

## INTERNSHIP TERMS OF REFERENCE

### I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	Research
Organizational unit:	IPC-IG
Country and Duty Station:	Brasilia, Brazil
Internship duration:	06 months
Supervisor's name:	Rafael Guerreiro Osório
Supervisor's title:	Research Coordinator

### II. CORPORATE BACKGROUND:

UNDP works in about 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. We help countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development results.

UNDP is working to strengthen new frameworks for development, disaster risk reduction and climate change. We support countries' efforts to achieve the new Sustainable Development Goals, which will guide global development priorities through 2030. The key 2030 Agenda principle of leaving no one behind and stamping out inequality is at the core of everything we do.

UNDP focuses on helping countries build and share solutions in three main areas:

- Sustainable development
- Democratic governance and peacebuilding
- Climate and disaster resilience

In all our activities, we encourage the protection of human rights and the empowerment of women, minorities and the poorest and most vulnerable.

### III. INTERNSHIP OFFICE BACKGROUND:

The IPC-IG is a global forum for South-South dialogue on innovative development policies, result of a partnership agreement between the Government of Brazil and the United Nations Development Programme (UNDP). The Centre's mandate is to promote the production and dissemination of studies and policy recommendations, the exchange of best practices in development initiatives and the expansion of South-South dialogue.

The IPC-IG's mission is to promote policy dialogue and facilitate learning between developing countries around innovative social policies for inclusive growth. The innovative approaches carried out by the Centre revolve around three pillars:

- 1-Knowledge Production: carrying out research and studies, such as policy analysis and evaluations;
- 2-Knowledge Sharing: facilitating the exchange of innovative experiences and initiatives among countries of the South;

3-Capacity Strengthening: providing and facilitating the collaborative construction of capacity building activities and flows of knowledge among countries of the South.

Our internship Programme offers a select group of outstanding students the opportunity to acquire direct exposure to the IPC-IG as a global forum of research, policy dialogue and South-South learning in the area of development innovations.

It is designed to provide support to the IPC-IG's applied research activities, policy advisory services and communications outreach, among other areas. This opportunity will complement the interns own practical experience in various issues related to social protection and South-South cooperation, in addition, our programme operates under the rules and policies of the UNDP Internship regulations.

### III. DUTIES:

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
<i>In this section list the primary responsibilities and tasks of the position. (Include percentages for each duty.)</i>		
1	<b>Research Activities</b> <ul style="list-style-type: none"><li>Assist the researchers on social protection and cash transfer programme evaluation in developing countries;</li><li>Gather data and information on social policy design and implementation: Conditional Cash Transfers, Inclusive Markets, Food Security, Rural and Sustainable Development.</li><li>Support Research Team with quantitative and qualitative analysis of selected country programmes and policies;</li><li>Engage in basic data collection and preliminary analysis</li><li>Attend meetings with the research team and project stakeholders, if requested</li><li>Contribute to IPC-IG's publications as co-author, co-editor, proof-reader or translator of essays</li></ul>	80%
2	<b>Events Attendance</b>  Attend events in the context of IPC-IG activities: <ul style="list-style-type: none"><li>IPC-IG seminars</li><li>Online Policy Discussions promoted or supported by IPC-IG</li><li>IPEA's Seminars (IPEA – Institute of Applied Economic Research)</li><li>Brazilian Government events on Social Protection and Public Policies</li><li>UN Events in Brazil</li></ul>	10%
3	<b>Other:</b> <ul style="list-style-type: none"><li>Support other/ad hoc activities as seen relevant and needed.</li></ul>	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 Master's degree; or
- have graduated no longer than 1 year ago from a master's degree or equivalent studies.

Field of study: Development Studies, Economics, Political Science, Public Policy, International Relations, Population Studies, Demography, Sociology or equivalent.

#### IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
- Knowledge in Stata, SPSS or other statistical software is desirable

#### Language skills:

- English is required;
- Knowledge of other UN languages 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.

**V. INTERNSHIP CONDITIONS**

- UNDP internships are not remunerated. All expenses connected with the internship will be borne by the intern or her/his sponsoring entity;
- UNDP accepts no responsibility for costs arising from accidents and/or illness or death incurred during the internship;
- Interns are responsible for obtaining necessary visas and arranging travel to and from the duty station where the internship will be performed;
- Interns are not eligible to apply for, or be appointed to, any post in UNDP during the period of the internship;
- Interns must provide proof of enrolment in health insurance plan;
- Interns are not staff members and may not represent UNDP in any official capacity;
- Interns are expected to work full time but flexibility is allowed for education programmes;
- Interns need to obtain financing for subsistence and make own arrangements for internship, travel, VISA, accommodation, etc.