**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Data Analyst Intern

Sector of assignment: Inclusive Growth

Organizational unit: UNDP Istanbul Regional Hub

Country and Duty Station: Istanbul

Expected duration: 6 – 9 months

Expected starting date: 1 May 2023

Supervisor’s name: Vesna Djuteska Bisheva

Supervisor’s title: Regional Team Leader

**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.

In Europe and the Commonwealth of Independent States (CIS), UNDP is represented by 18 offices and the Istanbul Regional Hub (IRH).

**III. RECEIVING OFFICE BACKGROUND:**

UNDP’s Istanbul Regional Hub (IRH) serves as an advisory hub for the Europe and CIS Region (ECIS). The hub aims to connect the region to a global network of development experts to build knowledge and capabilities, and to forge partnerships that address the development challenges of the region. The hub also works towards increasing the impact of UNDP´s activities in the region by assisting Country Offices in the development of country-level initiatives through advisory and technical support and by implementing regional-level projects in partnership with a wide range of partners reinforced by a global network of expertise. Under the leadership of the Hub Manager, the IRH employs a multi-disciplinary team of specialists and advisors, project managers, operations, and programme support staff.

In addressing the chronic and fundamental economic, social, and labour market challenges in the ECIS region, UNDP advocates for growth, which is broad-based, inclusive, and sustainable. In line with the principles underpinning the Agenda 2030 on Sustainable Development, IRH Inclusive Growth Team (IGT) is promoting a transformative and sustainable approach to tackling socio-economic challenges in the region such as unemployment, root causes of informality and other forms of precarious employment as well as building inclusive and gender-responsive social protection systems. The compounded impact of the multilayer crises caused by the COVID pandemic, energy crisis and the Russian aggression to Ukraine, have exacerbated the vulnerabilities of marginalized demographic, minority, and socio-economic groups. In our analytical, advisory, and programming work, we are actively cultivating evidence-based policy making to explore new approaches leading to inclusive and sustainable growth patterns, while fully respecting the principle of “leaving no-one behind”.

**III. DUTIES:**

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

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| **No** | **Duties and responsibilities** | **% of time** |
| 1 | **Knowledge Management**   * Provide support to the Inclusive Growth team in the collection, analysis, and visualisation of data for tracking the critical megatrends with an impact on socio-economic growth patterns, poverty, and inequality for countries in the region. * Undertake and support quantitative research and documentation related to green transformation, future-proof value chains, future of work and inclusive labour markets. * Review, put together and analyze literature/data/information on socio—economic issues that affect vulnerable and excluded demographics in the ECIS region. * Based on the analysis and modeling results, support the creation of written outputs that would support the design and or expansion of programme or policy interventions, test hypotheses and make recommendations on actions to tackling some of the most pressing development challenges in the region. * Assist in the development of new databases and maintenance of existing databases on varying micro and macro-economic data from the region. | **50%** |
| 2 | **Communication and Partnerships**   * Support data visualization, presentation, and communication activities in the areas of poverty, inequality and cost of living, future of work, green transformation and just transition to increase the visibility of regional activities. * Support knowledge sharing and dissemination of results as products of data and statistical analysis through written reports and or dashboard design. * Support the organization of conferences, seminars, workshops, and training sessions as specified in the team workplan and support in developing tools, guidelines, background material, working papers and tables for these events. | **30%** |
| 3 | **Other:**   * Support regional project implementation activities and perform other relevant duties as may be assigned by the supervisor | **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 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.

Field of study: Data Science, Economics, Business Administration, Project Management, International Relations/Development, Law, Communications or equivalent.

**IT skills:**

* Knowledge and proficient user of Microsoft Office productivity tools.
* Knowledge and use of data analysis tools such as STATA, SAS, R or similar.
* Knowledge and use of data visualization tools such as Microsoft Power BI, Tableau or similar.

**Language skills:**

* English is required.
* Knowledge of another UN language 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.