



## FELLOWSHIP TERMS OF REFERENCE

### I. IDENTIFICATION OF THE POST

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

### 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 promotion of gender equality and the empowerment of women as agents of change and leaders in the development processes that affect their lives is a requirement for achieving a more inclusive and sustainable world and must be at the center of efforts to accelerate progress towards the Sustainable Development Goals, UNDP has therefore made gender equality a central element of its work.

From the Governance area, UNDP in Panama provides support to its allies to develop and implement policies, promotional activities and legal reforms, to accelerate the equitable participation of women in decision-making, from the home to the community, to the national parliaments, peace processes and global forums.

Likewise, UNDP promotes the leadership and participation of women at the local and regional levels in decision-making that directly affects them and their communities, such as mitigation and adaptation to climate change, disaster risk reduction, mitigation conflict, mediation and peacebuilding.

Similarly, we work to prevent violence against women, through the generation of knowledge, development of capacities and tools for prevention, as well as to ensure a rapid, coordinated, and efficient inter-institutional response to complaints of cases of violence against women. gender that guarantees that victims have access to a package of essential and quality services at the national and local level to facilitate the recovery of their health, access to justice and the right to live a life free of violence

UNDP interventions are aligned with the National Government Strategic Plan, which emphasized the lines of action for the country's Security Strategy and "State Pact for Justice" agenda for the reform of the Judicial

The fellow will support the Governance team in the implementation of its Programme and projects and mainly through mainstreaming gender in projects and supporting Governance area's gender initiatives. 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 gender.		
1	<ul style="list-style-type: none"> <li>Support the implementation of programmes, communications and advocacy events; Compile information packs and assist in production of updated promotional materials on Governance and gender</li> <li>Drafting, reviewing and editing concepts notes, reports and presentations;</li> <li>Media monitoring and communications</li> </ul>	60%
2	<ul style="list-style-type: none"> <li>Undertaking desk based research as required for ongoing and pipeline initiatives;</li> <li>Compiling literature reviews on issues related to the thematic topic;</li> <li>Participating in meetings and perform other support tasks as required;</li> </ul>	30%
3	<b>Other:</b> <ul style="list-style-type: none"> <li>Support other/ad hoc activities as seen relevant and needed.</li> </ul>	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.