**Externally funded internship**

**TERMS oF reference**

**I. Identification of the post**

Title: Data Intern

Sector of assignment: Regional Programme

Organisational unit: RBA/RSCA/Regional Programme

Country and Duty Station: Addis Ababa, Ethiopia

Expected duration: 6-9 months

Expected starting date: April or May 2023

Supervisor’s name: Prashanth Parthiban

Supervisor’s title: Regional Data Specialist

**II. CORPORATE BACKGROUND:**

UNDP works in about 170 countries and territories, helping to eradicate poverty, reduce inequalities and exclusion, and build resilience so countries can sustain progress. As the UN’s development agency, UNDP plays a critical role in helping countries achieve the Sustainable Development Goals.

**III. RECEIVING OFFICE BACKGROUND:**

UNDP through the Regional Programme promotes political participation and leadership among women; their economic empowerment; and their engagement in peace and security. UNDP works to advance gender equality and empower women as agents of change and leaders in the development processes that shape their lives towards a more inclusive, sustainable, and resilient world. Gender equality and women’s empowerment is integrated in the organization’s work in promoting sustainable development pathways, inclusive and effective governance systems and resilience building. UNDP’s framework for engagement is drawn from the four interconnected pathways identified in the Africa Human Development Report on accelerating gender equality and women’s empowerment in Africa: a) supporting implementation of existing legal reforms for improved gender equality; b) engaging women in decision-making at all levels, including in conflict resolution and peace consolidation; c) eliminating discriminatory social institutions that block women’s health and education; and d) providing equitable access to economic, financial and natural resources.

The 2022-25 Strategic Offer for Africa, focusing on six impact areas (structural economic transformation, natural resource governance, climate change, affordable and sustainable energy, women and youth empowerment, and peace and security) prioritizes the region’s economic and developmental transformation. Aligned with these overarching priorities, the Regional Programme for Africa (2022-25) is a flagship UNDP programme that contributes to regional development by addressing challenges facing Africa and amplifying opportunities related to the priorities and aspirations defined by the African Union and other regional entities.

As a strategic tool of UNDP Africa, the Regional Programme underpins UNDP Africa’s regional development priorities in four key priority areas: People, Planet, Peace and Prosperity. It also operates as an integrated continental coordination mechanism, and links regional, sub-regional and country development planning for greater effectiveness and results. Through its robust partnerships with regional actors, the Regional Programme also acts as an incubator for innovation, a driver of development and transformational change in Africa.

UNDP Regional Service center for Africa, through the Regional Programme, seeks to recruit a Data Specialist intern to support the implementation of the regional programme, specifically in regional programme and projects data collection/ mining and data analysis. The intern will work under the direct supervision of the Regional Data Specialist, and works closely with the three hubs in Africa, HQ, relevant thematic teams in the RSCA and external/internal partners to enhance utilization of data for visibility and impact communication of the regional programme through data collection and mining, data analysis, data research and data visualization to contribute to strategic communication, presentations and analytical papers.

**III. DUTIES:**

The Intern will assist in the following duties and responsibilities:

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| --- | --- | --- |
| **No** | **Duties and responsibilities** | **% of time** |
| 1 | **Data Research and Data Management**   * Research UNDP and external data sources and technology relevant to the regional programme and compile information to support RP programme and project implementation. * Undertake targeted data research and data collection for regional programme flagship initiatives and projects * Undertake statistical analysis based on Regional Programme primary- and open-source data. * Manage and structure data for proper data management in close collaboration with relevant RSCA, regional programme, regional hubs and IT teams. | **45%** |
| 2 | **Data Analysis and Visualization**   * Validate data and undertake proactive data quality assessment * Develop real-time data reporting dashboards, visualisation, and tools * Assist in developing specific data visuals for reports, presentations and research | **45%** |
| 3 | **Other:**   * Share feedback and data solutions as relevant * Support other/ad hoc activities as seen relevant and needed. | **10%** |

**IV. REQUIREMENTS AND QUALIFICATIONS**

**Education:**

Candidates must meet one of the following educational requirements:

* Be enrolled in the final year of a bachelor’s degree; or
* Be enrolled in a postgraduate programme (such as a master’s programme or higher); or
* Have graduated no longer than 1 year ago from a university degree or equivalent studies.
* Field of study in data science, computer science, database management, statistics, information management or related or equivalent.

**IT skills:**

* Solid database management knowledge and skills
* Knowledge and a proficient user of data analysis and statistics tools, such as R studio, Stata and/or similar tools.
* Knowledge and proficient user of visualisation tools such as Tableau, PowerBI, Datawrapper and/or similar tools.

Language skills:

* Proficiency in English
* Knowledge of French 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.
* Applicants should indicate which months they are available part- and/or full time and when they complete their studies;