



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 experience with 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 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.
4. A person who is the child or sibling of an UNDP staff member is not 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 they must neither be assigned to the same work unit of the staff member nor be placed under the direct or indirect supervision of the staff member.
5. For purposes of this policy, "child" means (i) the adult child of a staff member; (ii) the adult child of the spouse of a staff member (stepchild); and (iii) the spouse of an adult child of a staff member or the child of a staff member's spouse (son- or daughter-in-law). "Sibling" includes the adult child of both or either parent of a staff member and the adult child of the spouse of a parent of a staff member (that is, also half- and stepsibling).

Status

6. Interns are not considered as having the status of a staff member. During the internship with UNDP, interns are 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 must not be engaged as substitutes to supplement or replace staff members and must not encumber authorized posts.
8. Interns must not represent UNDP in any official capacity or commit resources on its behalf.
9. Interns must not apply for or be appointed to a position that should be encumbered by a staff member during the period of their internship.
10. Interns are expected to fulfil the terms of their internships. Therefore, the internship period must 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 last up to nine months if the intern can demonstrate that it will award them an educational credit for a course.
12. Internship assignments completed as part of national service obligations or a postgraduate professional traineeship program may last up to 12 months.
13. Internship assignments are available on a part-time and full-time basis.

Locations

14. Internships offered to candidates should take into account geographical diversity, ensuring a balance between those that reside in the country of the duty station where the internship is offered and those coming from abroad.
15. Internships may be offered at any UNDP Office that is in a location that is not designated as a non-family or high risk duty station.

Responsibilities and obligations of receiving offices and supervisors

16. The administration of interns is decentralized to the respective bureau, office or country office ('office' or 'offices').
17. The receiving office and supervisors must create a working environment conducive to interns' substantive learning and professional development. Offices must:
 - (a) Ensure that an intern's assignment is at the appropriate level of complexity and variety;
 - (b) Ensure proper supervision of the intern;
 - (c) Ensure that the intern is informed of UNDP's policy on *Harassment, Sexual Harassment, Discrimination and Abuse of Authority and Sexual Exploitation and Abuse*
 - (d) Prepare terms of reference describing the tasks of interns in the office; and
 - (e) Provide constructive feedback to the intern regarding their performance.

Responsibilities and obligations of interns

18. Interns must:

- (a) Observe all applicable rules, regulations, instructions, procedures and directives of UNDP notwithstanding their status as described in paragraph 7 of this policy;
- (b) Provide the receiving office with a copy of all materials prepared by them during the internship. UNDP is 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 must 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 must 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, an intern 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, including any taxation requirements.

19. The conditions regulating the internship must be set out in an internship agreement, referred to in Section 3.0.

20. Failure to comply with the requirements in paragraph 19, 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

21. 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.

Stipends, insurance and interns' expenses

22. Interns may be given a stipend under conditions prescribed in the section on stipends, below. Costs and arrangements for travel, visas, passports, 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.
23. 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.
24. Selected candidates for internships must show proof of valid medical insurance for the duty station in which they will intern. Applicants that are neither nationals nor 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.
25. UNDP accepts no responsibility for loss or damage to personal effects that may occur during the internship.

UNDP's expenses

26. Costs incurred by interns, including undertaking official travel at the request of UNDP, in the discharge of the activities related to the internship are 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.

Stipend

27. Where an intern is not financially supported by any institution or programme, such as a university, government, foundation or scholarship programme, a stipend intended to help cover basic daily expenses related to the internship, such as meals and transportation at the duty station, must be paid by the receiving office.
28. The monthly amount of the stipend will be determined for each duty station based on the stipend rates published yearly by the OHR Policy and Compensation Unit. The stipend will be paid on a monthly basis and part-time internship arrangements are prorated accordingly.
29. Where an intern is financially supported by an institution, government or third party, UNDP will, subject to the rules of such institution, government or third party, pay the intern the difference, if any, between the external financial support provided and the applicable UNDP stipend.
30. No other payments of any kind will be made to an intern by the office in connection with an internship agreement.

31. Interns will accrue leave at the rate of 1 ½ days per month. Any accrued leave days not used by the end of the internship will be forfeited. Any unjustified absences during the internship period exceeding a total of nine days, will be deducted from the monthly stipend.

Working Conditions

32. Interns must be provided with the workspace and equipment necessary to accomplish the activities related to internship.
33. 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 they are required to work the equivalent of a minimum of at least six weeks on a full-time basis. An internship under such arrangements must be completed within a six-month period.
 - (c) An intern performing an internship using flexible working arrangements will only be paid a stipend, if eligible, if they are physically present in the workplace or office.

Termination

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

Selection, Recording, Evaluation and Certification

35. Internships must be published electronically, either individually, or generically when filling a roster.
36. Interns must be competitively selected from as wide a geographical basis as possible without distinction as to race, sex, sexual orientation, gender identity or religion.
37. Once the Internship Agreement is signed, the personnel records of the intern must be entered into the ATLAS/HCM or designated ERP module.
38. At the end of the internship, the supervisor must prepare a written evaluation of the intern's performance and organize a meeting with them to provide feedback.
39. Upon completion of the internship, the intern receives a certificate from UNDP.

Subsequent Employment

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