**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Research Intern

Sector of assignment: Economics

Organizational unit: Strategic Planning and Analysis Unit

Country and Duty Station: Nairobi, Kenya

Expected duration: 9 months

Expected starting date: Soon

Supervisor’s name: Bheki Bhembe

Supervisor’s title: Bheki Bhembe

**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 Republic of Kenya is an equatorial nation on the coast of East Africa, neighbouring Somalia, Ethiopia, Sudan, Uganda, Tanzania, and the Indian Ocean. Kenya has two levels of Government; National Government and 47 sub-national Governments called Counties. Counties are further divided into sub counties. Kenya is a multi-party state with Executive, Legislative, and Judicial branches. Kenya’s population of more than 55 million is growing at an annual rate of 2.2%. The country’s GNP per capita estimated at purchasing power parity (PPP) is $975, and the GNP is growing at an average rate of 0.1% annually. More than 26% of Kenya’s people live below the international poverty line of $1 per day. Kenya’s main food crops are “maize, wheat, pulses, roots and tubers.” (FAO) Conditions:

Nairobi is a modern metropolitan city where most basic goods and services, health facilities, public transport, telecommunication and banking services and educational facilities are readily available. The city is widely connected through its main airport, Jomo Kenyatta International Airport and the smaller Wilson Airport. Air transport is also available to many up-country destinations. The city is home to some 3,000 UN personnel mainly attributed to the fact that it serves as the headquarters for both the UN HABITAT and UNEP. The socio-economic and cultural background of the immediate society the Intern would be living and working in is diverse and prevailing security conditions at the place of assignment is modest. The topographic and climatic features of the assignment location is highland cool and warm tropical climate.

**III. DUTIES:**

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

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| **No** | **Duties and responsibilities** | **% of time** |
| 1 | **Be responsible for project scoping and preparing research project proposals in support to UNDP management, programmes and projects**:   * Compilation, analysis and interpretation of economic and statistical data, thorough research of the economic and development issues in the country and preparation of top quality analysis and reports as stand alone research work and as inputs to CCA, UNDAF, CPD, CPAP and other strategic documents. * Identify new opportunities for new research projects and preparing project proposals, in line with available opportunities (calls and tenders); * Identify sources, and gather and compile project-related information and data for the preparation of project proposals; * Liaise with the Capacity Building Manager and project team when developing capacity building activities on project cycle management and development processes; * Facilitate knowledge building and knowledge sharing on project cycle management phases, with focus on scoping and preparing, * Advice on possible areas for UNDP support and adjustment of on-going programmes to ensure that UNDP programmes are in line with national policies and priorities. * Production and launch of economic reports, including National Human Development Reports. * Contribution to sub-regional, regional and inter-agency initiatives related to development/economic issues. * Representation of UNDP in different working groups, pertaining SDGs | **45%** |
| 2 | **Coordination within UN Agencies and other stakeholders:**   * Support partnerships and advocacy activities at the project level * Coordinate with other relevant sectors in charge for project development and management, in ensuring an integrated and improved coherence and consistency within the overall project cycle management in the government; * Participation at meetings with donor community and other stakeholders, together with relevant Ministry’s staff, of relevance for development of new project proposals; * Communicate and coordinate with relevant stakeholders in the country (state and non-state institutions active in the areas under the MCTI jurisdiction); * Maintaining contacts with other members of the expert team to acquire and share relevant knowledge and information on project cycle management phases and processes; * Performing other duties as required by the head of Strategic Policy Analysis Unit, in relation to project scoping, preparation and implementation. | **45%** |
| 3 | **Other:**   * Support other/ad hoc activities as seen relevant and needed. | **10%** |

**IV. REQUIREMENTS AND QUALIFICATIONS**

**Education:**

* Candidates must meet one of the following educational requirements:
* Master’s degree (MA) in Economics or any related field have graduated no longer than 1 year ago from a university degree or equivalent studies;
* Bachelor`s degree.

Field of study: Economics

**IT skills:**

* Knowledge and a proficient user of Microsoft Office productivity tools;
* E-Views, STATA, SPSS, and any other relevant software

**Language skills:**

* English
* Knowledge of Swahili 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.