**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Integrated Local Development and Economic Transformation Fellow/Intern

Sector of assignment: Governance and Economic Transformation Cluster

Organizational unit: Programme Unit

Country and Duty Station: Cuba, Havana

Expected duration: 6-9 months

Expected starting date: 01 August 2023

Supervisor’s name: Ivan Zverzhanovski

Supervisor’s title: Deputy Resident Representative

**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 Office in Cuba has agreed with the Government on a Cooperation Program 2020-2024, which responds to strategic priorities of sustainable development and contribute to the achievement of the SDG. The Office has an annual execution that exceeds 30 million USD and growing.

A significant number of new initiatives and agreements are advanced stages of the negotiation process including the support of key development priorities such as effective governance, digital transformation, role of MSMEs, new financial mechanisms and economic diversification in Cuba.

UNDP focuses in offering packages of innovative, digital and integrated solutions for sustainable development. In this context, the promotion of territorial development is a key area for cooperation, in which it is necessary to address emerging issues such as the articulation of MSMEs, Scientific and Technologic Parks and local government strategy of local development.

MSMEs represent a key actor to boost local development but also to incentivize innovation and modernization of the economy, so that it’s crucial to support the strengthening of these new economic actors, and parallelly promoting an ecosystem that enable them to facilitate the digital transformation of the country.

Cuban government is designing a new digital transformation policy oriented to enhance specific pillars such as digital economy, innovation, digital government, and normative framework.

UNDP in Cuba is a partner of choice for the government, relied upon to provide cutting-edge advice on a number of policy issues pertaining to the Sustainable Development Plan 2030.

**III. DUTIES:**

The Intern/Fellow will assist in the following duties and responsibilities:

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| **No** | **Duties and responsibilities** | **% of time** |
| 1 | Support territorial development, within the framework of post-COVID recovery, in particular the promotion of MSMEs, including those economic actors that will impulse innovation, digitalization, modernization of the economy, and effective governance.   * Identify and study national and corporate documents of interest and help to identify opportunities. * Identify the corporate experiences/tools and facilitate their application in the local context. * Support the organization of workshops to promote dialogue on effective governance, digital transformation, role of MSMEs, new financial mechanisms and economic diversification in Cuba. * Propose new initiatives based on their innovative character applicable to MSMEs, new financial mechanisms and economic diversification in the local context. * Contribute to the formulation of innovative proposals for the development of new alliances and the mobilization of resources | **35%** |
| 2 | Contribute to the integrated development approach in the UNDP Program and in cooperation with other agencies (related with local development, effective governance, digital transformation, and MSMEs)   * Support the systematization of existing innovative experiences * Contribute to the formulation of new cooperation proposals that integrates this approach * Support the interagency work and contribute to the UNCT Results Groups in the country. | **20%** |
| 3 | Facilitate the UNDP leading role in Interagency Groups   * Participate in meetings, prepare notes, prepare work agendas, dialogue and include relevant actors * Support dialogue with agency officials * Facilitate the follow-up to the agreed work plans and the preparation of reports * Support the dialogue with the OCR and the presentation of the information that is requested. | **20%** |
| 4 | Support the platform approach to accompany the country in the achievement of the SDGs and support the knowledge management and systematization of best practices. Know the methodologies and tools promoted by UNDP.   * Knowledge of the corporate tools * Support the application of the tools * Elaborate documents * Share information with the Program Unit | **25%** |

**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: social studies, economics, development studies, international relations, management, or equivalent.

**IT skills:**

* Knowledge and a proficient user of Microsoft Office productivity tools;
* Interest in and knowledge of other digital collaboration tools an asset

**Language skills:**

* Spanish is required;
* Knowledge of English 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.