



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

TERMS OF REFERENCE UNDER INTERNSHIP AGREEMENT

Title:	Intern
Main Duty Station and Location:	UNIDO ITPO Italy, Rome
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, 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 the Head of UNIDO ITPO Italy.

Departmental Context

Responding to the growing demand for supporting inclusive and sustainable industrial development (ISID) in the era of the new industrial revolution, the Department of Digitalization, Technology and Innovation (DTA/DTI) leads the way in addressing opportunities, challenges and risks stemming from the fourth industrial revolution (4IR) and its contribution to sustainable socio-economic progress. The department is responsible for the strategic coordination of 4IR-related matters with designated focal points in other technical departments and organizational entities of UNIDO, as appropriate. In consultation with public and private partners, the department of Digitalization, Technology and innovation designs and implements holistic interventions that are tailored to specific country needs. The department's interventions actively identify and combine complementary services from across three divisions, namely:

- Innovation and Digitalization Division (DTA/DTI/IDD)
- Investment and Technology Promotion Division (DTA/DTI/ITP)
- Quality Infrastructure and Smart Production Division (DTA/DTI/QIS)

This internship position is located in DTA/DTI/ITP/ITPO/ITA.

UNIDO ITPO Italy launched specific industrial development programmes aimed at involving several sectors where Italy sets world standards of best practice, such as agro-industry/food, textile and clothing, leather and

footwear, environment and renewable energy. This commitment is mainly based on promotion of industrial partnerships, on improvement of technological and qualitative standards and on capacity-building to partner institutions.

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 UNIDO ITPO Italy and as such shall have the opportunity to be involved in the day-to-day operations and engaged in on-the-job training
- b. Engaged in a specific self-contained assignment described below:
 - To assist in monitoring project implementation in the target countries;
 - To update the internal database of companies and institutions;
 - To support in monitoring and updating the database of Investment Project Profiles;
 - To support ad hoc strategic initiatives, marketing campaigns and stakeholder's relation;
 - To draft, update and edit ad hoc reports and materials for website and social media;
 - To assist in scouting new Italian companies and stakeholders to be involved;
 - To provide support to stakeholders in matchmaking activities;
 - To monitor and updating webpages dedicated to the project;
 - To carry out other duties as assigned by the supervisor.
- c. Prepare an end-of-internship report to be submitted to and cleared by UNIDO Internship Coordination.
- d. Other ad hoc emerging initiatives that may enhance the learning experience of the Intern.

MINIMUM ORGANIZATIONAL REQUIREMENTS

Age: Minimum 20 years old on the first day of the internship.

Education: Enrolled in a university degree programme

Field of specialization: International relations.

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: Good digital and computer skills are required.

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 UNIDO ITPO Italy. Furthermore, he/she is expected to deepen his/her knowledge in the fields of new product/services and process design.
- Gain experience in project 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.