



*WFP celebrates and embraces diversity. It is committed to the principle of equal employment opportunity for all its employees and encourages qualified candidates to apply irrespective of race, color, national origin, ethnic or social background, genetic information, gender, gender identity and/or expression, sexual orientation, religion or belief, HIV status, physical or mental disability.*

### **Internship – Partnerships Unit WFP Honduras Country Office**

The World Food Programme (WFP) is the leading humanitarian organization saving lives and changing lives, delivering food assistance in emergencies and working with communities to improve nutrition and build resilience. We are currently seeking to fill an intern position in the Partnerships Unit, Management Division, based in Tegucigalpa, Honduras.

#### **BRIEF DESCRIPTION OF THE DIVISION:**

The selected candidate will be assisting the WFP Partnerships and Donor Relations unit, under the supervision of the Country Director, with the implementation of the new Partnership Action Plan supporting the Country Strategic Plan for 2023-2027, as well as supporting WFP's effective positioning with public, private, and other partners to attract policy support, resources, technical assistance and innovative solutions to advance the work of WFP in Honduras.

#### **GENERAL INFORMATION**

- **Title of Post:** Funded Internship
- **Supervisor:** Country Director
- **Unit:** Management
- **Country:** Honduras
- **Duty Station:** Tegucigalpa
- **Duration of internship:** 8 months
- **Expected Start Date:** July 2023

#### **DUTIES AND RESPONSIBILITIES**

- Assist in the implementation and update of the new Partnership Action Plan for the upcoming CSP (2023-2027), through research, internal and external consultations, intelligence-gathering, identifying new areas for potential collaboration, and in coordination with WFP's regional bureau in Panama.
- Participate and support in the preparation of proposals and reports for private and public donors.
- Update donors' information and contribution forecast in corporate systems such as Salesforce and others, in coordination with the Budget and Programming and Programmes unit.

- Support the preparation of strategic and operational briefs, talking points and other material as needed for Management engagement towards donor community.
- Support the design of strategic partnerships and preparation of material for donors to promote Zero Hunger in Honduras.
- Support the development, implementation, and follow up of engagement strategies and actions with current and new potential partners, including private sector, academia, civil society, bilateral and multilateral donors, national government, International Financial Institutions, NGOs and other UN agencies.
- Assist in the strengthening of internal communication and processes to facilitate management of donor relations and partnerships, including actualization of internal databases on advances with donors and partners.
- Perform other duties as required.

### **QUALIFICATIONS AND EXPERIENCE**

**Education:** Currently enrolled and have attended University courses in the last 12 months inclusive of having completed at least two years of undergraduate studies or have recently graduated in the last 6 months', in the field of international relations and development, political sciences, political communication or similar.

**Experience:** Previous experience related to humanitarian and development work, including with an international organization, would be an advantage.

Previous experience working on partnerships with private and public sectors or in an international context.

### **KNOWLEDGE & SKILLS:**

Proficiency in MS Office (Word, Excel, Power Point).

Understanding of international humanitarian and development concepts.

Previous experience or demonstrated understanding of the Latin American region would be an asset.

### **WORKING LANGUAGES**

Excellent written and spoken English is required (proficiency/level C).

Intermediate level of Spanish

### **SUPERVISION** (Level/Methods of Supervision)

Under the direct supervision of the Country Director.

### **TRAINING COMPONENTS**

Throughout their assignment WFP interns have access to an industry leading learning platform, WeLearn. Depending on opportunities and availability of funds, he/she may participate in WFP workshops or seminars, as appropriate.

