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|  | **UNITED NATIONS DEVELOPMENT PROGRAMME**  **AFRICAN YOUNG WOMEN LEADERS FELLOWSHIP PROGRAMME**  **TERMS-OF-REFERENCE – GENERIC TEMPLATE** |

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| **I. Fellowship Position Information** |
| Title: Fellow, African Young Women Leaders Fellowship Programme  Type of Assignment: Fellowship  Supervisor: Head of UNDP Unit  Duty station: UNDP headquarters (New York) or regional offices in Addis Ababa, Amman, Bangkok, Dakar, Istanbul, Nairobi, Pretoria  Duration of assignment: 12 months |

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| II. Background and Context |
| Drawing on AU’s Agenda 2063, the AU Gender Equality Strategy, UNDP’s Strategic Plan, Gender Equality Strategy and People Strategy, and responding to Africa’s development priorities and emerging challenges, the African Young Women Leaders Fellowship Programme (AYWL)t aims to catalyse a new generation of young African women leaders and experts to serve Africa and the world in designing and implementing development programmes in the context of the SDGs and Agenda 2063.  The Programme will: i) equip outstanding young women leaders with the leadership skills and experience required to advance the SDGs and contribute effectively to decision making in public, private and multilateral institutions; ii) create a diverse pool of talent to enhance UNDP’s organisational efficiency and contribute to more responsive and effective policies and programs; and iii) develop a network of African young women professionals that engages in promoting innovative, sustainable and inclusive development through South-South development exchange.  Fellows will be assigned to a UNDP headquarters, regional or country office. Under the supervision and mentorship of and experienced UNDP people manager, the Fellow will support the collection and analysis of information on SDGs and Agenda 2063 as well as SDG implementation and experimentation. The Fellow will support promising areas of innovation, South-South and Tri-lateral collaboration, partnerships and resource mobilisation that accelerate UNDP’s program implementation.  As part of the AYWL Fellowship Programme, the Fellow will also participate in leadership training including online training programmes, mentoring and coaching. The Fellow will have a passion for poverty eradication, sustainable structural transformation, and the SDGs, and demonstrated experience in working in in an African country. The Fellow should also have the capacity to gather comprehensive information on complex problems or situations, analyse information accurately and conceptualize problems and solutions. The Fellow will have high level of integrity and model the values and ideals of UNDP. The Fellow will have strong capacity to work in multi-cultural teams, collaborate and communicate effectively, as well as excellent analytical, problem-solving and innovation skills. |

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| III. Responsibilities and Functions (generic) |
| **Major Responsibilities**   1. Assist in collection and analysis of information on SDGs and Agenda 2063 priority areas including poverty eradication, structural transformation, resilience-building resilience 2. Provide support to SDG exploration, experimentation and solution mapping in the context of UNDP’s SDG accelerator labs and Country Innovation Facility projects. 3. Contribute to research and analysis with a view to identifying promising areas of innovation, South-South Cooperation (SSC), partnerships and resource mobilization 4. Contribute to effective reporting of development solutions including corporate reporting requirements 5. Contribute to implementation of policy dialogue, training and capacity building events 6. Carry out additional related activities as requested by the Head of Unit. |
| **Key Functions**   * Collecting and analysing information, providing analytical support to strategy and policy development; * Providing assistance to programme/project development, implementation and monitoring; * Contributing to relevant analytical briefs and reports on SDGs and Africa’s Agenda 2063 priorities including poverty eradication, structural transformation and resilience-building; * Providing support to timely, accurate and efficient SDG and programme/project reporting, * Undertaking research on development solutions and lessons learned by development partners, regional institutions, private sector and non-profit organisations; * Contributing to research for analytical and communication products including draft working papers, analysis, sections of reports and studies, issue de-briefings, inputs to presentations, publications, etc * Assisting in planning and organization of regional/country-based policy dialogue, capacity building and training events, * Providing support to organization of consultative and other meetings, conferences including maintaining relevant databases, communication and follow up with participants, * Participating in field missions, including provision of support to external consultants, government officials and other parties and drafting of mission summaries, etc. * Continuous knowledge and competency development through trainings and Learning Management System * Performing other complementary duties as required, including a variety of tasks necessary to ensure the complete, timely and successful delivery of the Unit’s work plan |
| **V. Learning Component** |
| As part of the AYWL Fellowship Programme, the Fellow will benefit from the following training and learning opportunities:   * Structured supervision * Orientation to UNDP and the duty station * Coaching and mentoring programme * Leadership training, including a face-to-face workshop on leading for the SDGs and Agenda 2063 * In-house training and online learning programmes as applicable * Career development support |

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| VI. Requirements and Qualifications | |
| Education: | * Minimum Bachelor’s Degree or equivalent in Economics, Political Science, Business Administration, International Relations/Development, or other relevant fields. |
| Experience: | * Maximum 1 year of working experience in research, analysis, programme/project development, implementation and management. * Demonstrated capacity to gather comprehensive information on complex problems or situations, analysing information accurately and identifying key issues and solutions. * Demonstrated understanding of, and interest in, poverty eradication, sustainable structural transformation, SDGs, and Africa’s Agenda 2063 * Demonstrated experience of initiative, client-orientation, working in teams, and in complex and time-pressured contexts, field experience in an African country is preferable * Practical experience in developing technical proposals Experience in leadership, innovation and technology and setting up networks/hubs/hangouts is desirable * Knowledge of and exposure to the needs, conditions and problems of developing countries an asset |
| Language Requirements: | * Proficiency in English * Working knowledge of Arabic, English, French, or Portuguese |