



## UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

### TERMS OF REFERENCE UNDER INTERNSHIP AGREEMENT

Title:	Intern
Main Duty Station and Location:	Sudan Field Office (Khartoum)
Start of Contract (EOD):	TBD
End of Contract (COB):	TBD

### **ORGANIZATIONAL CONTEXT**

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mission of UNIDO, as described in the [Lima Declaration](#) adopted at the fifteenth session of the UNIDO General Conference in 2013, is to promote and accelerate [inclusive and sustainable industrial development](#) (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next decade. [UNIDO's mandate is fully recognized in SDG-9](#), which calls to “Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation”. The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization’s programmatic focus is structured in four strategic priorities: [Creating shared prosperity](#); [Advancing economic competitiveness](#); [Safeguarding the environment](#); and [Strengthening knowledge and institutions](#).

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO’s four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation. Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The Intern shall be placed at the UNIDO Field Office at Khartoum in Sudan.

The Field Offices are responsible for representing UNIDO in their countries of coverage and promoting the Organization as an effective partner for development, and maintain close contact with all local stakeholders at the country and regional levels as appropriate, including government institutions and international entities.

They are responsible for identifying development priorities in the countries/regions of coverage, and to support, and/or lead when requested, the formulation, implementation and monitoring of technical cooperation projects and programmes including PCPs and CPs, in collaboration with the relevant technical departments and other appropriate organizational entities. The Field Offices are also responsible for coordinating and reporting on UNIDO activities in their countries/regions of coverage,

and contribute to the development of regional strategies and policies to ensure the strategic and programmatic consistency of UNIDO’s work including of its contributions to the UNRCO/UNCT/CCA/UNSDCF. The UNIDO field network comprises Regional Hubs, Regional Offices and Country Offices.

The duration of an internship at UNIDO is between three to six months, is UNPAID and full-time. Interns work under the supervision of a staff member, in the department or office that they are assigned to. Interns shall cover all costs associated with their internship, including visas, travel to and from the duty station, insurance, transportation, accommodation and living expenses.

## **GENERIC DUTIES AND RESPONSIBILITIES**

The Intern shall be engaged as follows:

- a. Exposed to the regular core functions of the Field Office and as such shall have the opportunity to observe the day-to-day operations and engage in on-the-job training in specific actions delegated by the Supervisor.
- b. Engaged in a specific self-contained assignment described below:

<b>Main Duties</b>	<b>Expected Output</b>	<b>Duration</b>	<b>Location</b>	<b>Follow up Person</b>
1. Conducting research and gathering field data in the thematic priority areas that is determined jointly by the UNIDO Country Office and the Intern (e.g. vocational training, value chain, agribusiness, energy, etc.).	Concept notes	15%	Khartoum	UCR, Hameeda
2. Compiling best practices, lessons learned, experiences and stories on key thematic areas of UNIDO’s interventions in Sudan (e.g. creating shared prosperity, advancing economic competitiveness and safeguarding the environment); <ul style="list-style-type: none"> <li>• Participating in UNIDO interventions related activities;</li> <li>• Participating in UN technical working groups meetings;</li> <li>• Supporting in organizing UNIDO joints activities.</li> </ul>	Meeting minutes and technical reports.	30%	Khartoum	UCR, Hameeda
3. Providing support to UNIDO ongoing projects in conducting seminars, conferences, workshops, trainings, monitoring and evaluation, as and when required (Employment and Entrepreneurship Development Project, Sesame VCD Project, Environment Project, etc.).	Workshop/meeting minutes, technical reports, monitoring reports.	50%	Khartoum	CTAs, Project Coordinators and other Project Staff

- c. Prepare an end-of-internship report; to be submitted to and cleared by UNIDO Internship Coordination.
- d. Other Special emerging Projects that may enhance the learning experience of the Intern.

## **CORE COMPETENCIES**

### ***Core Values:***

**WE LIVE AND ACT WITH INTEGRITY:** work honestly, openly and impartially.

**WE SHOW PROFESSIONALISM:** work hard and competently in a committed and responsible manner.

**WE RESPECT DIVERSITY:** work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

### ***Key competencies:***

**WE FOCUS ON PEOPLE:** cooperate to fully reach our potential –and this is true for our colleagues as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity.

**WE FOCUS ON RESULTS AND RESPONSIBILITIES:** focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those we serve and who have trusted us to contribute to a better, safer and healthier world.

**WE COMMUNICATE AND EARN TRUST:** communicate effectively with one another and build an environment of trust where we can all excel in our work.

**WE THINK OUTSIDE THE BOX AND INNOVATE:** To stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

## **MINIMUM ORGANIZATIONAL REQUIREMENTS**

**Age:** Minimum 21 years and maximum 35 years on the first day of the internship.

**Education:** Enrolled in a university degree programme; or begin the internship within one year of completing a university degree; or completed a university degree and be sponsored as part of an academic or development programme.

**Field of specialization:** Engineering, Economics, Social Science, Mass Media and Communication, Information and Communication Technology (ICT), or relevant.

**Languages:** Fluency in written and spoken English and Arabic is required.

### **Other skills:**

- Basic knowledge of computer operations;
- Experience in working with Microsoft Office applications (Word, Excel, PowerPoint, etc.);
- Experience in ICT.

## **LEARNING ELEMENTS**

- Become acquainted with the most up-to-date technical, economic and industrial developments in the relevant field of specialization of the Department. Furthermore, he/she is expected to deepen his/her knowledge in the fields of new product/services and process design.
- Gain experience in project design/management.
- On the job training: participation in every phase of the working process.

- Gain experience in working effectively in a diverse and multi-cultural environment.

**How to Apply:**

1. Click on the “Apply Here” link next to the Vacancy Announcement;
2. Fully complete the online Personal History Form (PHF) and **indicate in your cover letter which Field Office you are interested in;**
3. Before submitting your application, save the application overview (PHF) in PDF format;
4. After submitting the application, e-mail your saved application overview (PHF) including all attachments to Ms. Hameeda Mohamed at [h.mohamed@unido.org](mailto:h.mohamed@unido.org) and [office.sudan@unido.org](mailto:office.sudan@unido.org).