**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

**Title:**  Social Inclusion and Local Development Intern

**Sector of assignment:** CO Programme Team

**Organizational unit:** UNDP Egypt Country Office – Social Inclusion and Local Development Team

**Country and Duty Station:** Cairo, Egypt

**Expected duration:** 6-9 months

**Expected starting date:** March/April 2025

**Supervisor’s name:** Deena Refai

**Supervisor’s title:** Programme Analyst

**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 Social Inclusion and Local Development Team within the UNDP Egypt Country Office works on strengthening social protection systems, promoting inclusive and resilient urban development, advancing health governance, and fostering resilience of communities and systems and sustainable local development. The team supports the Government of Egypt and local communities through evidence-based policy development, capacity-building initiatives, and targeted programmatic interventions.

**III. DUTIES:**

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

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| --- | --- | --- |
| **No** | **Duties and responsibilities** | **% of time** |
| 1 | Support research and analysis on social inclusion, local development, social protection, urban development, health governance, and resilience-related themes. | **20%** |
| 2 | Assist in drafting reports, concept notes, policy briefs, and other relevant documentation. | **20%** |
| 3 | Contribute to stakeholder engagement efforts, including liaising with government partners, development agencies, and civil society organizations. | **10%** |
| 4 | Support the organization and coordination of interagency coordination meetings, events, workshops, and consultations. | **20%** |
| 5 | Support data collection and contribute to monitoring, quality assurance and evaluation efforts for ongoing projects. | **20%** |
| 6 | 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 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: **Social Sciences, Development Studies, Public Policy, Public Health, Economics, or a related field**.

**IT skills:**

* Knowledge and a proficient user of Microsoft Office productivity tools;
* Experience with data visualization and analysis tools is an advantage.

**Language skills:**

* Proficiency in English is required.
* Knowledge of Arabic is an advantage

**Other competencies and attitude:**

* Interest and motivation in working with an international organization.
* Good analytical skills in gathering and consolidating data and research for practical implementation.
* Outgoing and initiative-taking personality with a goal-oriented mindset.
* Effective communication skills when working in teams and independently.
* Strong organizational skills, with the ability to structure and prioritize tasks.
* Displays cultural, gender, religious, race, nationality, and age sensitivity and adaptability.
* Responds positively to feedback and differing points of view.
* Approaches work with energy, a positive, and constructive attitude.