**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: IRFF Fellow/Intern

Sector of assignment: Insurance and Risk Finance, UNDP

Organizational unit: BPPS, SFH

Country and Duty Station: Geneva, Switzerland

Expected duration: 6-9 months

Expected starting date: asap

Supervisor’s name: Shanthi Karuppiah

Supervisor’s title: Project Coordination and Management Specialist

**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 Insurance Facility and Risk Finance (IRFF), a flagship project within the SFH, leads on UNDP’s work in insurance and risk financing as well as delivers initiatives that target the ecosystems of investment actors.Working in 5 key ares: Integrating Insurance into Development, Inclusive Insurance, Sovereign Risk Finance, Insuring Natural Capital and Insurance & Investment, the IRFF will deliver innovative protection solutions in 50 developing countries by 2025. Currently, the facility is operational in 20 countries. We support the development of innovative insurance products and services that are aimed towards vulnerable people and communities while also investing in the long-term transformation of insurance markets. We are working closely with industry partners to deliver policy advice, guidance, tools, methodologies, and networks that boost country and community resilience towards socio-economic, health, climate and other shocks. The Facility’s work goes beyond insurance supply and demand. It examines legislations, regulatory and institutional capacity development, and invests in advocacy, training and education.

**III. DUTIES:**

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

Under the guidance of the Project Coordination and Management Specialist, the intern/fellow will be support the IRFF at the country, regional and global levels, and will have the opportunity to:

At the regional and country levels:

• Provide key facts, data and information that summarize concepts and/or project proposals.

• Provide research & evidence support to the IRFF team including data analysis for diagnostic reports.

• Provide qualitative research on development themes and workstreams of the Facility and analysis of critical development issues across insurance and private sector activities.

• Compile research materials in a systematic way and prepare background briefs/briefing notes as and when required.

At the global level:

• Contribute to the overall coordination of project activities by developing and maintaining the project coordination tools.

• Support the monitoring of targets for project operational efficiency.

• Support leadership and business development activities upon request.

• Undertake preparatory, hosting and follow-up work for meetings with partners in/outside Geneva.

• Manage and improve the IRFF internal knowledge management database for the Insurance and Risk Finance Facility, including preparing documentation for records, ensuring effective retrieval and overall good practice.

**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 postgraduate programme (such as a Master’s programme or higher); or
* have graduated no longer than 1 year ago from a university degree or equivalent studies.
* Practical experience in supporting virtual and in-person meetings with various stakeholders, including compiling and organizing background information is desirable;

• Practical research experience related to insurance for development topics is a distinct advantage;

• Previous experience in setting and maintaining knowledge management databases is desirable;

• Previous experience with the UN/UNDP, World Bank or other multilateral agency is considered an asset;

• Previous experience with project management software such as MS project is an asset.

**IT skills:**

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

**Language skills:**

* English is required;

**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.