

## Partnerships Intern Background Information - UNOPS

UNOPS supports the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. Our mission is to serve people in need by expanding the ability of the United Nations, other international organisations, governments and other partners to manage projects, infrastructure and procurement in a sustainable and efficient manner. Working in some of the world's most challenging environments, our vision is to advance sustainable implementation practices, always satisfying or surpassing our partners' expectations.

With over 7,000 personnel spread across 80 countries, UNOPS offers its partners the logistical, technical and management knowledge they need, wherever they need it. A flexible structure and global reach means that we can quickly respond to our partners' needs, while offering the benefits of economies of scale.

UNOPS is committed to achieving a truly diverse workforce.

## Background Information – Partnerships and Liaison Group

The Partnerships and Liaison Group (PLG) supports UNOPS efforts to build closer ties with partners across the full spectrum of UNOPS activities. By forging strategic relationships and working with partners both in the field and at headquarters, PLG seeks to not only ensure high partner satisfaction with UNOPS project implementation and support, but also to integrate best practices and innovative solutions from experienced non-governmental organizations (NGOs), private sector, governments and other UN agencies into UNOPS operations. Based in Copenhagen, PLG has active liaison offices in Brussels, Geneva, Washington DC, New York, Nairobi, Tokyo and Bangkok. PLG supports partners such as the World Bank, the European Union, the Department of Peacekeeping Operations, the United Nations Mine Action Service, the United Nations Environment Programme, the Global Fund, the Millennium Challenge Corporation, and others.

**The Nordic Liaison Office** aims to establish and develop strategic partnerships in the Nordics countries, working with a variety of partners from governmental actors to private sector, academia, regional organisations, and to regional development banks. In its daily work the team supports the Executive Office regarding its Nordic meetings, carries out intel and partner analytics, develops and maintains organisation wide tools and templates, and provides support to the regional and country offices and colleagues across the UNOPS partnerships sector in the partnerships development, analysis and outreach efforts.

## Functional Responsibilities

Under the overall guidance of the Head of Nordic Liaison, the Partnerships Intern will be responsible for:

1. Conducting **donor and partner research**, including internal and external data analysis on current and potential partners, especially regarding the Nordic countries;
2. Monitoring of **donor/government tenders, trends** and developments to identify possible new business acquisition opportunities, and developing relevant engagement strategies;
3. Developing **business/market analysis reports, background notes, presentations and talking points** on key issues related to the above;

4. Assisting in the team's **relationship building activities and related mission/meeting preparations** and follow-up, with a focus on the Nordic countries;

5. Updating the **internal working tools**, including internal information/knowledge management tools and the Intranet.

Other duties related to the objectives of the team may also be required.

In performing her/his responsibilities, the Partnerships Intern will work closely with the Head of Nordic Liaison, other personnel of the Nordic Team and of the Partnerships and Liaison Group, as well as project/business development specialists, staff and interns in UNOPS offices throughout the world.

**The applicant will be responsible for providing support to Head of Nordic Liaison on the following activities:**

- Analysing and monitoring Nordic donors' aid policies, practices and development cooperation budget allocations to identify possible new business acquisition opportunities;
- Researching and developing potential new partner profiles, as well as associated engagement strategies;
- Collecting and analysing information, policy briefs, reports, academic journals and news articles related to current and potential donors and partners;
- Developing/updating business/market analysis, outreach plans and thematic briefs (e.g. by donor, sector and country);
- Research and draft business/market analyses concerning possible business acquisition opportunities;
- Prepare business/market analysis reports for both major donors as well as countries in the region;
- Research, draft, update and maintain partner profiles and briefs according to changing/shifting donor priorities, areas of focus, and country strategies;
- Research and draft partner engagement and outreach strategies in support of key partner management;
- Contribute to, review and comment on, internal reports on market entry and partnership development strategies;
- Aid in the development of bidder/partner/competitor analyses reports for engagements;
- Monitoring of business development/donor websites to aid in the identification of potential business acquisition opportunities;
- Updating of UNOPS Profiles in relevant internal knowledge management tools;

- Liaise with relevant teams, regional and field offices, as well as HQ practices, when applicable, and build relationships with personnel across the organization to improve information dissemination and facilitate data collection and knowledge management;
- Assist with internal capacity building efforts in the area of partnerships;
- Contributions, maintenance and periodic updating of Nordic Liaison Office intranet information in coordination with the communications focal point, and;
- Perform other related duties as required.

### Required Competencies

#### **Competencies**

- Result Orientation
- Ability to research and analyze
- Creativity and Innovation
- Ability to Learn
- Excellent team working skills
- Excellent networking skills
- Motivation and Inspiration
- Client Focus

#### **Functional Competencies**

- Analyze and link information from different sources
- Analyze both qualitative and quantitative data in support of the identification of programme and project acquisition opportunities and development of engagement strategies
- Understand, identify, prepare and maintain databases and internal documents concerning programme and project development opportunities
- Deliver comprehensive and fact-based strategic engagement strategies aligned with fluid/dynamic donor landscape
- Offer new and/or different feasible solutions to problems/client needs
- Displays openness and flexibility in daily work
- Meet tight timelines for delivery with internal/external clients
- Have excellent relationship management skills in relation to current and potential partners

## Required Qualifications

### **Education**

Currently enrolled in, or recently completed, a University Master's Degree in a relevant area.

The preferred candidate would have a combination of degrees including one in development studies, public policy, administration, law, international relations, economics, business, communications, engineering, or other related areas.

### **Experience**

The ideal candidate would have a combination of private and public sector experience, including experience in international cooperation, in the following areas:

- Development cooperation
- Diplomacy
- Programme and project acquisition/development
- Strategic planning and development
- Client/donor research and SWOT analysis
- Data analysis

The candidate should also have knowledge of, and experience with, Microsoft Office programs, particularly with Microsoft Excel, Word, and PowerPoint. Knowledge of Sharepoint is an asset.

### **Languages**

Fluency in English is required. Fluency in other UN languages, in particular Spanish and French, as well as fluency in a Nordic language is considered to be an asset.

**The duration of the internship is 6 months.**