**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Innovation Intern

Sector of assignment: Innovation

Organizational unit: Strategic Innovation Unit

Country and Duty Station: **Ethiopia – Addis Ababa or the candidate can be Home based and engage Virtually**

Expected duration: 6 – 9 months

Expected starting date: April - May 2023

Supervisor’s name: Deborah Naatujuna

Supervisor’s title: Programme Specialist Innovation

**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:**

**About the Strategic Innovation Unit:**

In-line with the new strategic plan and the new regional programme for Africa, UNDP is exploring new forms of supporting governments, policymakers and partners to tackle complexity.

This Involves facilitating transformational change by bringing innovation to the heart of UNDP’s programming, to understand complex issues from a **systems perspective**, support efforts to enhance coherence of programs, relevancy and enhancing its value proposition.

It requires a shift from single point solutions that provide incremental improvement within an existing paradigm, towards an approach seeking to plant the seeds for an entirely new paradigm, on the premise that if UNDP will be able to work simultaneously on developing a new supply to governments and other system actors based on a system transformation logic and shape the demand or interest from governments and donors to go beyond single point solutions and or linear siloed solutions, then it will be able to increase its development effects and even attract new funding for joint efforts and R&D by development partners.

The [**Strategic innovation Unit**](https://medium.com/@undp.innovation/undps-strategic-innovation-pivot-4c2873aeee98) aims to address this by developing distinctive capabilities of country office teams on Program coherence which UNDP can bring to governments and partners. Programmatic coherence allows UNDP to leverage existing assets (Accelerator Labs, Innovation Facility, Digital, SDG financing etc.) in a more strategic and transformative way to pursue the strategic goals of the organization. The Innovation Unit at the Regional service center for Africa (RSCA) is working with other sectoral teams to nurture and foster an organizational culture that embodies capabilities and capacities of innovation, exploration, experimentation, dynamic programming, learning and adaptation of country office and hub staff.

**III. DUTIES:**

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

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| --- | --- | --- |
| **No** | **Duties and responsibilities** | **% of time** |
| 1 | **Portfolio Design and Management support**   * Participate in innovation workshop design and capability building sessions with various UNDP teams around systems thinking and portfolio approaches to programming * Participate in ideation and working sessions involving country offices on Portfolio design and management * Conduct research on sectoral issues, system mapping in collaboration with teams to ground truth the development issue of focus and uncover UNDP’s comparative advantage * Participate in codifying virtual capacity building and innovation modules for staff to undertake self-paced learning * Support ongoing codification of the process through joint blogs, briefs, webinars, and other relevant knowledge products on emerging experiences. * Support donor mapping activities, background research and continuous exploration of external partnerships on institutional innovation, systems thinking, portfolio management and learning. | **50%** |
| 2 | **Webinars, Knowledge Exchange, and Learning**   * Design and help teams in adoption of continuous learning and collaboration mechanism throughout portfolio implementation. * Learning and feedback mechanisms for continuous and agile adaptation as part of portfolio execution and adaptive management. * Support reflection exercises of cohorts, networking and cross-portfolio learning sessions. * Initiate & facilitate reflection and learning session between COs and various other units internally * Author and contribute to country office blog posts and other written products capturing progress and learning from the Portfolio design and management process * Track and contribute to monitoring, evaluation and progress stock taking of the innovation strides in country offices | **40%** |
| 3 | **Other:**   * Support other innovation activities as seen relevant and needed. | **10%** |

**IV. REQUIREMENTS AND QUALIFICATIONS**

**Education:**

Candidates must meet one of the following educational requirements:

* currently enrolled in a postgraduate programme (such as a Master’s programme in Information technology (ICT), economics or related field with specific focus on international development, communications, and innovation .
* have graduated no longer than 1 year ago from a university degree or equivalent studies.

Field of study: Information Communication Technology (ICT), Computing, Economics, International development, Social Sciences or a related field

**IT skills:**

* Knowledge and a proficient user of Microsoft Office productivity tools;
* Knowledge and good user of online collaboration tools such as Slack, Trello and others
* Knowledge and good user of virtual design tools like Canva, etc

Language skills:

* English
* Knowledge of French is an advantage.

**Other competencies and attitude:**

**Corporate:**

• Demonstrates commitment to the UN’s values and ethical standards;

• Promotes the mission, vision and strategic goals of UNDP;

• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;

• Treats all people fairly and with impartiality.

**Functional:**

* High interest in system innovation for development, in the context of project management, research or advocacy;
* Interest in advancing new ways of working in organizations and/or companies;
* Ability to engage collaboratively with teams
* Good communication and writing skills.
* 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;
* 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.