

## Internship

1. The internship policy provides guidance on the UNDP internship programme and provides information on the administration of UNDP interns.

### Purpose

2. The purpose of the Internship Programme is to provide students and recent graduates from diverse academic backgrounds exposure to development issues and a first-hand impression of the day-to-day working environment of UNDP.

### Eligibility

3. Applicants to the UNDP internship programme must at the time of application meet one of the following requirements:
  - (a) Be enrolled in a graduate school programme (second university degree or equivalent, or higher);
  - (b) Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent);
  - (c) Have graduated with a university degree (as defined in (a) and (b) above) and, if selected, must start the internship within one-year of graduation.
4. A person who is the child or sibling of an UNDP staff member shall not be eligible to apply for an internship at UNDP. An applicant who bears any other family relationship with a UNDP staff member may be engaged as an intern, provided that he or she shall not be assigned to the same work unit of the staff member nor placed under the direct or indirect supervision of the staff member.
5. For purposes of this policy, "child" means (i) the child of a staff member; (ii) the child of the spouse of a staff member (stepchild); and (iii) the spouse of a child of a staff member or the child of a staff member's spouse (son- or daughter-in-law). "Sibling" includes the child of both or either parent of a staff member and the child of the spouse of a parent of a staff member (that is, also half- and stepsibling).

### Status

6. Interns are not considered staff members. During the internship with UNDP, interns shall be subject to the *Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission (ST/SGB/2002/9)*.

7. Interns shall not be sought or engaged as substitutes for staff and do not encumber authorized posts.
8. Interns shall not represent UNDP in any official capacity or commit resources on its behalf.
9. Interns shall not apply for or be appointed to any position during the period of their internship.
10. The internship period shall not be foreshortened for the purposes of allowing an intern to apply for a position.

#### **Duration of Internship Assignments**

11. Internship assignments vary in length according to the academic requirements of the intern, as well as the needs of UNDP. Assignments normally last a minimum of six weeks and a maximum of six months. An internship may exceptionally be approved for a maximum total duration of nine months if the intern can demonstrate it will grant him/her an educational credit for a course.
12. Internship assignments are available on a part-time and full-time basis.

#### **Locations**

13. Internships may be offered at any UNDP Office that is in a family duty station.

#### **Responsibilities and obligations of receiving offices and supervisors**

14. The administration of interns is decentralized to the respective bureau, office or country office ('offices').
15. The receiving office and supervisors shall create a working environment conducive to interns' substantive learning and professional development. Offices shall:
  - (a) Ensure that an intern's assignment is at the appropriate level of complexity and variety;
  - (b) Prepare terms of reference describing the tasks of interns in the office; and
  - (c) Provide constructive feedback to the intern regarding his or her performance.

#### **Responsibilities and obligations of interns**

16. Interns shall:

- (a) Observe all applicable rules, regulations, instructions, procedures and directives of UNDP notwithstanding their status as described in paragraph 6 of this policy;
  - (b) Provide the receiving office with a copy of all materials prepared by them during the internship. UNDP shall be entitled to all property rights, including but not limited to patents, copyrights and trademarks, with regards to material that bears a direct relation to, or is made in consequence of, the services provided under the internship. At the request of UNDP, the interns shall assist in securing such property rights and transferring them to UNDP in compliance with the requirements of the applicable law;
  - (c) Respect the impartiality and independence required of the United Nations and of the receiving office and shall not seek or accept instructions regarding the services performed under the internship agreement from any Government or from any authority external to UNDP;
  - (d) Unless otherwise authorized by the receiving office, they may not communicate at any time to the media or to any institution, person, Government or any other external party any information that has become known to them by any reason of their association with the United Nations, UNDP or the receiving office, that they know or ought to have known has not been made public. They may not use any such information without the written authorization of the receiving office, and such information may never be used for personal gain. These obligation also apply after the end of the internship with UNDP.
  - (e) Refrain from any conduct that would adversely reflect on the United Nations, UNDP, or the receiving office and will not engage in any activity which is incompatible with the aims and objectives of the United Nations or UNDP; (f) Comply with local laws and customs.
17. The conditions regulating the internship shall be set out in an internship agreement, referred to in Section 3,0.
18. Failure to comply with the requirements in paragraph 16, as well as those contained in the internship agreement between UNDP and the intern may result in the immediate termination of the internship agreement by UNDP without compensation.

### **Third-party claims**

19. UNDP is not responsible for any claims by any parties where the loss of or damage to their property, death or personal injury was caused by the actions or omission of action by the interns during their internship.

### **Remuneration, insurance and interns' expenses**

20. Interns are not financially remunerated by UNDP. Costs and arrangements for travel, visas, accommodation and living expenses are the responsibility of:
  - (a) The nominating institution, related institution or government, which may provide the required financial assistance to its students; or
  - (b) The intern, who will have to obtain financing for subsistence through private sources.
21. Interns are responsible for securing adequate medical insurance for the duration of their internship with UNDP and must provide a medical certificate 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.
22. Applicants for internships must show proof of valid medical insurance for the duty station in which they will intern. For applicants which are neither nationals or residents of the duty station, the insurance must include adequate coverage in the event of an injury or illness during the internship duration which:
  - (a) Requires transportation to the home country or country of residence for further treatment;
  - (b) Results in death and requires preparation and return of the remains to the home country, or country of residence.
23. UNDP accepts no responsibility for loss or damage to personal effects that may occur during the internship.

### **UNDP's expenses**

24. Costs incurred by interns, including undertaking official travel at the request of UNDP, in the discharge of the activities related to the internship shall be reimbursed by UNDP on the same basis as costs incurred by staff members or costs reimbursed to staff members, including payment of daily subsistence allowance, as applicable.

### **Working Conditions**

25. Interns must be provided with the workspace and equipment necessary to accomplish the activities related to internship.
26. The internship may be performed using flexible working arrangements if:
  - (a) The receiving office agrees in writing to accept an intern on the basis of flexible working arrangements; and

- (b) The intern agrees that he/she is required to work the equivalent of a minimum of at least two months on a full time basis. An internship under such arrangements must be completed within a six month period.

### **Termination**

- 27. The internship can be terminated by either UNDP or the intern for any reason upon giving two weeks' notice.

### **Selection, Recording, Evaluation and Certification**

- 28. Internships must be published electronically, either individually, or generically when filling a roster.
- 29. Interns must be selected from as wide a geographical basis as possible and without distinction as to race, sex or religion.
- 30. Once the Internship Agreement is signed, the personnel records of the intern must be entered into the ATLAS/HCM module;
- 31. At the end of the internship, the supervisor shall prepare a written evaluation of the intern's performance and organize a meeting with him/her to provide feedback.
- 32. Upon completion of the internship, the intern shall receive a certificate from UNDP.

### **Subsequent Employment**

- 33. There is no expectation of employment with UNDP following an internship.