

## Terms of References

<b>Project Title:</b>	<b>Support to Strengthening National and Local Integrity Systems</b>
<b>Post Title:</b>	<b>National Intern for support of Social Accountability tools and assisting in the organization of Regional Conference</b>
<b>Duty Station:</b>	Skopje
<b>Duration of initial contract:</b>	5 months (August 15 <sup>th</sup> – December 15 <sup>th</sup> 2013 )
<b>Type of contract:</b>	Internship

### **BACKGROUND / CONTEXT:**

One component of the UNDP ongoing project „Support to Strengthening the National and Local Integrity Systems is aimed to complement the institutional efforts for corruption prevention by developing social accountability tools to enable the citizens and civil society organisations to hold the local government units accountable and responsive to their needs.

In 2012, a “Social Innovation Camp” involving CSOs, media and other stakeholders already managed to generate practical ideas as to using social media tools in function of social accountability in the municipalities.

Main goal of the project that will continue in the following period **is to promote state-citizen engagement, improve the quality of service delivery and tackle corruption at the local level by using advanced and innovative technology solutions for participation and strengthened citizens’ voice.** It would also be very important to sustain and expand the already initiated social accountability initiatives in the municipalities.

A key element in successful implementation of the social accountability tools is increase of the involvement and reliance on people who have a stake in the problems they wish to address. In order to define the priority service delivery issues that people would like to tackle, open community will be established welcoming everyone interested, particularly young people.

The project will provide online and offline space for discussions, track discussions online and monitor happenings offline. The next step would be to prototype the solutions by involving technological young talents who could help build the prototypes and to be funded with technical and promotional support to fully launch them.

Aim of the project is to bring together social innovators, youth, civil society and media to demonstrate the power of demanding public accountability by using modern technology means. The project will provide opportunities for civil society organizations, media and citizens at large to engage and develop their own ideas into working internet and mobile solutions, with main focus of the “demand” side of accountability.

Within this project, in October 2013 a Regional Conference will be organized for the municipalities in the country and the region to discuss the power of demanding social accountability by using modern technology means and methodologies. The *Regional Conference on addressing corruption at local level through innovative technology and citizens’ engagement*, organised by the UNDP is intended as a platform for discussion and knowledge sharing related to the increase of transparency, accountability and openness at the municipal level.

The conference will gather representatives of local authorities and central government, civil society, experts on public administration development, international organisations as well as other relevant stakeholders and practitioners from Eastern Europe and the Caucasus. The Conference is envisaged to result into specific proposals for policy or organizational/procedural changes based on the experience of the implementation and data gathered through social accountability models.

The conference will discuss, share knowledge and attempt to identify effective solution in the following areas:

- 1) Understanding corruption risks at the local level
- 2) Innovation for transparency and accountability in the region

For the implementation of the activities mentioned above, an Intern is needed, that will support the Project staff in developing, implementing and promoting social accountability tools and logistically support the project during organization of the Conference.

### **Main Outputs/Deliverables**

The focus of this assignment will be to assist and give input in designing innovative solutions for organizing the Regional Conference. During the activities the intern will focus on the design of an invitation using creative solutions and IT and assist in organization and logistics of the Conference. Also, the intern's assignment will be to support activities related to design, development and content management of the social accountability tools as well as support development of a social outreach strategy to utilize social media to its optimum to increase the reach out of the project results.

### **Scope of Work**

#### **Duties and Responsibilities**

Under the supervision of the Governance Unit, and in close cooperation with the project team the intern will undertake the following specific tasks:

- Review and Analyze the existing tools within the project and in the country applicable for presentation during the Conference
- Give proposals for innovative solutions on Conference organization
- Assist in logistical preparations of the Conference with use of modern technology tools
- Assist in IT Support and use of modern technology tools
- Promote innovative local government practices by supporting effective social accountability tools
- Study the project activities and results from a perspective of social media promotion and knowledge sharing;
- Provide transfer of knowledge to national counterparts for use of social accountability tools to ensure institutional follow-up;
- Assist in drafting outreach content from project's activities;

### **QUALIFICATIONS /COMPETENCIES**

#### **Minimum eligibility criteria**

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

- Be currently enrolled in a Undergraduate degree programme (final year) in related field such as Informative Technology, Computer Science, Computer Networks and E-Technologies
- Excellent communication and interpersonal skills;
- A well organized individual with the ability to multi-task;
- Have a demonstrated keen interest in the work of the UN, and of UNDP in particular, and have a personal commitment to UNDP's Statement of Purpose and to the ideals of UN Charter;
- Have a demonstrated ability to successfully interact with individuals of different cultural backgrounds and beliefs, which include willingness to try and understand and be tolerant of differing opinions and views;
- Language Proficiency in both written and oral English;

#### **Behavioural Competencies:**

- Highly organized and self-motivated
- Creativity, flexibility and ability to work within short deadlines
- Maturity, initiative, tact and high sense of responsibility
- Demonstrated ability to work in a team

#### **Supervision**

Direct supervision will be ensured by the Governance Unit

#### **Other**

Results /observations of this internship cannot be used for research proposes, unless discussed and agreed by UNDP and recruited person.

The intern should provide the Programme Management Unit with a brief written report about his/her activities and learning at the end of the internship.

#### **Payments schedule**

The payment for the services will be carried out on a monthly basis, in lump sum of 3,150 MKD. In line with the office Administrative Circular AC/13, the intern should be paid the following amounts for covering basic expenses:

- Local transportation: MKD 1,050.-
- Food allowance: MKD 2,100.- for full month internship