

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Disaster Risk Reduction Communication and Research Intern
Sector of assignment:	Crisis Prevention, humanitarian relief and recovery
Organizational unit:	Panama Regional Hub
Country and Duty Station:	Panama
Internship duration:	9 months
Supervisor's name:	Jeannette Fernandez
Supervisor's title:	DRR and Recovery Specialist

II. CORPORATE BACKGROUND:

UNDP is the knowledge frontier organization for sustainable development in the UN Development System and serves as the integrator for collective action to realize the Sustainable Development Goals (SDGs). UNDP's policy work carried out at HQ, Regional and Country Office levels, forms a contiguous spectrum of deep local knowledge to cutting-edge global perspectives and advocacy. In this context, UNDP invests in the Global Policy Network (GPN), a network of field-based and global technical expertise across a wide range of knowledge domains and in support of the signature solutions and organizational capabilities envisioned in the Strategic Plan. Within the GPN, the Crisis Bureau guides UNDP's corporate crisis-related strategies and vision for crisis prevention, response and recovery.

UNDP works in about 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. We assist countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development results.

UNDP is working to strengthen new frameworks for development, disaster risk reduction and climate change. We support countries' efforts to achieve the new Sustainable Development Goals or Agenda 2030 and to successfully implement the Sendai Framework of Action, SFA, and the reach the goals of the Paris Agreement and the Humanitarian Agenda.

UNDP focuses on helping countries build and share solutions in three main areas:

- Sustainable development
- Democratic governance and peacebuilding
- Climate and disaster resilience

In all our activities, we encourage the protection of human rights and the empowerment of women, minorities and the poorest and most vulnerable.

III. INTERNSHIP OFFICE BACKGROUND:

The Disaster Risk Reduction and Recovery Team of the Panama Hub, DRT, works in the context of a changing climate and increasing exposure to disaster risks challenge Latin America and especially the Caribbean. Even though the region is responsible for a relatively low share of global greenhouse gas emissions, 12 percent, according to the World Resources Institute, it will be one of the most severely affected by temperature spikes. In Latin America, between 2005 and 2012, disasters caused the death of more than 240,000 people, affected another 57 million and resulted in losses equal to US\$85 billion US dollars. Latin America and Caribbean is also the most urbanized developing region globally.

UNDP works with governments, the private sector and civil society in the region to integrate issues of climate change, disaster risk and energy at national and local levels. Building resilience—or the ability to absorb external shocks without major social, economic and environmental setbacks—is a key pillar of our work, while ensuring that development remains risk-informed and sustainable.

The DRT in Panama has responsibilities in the Disaster Risk Reduction and Recovery knowledge domain for the Latin America and the Caribbean region, providing intellectual and strategic leadership as well as technical guidance. The DRT represents UNDP in the wider DRR community of practice, including with UN system, the World Bank, the Inter-American Development Bank, bilateral partners, external experts, etc.

DRT is responsible for leading the provision of technical expertise and policy and programme advisory services to Country Offices and, where appropriate, with key UN and external partners. DRT responds to requests from Country Offices under the guidance of the Regional Hub Manager, the Team Leader for Resilience and Disaster Risk Reduction in Geneva, and the Managers of the Global DRR and Recovery Nodes in Bangkok and Nairobi respectively, and in collaboration with corporate support providers, such as the Regional Bureau, Country Support Management Team, the Crisis and Fragility Engagement and Policy Team and the SDG integrator Team.

Working to ensure quality and coherent policy and programme advisory services within the LAC region and across other regions, as well as alignment with the Strategic Plan, the DRT advances the credibility and recognition of UNDP's capabilities in this knowledge domain and associated community of practice.

III. DUTIES:

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
<i>In this section list the primary responsibilities and tasks of the position. (Include percentages for each duty.)</i>		
1	Writing and data mining: <ul style="list-style-type: none">• Write reports and proposals• Synthesize data• Quantitative and qualitative research	60%
2	Enhance social media presence: <ul style="list-style-type: none">• Develop graphic content for social media• Write posts for social media and repost/retweet strategically• Report on social media analytics	20%
3	Other: Support other/ad hoc activities as seen relevant and needed.	20%

IV. REQUIREMENTS AND QUALIFICATIONS

Education:

Candidates must meet one of the following educational requirements:

- currently enrolled in a Master's degree; or
- have graduated no longer than 1 year ago from a master's degree or equivalent studies.

Field of study: social sciences, international development, public administration, international studies, environmental studies or equivalent, civil engineering, ITC

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
- Knowledge and a proficient user of social media platforms;
- Excellent writing skills;
- Ability to efficiently realize data mining;
- Preference will be given to those familiar with disaster risk reduction, resilience and post-disaster recovery themes.

Language skills:

- English fluency is essential;
- Preference will be given to those who are also proficient in Spanish;
- Knowledge of other UN languages is an advantage, particularly French.

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.

V. INTERNSHIP CONDITIONS

- UNDP internships are remunerated. The stipend has been set at 45% of the UNDP Service Contract scale at the SC1/1 level at each duty station. Where no SC scale exists (such as New York, for example), 10% of DSA for the duty station will be applied – up to a maximum of \$1000 per intern per month;
- UNDP accepts no responsibility for costs arising from accidents and/or illness or death incurred during the internship;
- Interns are responsible for obtaining necessary visas and arranging travel to and from the duty station where the internship will be performed;
- Interns are not eligible to apply for, or be appointed to, any post in UNDP during the period of the internship;
- Interns must provide proof of enrolment in health insurance plan;
- Interns are not staff members and may not represent UNDP in any official capacity;
- Interns are expected to work full time but flexibility is allowed for education programmes;
- Interns need to obtain financing for subsistence and make own arrangements for internship, travel, VISA, accommodation, etc.