1 April/1 May – 30 September/ 31 October 2025

Supervisor’s name: Deborah Sequeira

Supervisor’s title: New Strategic and Multi-stakeholders Partnerships Team Leader, a.i.

**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 Bureau of External Relations and Advocacy (BERA) is responsible for UNDP’s external relations and advocacy functions. BERA leads and supports the organization in building and nurturing strategic relationships and alliances essential for successfully achieving the mission of UNDP. These relationships include a range of constituencies and development partners, related to resource mobilization and donor relations, intergovernmental affairs with member states, multilateral institutions, IFIs, the European Commission, private sector, foundations, UN system entities and UN inter-governmental bodies.

BERA is positioned around three service lines, moving towards an audience orientation, namely, Public Partners Partnerships, Marketing and Communications, and Private and Finance partners, each guided by the Directorate and supported by the Management Support and Strategy and Analytics Teams. BERA has a network of Regional External Relations Teams in five hubs co-led with Regional Bureaux and Representation Offices in Europe, Japan, Qatar, the US, namely, Bonn, Brussels, Copenhagen, Doha, Geneva, Tokyo and Washington D.C., which manage and strengthen relationships with Public and Private Partners in country and help build a strong brand for UNDP within the local ecosystem including UN partnerships.

The Public Partnerships Group (PPG) guides trusted engagement for public partnerships in line with UNDP Strategic Plan and business planning targets; Coordination of multi-stakeholder partnerships including quality assurance; engage with key political constituencies and actors, intergovernmental and inter-agency processes; Advise on and develop strategies, gather intelligence, & coordination on donor and partner engagement. Advisory services on UN system-wide coherence; UNDP representation to cultivate mutually beneficial relationships with member states for positioning and fundraising. The Group consists of five teams: UN System Affairs, Partnerships Portfolio Management, Performance and Analysis Portfolio, International Financial Institutions, and New Strategic Partners and Multi-Stakeholder Partnerships.

The **New Strategic Partners and Multi-Stakeholder Partnerships Team (NSP)** works in collaboration, namely with UNDP’s Global Policy Network (GPN), Bureau of Management (BMS), Regional Bureaux (RBx) and country offices, to strengthen institutional strategic engagement with new and emerging partners, support Country Offices forge multi-stakeholder partnerships, and remove any obstacles to resource mobilization. The NSP team provides guidance in the following two streams:

*New Strategic Partners partnerships to:*

* Cultivate relationships between UNDP and new strategic (namely non-DAC) state and philanthropic partners including specifically foundations.
* In collaboration with RBx and BERA Regional Teams, build partnerships with high-potential core and non-core donors among non-DAC donors and foundation partners.
* Bring corporate standards to relationships with high-potential new strategic partners in collaboration with RBx.

*Multi-Stakeholder partnerships, Pooled and Thematic Funding to:*

* Develop and cultivate opportunities for UNDP to participate more actively in multi-stakeholder funding platforms.
* Develop new UNDP thematic funding opportunities, working closely with the Funding Windows team in GPN Joint Directorate to create offers that increase thematic funding that align with Public Partner interests.
* Cultivate existing and develop new partnership opportunities with foundations and philanthropy.

**III. DUTIES:**

The Intern/Fellow will assist in the following duties and responsibilities to the New Strategic Partnerships Team (NSP):

*\*Intern may likely focus on and be able to delve with special attention into the portfolio of New Strategic Partners in the Asia Pacific region, including but not limited to China, India, Singapore, etc, as well as from other regions (Arabs States, Eastern Europe, Latin America, and Africa).*

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| **No** | **Duties and responsibilities** | **% of time** |
| 1 | ***Support the NSP team workplan and efforts to strengthen partnership opportunities for UNDP by scanning trends, building analysis and gathering intelligence on partners’ priorities/interest areas:***   * Support the development of project proposals or initiatives by contributing with data collection on development cooperation priorities/interest areas of New Strategic Partners to UNDP. * Contribute to researching donors’ aid policies and partner intelligence, practices and budget allocations, including contributions to multilateral organisations. * Support with development and/or updating of donor profiles, guidance notes and other online toolkits for internal communication and capacity building in resource mobilization linked to New Strategic Partners and other Multi-stakeholders partners. * Support with updating funding trends and news for the organization related to partners. | **50%** |
| 2 | ***Support the NSP team efforts of strengthening knowledge management and visibility products of UNDP’s partnerships with New Strategic Partners***.   * Contribute to the systematization of best practices for the team’s knowledge management portal/intranet site and Community of Practice. * Support the updating of the NSP team knowledge-management portal/intranet site with the latest policies, guidelines, best practices, etc. * Support partner-specific communication material research and development, eg. Brochure, case studies, or other visual communications products in close collaboration with the Communications Team focal point. | **35%** |
| 3 | ***Other:***   * Support other/ad hoc activities as seen relevant and needed. * Contribute to general administration and logistical support, including the organization of meetings, events, workshops, teleconferences, webinars, etc. * Collaborate with and prepare meeting minutes/notes to file of meetings and Perform other duties as may be required. | **15%** |

**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, political science, political economy, international development**  or equivalent.

**IT skills:**

* Knowledge and a proficient user of Microsoft Office productivity tools is a requirement.
* Knowledge of basic data web management or intranet site is an advantage.
* Knowledge of PowerBI or other data monitoring applications is desirable.
* Knowledge of photo, video editing experience is desirable.

**Language skills:**

* Fluency in English is required.
* Knowledge of Chinese or other UN language 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.