



## **Terms of Reference**

### **Internship, UNFPA, Namibia Country Office**

<b>Position:</b>	<b>Intern for Economics and Development</b>
<b>Location:</b>	<b>UNFPA Namibia Country Office (Windhoek, Namibia)</b>
<b>Duration:</b>	<b>3 -6 months</b>
<b>Time:</b>	<b>Part-time/full-time; Monthly stipend payable</b>

#### **Overview**

UNFPA is implementing a Strategic Plan 2018-2021 and associated Business Model. The strategic plan reaffirms the relevance of the current strategic direction of UNFPA, the goal of which is universal access to sexual and reproductive health and reproductive rights, focusing on women, adolescents and youth. In accordance with the strategic direction of UNFPA and in line with General Assembly resolution 70/1 on the 2030 Agenda for Sustainable Development, the strategic plan will seek to ensure that no one will be left behind and that the furthest behind will be reached first.

The United Nations Population Fund (UNFPA) 6<sup>th</sup> country programme of cooperation with the Government of the Republic of Namibia (GRN) is in its second year of implementation, which is for the period 2019-2023. The sixth country programme is aligned to the United Nations Partnership Framework 2019-2023, the Harambee Prosperity Plan, the National Development Plan (NDP) 5, sector strategic plans, the Sustainable Development Goals and the UNFPA Strategic Plan 2018-2021.

To address the challenges of sustainable development financing, countries will need to develop new, more effective and integrated approaches to managing public and private finance. The Addis Ababa Action Agenda assumes that countries will use their own national development strategies and plans to respond to the SDGs and calls for the adoption of Integrated National Financing Frameworks (INFFs). These frameworks should provide a structure for governments to form and implement a strategic, holistic, results-driven approach to financing their development objectives. This approach should help countries set a strategy to effectively mobilize the investments they need and provide a structure that supports coherence across government in channelling resources to the areas they are most suited. Namibia has undertaken the Development Finance Assessment (DFA), a tool which establishes evidence and analysis, and introduces policy and institutional reforms for managing the increasing complexity of domestic and international sources of finance for development. DFAs seek to bring together fragmented approaches on the use of the different sources of funds that may not all be primarily dedicated to address development challenges.

As embedded in the Namibian Financial Sector Strategy (2011-2021), which guide the achievement of the financial sector objectives as set out in NDP and Vision 2030 the country is accelerating efforts to improve SDG financing including advancing gender-sensitive and responsive budgets at the national and local levels. The National Development Plan, Harambee Prosperity Plan and Gender Policy highlight the need to track Gender Responsive Budgeting (GRB) to ensure people-centered domestic financing through national planning and budgets.

The use of GRB as a powerful instrument to promote gender equality, UNFPA in collaboration with collaborating UN Agencies and the Government of Namibia are implementing a Joint SDG fund programme titled “Strengthening Namibia’s Financing Architecture for Enhanced Quality & Scale of Financing for SDGs.” This Joint Programme will contribute to addressing existing challenges within Namibia’s financing ecosystem, supporting the Government towards the development of an Integrated National Financing Framework (INFF), for enhanced quality, equity and scale of financing for NDP and the SDGs in line with recommendations from DFA.

A key component of the Joint programme is advancing gender-responsive budgeting within the national financing framework. The strategic intervention area will include development of gender-responsive tools, undertake capacity building, facilitate required partnerships and advance policy advocacy and awareness creation to mention a few. The approach will be rights-based, multi-sectoral, and linked to institutional capacity building at both policy and operational levels to enhance impact.

Under the overall guidance of the Representative and the direct supervision of an Assistant Representative, the intern will support UNFPA Namibia Country Office to implement the Joint SDG fund programme. A work plan with expected achievements for the duration of the Internship and learning opportunities will be agreed upon.

### **Major Duties and Responsibilities**

Tasks and responsibilities will include (but are not limited to):

- Assist the team with research, and contribute to economic and social policy analysis and reporting.
- Assist with information related to gender responsive budgetary analysis to be carried out.
- Make contributions to appropriate GRB modules and participate in GRB capacity building interventions for government budget officers, civil society organizations
- Participate in weekly joint programme meetings as part of the scope of work;
- Assist with the review and provision of gender and youth related inputs on costing, analysis and policy brief produced by the JP;
- Assist with the crafting of training tools, policy briefs and conduct training for key stakeholders
- Support in the technical, planning and administrative coordination of intervention including being innovative
- Other relevant duties as assigned

### **Qualifications and Experience**

Interns should meet the following requirements:

- Active enrolment in or completion of a university or similar educational programme in Economics, Financial management, Planning, Public Policy/Administration, Social Science, or in any other related fields
- Interest in the field of development
- Good analytical and writing skills
- Proficient in all MS Office applications, including Word and Excel.
- Excellent oral and written communication skills

- Prior experience in the social development sector including non-government organizations, government development agencies and UN agencies, either via assignments or other internships, is an asset
- Ability to adapt to new environments and to establish and maintain good working relations with individuals of different cultural backgrounds
- Integrity: exercising the appropriate discretion when working with confidential and sensitive matters and information

### **Learning Elements**

Upon completion of the assignment, and depending on its duration, the Intern should:

1. Have an increased understanding of the UN system
2. Understand UNFPA's general mandate and policies
3. Have learned UNFPA technical language and working procedures
4. Have developed project management skills
5. Understand the purpose behind and dynamics of social economic development
6. Have networked with partners, country and regional offices
7. Be able to work as a team member in a multicultural environment

### **Financial Aspects**

Interns will receive a monthly stipend in accordance to UNFPA Policy and Procedures. In addition, applicants must have medical insurance for the duration of the internship. Proof of insurance will need to be submitted before the internship begins.

### **How to Apply**

Interested candidates please submit your resume and cover letter to [recruitments.unfpa@gmail.com](mailto:recruitments.unfpa@gmail.com) mentioning the application for "Internship on Communication." Only shortlisted candidates will be invited to an interview.

*UNFPA is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, Indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.*