

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Intern - Support the Governance (Voice and Democracy) Programme, UNDP Panama CO
Sector of assignment:	Voice and Democracy (Governance) cluster
Organizational unit:	Programme
Country and Duty Station:	Panama, Panama UNDP CO
Internship duration:	Nine (9) months
Supervisor's name:	Patricia Perez Prieto
Supervisor's title:	Programme Officer

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 Governance (Voice and Democracy) programme of UNDP Panama country office seeks to ensure that 'citizens' expectations for voice, development, the rule of law and accountability are met by stronger systems of democratic governance'. Specifically, the programme will be addressing key issues of increasing space for public participation, increasing capacity for public and civil society engagement, deepening legitimacy and interaction between state and the society. It also seeks to strengthen public institutions capacities to build stronger and more efficient institutions.

UNDP Panama advocates for a stronger participation of all citizens in the decision-making processes at all government levels. This includes the work of parliaments, elections, civic engagement and requires inclusive and accountable institutions fostering preventive governance through social cohesion. More specific areas relate to parliamentary development, civic engagement, accountability and SDG 16, etc.

Voice and Democracy cluster supports Panama in the building of responsive and accountable institutions at all levels of government (national and local level).

The Voice and Democracy cluster works with over 20 government institutions to support the implementation of institutional reforms that strengthen a system of governance that is democratic, participatory, inclusive and coordinated on a local level.

The intern will support the Governance team in the implementation of its programme and projects. In this regard, the intern will be involved in the daily work of the team.

IV. DUTIES:

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
Under the direct supervision of the Voice and Democracy (Governance) Programme Officer, the intern will be expected to provide support to the cluster's work in the thematic area relevant to the Governance Programme.		
1	<ul style="list-style-type: none">• Support the implementation of programmes, communications and advocacy events; Compile information packs and assist in production of updated promotional materials on Governance• Drafting, reviewing and editing concepts notes, reports and presentations;• Media monitoring and communications	60%
2	<ul style="list-style-type: none">• Undertaking desk based research as required for ongoing and pipeline initiatives;• Compiling literature reviews on issues related to the thematic topic;• Participating in meetings and perform other support tasks as required;	30%
3	Other: <ul style="list-style-type: none">• Support other/ad hoc activities as seen relevant and needed.	10%

IV. REQUIREMENTS AND QUALIFICATIONS

Education: Spanish

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:

- Master's programme or graduate-level degree programme in a development-related field such as economics, international relations, sociology, public or business administration, public policy, governance, law, development management, political science, or relevant disciplines

Experience:

- Theoretical knowledge of governance, participation, transparency and/or access to information in public administration
- Interest in and preferably some prior experience with working in a developing country context
- Strong oral and written communication and presentation skills
- It is desirable that the intern has some previous experience working on projects related to international cooperation or investigations on any other relevant field related to development cooperation.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;

Language skills:

- **Spanish** 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.