**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: **Conflict Prevention and Peacebuilding Intern**

Sector of assignment: **Conflict Prevention and Peacebuilding**

Organizational unit: **UNDP**

Country and Duty Station: **Kyrgyzstan, Bishkek**

Expected duration: **9 months**

Expected starting date: **01 April 2023**

Supervisor’s name: **Ms. Erkina Urazbaeva**

Supervisor’s title: **Team Leader Governance/Peacebuilding Cluster**

**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.

[UNDP in the Kyrgyz Republic](https://www.undp.org/kyrgyzstan/press-releases/undp-brings-together-stakeholders-address-energy-vulnerability-upcoming-national-human-development-report-kyrgyzstan) has been a trusted partner of the Government for over 20 years, working on a range of development priorities, such as sustainable economic development, environmental protection, climate action, good governance, rule of law, and sustaining peace. The upcoming activities of the UNDP Country Office (CO) in the Kyrgyz Republic will be guided by its new [Country Programme Document (CPD) as](https://www.undp.org/kyrgyzstan/publications/kyrgyzstan-country-programme-document-2023-2027) well as by the United Nations Sustainable Development Cooperation Framework (UNSDCF) in the Kyrgyz Republic for 2023-2027.

The CPD is based on the integrated programming with social cohesion at the core to better address emerging challenges and needs across the areas and help the Government of the Kyrgyz Republic and other national stakeholders to achieve goals set in the [National Development Programme until 2026.](https://www.gov.kg/en/programs/16)

**III. OFFICE BACKGROUND:**

UNDP Cluster “Accountable Institutions, Justice and Peace” consists of 25 staff members and solid programme portfolio focused at strengthening democratic processes, national and local governance systems and civic engagement for ensuring participatory, inclusive, people-centered, and human rights based decision-making and services. To address multi-dimensional and multi-layered challenges to social cohesion and peaceful coexistence of communities, UNDP supports the development of national capacities and architecture for conflict prevention and resolution and to ensure policy making is conflict-sensitive and inclusive.

For implementation of afore-mentioned objectives UNDP cooperates closely with national and local authorities, civil society, private sector, academia and communities to boost reforms, develop new strategies, improve service, promote just and inclusive development. UNDP’s outreach and cooperation in Kyrgyzstan extends to other [UN Agencies,](https://kyrgyzstan.un.org/) donors and other multilateral and bilateral development partners.

UNDP CO hosts over 150 staff in Bishkek and its two offices are located in the centre of Bishkek.

**VI. DUTIES:**

Under the guidance and direct supervision of the Team Leader of the Governance/Peacebuilding Cluster, the Fellow will perform the following duties and responsibilities:

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| --- | --- | --- |
| **No** | **Duties and responsibilities** | **% of time** |
| 1 | **Support to Policy Advice and Development:**   * Assist the Team Leader in preparation of policy briefs, sector scans, analytical papers on development challenges relevant for conflict prevention and peacebuilding area based on desk review studies and analysis; * Document good practices, cases studies, innovations and pilot models for wider dissemination and sharing. | **20%** |
| 2 | **Support to Partnership and Resource Mobilization:**   * Explore CO opportunities to raise funds for peacebuilding projects and activities, assist in searching, supporting and developing submissions for funding proposals; * Contribute to development of progress reports to donors, monitoring, evaluation and lessons learned reports and other relevant programme-related documents, including contribution to substantive correspondence for partnership building. * Support the Team Leader in liaison and maintaining partnerships with key stakeholders to ensure proper coordination and partnership | **30%** |
| 3 | **Knowledge Management & Communications:**   * Disseminate knowledge and communications products; * Contribute to preparation of social media content, drafting communication products, assist in development of relevant brochures, videos and infographics; * Support capacity building initiatives for CO staff and national counterparts related to conflict sensitivity, mediation, peacebuilding, conflict anticipation, prevention, response etc. | **20%** |
| 4 | **Assist UNDP CO in implementing projects / activities:**   * Provide substantive and logistical support to CO and project team in organizing events/workshops/missions/field visits relevant for the area; * Assist the CO in coordinating activities of the joint UN projects related to strengthening social cohesion, peacebuilding and conflict prevention and providing substantive inputs into the key thematic strategic documents including Social Cohesion Strategy, Batken Integrated Offer, Strategic Note etc. * Provide support and substantive contributions for the UN PBF Joint Steering Committee, Peace and Development Dialogue Group (PDDG), Community of Practices (COPs), UNSDCF Results Group meetings and other major activities; * Assist the team in coordinating peacebuilding projects with other CO clusters, UN agencies, development partners and national counterparts. | **30%** |

**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 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: **conflict prevention, peacebuilding, international relations, public administration, law** or equivalent.

**IT skills:**

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

**Language skills:**

* English is required;
* Knowledge of Russian and/or Kyrgyz 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.