



United Nations
MOLDOVA

TERMS of REFERENCE

Title of the position: Research and Administrative Support Intern

Branch / Section / Project / Program: Effective Governance Cluster, Social Cohesion Project

Reports to: Project Analyst

Duration and Period of Internship: 4-6 months

Weekly workload (hours / week): 10-20 hours per week, with flexible working arrangements

Background

The Joint Programme, implemented by UNDP and UNFPA, aims to strengthen social cohesion, resilience, and sustainable peace on both banks of the Nistru River in Moldova. The programme focuses on empowering communities, particularly older people, youth, women, under-represented groups, and refugees, to engage in dialogue, mitigate social tensions, and foster inclusive community initiatives.

Through capacity-building, intergenerational dialogue platforms, and innovative tools like the Social Tension Monitoring Mechanism (STMM), the programme seeks to enhance trust, cooperation, and civic engagement in 10 target communities on the right bank and 3 communities on the left bank of the Nistru River. The intern will support activities that promote social cohesion, community engagement, and inclusion of marginalized groups, contributing to the programme's goal of building a more cohesive and resilient society.

Key responsibilities

1. Support research and knowledge generation:

- Assist with brief research notes, press clippings, and background materials related to the Social Tension Monitoring Mechanism (STMM).
- Compile and organize data relevant to outreach and online engagement.

2. Assist communication and outreach efforts:

- Support the preparation, translation, and formatting of communication materials in Romanian, Russian, and English.
- Help collect basic analytics from social media and website posts to inform engagement strategies.

3. Provide administrative and logistical support:

- Schedule meetings, prepare agendas, distribute minutes, and send calendar invites.
- Maintain contact databases, organize programme/project files, and support travel logistics and inventory tracking.

4. Support monitoring and evaluation activities:

- Help collect and organize post-training data (e.g., attendance sheets, feedback forms) across project activities.
- Assist in maintaining traceability of participant engagement in initiatives led by responsible parties and grantees.

5. Coordinate aspects of community-based e-monitoring:

- Provide basic coordination support to local monitors and NGO partners involved in data collection.
- Ensure submitted monitoring data is properly stored and accessible for project reporting needs.

Eligibility requirements

Applicants to the UNDP internship programme must at the time of application meet one of the following requirements:

- a. Be enrolled in a postgraduate degree programme (such as a master's programme, or higher);
- b. Be enrolled in the final academic year of a first university degree programme (such as bachelor's degree or equivalent);
- c. Have recently graduated with a university degree (as defined in (a) and (b) above) and, if selected, must start the internship within one-year of graduation;
- d. Be enrolled in a postgraduate professional traineeship program and undertake the internship as part of this program.

Minimum qualifications / skills

- Basic proficiency in Microsoft Office (Word, Excel, PowerPoint) and familiarity with social media platforms for communication purposes.
- Strong interest in social cohesion, community engagement, or human rights, with a willingness to learn about dialogue facilitation and inclusion strategies.
- Good organizational and time-management skills to handle multiple tasks in a dynamic environment.
- Ability to communicate effectively in Romanian or Russian,
- Proficiency in English (at least B1 level).

Core Competencies

1. Proven commitment to the core values of the United Nations, in particular, respect for differences in culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, sexual orientation, or other status.

2. Demonstrated ability to work collaboratively in a diverse team environment and engage with individuals from varied backgrounds.

Who can apply?

This internship position seeks to target persons belonging to marginalized groups, who are underrepresented at the national labor market and particularly: Women and men with diverse gender identities, persons with disabilities, people living with HIV, LGBTIQ people, ethno-linguistic, cultural and religious minorities, refugees, migrants, other marginalized groups.

Internship package and working conditions

The interested candidates shall submit the following package of documents:

1. UNDP Online application (P11)
2. Letter of motivation
3. 1- 2 recommendation letters (from supervisor, teacher, colleagues or any other person who can describe your competencies)
4. Information on the additional / special needs the person might have such as reasonable accommodation at the workplace, transportation, food or any other specific needs.
5. Interns, whether engaged in-person or remotely, are responsible for securing adequate medical insurance for the duration of their internship with UNDP and must provide self-certification of good health prior to starting the internship. UNDP will not reimburse the medical insurance of the intern. Any costs arising from accidents and illness incurred during an internship assignment will be the responsibility of the intern.

Note: *The intern is expected to work remotely on an intermittent basis. Therefore, no permanent workplace will be assigned. Upon completion of the internship, the intern receives a certificate from UNDP.*