## LEARNING ELEMENTS

At the end of the assignment, the Intern should have:

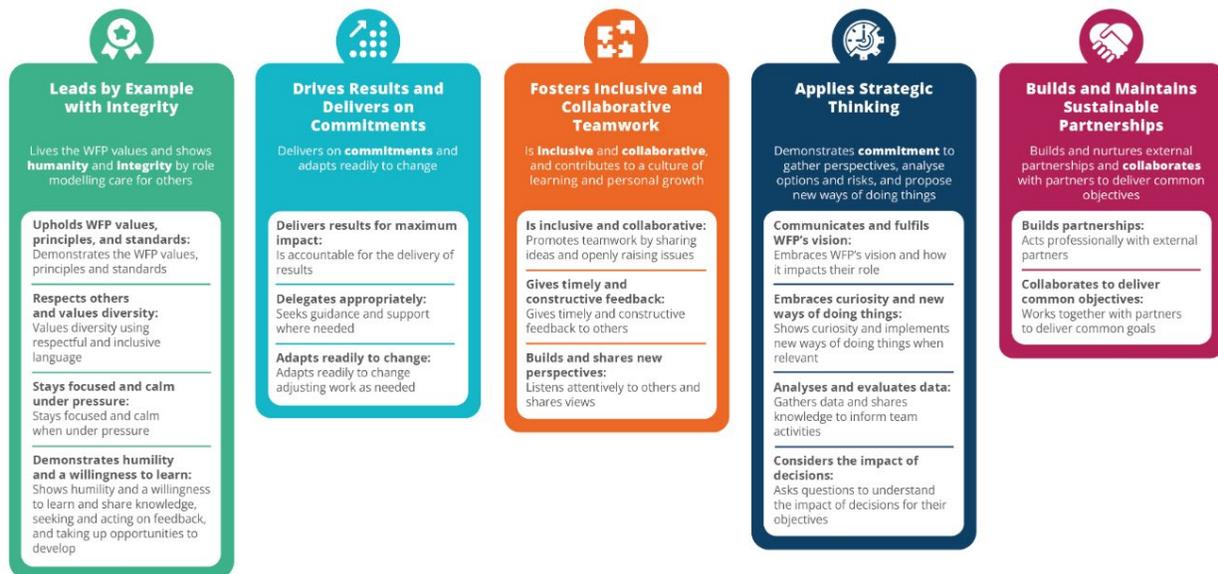
- Developed partnerships and resource mobilization planning skills through efforts to update the Partnership Action Plan for 2023-2027
- Learned to use a Customer Relationship Management (CRM) system and other corporate information management systems for forecasting and reporting contributions, through supporting activities for the improved management of donors' information and contributions forecast in Salesforce and other corporate platforms and systems
- Developed strategic presentation and effective communication skills through the preparation, in close coordination with the Country Director and other colleagues, of strategic and operational briefs to be used within donors' community to promote strategic partnerships and strengthen WFP's positioning with key and new donors and partners.

## INFORMATION ON THE COUNTRY OF ASSIGNMENT

Honduras is a lower-middle income country in Central America facing significant development challenges. Sixty percent of the population lives in poverty, and more than half of the extremely poor people live in rural areas. The Honduras government is seeking WFP's support in optimizing national social protection systems, strengthening government capacities at the central and decentralized levels, building resilience to the effects of climate change, and improving food and nutrition security among vulnerable populations.

## WFP LEADERSHIP FRAMEWORK

These are the common standards of behavior that guide HOW we work together to accomplish our mission.



Different expectations of behavior are defined depending on your grade and role/responsibilities within WFP.

*All employment decisions are made on the basis of organizational needs, job requirements, merit, and individual qualifications. WFP is committed to providing an inclusive work environment free of sexual exploitation and abuse, all forms of discrimination, any kind of harassment, sexual harassment, and abuse of authority. Therefore, all selected candidates will undergo rigorous reference and background checks. No appointment under any kind of contract will be offered to members of the UN Advisory Committee on Administrative and Budgetary Questions (ACABQ), International Civil Service Commission (ICSC), FAO Finance Committee, WFP External Auditor, WFP Audit Committee, Joint Inspection Unit (JIU) and other similar bodies within the United Nations system with oversight responsibilities over WFP, both during their service and within three years of ceasing that service.*

**Saving Lives  
Changing Lives**