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Description automatically generated**United Nations Development Programme**

**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Procurement Support Intern

Sector of assignment: Procurement

Organizational unit: Office of Procurement

Country and Duty Station: Copenhagen, Denmark

Expected duration: 6 – 9 months

Expected starting date: 1st March 2025 (earliest)

Supervisor’s name: Torben Soll

Supervisor’s title: Deputy Director, Global Procurement Services Division

**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 **Office of Procurement** is a part of the Bureau Management Services (BMS) in UNDP which provides vital management support in areas such as administrative services, budget and finance, human resources, information and communications technology, legal issues, procurement, safety and security, administration of multi-donor trust funds, change management, and crosscutting business solutions.

Procurement is a fundamental component of UNDP, accounting for nearly 70 percent of UNDP programme delivery. The **Office of Procurement’s** mandate includes development and updating of procurement policy, providing procurement advisory and operational support to country offices and HQ units including Oversight and professionalisation of the procurement function. Procurement supports programme delivery in line with UNDP's Strategic Plan and best practices in public sustainable procurement. Procurement acts in accordance with rules and regulations, the accountability framework, and ensures appropriate risk management for UNDP. **Office of Procurement** is a global team based in UNDP/HQ New York, Copenhagen/Denmark and in Cyberjaya/Malaysia, with additional Regional Procurement Specialists located in each Bureau Hub (Panama, Addis Ababa, Amman, Istanbul and Bangkok).

Procurement is increasingly being seen as a resource that can leverage public funds for achieving broader, societal goals and objectives in line with the Agenda 2030 for Sustainable Development.

**III. DUTIES:**

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

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| **Duties and responsibilities** |
| * Assist in preparation of meeting materials, including reports, presentations and agendas; * Assist in the organization and delivery of webinars through platforms such as Zoom and MS Teams. * Assist in collection of the procurement and logistic information and update in online platforms (e.g. smartsheet/sharepoint) for the purpose of tracking deliveries, results etc. * Assist in simplifying processes by developing and /or improving templates, systematic tools, e.g. developing alert systems, etc. * Assist in updating the health product list, product specifications, delivery leadtime, sources etc. * Conduct preliminary market research for different products and develop draft reports * Assist in maintaining database of suppliers per product category * Support the team with the maintenance of the filing system in common drive, SharePoint, smartsheet and outlook filing system. * Support in Procurement plan consolidation exercises and data entry and maintenance of the dashboard. * To provide support in procurement of health products, e.g. support in analysis of the products’ list requested from Country Offices, bid management procedures for procurement cases submitted through international tenders * Assist in the creation and updating of communication materials, including infographics, videos, and presentations for health procurement team. |

**IV. REQUIREMENTS AND QUALIFICATIONS**

**Education:**

* Currently in the final year of an undergraduate programme; or
* Currently enrolled in a postgraduate programme (Master's or PhD programme); or
* Within one year after graduation by the time they start their missions.

**Experience:**

**IT skills:**

Strong IT skills and excellent knowledge of office software packages (e.g. Microsoft Office suite: PPT, Word, Excel, Outlook, Teams, Streams, Forms, SharePoint, Power BI, Power Automate, Power APPs).

**Language skills:**

* English required;
* Knowledge of French and/or another UN Language is an advantage.

**Other required competencies and attitude:**

* Excellent communication skills;
* Excellent organizational skills;
* Works collaboratively with colleagues to achieve organizational goals;
* Excellent problem-solving skills
* Excellent research skills, combined with a proven analytical aptitude and ability to tap into a vast array of traditional and new knowledge sources.

**Additional skills**

* Demonstrates integrity and fairness, by modeling the UN/UNDP’s values and ethical standards;
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.