



FELLOWSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Fellow - Support the Governance Programme, UNDP Panama CO
Sector of assignment:	Governance and Peacebuilding cluster
Organizational unit:	Programme
Country and Duty Station:	Panama, Panama UNDP CO
Internship duration:	12 months
Supervisor's name:	Patricia Perez Prieto
Supervisor's title:	Programme Officer

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. FELLOWSHIP OFFICE BACKGROUND:

The Governance Programme of UNDP Panama country office seeks to ensure that 'citizens' expectations for voice, development, the rule of law and accountability are met by stronger systems of democratic governance'. Specifically, the Programme will be addressing key issues of increasing space for public participation, increasing capacity for public and civil society engagement, deepening legitimacy and interaction between state and the society. It also seeks to strengthen public institutions capacities to build stronger and more efficient institutions.

The Governance and Peacebuilding Programme supports Panama in its efforts to make its governance institutions and processes more inclusive, effective, and transparent at the national and subnational levels, working with national counterparts to establish transparency and anti-corruption measures as well as more inclusive local planning and investment for women and vulnerable groups.

The Programme also supports integrated and strengthened governance systems and institutions at the national and subnational levels for more resilient, inclusive, and responsive public services (including justice) and management of future crises, boosting the use of innovative tools and digital solutions that close the gap in access to services. Also, supports accountability systems and participation platforms that, with access to accurate information, will enable the empowerment and greater participation of women, young people, and vulnerable groups in decision-making at national and subnational levels.

At the same time, the Governance and Peacebuilding area implements initiatives related to the protection of rights, access to justice, and conflict and violence prevention in close collaboration with other agencies and strengthening capacities of institutions and key actors enhanced to protect human rights and promote social cohesion

The fellow will support the Governance team in the implementation of its programme and projects. In this regard, the fellow will be involved in the daily work of the team.

IV. DUTIES:

The fellow will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
Under the direct supervision of the Governance Programme Officer, the fellow will be expected to provide support to the cluster's work in governance and peacebuilding.		
1	<ul style="list-style-type: none"> Support the implementation of programmes, communications and advocacy events; Compile information packs and assist in production of updated promotional materials on Governance and gender Drafting, reviewing and editing concepts notes, reports and presentations; Media monitoring and communications 	60%
2	<ul style="list-style-type: none"> Undertaking desk based research as required for ongoing and pipeline initiatives; Compiling literature reviews on issues related to the thematic topic; Participating in meetings and perform other support tasks as required; 	30%
3	Other: <ul style="list-style-type: none"> 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:

- 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:

- Master's programme or graduate-level degree programme in a development-related field such as economics, international relations, sociology, public or business administration, public policy, governance, law, justice, security development management, political science, or relevant disciplines

Experience:

- Theoretical knowledge of governance-related topics and/or gender
- Interest in and preferably some prior experience with working in a developing country context
- Strong oral and written communication and presentation skills
- It is desirable that the intern has some previous experience working on projects related to international cooperation or investigations on any other relevant field related to development cooperation.

IT skills:

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

Language skills:

- **Spanish** required;
- Knowledge of other UN languages 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.