

Terms of Reference

I. POSITION INFORMATION	
Position title	Programme Management Support Intern
Position grade	Intern
Duty station	UNDP, Rwanda
Appointment type	Internship contract
Reports directly to	GEF SGP National Coordinator
VACANCY-SPECIFIC INFORMATION	
Estimated closing date	24 May 2019
Estimated start date	Immediate
Estimated end date	31 August 2019
Internship Opportunity	Open to selected candidate after desk review
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>The Small Grants Programme (SGP) is a Global Environment Facility (GEF)'s programme implemented by UNDP. Established in 1992, the year of the Rio Earth Summit, the GEF Small Grants Programme embodies the very essence of sustainable development by "<i>thinking globally acting locally</i>". By providing financial and technical support to projects that conserve and restore the environment while enhancing people's well-being and livelihoods, SGP demonstrates that community action can maintain the fine balance between human needs and environmental imperatives.</p> <p>The program provides grants of up to \$50,000 directly to local communities including indigenous people, community-based organizations and other non-governmental groups for projects in Biodiversity, Climate Change Mitigation and Adaptation, Land Degradation and Sustainable Forest Management, International Waters and Chemicals. The Rwanda country program started in 2006 and has funded 75 projects. Currently, SGP is in its 6th Phase (2016-2019) which, in Rwanda, will focus on the promotion of the climate smart agriculture. The purpose of the 3 months-internship is to support projects' selection and grants allocation processes for 2019.</p>	

III. RESPONSIBILITIES AND ACCOUNTABILITIES

Under the direct supervision of the GEF SGP National Coordinator (NC), the intern is expected to perform the following tasks:

- Advise potential grantees on technical project preparation issues,
- make a long list of submitted proposals
- Assist the NC in prescreening project proposals
- provide support for the organization of the National Steering committee meeting and other SGP meetings, workshops and field visits
- prepare grants agreements for newly selected grantees
- Provide day-to-day support to new and already approved projects and the grantees, as required;
- update the SGP data base
- Draft progress reports and other reporting material

At the completion of the 3 months, the intern should provide an internship report

IV. ELIGIBILITY AND SELECTION

Applicants to the UNDP internship programme must at the time of application meet the following eligibility requirements:

- (a) Be enrolled in a graduate school programme (second university degree or equivalent, or higher);
- (b) Be enrolled in the final academic year of a first university degree programme (minimum bachelor's level or equivalent);
- (c) Have graduated with a university degree (as defined in (a) and (b) above) and, if selected, must start the internship within one-year of graduation;
- (d) Proof of University enrolment;

- (e) Proof of Medical clearance;
- (f) Proof of Medical Insurance;
- (g) CV;
- (h) UNDP internship application form duly filled.

V. LANGUAGES

Required (specify the required knowledge)	Advantageous
English	Kinyarwanda and/or French

VI. COMPETENCIES

The intern is expected to demonstrate the following competencies:

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.