



EXTERNALLY FUNDED INTERNSHIP/FELLOWSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Intern – Gender and Democratic Governance
Sector of assignment:	Governance, Peace and Humans Rights Area
Organizational unit:	Programme
Country and Duty Station:	Panama, Panama UNDP CO
Internship duration:	9-12 months
Supervisor's name:	Patricia Perez Prieto
Supervisor's title:	Governance, Peace and Humans Rights Programme Officer

II. CORPORATE BACKGROUND:

UNDP works in about 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. We help countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience 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, which will guide global development priorities through 2030. The key 2030 Agenda principle of leaving no one behind and stamping out inequality is at the core of everything we do.

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.

For the implementation of the United Nations Sustainable Development Cooperation Framework in Panama (UNSDCF) and the UNDP Country Program in Panama 2021-2025, the Governance, Peace and Human Rights area provides support to achieve Effect No. 2 " By 2025, Panama has participatory governance and inclusive, effective, transparent and fair national and local institutions at the service of the people, articulated among themselves and in alliance with non-governmental actors; with a territorial, human rights, intercultural, gender, life course approach and leaving no one behind".

UNDP in Panama supports integrated and strengthened governance systems and institutions at the national and subnational levels for more resilient, inclusive, and responsive public services (including justice) and management of future crises, boosting the use of innovative tools and digital solutions that close the gap in access to services.

Similarly, we work to enable spaces and tools for citizen participation, and interaction in decision-making and public policies and programme design, implementation and evaluation, especially for women, young people, and vulnerable groups to reduce the gaps that exist in the access of these groups to decision-making spaces both at national and local level, allowing them to be agents of change and achieve equality with diversity.

UNDP in Panama supports the protection of rights, access to justice, and conflict and violence prevention in close collaboration with other agencies providing technical assistance to strengthen institutions and key actors' capacities to protect human rights and promote social cohesion.

III. INTERNSHIP OFFICE BACKGROUND:

The promotion of gender equality and the empowerment of women as agents of change and leaders in the development processes that affect their lives is a requirement for achieving a more inclusive and sustainable world and must be at the center of efforts. To accelerate progress towards the Sustainable Development Goals, UNDP has therefore made gender equality a central element of its work.

As a crucial element of democratic societies, UNDP in Panama provides support to its allies to develop and implement policies, initiatives, and legal reforms, to accelerate the equitable participation of women in decision-making, from the home to the community, to the national parliaments, peace processes and global forums.

UNDP in Panama also works with public institutions at national and local level to provide services that advance the human rights of women and men equally and consider their specific experiences and needs.

Likewise, we work to prevent sexual and gender-based violence, which remains a pervasive violation of the fundamental rights of women, girls, and members of LGBTI communities, through the generation of knowledge, development of capacities and tools for prevention, as well as to ensure a rapid, coordinated, and efficient inter-institutional response to complaints of gender-based violence and to secure an equal, efficient and rapid access to justice and legal services.

The intern will support the Governance, Peace and Human Rights team in the implementation of its Programme and projects and mainly through mainstreaming gender in projects and supporting Governance area's gender initiatives. In this regard, the intern will be involved in the daily work of the team.

IV. DUTIES:

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
Under the direct supervision of the Governance, Peace and Human Rights Programme Officer, the intern will be expected to provide support to the area's work on gender and democratic governance.		
1	<ul style="list-style-type: none"> Support the implementation of the area's projects and initiatives related to gender and democratic governance Support the development of knowledge products, such as tools and user guides, as well as consolidation of practices on topics related to the area. Support in advocacy efforts and development of communication materials for the Governance, Peace and Human Rights team, such as: <ul style="list-style-type: none"> Draft articles, blogs, social media posts about regional and country level activities Consolidate newsletters, develop and maintain user databases, and support distribution of newsletters and other communication materials Research and generate input for policy notes/briefs on gender and democratic governance. 	60%

2	<ul style="list-style-type: none"> • Media monitoring and communications • Support with updates of web-based platforms with new communication materials • Participating in meetings and perform other support tasks as required; 	30%
3	<ul style="list-style-type: none"> • Support event organization, such as: <ul style="list-style-type: none"> ○ Assist in coordination support for events ○ Assist in the preparations (both substantive and logistics) for thematic events; 	10%

IV. REQUIREMENTS AND QUALIFICATIONS

Education:

Candidates must meet one of the following educational requirements:

- currently in the final year of a Bachelor's degree; or
- 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:

- Master's programme or graduate-level degree programme in a development-related field such as economics, international relations, sociology, public or business administration, public policy, governance, law, justice, security development management, political science, or relevant disciplines

Experience:

- Theoretical knowledge of governance-related topics and/or gender
- Interest in and preferably some prior experience with working in a developing country context
- Strong oral and written communication and presentation skills
- It is desirable that the intern has some previous experience working on projects related to international cooperation or investigations on any other relevant field related to development cooperation.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;

Language skills:

- **Spanish** required;
- Knowledge of other UN languages is an advantage.

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 not remunerated. All expenses connected with the internship will be borne by the intern or her/his sponsoring entity;
- 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.