



### Terms of Reference for Internship at UNDP Serbia

**Title:** Intern  
**Project:** Resilience Development Portfolio of Projects  
**Reporting to:** Programme Analyst  
**Duty Station:** Belgrade, Serbia  
**Contract type:** Internship  
**Duration:** three months with possibility of extension for another three months

**a. Purpose**

To support the work of the Resilience Development portfolio team.

**b. Objective**

To contribute to results oriented, effective and efficient implementation of activities within the portfolio

**c. Background**

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in more than 170 countries, working with them on their own solutions to global and national development challenges. As they develop local capacity, they draw on UNDP and our wide range of partners. World leaders have pledged to achieve the Sustainable Development Goals.

UNDP in Serbia implements a portfolio of projects aiming to support the Government of Serbia and local self-governments in the field of resilient local development. In particular our project will strengthen the capacity of our partners to implement development projects faster as well as to strengthen community cohesion on the local level.

UNDP in Serbia can achieve this support faster with the help of dedicated young individuals who can take part in implementation of UNDP projects and gain relevant and cutting – edge development experience, especially in the field of: 1. Engineering and architecture; 2. Law; 3. Economy and finance; 4. Project management. However, UNDP is open to receiving interns from other fields from social and natural sciences without limitation. Our goal is to provide hands-on concrete experience to young individuals, in return for their time in assistance in implementing development projects.

Since 2014, over 40 young individuals underwent internship in UNDP Serbia – Resilience Team, with greater or lesser success. All of them received general recommendation for future educational or employment opportunities, or tailored recommendation for particular opportunity when such opportunity presented itself of the career development path of these young individuals.

#### **Objectives of the internship**

- 1) Enhance student's educational experience through practical hands on experience and involvement in UNDP development projects in Serbia;
- 2) Provide student with supervised practical experience;
- 3) Expose students to the working environment of a multilateral organization and a better understanding of UNDP Serbia's goals and activities as well as sustainable development goals of the UN and Agenda 2030;

### **Functions/Duties and Output Expectations**

Under the direct supervision of the relevant Manager, the intern is expected to perform the following tasks:

- a. Support the UNDP Programme in research, preparing reports, briefs and inputs for Project Board (s);
- b. Provide assistance to UNDP staff, team members, experts and consultants;
- c. Provides assistance and support to the administrative activities: Finance, Procurement and Human Resources.
- d. Conduct research in the thematic priority areas that is determined jointly by the supervisor and the intern;
- e. Proofread in English the work of other partners;
- f. Provide support to the Programme team in seminars, workshops, conferences, and/or UNDP/UN related events where applicable;
- g. Compiling best practices, lessons learnt experiences and stories on key thematic development areas.

### **Competencies**

- Able to communicate effectively
- Ability to work independently and in a team
- Good in organizing and structuring various tasks and responsibilities
- Responds positively to feedback and different points of view
- Consistently approaches work with energy and a positive, constructive attitude
- Enjoys sharing knowledge and experience
- Displays sensitivity and adaptability to cultural, gender, religion, race, nationality and age

### **Qualifications**

- Successful candidate should be enrolled or recently completed a graduate school programme (second university degree or equivalent, or higher);

### **Special Note**

UNDP internships are performed strictly on a non-remunerative basis. The intern must make his/her own arrangements concerning all expenses associated with the internship, including living expenses and travel costs.

The intern is personally responsible for and must provide proof of adequate and regular medical insurance and must maintain such insurance during the internship.

### **Mandatory UNDP requirements for internship**

In order to qualify for an internship at UNDP, the candidate needs to meet the following enrolment conditions:

- Enrolled in a graduate school programme (second university degree or equivalent, or higher).
- Enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent).



- Have graduated with a university degree (as defined above) and, if selected, must start the internship within one-year of graduation

The successful candidate will be asked to provide, prior to commencing work, the following documentation:

- A signed UNDP Internship Agreement;
- Medical Certificate of Good Health;
- Proof of medical insurance valid for Serbia; and
- Proof of life/accidental death insurance valid for Serbia.

a. Duration

The normal duration of internship is no less than six weeks and no more than six months. Internship assignments are available on a part-time and full-time basis throughout the year, depending on the availability of meaningful assignments and the needs and capacity of offices to receive and supervise interns.

b. Status

Interns are considered gratis personnel. They are not staff members. Interns may not be sought or accepted as substitutes for staff to be recruited against authorized posts. Interns may not represent UNDP in any official capacity.

c. Medical Insurance

Applicants for internship must show proof of valid medical and life/accident insurance for the duty station for which they will work. UNDP Serbia accepts no responsibility for the medical insurance of an intern or compensation in the event of death, injury or illness during an internship.

d. Expenses

The United Nations does not remunerate interns in any way. Costs and arrangements for travel, visas, and accommodation and living expenses are the responsibility of the interns or their sponsoring institutions. Interns will not be entitled to any compensation for travel arrangements to and from the work location.

Interns do not receive a salary or emoluments from the United Nations.

e. Other Relevant Information

- 1) Interns cannot apply for any UN vacancies during the period of internship.
- 2) Should an offer of employment be envisaged, a 3-month break from the end of the internship must be respected.
- 3) The intern must keep confidential any and all unpublished information made known during the course of the internship and not publish any reports or paper on the basis of information obtained except with the written approval and authorization of UNDP.

h. Responsibilities and obligations of the UNDP Serbia office and the Program Officer:

It is the responsibility of the receiving UNDP Serbia office to create a working environment conducive to an intern's learning and professional development. The Program Officer shall:



*Serbia*

- Seek to ensure that the intern's assignment is related to the UNDP's mandate in Serbia, is meaningful for both the office and the intern and has the appropriate level of complexity and variety for the proposed length of internship;
- Be responsible for the content of the internship assignment, which should, where feasible, be explained fully to the intern prior to the commencement of the internship;
- Monitor the intern throughout the internship period to ensure that assignments are rewarding and focused and outputs relevant and appropriate.