**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

**Title:** Portfolio Associate

**Sector of assignment:** Governance and Sustaining Peace

**Organizational unit:** Democratic Governance

**Country and Duty Station:** URT – Dar es Salaam

**Expected duration:** 9 months

**Expected starting date:** 1 April 2023

**Supervisor’s name:** Joyce Deloge

**Supervisor’s title:** Technical Specialist-Governance

**II. CORPORATE BACKGROUND:**

UNDP works in about 170 countries and territories, helping to eradicate poverty, reduce inequalities and exclusion, and build resilience so countries can sustain progress. As the UN’s development agency, UNDP plays a critical role in helping countries achieve the Sustainable Development Goals.

**III. RECEIVING OFFICE BACKGROUND:**

The United Nations Development Programme is the UN development agency helping to eradicate poverty, reduce inequalities and inclusion and build resilience so countries can sustain progress. UNDP plays a

critical role in helping countries achieve the Sustainable Development Goals (SDGs). UNDP works in 170 countries with a mandate given by the General Assembly to build integrated solutions for accelerating progress

towards the SDGs keeping people out of poverty, governance for peaceful, just and inclusive societies: crisis prevention and increased resilience, environment nature-based solutions for developing clean energy for all: women’s empowerment and gender equality. UNDP Tanzania implements these solutions through focusing on the key areas of Inclusive and Good Governance, Environment Sustainability, Climate Change and Resilience

and Inclusive Growth and Sustainable Livelihoods with innovation at the core.

The intern will be placed under the Governance and Sustaining Peace Portfolio of the Country Office. The overall objective of this portfolio is to strengthen institutions, policies, systems, and processes that are aimed at improving the delivery of democratic dividends to citizens, while also enabling citizens to participate in public policymaking, development planning, and holding institutions accountable for the delivery of such dividends at national and local level.

**III. DUTIES:**

The Intern/Fellow will assist in the following duties and responsibilities:

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| --- | --- | --- |
| **No** | **Duties and responsibilities** | **% of time** |
| 1 | **General Governance Programme Support**   * Provide administrative and technical support to the Governance Team members. * Provide support to the Governance Team in integrating cross-cutting priorities during project implementation including in areas such as incl. gender equality, human rights and Sustainable Development Goals (SDGs), | **40%** |
| 2 | **Planning for results**   * Provide support to the Governance Team on developing/updating results frameworks and M&E frameworks within the Corporate Planning System * Provide support to the Governance Team to develop/update relevant plans for project implementation in line with the Governance Portfolio | **40%** |
| 3 | **Monitoring and reporting for results**   * Provide Support to the Governance Team in developing the monitoring plan for the Governance Portfolio * Provide support to the Governance Team in developing project implemnattion reports | **20%** |

**IV. REQUIREMENTS AND QUALIFICATIONS**

**Education:**

Bachelor’s degree or equivalent in a related field of expertise in social sciences

**Qualifications and Experience:**

1. Experience in project and/or programme management and/or support.
2. Understanding of International Development Cooperation
3. Knowledge of gender equality
4. Interpersonal skills and ability to works a part of a team, sharing information and coordinating efforts within the team
5. Ability to take initiative, work with others within set deadlines

**Language Requirements:**

* Working knowledge of English
* Knowledge of Kiswahili is an asset

**Other desirable education, languages and work experience:**

* Proficient with Microsoft Word, Excel, and PowerPoint.

**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.