Iniciativa Incluir, Inovações em negócios e mercados – Research Fellow

Location: Brasília, BRAZIL
Application Deadline: 31 October
Type of Contract: Research fellow
Languages Required: Good knowledge of English and fluency in Portuguese
Starting Date: Mid/End November, 2014
Duration of Initial Contract: 6 months

Background

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.

The IPC-IG is collaborating with the UNDP Brazil Private Sector team to undertake research on innovative business within inclusive markets in Brazil under the umbrella Initiative Incluir that was launched officially in Sao Paulo on 23 September (see www.iniciativaincluir.org.br). The focus of the research is to map successful inclusive and social businesses in Brazil and analyzing the overall support structures for inclusive markets in Brazil. The project builds on UNDP’s corporate initiative, “Growing Inclusive Markets” and counts on the support of various national and international partners, including Sistema CNI, Sistema CNA, Sebrae, the Global Compact and academic institutions such as Fundação Dom Cabral, ESPM, FIA, FIEP and ISAE. The project has already received acknowledgement in the media nationally for its innovative approach.

The goal of the research is to make a concrete contribution to the understanding of inclusive markets in Brazil and to build a knowledge platform that can promote innovative inclusive or social business models as well as social entrepreneurship 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 launch of the main report is expected in the 2nd quarter of 2014, in the context of the new Post-2015 development agenda.

Under the guidance of the Project Coordinator at UNDP Brazil and with support of IPC-IG focal point, the Research Fellow will support the process of desk research, conducting interviews and prepare as well as review case studies of inclusive business models. The project support also requires extensive coordination and facilitation of dialogue among key stakeholders of the project. He or she will also participate in and promote methodological discussions and contribute to the structure and conceptual approach of the research report, as well as support on overall communications efforts. Significant contributions of the Research Fellow will be acknowledged in the report.

Duties and Responsibilities

Summary of key functions:
1. Technically support the preparation of report and related knowledge products with quality and efficiency, focusing on achieving the following results:

- Provision of substantial input for the design and finalization of the inclusive business research analytical framework and structure;
- Support preparation of a survey on trends and patterns in the development of inclusive markets in Brazil and consolidate results, in collaboration with partners;
- Support the organization of interviews of stakeholders to support research;
- Support preparation of inclusive business cases, including gathering relevant data, documents and materials on prospective business cases;
- Assist with reviewing documents and background papers;
- Preparation of various documents; terms of reference, memorandum of understanding, letters of agreements, advocacy materials and other documents;
- Participation in activities related to outreach part 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 and development of trainings.

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

- Development of knowledge management on inclusive business for Brazil, including web-based tools;
- Translation of communications and learning materials into Portuguese.

3. Support other project activities, including the organization of meetings, seminars and workshops:

- Draft, review, edit and translate concepts notes, knowledge products and presentations;
- Organize and participate in meetings and perform other programme implementation support tasks as required.

**Competencies**

**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;
- Treats all people fairly without favouritism.

**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.

**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

Management and Leadership
- Builds strong relationships with partners and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates openness to change and ability to manage complexities
- Demonstrates strong oral and written communication skills

Required Skills and Experience

Candidates for the Fellowship Programme are selected on a competitive basis. The following minimum qualifications are required:

**Essential**

**Education:**
- Master’s Degree in Business, Economics, Public Administration, Political Science, International Relations, Social Sciences or related field. (Applicants on the last period of the Masters will also be considered).

**Language:**
- English – with good writing skills
- Portuguese – with excellent writing skills

**Experience:**
- Relevant experience on research activities such as surveys and case study preparation.
- Relevant experience in project implementation.
- Experience in the production of technical and conceptual papers.
- Experience in issues related to the private sector.

**Desirable**
- Experience or good knowledge of inclusive or social business or related topics, preferably in the context of Brazil.
- Experience on private sector related development Brazil.
- Good knowledge of social, economic, and human development.
- Experience in conducting research. An asset with experience in case studies.
- Experience or ability in the usage of computers and to easily learn office software packages, and web-based management systems.
Application and Selection Process:

Applicants must send a detailed CV and a motivation letter to internship2014@ipc-undp.org no later than 31 October 2014 quoting in the subject "(name of the candidate) – Development Research Fellow"

Incomplete applications or applications received after the closing date (31 October 2014) will not be given consideration.

This is a Fellowship Individual Contract position within the IPC-IG/UNDP. The grant for the period is USD 4,980. The duty station is IPC-IG office in Brasilia, visa to Brazil will be provided for international candidates if selected but travel costs are included in the fellowship grant.

UN 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. Due to the volume of applications received, receipt of applications cannot be acknowledged individually. Only short-listed applicants will be contacted.