



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

TERMS OF REFERENCE UNDER INTERNSHIP AGREEMENT

Title:	Intern
Main Duty Station and Location:	UNIDO Office in Kenya (Nairobi, Kenya)
Start of Contract (EOD):	As soon as possible
End of Contract (COB):	3-6 months

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 as well as the Abu Dhabi Declaration adopted at the eighteenth session of UNIDO General Conference in 2019, 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. 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 work under the direct supervision of an officer designated by the UNIDO Country Representative of the Field Office.

Departmental Context

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.

This internship position is located under the Country Office in Nairobi, Kenya, which is responsible for representing UNIDO in Comoros, Eritrea, Kenya, Seychelles, and South Sudan and promoting the

Organization as an effective partner for development, and for this purpose maintain close contact with all local stakeholders at the country and regional levels as appropriate, including government institutions and international entities.

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 Country 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:
 - Support the CO in promoting and monitoring UNIDO's self-starter Programme for Country Partnership (PCP) and technical cooperation (TC) activities in Kenya, through on-demand based specific reporting, attendance to meetings, assistance to project identification and development, assistance to resource and partnership mapping, support programme activities monitoring and evaluation.
 - Support UNIDO's participation in the SDG Partnership Platform technical working groups.
 - Support in collection and consolidation of information and data for reporting within the One UN, UNINFO and UNDAF reports.
 - Participate in UN technical working group, seminars, meetings, conferences and other stakeholder meetings and prepare briefs for the office.
 - Compiling best practices, lessons learned, experience and stories on key thematic areas of UNIDO's interventions in Kenya.
 - Assist with the organization of meetings, workshops, seminars, and other similar activities, supporting the preparation of agendas, minute, co-drafting background materials and meeting reports.
 - Support in drafting and dissemination of the CO annual newsletter.
 - Perform duties as assigned.
- c. Prepare an end-of-internship report to be submitted to and cleared by UNIDO internship coordination team
- d. Support other special emerging projects that may enhance the learning experience of the intern.

MINIMUM ORGANIZATIONAL REQUIREMENTS

Age: Minimum 20 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: Economics, business administration or a field relevant to UNIDO's mandate and service areas.

Languages: Fluency in written and spoken English is required. Knowledge of another official United Nations language (Arabic, Chinese, French, Russian and Spanish) is an asset.

Other skills: Proficiency in the use of standard software applications. Previous exposure in project management is an asset.

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.

LEARNING ELEMENTS

- Become acquainted with the most up-to-date technical, economic and industrial developments in the relevant field of specialization of the Country Office. Furthermore, he/she is expected to deepen his/her knowledge in the fields of new product/service 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.