



INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Partnership Coordination and Business Development Intern
Sector of assignment:	Partnerships and Business Development
Organizational unit:	Talent Acquisition and People Programmes
Country and Duty Station:	Copenhagen, Denmark
Internship duration:	9 months
Supervisor's name:	Félicia Barry-jorgensen
Supervisor's title:	Early Talent Coordinator

II. CORPORATE BACKGROUND:

UNDP works in about 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. We help countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development results.

UNDP is working to strengthen new frameworks for development, disaster risk reduction and climate change. We support countries' efforts to achieve the new Sustainable Development Goals, which will guide global development priorities through 2030. The key 2030 Agenda principle of leaving no one behind and stamping out inequality is at the core of everything we do.

UNDP focuses on helping countries build and share solutions in three main areas:

- Sustainable development
- Democratic governance and peacebuilding
- Climate and disaster resilience

In all our activities, we encourage the protection of human rights and the empowerment of women, minorities and the poorest and most vulnerable.

III. Internship OFFICE BACKGROUND:

Composed of 20 staff members and part of the UNDP Bureau for Management Services, the UNDP Talent Acquisition and People Programmes (TAPP) was established by UNDP's Office of Human Resources in Copenhagen. The TAPP unit builds on the JPOSC set-up and includes the JPOSC. The TAPP unit is responsible for: 1) HR service delivery to people programmes, including the JPO Programme as well as other young talent programmes, and 2) talent acquisition strategies for UNDP, including employer branding and outreach, assessment and selection frameworks, on-boarding, as well as recruitment compliance and monitoring.

Within the above overall context and under the supervision of the TAPP Early Talent Coordinator, this internship will focus on the implementation of externally funded internship/fellowship programmes and further development of new partnerships and initiatives related to internship/fellowship programmes, including the China Scholarship Council.

III. DUTIES:

The Intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	Supporting the implementation of the UNDP-China Scholarship Council Internship Programme <ul style="list-style-type: none"> • Liaising with CSC on questions related to the implementation of the UNDP-CSC Internship Programme; • Liaising with UNDP offices that will benefit from CSC-funded interns; • Supporting with identification of TORs of CSC's funding interests and identification of vacancies from the hiring units; • Liaising with selected interns on questions they may have and developing a network to support their experience with UNDP. 	30%
2	Supporting the implementation of the UNDP Internship/Fellowship Programmes, and other partnership/business development activities <ul style="list-style-type: none"> • Liaising with partner entities and UNDP offices on questions related to the implementation of the Externally Funded Internship/Fellowship Programmes; • Assisting in mapping UNDP donors and partner agencies' funding interests; • Assisting with the management of the JPOSC online request system and the annual archiving exercise; • Liaising with UNDP offices on the status of JPO requests; • Supporting with identification of new partnerships 	40%
3	Supporting with activities of the UNDP Early Talent Programmes <ul style="list-style-type: none"> • Provide support with the Graduate Programme activities: e mid-term surveys, cross-organizational project, retention exercise • Provide support with the internship programme: surveys, other/ad hoc activities as seen relevant and needed. 	20%
4	Supporting other TAPP activities <ul style="list-style-type: none"> • Supporting fellow recruitment activities in correspondence, reference checks, and organizing for interviews; • Providing general support to the work of TAPP (e.g. participating in meetings and providing reports and minutes); • Supporting 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 Master's degree; or
- have graduated no longer than 1 year ago from a master's degree or equivalent studies.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
- Experience in web-based management and/or database management is an asset.

Language skills:

- Full working proficiency of English, both spoken and written, is required;
- Knowledge of other UN languages 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.