**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Health and Development Intern

Sector of assignment: HIV, Health and Development Group

Organizational unit: BPPS

Country and Duty Station: Istanbul, Turkiye

Expected duration: 6 months (extendable to nine (9) months upon agreement)

Expected starting date: 3 March 2025

Supervisor’s name: Marina Smelyanskaya

Supervisor’s title: Policy Advisor/EECA HIV and Health Regional Team Lead

**II. CORPORATE BACKGROUND:**

The United Nations Development Programme (UNDP) is the UN’s global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. Guided by its UNDP’s Strategic Plan (2022-2025), UNDP partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in nearly 170 countries and territories, we offer global perspective and local insight to help empower lives and build resilient nations UNDP’s work on HIV, health and development, as described in the HIV and Health Strategy 2022-2025, leverages UNDP’s core strengths and mandates in human development, governance and capacity development to complement the efforts of specialist health-focused UN agencies. UNDP is also a founding cosponsor of the Joint UN Programme on HIV/AIDS (UNAIDS), a partner of the Global Fund to Fight AIDS, TB and Malaria, and a co-sponsor of several other international health partnerships.

UNDP delivers three types of support to countries.

First, UNDP helps countries to mainstream attention to HIV and health into action on gender, poverty and the broader effort to achieve and sustain the Sustainable Development Goals.

Second, UNDP collaborates with partners to address the interactions between governance, human rights and health responses. Sometimes this is done through focused or specialized programmes, such as promoting attention to the role of the law and legal environments in facilitating stronger HIV responses, including the use of flexibilities in trade related legislation to lower the cost of drugs and diagnostics.

Third, as a trusted, long-term partner with extensive operational experience, UNDP supports countries in effective implementation of complex, multilateral and multisectoral health projects, while simultaneously investing in capacity development so that national and local partners can assume these responsibilities over time. The UNDP/Global Fund partnership is an important part of this work, facilitating access to resources for action on SDG 3 by countries that face constraints in directly receiving and managing such funding.

**III. RECEIVING OFFICE BACKGROUND:**

UNDP's goal in Europe and Central Asia is to help eradicate poverty in all its forms, accelerate the transition to sustainable development, and make sure countries and people are able to withstand crises and shocks. We work to make sure the most vulnerable and excluded are not left behind, develop game-changing solutions to accelerate sustainable development, and promote prevention and preparedness.

UNDP’s health work in the EECA region focuses on inclusive laws, policies, and sustainable financing solutions that protect key populations at higher risk of HIV and secure access to affordable, quality medicines. Through innovative partnerships and financing models, including taxation for SDGs, UNDP advances transparent procurement, invests in strategic HIV and tuberculosis (TB) interventions, and encourages domestic funding, such as through social contracting. UNDP also work to addresses the nexus of climate and health by integrating adaptation strategies into health systems and promoting digital governance and integrity in the health sector.

**III. DUTIES:**

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

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| --- | --- | --- |
| **No** | **Duties and responsibilities** | **% of time** |
| 1 | **Assist in partner coordination and project implementation** This entails scheduling meetings, compiling relevant documents, facilitating collaborative efforts between internal teams and external stakeholders (including UN agencies, civil society, and other partners), and helping track project milestones | **30%** |
| 2 | **Contribute to the development of knowledge products and communication materials**  This entails drafting briefs, presentations, or other resources based on topics such as health policy developments, digital governance, and integrity measures in the health sector, ensuring alignment with organizational guidelines and priorities | **20%** |
| 3 | **Engage in data collection and monitoring processes** This entails gathering, organizing, and helping analyze quantitative and qualitative information related to UNDP’s health initiatives, supporting the development of evidence-based recommendations. | **20%** |
| 4 | **Provide logistical and administrative support for events and workshops** This entails coordinating with multiple teams to schedule meetings, prepare agendas, manage registration lists, and ensure smooth execution of capacity-building and knowledge-sharing sessions. | **20%** |
| 5 | **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 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: **Public Health, Social Sciences, Economics, Public Policy, International Development**, **Data Science, Epidemiology,** or another relevant field

**IT skills:**

* Knowledge and a proficient user of Microsoft Office productivity tools;
* Data analysis skills and/or website development skills an advantage

**Language skills:**

* English is required;
* Knowledge of 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.