Iniciativa Incluir, Inovações em Negócios e Mercados – Internship

Position Title: Internship – Iniciativa Incluir, Inovações em negócios e mercados
Location: Brasília, BRAZIL
Application Deadline: 15 April 2015
Type of Contract: Internship
Unit: Inclusive Business - UNDP
Supervisor: Project Coordinator
Starting Date: 01 May 2015
Main objective: Support the finalization and launch of UNDP study on Inclusive Markets in Brazil

Objective
In the context of the 2015 post-development agenda, UNDP is strengthening its engagement with the private sector. In this context, UNDP Brazil has launched an innovative project to analyze and promote inclusive business models in Brazil, the so-called Iniciativa Incluir, see more on www.iniciativaincluir.org.br. One key objective of the initiative is to recognize businesses with innovative, scalable, replicable and commercially viable ways of reaching low-income people in Brazil, specifically those that integrate green solutions.

The goal is to make a concrete contribution to the understanding of inclusive markets in Brazil and to build a network of key stakeholders that can promote and stimulate innovative inclusive business models in the country. Further, UNDP will leverage its research in Brazil as an analytical contribution to other countries that may look for experience of and lessons learned from Brazil. This is done both in collaboration with IPC-IG and the Istanbul International Center for Private Sector (IICPSD). The project is a result of a multi-sectorial platform with selected stakeholders, including business schools and business associations in the area of inclusive and social business in Brazil. The launch of the first flagship report is expected in the 2nd quarter of 2014.

Under the guidance of the Project Coordinator, the intern will support the final steps for the launch of the first UNDP inclusive markets report in Brazil by developing background research, reviewing content and supporting the coordination of the editing and publication process. The activities will include outreach and contacts with key stakeholders of the project, including to interview and consolidate survey and interview data.
responses for the report. In addition, the intern will help planning the marketing strategy for the launch of the report and help planning follow up activities for promotion of inclusive business.

**About IPC-IG**
The UNDP International Policy Centre for Inclusive Growth (IPC-IG) is a global forum for policy dialogue and South-South learning on development innovations. Since its establishment in Brasilia in 2004 as a result of a partnership with the Government of Brazil, IPC-IG has been consolidating its position as the leading voice on inclusive growth and social protection for and in the developing world. Its work aims at equipping policymakers from the South with the skills necessary to design, implement and evaluate policies and programmes towards the attainment of high inclusive growth.

**Location**
IPC-IG office in Brasilia, Brazil.
Address: SBS, Quadra 1, Bloco J, Ed. BNDES, 13º andar 70076-900 - Brasília - DF, Brasil
Telephone (55-61) 21055000
Contact person: Fernanda Teixeira

**Internship Area**
Project assistance related to research project on inclusive markets, poverty and inequality and market solutions.

**Summary of key activities**

1. Technically support the finalization of report and related products with quality and efficiency, focusing on achieving the following results:
   - Background research on inclusive business, including gathering relevant data, documents and materials on prospective business cases.
   - Assist with reviewing draft documents and background papers.
   - Preparation of background papers; terms of reference, presentations, letters of agreements and other documents required by the country office.
   - Support in conducting interviews and consolidating responses to interviews and survey.
   - Participation in activities related to the dissemination and launch of the report.
Support consultation processes, organization of workshops, seminars and technical meetings, and dissemination strategies of the inclusive business report, and other corporate or national studies.

Support preparation of the follow-up steps of project.

2. Provide facilitation of knowledge building, focusing on achieving the following results:

- Support set up of knowledge management on inclusive business for Brazil.
- Consultation and promotion of UNDP’s mandate and mission.
- Preparation of website and related communications materials for the project.

3. Support logistically the organization of events, meetings, seminars and workshops, as needed.

- Provide support as needed to the Project Coordinator on activities related to the private sector engagement on inclusive markets and business.

Competencies

1. Corporate Competencies:

- Demonstrates integrity by modelling the UN’s values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP
- Respect for the principles of the United Nations Charter and the UNDP Statement of Purpose
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

2. Functional Competencies

- Knowledge Management and Learning
- Promotes knowledge management in UNDP Brazil and IPC-IG through personal example
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills

3. Development and Operational Effectiveness

- Ability to conceptualize issues and analyze data
- Demonstrates a keen interest in the field of development;
- Ability to review data, identify and adjust discrepancies
- Ability to produce accurate and well documented records conforming to the required standard
- Ability to handle a large volume of work possibly under time constraints
- Good knowledge of administrative rules and regulations
- Strong ICT skills
4. Management and Leadership

- Builds strong relationships with partners and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates strong oral and written communication skills

Skills and Experience

Candidates for the internship are selected on a competitive basis. To qualify for an internship with the United Nations Internship Programme, the following minimum qualifications are required:

Education:

- Be enrolled in a degree programme in a graduate school (second university degree or higher) at the time of application and during the internship (if a candidate is graduating before the internship period begins, they are no longer eligible); or
- Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent)
- Not have graduated prior to the beginning of the internship.

Skills:

- Be computer literate in standard software applications;
- Have a demonstrated keen interest in the work of the United Nations and have a personal commitment to the ideals of the Charter; and
- Have a demonstrated ability to successfully interact with individuals of different cultural backgrounds and beliefs, which include willingness to try and understand and be tolerant of differing opinions and views.

Language:

- English—with good writing skills
- Fluency in Portuguese—with good writing skills
Experience:

- Applicants are not required to have professional work experience for participation in the programme, but are encouraged to list all relevant work experience in their application.

Desirable

- Experience editing images or preparing graphics for the web and email communications is highly desirable
- Experience in developing and implementing online campaigns and/or marketing strategies
- Relevant experience in project implementation.
- Experience in the production of technical and conceptual papers.
- Experience in issues related to the private sector.
- Experience or good knowledge of inclusive or social business or related topics in social and economic development.
- Good knowledge of social, economic, and human development.
- Experience or ability in the usage of computers and to easily learn office software packages, and web-based management systems.