Iniciativa Incluir, Inovações em negócios e mercados – Internship

**Position Title:** Internship – Iniciativa Incluir, Inovações em negócios e mercados  
**Location:** Brasília, BRAZIL  
**Type of Contract:** Internship  
**Internship Supervisor:** Jenny Karlsen, Programme Advisor  
**Starting Date:** Beginning of December 2014  
**Deadline:** December 3rd  
**Main objective:** Support the UNDP study on Inclusive Markets in Brazil

**Objective**  
UNDP Brazil has launched a project to analyze and promote inclusive business models in Brazil, the so-called Iniciativa Incluir, see more on www.iniciativaincluir.org.br. The study builds on a competitive call for innovative inclusive business models in Brazil with the aim 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 will be to make a concrete contribution to the understanding of inclusive markets in Brazil, in order to build a network of key stakeholders that can promote innovative inclusive business models in the country. Further, UNDP will also leverage this as an analytical contribution to other countries that may look for experience of and lessons learned from Brazil as a modality of south-south cooperation through the collaboration with the Istanbul International Center for Private Sector (IICPSD). The study will be undertaken through a partnership with selected stakeholders, including business schools and business associations, in the area of inclusive business in Brazil. Launch of first report expected in 1st quarter of 2014.

Under the guidance of the Project Coordinator, the intern will support the process of developing the background research, as well as related findings, in part through the promotion and facilitation of a consultation on inclusive business among key stakeholders of the project, contributing to UNDP’s policy dialogue and providing social and economic analyses.

**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. Our 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: Zena Mouawad

Internship Area
Project assistance related to inclusive markets, poverty and inequality and market solutions.

Summary of key activities

1. Technically support the preparation 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
   - Support the preparation of background papers; terms of reference, presentations, letters of agreements and other documents required by the project.
   - 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
Support in the 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
   ➢ 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 attitudeDemonstrates strong oral and written communication skills

Skills and Experience

Candidates for the internship are selected on a competitive basis. The following minimum qualifications are required:
Education:
Applicants must meet one of the following requirements: (a) be enrolled in a graduate school programme (second university degree or equivalent, or higher); (b) Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent); or (c) Have graduated with a university degree (as defined above) and, if selected, must commence the internship within 3 months after graduation;

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

Experience required:
- 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 matching the competences of this assignment.

Desirable:
- Experience editing images or preparing graphics for the web and email communications
- 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.

Application process

Applicants must submit the following required documents by e-mail:
- Updated CV/résumé;
- A letter of motivation stating the reasons why you are interested in the present position;
Applicants must send the documents above specified to internship@ipc-undp.org quoting in the subject “Internship Inclusive Business”.