

## INTERNSHIP TERMS OF REFERENCE

### I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	<b>Resources Mobilization and Partnership</b>
Organizational unit:	<b>Management</b>
Country and Duty Station:	<b>UNDP Tunisia, Tunis</b>
Internship duration:	<b>9 months</b>
Supervisor's name:	<b>El Kebir Mdhahri Aloui</b>
Supervisor's title:	<b>UNDP Deputy Resident Representative</b>

### 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 in order 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.

### III. INTERNSHIP OFFICE BACKGROUND:

#### Living conditions:

Geography and Climate: Tunisia, the smallest country of the North African coast, with a population of slightly over 10 million of which about 60% live in urban locations, has one of the highest living standards on the continent. Tunis is the capital of the country and the largest city (population of approximately two million in and outside the city proper). As a small country, all destinations within Tunisia can be reached in a day drive. Tunisia borders with Libya (Southeast) and with Algeria (West).

Tunisia has a Mediterranean climate. Along the coast of northern Tunisia, summers are hot and dry, and winters are warm and rainy. In the northwest, there is occasional snowfall in the mountains. In southern Tunisia, it is hotter and drier. Southern Tunisia, where the Sahara begins, is semi-desert. In some parts, there are oases with giant palm trees and small market gardens.

**Religion:** About 99 percent of the population is Muslim, especially Sunni Islam, as it is the major and state religion. Tunisia has also a small Christian population, composed of Roman Catholics, members of the Greek Orthodox Church, and French and English Protestants. In addition, there is a small population of Sephardic Jews.

**Economy:** The country does not have vast stocks of hydrocarbons like its neighbours Algeria and Libya but has prospered under long-standing government policies to develop manufacturing, tourism, and agriculture. At the same time, social programs limit population growth, provide a high standard of education, and ensure a relatively decent standard of living for all. The largest percentage of Tunisia's exports are agricultural and mining products, which generate over 11 billion dollars a year. Tunisia's biggest export partners are France and Italy. Tunisia is a member of the Arab Fund for Economic and Social Development (AFESD), the Arab Monetary Fund, and the Union of the Arab Maghreb (UMA).

**Public transportation:** In addition to the private taxi services, the state runs a reliable and cost effective public transport system.

**Safety and security:** The crime rate is low, but there have been cases of theft. Walking alone during daylight hours is permitted, but you may want to be more careful at night. Tunisia is still undergoing a critical period of democratic and social transition. The heated political debate has, at times, developed into a localized confrontation among ideological opponents. Although these tensions are unrelated to foreigners, it is nevertheless important to remain updated on the political situation. Therefore, security advice is sent systematically by UNDSS and UNHCR security staff. Since 2015, there have not been terrorist attacks in Tunisia.

#### Context:

In December 2014, UNDP and the Tunisian Ministry of Foreign Affairs signed the UNDP Country Program Action Plan 2015-2019 (CPAP). This CPAP is part of the United Nations System Development Assistance Framework (UNDAF) also signed by the Ministry of Foreign Affairs and UN agencies in Tunisia in March 2014 and covering the same period. These documents respond to Tunisia's Transitional Democratic Support Strategy (TWT), on the basis of which the UNS (including the UNDP) has been operating since the January 2011 revolution with a focus on supporting the constitutional and international process, national dialogue, the organization of the various elections in 2011 and 2014 and the launching of processes and reforms of strategic sectors (such as justice and security, the transitional justice process, or the fight against corruption), all by emphasizing and strengthening the role of civil society as a key partner and major player.

With the adoption of the Constitution of the Second Republic in January 2014 and the organization of legislative and presidential elections at the end of the same year, and the entry into force of the code of local authorities and municipal elections in early 2018, the Tunisia continues its transition that UNDP intends to support by focusing on two main programmatic axes, namely:

- Inclusive growth and sustainable development, where UNDP is expected to contribute to the achievement of national priorities by deepening the conceptual and programmatic approach to inclusive growth and anchoring job-creation programs in the context of sustainable development. participatory local development concerned with the preservation of natural resources.
- Democratic Governance and Reform Consolidation where the main objective of the program is to support Tunisia to set up a new institutional architecture reflecting a social contract based on inclusive governance and increased citizen participation in the decision-making process, on the basis of reforms undertaken since 2011.

#### Office Resource Mobilisation trend:

During the 2015 - 2018 period, the typology of UNDP Tunisia principal sources of funding fall into three categories: 1. bilateral donors, mainly embassies (85%), followed by 2. the European Union (5%) and 3. various international funds (3%). UNDP Tunisia funding performance in the previous years is positive: 2015 (USD 7 M); 2016 (USD 7.2 M); 2017 (USD 9.6 M); 2018 (USD 12.3 M). So far, expecting secured funding for 2019 is approx. (USD 9.4 M). UNDP Tunisia remains within an average of 8 to 11 active funding partners per year with a slight increase in 2018. Most of them are conventional bilateral donors. Non-conventional donors are marginalized. The most regular partners during the indicated period are: Switzerland, the United Kingdom, Norway and the European Union. Over the same period, UNDP Tunisia lost former large donors such as Japan or Sweden. Finally, new partners have recently emerged such as the Netherlands and Korea.

