Terms of Reference for Internship

The United Nations Development Programme (UNDP) Representation Office in Brussels, Belgium has a position for a qualified knowledge management and research intern for a period of 6 months with a possible extension of three months, starting as soon as possible and no later than 30th May, 2016.

Background
UNDP partners with national governments and people at all levels of society to help build nations that can withstand crises, and drive and sustain the kind of growth that improves the quality of life for everyone. Active in more than 170 countries and territories, UNDP offers a global perspective and local insight to help empower lives and build resilient nations. UNDP helps countries to build and share development solutions in the following four main areas:

1. Sustainable Development
2. Democratic Governance and Peacebuilding
3. Climate and Disaster Resilience

In all its work, UNDP works to ensure the protection of human rights and the empowerment of women, minorities and the poorest and most vulnerable.

The Joint Migration and Development Initiative (JMDI) reflects the strong nexus between migration and development. Implemented by UNDP Brussels in collaboration with IOM, ITC-ILO, UNHCR, UNFPA, UN WOMEN and UNITAR, the programme represents a major innovation as a first joint UN project of its kind not only with the European Commission and Swiss Agency for Development and Cooperation, but also in its approach to inter-Agency working. Since 2013, the programme has been focusing on the local dimension of migration and development and seeks to maximize the potential of migration for local development through the delivery of targeted support to local authorities and non-state actors.

Specifically, the programme will address three areas of intervention:

- Moving from isolated and individual approaches towards more structured forms of interventions through promising initiatives from local authorities in partnership with civil society organizations in selected countries that are being scaled up to maximize impact on local development. Policy options and definition of road maps for action will be drawn from the experience of the supported initiatives;
- Reinforcing the capacities of selected local administrations to effectively link migration and development, with a specific focus on facilitating increased coordination within local authorities’ administration in order to maximize their ability to grasp the potential of migration for development;
- Connecting local authorities globally with each other and with other stakeholders and facilitate partnerships (between local authorities in countries of origin and destination of migration, migrant and refugee associations, the private sector, the social partners etc.) to reinforce local authorities’ potential to become active players in the field of migration and development.
16 locally-led initiatives are thus being scaled up which have emerged as particularly promising in terms of linking local authorities and the civil society in the field of migration and development in the programme’s eight target countries (Costa Rica, Ecuador, El Salvador, Morocco, Nepal, the Philippines, Senegal, Tunisia).

The programme is also providing tailored capacity building to programme stakeholders to ensure successful delivery of the selected projects through the creation of an overall training course currently being designed as well as through continuous and personalized coaching.

Finally, the programme also utilizes the dedicated M4D Net Global Community which is moderated by the JMDI (migration4development.org) to: set up networks of interested local authorities and non-state actors and social partners in the regions of intervention; disseminate the good practices and lessons learnt from the scaled-up projects at regional level and; work towards initiating policy change at the local, national and international levels.

The selected intern will work under the supervision of the Head of the Programme Management Unit (PMU) and in close coordination with the Local Development Specialist and the Knowledge Management Expert.

**Duties and Responsibilities**

Under the overall supervision of Cécile Riallant, Programme Manager, the intern shall perform the following tasks:

- Conducting research on Migration and Development issues;
- Assisting in the maintenance of a system for the collection of best practices in order to consolidate the results coming from the monitoring of the funded initiatives of local authorities in target countries;
- Assisting in the preparation of ad-hoc missions to the target countries to support monitoring and the extraction of good practices and lessons learnt;
- Assisting in consolidating results, good practices and lessons learnt coming out of the funded initiatives in the target countries;
- Assisting in generating knowledge products tailor-made to the needs of local authorities that display good practices, thereby further stimulating both the use of existing knowledge and further interaction between the suppliers and demanders of knowledge on Migration and Development;
- Supporting the PMU and the JMDI Focal Points in disseminating lessons learnt and good practices;
- Assisting in the running and expansion of the M4D Net and JMDI’s social media through:
  - the preparation of newsletters, blogs, e-Discussions or any other knowledge products,
  - summarizing traffic on the knowledge networks;
  - researching responses to queries;
  - uploading documents on the knowledge portal [www.migration4development.org](http://www.migration4development.org);
  - Updating and feeding content.
- Assisting in the outreach and mobilization of existing networks of local authorities, social partners, private sector organizations to actively take part in the JMDI M4D Net;
- Any other tasks as needed.

**Competencies**

- Strong organizational and research skills;
- Excellent analytical, communication and writing skills;
- Excellent interpersonal skills;
• Demonstrated keen interest in the work of the UN/UNDP;
• Experience in research and/or knowledge management an asset;
• Computer proficiency in standard software applications (MS Office, Excel, Word, Powerpoint);
• Demonstrates integrity and fairness, by modelling the UN/UNDP’s values and ethical standards;
• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Eligibility and skills

Education:
Candidate must be a student, enrolled in a graduate-level degree programme or a PhD programme at the time of application and during the internship, or, have graduated within a period of 6 months prior to application.

Language:
Fluency in written and spoken English, French and Spanish. Additional official UN language an asset (Arabic, Chinese, Russian).

How to Apply

Interns’ Expenses/Arrangements:
Please note that interns are not financially remunerated by UNDP. All costs connected with an intern’s participation in the programme must be borne by the student, who will have to obtain financing for subsistence and make his/her own arrangements for travel (including to and from the office), visas, accommodation, etc.

Subsequent Employment:
The purpose of the Internship Programme is not to lead to further employment with UNDP but to complement an intern’s studies. Therefore, there should be no expectation of employment at the end of an internship.

Application Process:
Qualified candidates are requested to send their applications to: jmni.pmu@undp.org mentioning on email heading: JMDI KNOWLEDGE MANAGEMENT AND RESEARCH INTERNSHIP by 20th May, 2016

The application must contain the following materials (NB: incomplete applications will not be considered):

✓ Motivation letter specifying reasons why candidate is seeking the internship and what is expected from the experience;
✓ Curriculum Vitae;
✓ Official letter from the University confirming enrollment and specifying expected graduation date;
✓ Attached completed UNDP Application Form for Internships.

Only those candidates who are shortlisted will be contacted for interview.

Before being offered a Letter of Acceptance for Internship, the selected candidate will have to provide the following additional documents:

✓ A Medical Certificate of Good Health from a recognized physician. If the intern is expected to travel outside the country of their residence, other than to Europe and North America, the physician must indicate whether s/he is for to travel and has the required inoculations for the country to which they are to travel;
✓ Proof of both Medical and Life Insurance cover valid for the duration of the internship programme.