

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	Sustainable Development Indicators Specialist
Organizational unit:	Sustainable Development
Country and Duty Station:	Panama, Panama
Internship duration:	Nine (9) months
Supervisor's name:	Jessica Young
Supervisor's title:	National Officer (NO)

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:

In Panama, UNDP national office, strength capacities of environmental institutions, especially the Ministry of Environment (Ministerio de Ambiente (MiAMBIENTE)). A specific focus will be on fulfilling national commitments to international environmental conventions/treaties on biodiversity and climate change, the Montreal Protocol and Minamata Protocol on Mercury, among others. Together with the Food and Agriculture Organization of the United Nations (FAO), the Ministry of Agriculture (Ministerio de Desarrollo Agropecuario (MIDA)), the Agricultural Research Institute of Panama (Instituto de Investigación Agropecuaria de Panamá (IDIAP) and producer associations, UNDP will promote productive activities that are respectful of biodiversity stocks within the National Biodiversity Strategy. With MINSA, it will support interventions to curtail the use of ozone-depleting substances and persistent organic pollutants.

In line with the objective to assist developing countries to achieve their SDGs, the UNDP is supporting MiAMBIENTE in national statistical capacities and strengthening statistical quality and standards to develop environmental indicators.

III. DUTIES:

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
<i>In this section list the primary responsibilities and tasks of the position. (Include percentages for each duty.)</i>		
1	Review and Analyze SDG Data Gaps (SDGs 13, 14, 15 and related) <ul style="list-style-type: none">• Conduct a full review and assessment of available and disaggregated data to monitor Environmental national targets and indicators.• Prepare a summary matrix of SDGs goals and targets, assess data availability and data needs whether it is readily available, available with efforts or not available for calculating relevant indicators• Propose a detailed action plan seeking to prioritize SDG indicators for data production relevant to the priorities set. The action plan should demonstrate how to bridge the data gaps and improve the quality of the data provided	20 %
2	Map national data producers and sources for each indicator included in the SDG Matrix <ul style="list-style-type: none">• Prepare a matrix for SDGs 13, 14, 15 and related: goal/target/indicators (noting level and type of classification/source of data/time series (frequency of collection (and report dissemination)/data disaggregation availability/other remarks• Map national data producers and sources for each indicator.• Develop a standard operating procedures manual covering both data collection and the composition of proposed indicators	50 %
3	Conduct working sessions to cover linkage of the SDGs targets and indicators <ul style="list-style-type: none">• Support the preparation and facilitation of an inter-ministerial workshop for administrators on a national level• Conduct a pre-assessment for the staff capacity needs• Support other/ad hoc activities as seen relevant and needed.	30%

IV. REQUIREMENTS AND QUALIFICATIONS

Education:

Candidates must meet one of the following educational requirements:

- have graduated no longer than 1 year ago, from a Master Degree in Economics, or Statistics, or Development Studies, or equivalent studies.

Field of study: Experience in developing and construction of indicators; Experience in statistics and environmental accounting is preferred; or equivalent.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
- Experience in using statistical computer programs

Language skills:

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

Other competencies and attitude:

- Proven analytical and writing skills, including in gender and programming.

- Understands more advanced aspects of social development as well as the fundamental concepts of related disciplines.
- Continues to seek new and improved methods and systems for social planning.
- 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.