The typology of funding stream has not changed since 2015. UNDP Tunisia received most of its funding through cost-sharing agreements with bilateral donors or the European Union. Other forms of financing agreements are underexploited. The granted funds predominantly target three main sectors of intervention 1. democratic governance and inclusive growth; 2. Peace building and security reform and 3. Risk reduction and climate impacts.

#### Office background:

During the year 2018, a mid-term evaluation of UNDP Tunisia's Country Programme Document was conducted. One of the recommendations referred to the need for UNDP to consider adopting a more proactive coordination role and forging strategic partnerships with actors contributing to the same objective in order to strengthen the coherence, harmonization, and optimization of the collective contribution and to elaborate a resource mobilisation strategy for UNDP and RC.

Furthermore, and following the request of the Tunisian Government and the interest of different development partners, UNDP in Tunisia is currently developing a series of initiatives on Partnerships, namely on Aid Coordination and South-South Cooperation.

To be able to better support the Country Office in its efforts to improve its Partnership approach and implement a series of projects in this area, UNDP Tunisia intends to set up a Partnership Unit that will primarily be focused on reviewing the resource mobilization strategy/policy, including directing and overseeing its implementation, and monitoring and reviewing periodic updates. The work should also enable UNDP Tunisia to strengthen its portfolio in line with Sustainable Development Goal 17 on partnerships for the achievement of objectives.

### **III. DUTIES:**

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
	<p>Under the guidance of the Deputy Resident Representative and direct supervision of the resource mobilization and partnership focal point and in close collaboration with the CO M&amp;E and Communication officers, the Resource Mobilization intern supports the overall effort to build partnerships and mobilize an appropriate and sustainable funding base. The Resource Mobilization intern contribute to the elaboration and the updating of the country office partnerships and resource mobilization strategy, tools and analysis. He/she help developing mapping of interventions and donor intelligence that aim to support strengthening UNDP position within the UN family and developing strategic partnerships with government, donors, private sector and CSO. He/she contribute to the coordination of two projects in south-south and triangular cooperation (SSTC) and Aid Coordination.</p> <p>All the activities are implemented in close cooperation with other Management staff, Programme, Operations and other Teams. The Resource Mobilization intern help maintaining a good communication with colleagues from UNDP, UN Agencies, IFIs, Government officials, multi-lateral and bi-lateral donors, private sector and civil society.</p> <p>The position offers a great opportunity to learn about the UNDP Tunisia overall activities and to a larger extend a strong insight of the cooperation sector (actors, mechanism and relations). The Resource Mobilization intern will learn board and specific skills in resource mobilization, partnership and communication. Finally, he/she will gain knowledge in SSTC and Aid Coordination.</p>	
1	<p><b>Support in Resource Mobilization for UNDP Management</b></p> <ul style="list-style-type: none"> <li>• Contribution to the Resource mobilization and partnership strategy for UNDP &amp; Resident Coordinator Office in liaison with UNDAF and CPD;</li> <li>• Help keeping up to date the resources mobilisation strategy (needs, gaps, opportunities by programmes and projects);</li> <li>• Help conducting external and internal analysis for assessing CO opportunities</li> </ul>	30 %

	for resource mobilization strategy; <ul style="list-style-type: none"> <li>• Updating the donor intelligence data-based and identifying specific requirements or documentation per donor</li> <li>• Suggesting actions for diversifying sources of funding (non-traditional partners); assessment of their current usage and potential for the future;</li> <li>• Help elaborating proposals for grant-funding</li> </ul>	
2	<b>Support in Partnerships for UNDP Management</b> <ul style="list-style-type: none"> <li>• Scanning of the opportunities in the country based on partner-specific intelligence and the competitive landscape; identification where the CO competency strengths overlap with partner/client needs;</li> <li>• Developing a mapping of actors in Tunisia (identifying field of operations and objectives), currently engaged or not with the UNDP,</li> <li>• Updating the mapping of interventions (identifying possible synergies, gaps and overlapping activities to inform the strategy);</li> <li>• Help organizing events or field trip missions toward strengthening UNDP partnership/network</li> </ul>	25 %
3	<b>Support in project coordination</b> <ul style="list-style-type: none"> <li>• Support the realisation and implementation of two projects in South-south and triangular cooperation and Aid Coordination;</li> <li>• Conduct analysis and provide advice regarding partnership and funding opportunities for the projects;</li> <li>• Help developing a good and effective communication between the project's partners and contribute to the projects monitoring and evaluation;</li> <li>• Provide administrative and organisational support;</li> </ul>	25 %
4	<b>Communication and monitoring</b> <ul style="list-style-type: none"> <li>• Contribute to the communication strategy toward donors and implementing partners to inform about UNDP activities and achievements;</li> <li>• Co-elaboration of a trimestral bulletin and diffusion of key messages on social media and updating of the website contents;</li> <li>• Contribute to reviewing of the resource mobilisation monitoring tool (collect of information and identification of emergencies);</li> <li>• Facilitation of knowledge building and knowledge sharing.</li> </ul>	20 %

#### 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: Development studies, Business Administration, Economics, Social Sciences, International Relations, Political Sciences or equivalent.

##### IT skills:

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

- Community management abilities (social media)

**Language skills:**

- French is required;
- Knowledge of other UN languages is an advantage (English or Arabic is considered as an asset).

**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.