

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	Strategic Innovation Unit / Sub-Regional Response Facility for Syria Crisis
Organizational unit:	Bureau for Policy and Programme Support / Regional Bureau for Arab States
Country and Duty Station:	Amman, Jordan
Internship duration:	Six months
Supervisor's name:	Jennifer Colville / Abdallah Al-Laham
Supervisor's title:	Innovation Team Lead, Arab States / Coordinator, Sub-Regional Response Facility for Syria Crisis

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 intern will work jointly with the Regional Innovation Team for Arab States and the Sub-Regional Response Facility for Syria Crisis, supporting the innovation agenda in the region.

Regional Innovation Team

The Strategic Innovation Unit's regional team, based in the Amman Regional Hub, provides advice and technical support to Country Offices in the region as they deepen their understanding of complex policy issues and design portfolios to engage with these, specifically supporting Country

Offices as they seek to build new capabilities for system transformation and leverage a different logic to addressing complex development issues.

In delivering its support to Country Offices and their national partners, the regional Innovation Team works with colleagues in the Regional Hub, including the regional teams on gender, youth, inclusive growth, governance and peacebuilding and others. The regional Innovation team also collaborates with the global network of 91 Accelerator Labs (13 in the region), the Chief Digital Office, and the Singapore Center for Technology, Innovation and Sustainable Development.

Sub-Regional Response Facility for Syria Crisis

The Sub-Regional Response Facility for Syria Crisis (SRF) is also hosted at UNDP's Amman Regional Hub since 2015 in order to improve sub-regional coordination, enhance cost-effectiveness, and harmonize a comprehensive multi-country response under the leadership of Syria's neighboring governments: Turkey, Lebanon, Jordan, Iraq, and Egypt. In addition to co-leading the Regional Refugee and Resilience Plan (3RP) and advancing the resilience-based development approach in the 3RP, the SRF advances solutions and approaches to complex issues, and leads on policy research, promotes innovative practices and partnerships, supports resource mobilization at international donor conferences, and extracts and shares best practices from the 3RP partners.

In this context, UNDP/SRF will enhance its strategic focus on Solutions in the region by adopting innovative, impactful, and adaptive programmes, grounded in solid country level vision and theories of change and adapted to specific local/country contexts. UNDP will prioritize strategic sectors of interventions through a combination of solutions' projects and initiatives.

III. DUTIES:

The intern will work jointly with the regional Innovation and SRF teams on taking the innovation portfolio forward at regional and Country Office level (crisis and non-crisis countries), building on lessons learned and good practices from ongoing work and emerging regional and global initiatives within the wider innovation portfolio, in line with the UNDP Strategic Plan 2022- 2025.

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	Conduct research on emerging trends in strategic innovation, with a focus on complexity, systems thinking and portfolio approaches and how this relates to Country Office work	20%
2	Support capturing of lessons learned emerging from innovation initiatives within crisis and non-crisis countries to inform consolidation of innovation as an approach in ongoing and well as new initiatives	20%
3	Support development of partnerships, especially with academia and private sector and associated engagement mechanisms building on initiatives such as Innovation for Crisis (I4C)	20%
4	Prepare knowledge and communication products for advocacy and outreach as relevant	20%
5	Support the organization of regional events on strategic innovation and how best to approach this area of work with country office portfolios and regional work	20%

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: international development, social innovation, related fields or equivalent.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
- Familiarity with online collaboration tools such as Miro and Mural.

Language skills:

- English required;
- Knowledge of other UN languages, especially Arabic and/or French, 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.