Inclusive Business Study - Research Fellow

Location: Brasília, BRAZIL
Application Deadline: 29 July
Type of Contract: Intern
Languages Required: English and Portuguese
Starting Date: End August, 2014
Duration of Initial Contract: 6-9 months (negotiable)
Expected Duration of Assignment: 6-9 months (negotiable)

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 a research project with focus on mapping successful inclusive businesses 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 the UNDP Istanbul International Center for Private Sector and the Global Compact.

The final report to be prepared will analyze the support systems in place for the promotion of inclusive business models in Brazil, drawing on various streams of data, including case studies of innovative inclusive business models, interviews, survey, and desk research. A competitive call for innovative inclusive business models in Brazil will help recognize businesses with innovative, scalable, replicable and commercially viable ways of reaching low-income people in Brazil, specifically those that integrate green solutions. The methodology is grounded on insights generated in previous UNDP research, starting with a solid understanding of the broad constraints companies and organizations face within low-income markets, the generic solutions they use to address these constraints and the broad categories of support they receive (see more on http://www.growinginclusivemarkets.org/publications/).

This will be UNDP’s first report on the inclusive markets in Brazil, contributing to a better understanding of the challenges related to developing inclusive businesses, the scope of existing support structures, and the means by which the support landscape might be improved. The project will allow UNDP to build a network of key stakeholders in Brazil that can promote innovative inclusive business models in the country. Further, UNDP will leverage this study 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.

Under the guidance of the Project Coordinator in UNDP Brazil and the Research Coordinator in IPC-IG, the Research Fellow will support the process of developing the research, in part through supporting the preparation of the survey, case studies and the facilitation of consultations 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 communications. The 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
   - Background research on inclusive business cases, including gathering relevant data, documents and materials on prospective business cases;
   - Assist with reviewing documents and background papers
   - Preparation of various papers; terms of reference, memorandum of understanding, letters of agreements and other documents required by the country office;
   - 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 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.

**Language:**

- English – with good writing skills
- Portuguese – with good 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 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.
Experience on Brazil.

**Application and Selection Process:**

Applicants must send a detailed CV, PHF form*, and a cover letter to internship2014@ipc-undp.org no later than 29 July 2014 quoting in the subject “*(name of the candidate) – Development Research Fellow*”

* The PHF can be found in the UNDP Brazil website: http://www.pnud.org.br/arquivos/P11_English.doc

Incomplete applications or applications received after the closing date (29 July 2014) will not be given consideration.

This is a Fellowship Individual Contract position within the IPC-IG/UNDP. The grant for the 9 months of research analysis is USD 4,980. The duty station is IPC-IG office in Brasilia and visa to Brazil will be provided for international candidates.

**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.**