

Terms of Reference

I. POSITION INFORMATION	
Position title	Intern – Environment and Disaster Risk Reduction, Rwanda
Position grade	intern of SGU-UNDP, Rwanda
Duty station	
Appointment type	Internship contract
Reports directly to	Programme Analyst
VACANCY-SPECIFIC INFORMATION	
Estimated closing date	25-Aug-2019
Estimated start date	15-Sep-2019
Duration of Initial Contract	3 months with possibility of extension of 3 months
Internship Opportunity	
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>The United Nations Development Programme (UNDP) is the UN’s global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. Anchored in the 2030 Agenda for Sustainable Development and committed to the principles of universality, equality and leaving no one behind, UNDP’s purpose is to help countries achieve sustainable development by eradicating poverty in all its forms and dimensions, accelerating structural transformations for sustainable development and building resilience to crises and shocks.</p> <p>Rwanda is among eight pilot countries selected in January 2007 to implement the One UN Reform, which enables the UN System to provide a more effective and coherent response to the needs of the Government of Rwanda and its Development Partners. As part of the UN Country Team, UNDP works with other sister agencies to implement the “One UN – Delivering as One (DaO)” process. The UNDP Rwanda’s assistance framework is guided by the United Nations Development Assistance Plan II (UNDAP II) 2018-2023, which is aligned with the priorities of the Government of Rwanda, as identified in the National Strategy for Transformation (NST1; 2017-2024) and the new Vision 2050 of Rwanda. The UNDP in Rwanda, in conjunction with other UN agencies programmes, supports the work of the</p>	

Government of Rwanda in finding and implementing solutions in the three focus areas together with the Millennium Development Goals: Poverty reduction, Environment and climate change, and Democratic Governance and Peace Consolidation.

The UNDP Rwanda Country Office has two programme units; Sustainable Growth Unit and Transformational Governance Unit as well as programme support units which include the Operations (Finance, HR, Procurement, and ICT), Management Support and Communications. In Rwanda, UNDP has been a long- term partner supporting the national development journey particularly in the area of poverty eradication, environment protection, access to justice, democratic governance and gender equality and women empowerment.

UNDP Rwanda Country Office provides both upstream and downstream support for inclusive and sustainable development at national and local levels. All program will contribute to ensuring the SDGs “Leave no one behind” pledge and empower all people particularly the most vulnerable across the different areas of support.

III. RESPONSIBILITIES AND ACCOUNTABILITIES

Duties and Responsibilities

Under the overall supervision of the Head of Sustainable Growth Unit (SGU) and the direct supervision of the Programme Analyst of SGU, the intern will perform the following duties:

- Support the management of the Country Office’s (CO) programmes of Environment and Natural Resources (ENR) sector for Green Economy Transformation; the development of Early Warning System for Disaster Risk Reduction;
- Assist in monitoring and participation in the evaluation of the management of environment and disaster risk reduction;
- Prepare drafts of all relevant background documents for programmes (terms of reference, concept notes, briefings, reports, discussion papers, as relevant)
- Assist with maintenance of open communication channels through participation in meetings with various stakeholders;

- As part of a team, facilitate knowledge building and management within the unit in the framework of programming
- Carry out all other related tasks assigned as agreed.

IV. REQUIRED QUALIFICATIONS AND EXPERIENCE

EDUCATION

Candidate must be enrolled in undergraduate or graduate programme in Environment Science, Climate Change Studies, Disaster Risk Management, Development Studies, International Development, International Relations, or other relevant field.

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

1. Be enrolled in a graduate school programme (second university degree or equivalent, or higher);
2. Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent);
3. 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.

EXPERIENCE

Experiences/Languages

- Working experience is not required but familiarity with the UN system and development sector is preferred;
- Demonstrated interest in environment, climate change, disaster risk reduction, disaster management, or other related fields.
- Excellent verbal and written communication skills in English;
- Ability to speak Kinyarwanda (local language) or French is a plus, but not required.

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

Condition

- UNDP internship programme does not provide a salary or remuneration for the internship;
- UNDP accepts no responsibility for costs arising from accidents and/or illness or death incurred during the internship.
- All the expenses connected with the internship will be borne by the intern, sponsoring government or institutions;
- The intern must provide proof of enrollment in health insurance plan;
- UNDP accepts no responsibility for costs arising from accidents and/or illness or death incurred during the internship;
- Interns are not eligible to apply for, or be appointed to, any post in UNDP during the period of the internship;
- Interns are not staff members and may not represent UNDP in any official capacity.

V. LANGUAGES	
Required (specify the required knowledge)	Advantageous
English	French and Kinyarwanda
VI. COMPETENCIES	
<p>The intern is expected to demonstrate the following competencies:</p> <ul style="list-style-type: none"> • 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 • Multitasking - able to multitask and balance multiple responsibilities; • 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. <p>Send a current CV and cover letter explaining your motivation for the internship on this email offers.rw@undp.org</p> <p>Please Note that only applicants selected for an interview will be contacted.</p>	