



Flanders Trainee Programme

Institutional Relations and Partnerships Department Terms of Reference (ToR)

The **Institutional Relations and Partnerships Department** (IRPD) of the World Tourism Organization (UNWTO) provides policy advice to the Secretariat in the field of external relations and financing for development for UNWTO's ability to realize its mandate in the 2030 Agenda.

The department is looking for an intern to collaborate in the areas of work related to the strengthening of strategic partnerships with international, regional and subregional bodies. Within this framework, the selected candidate will be assisting in the following fields of action, depending on his/her academic background and professional interests. Under the supervision of the Head of the UNWTO Institutional Relations and Partnerships Department (IRPD), the intern would carry out the following duties:

- a) Conduct research, validation and updating of donors profiles and fiches;
- b) Undertake desktop research on project and funding opportunities;
- c) Assist and coordinate update of IRPD project/funding monitoring tables;
- d) Support the creation of partnerships for development through strengthening cooperation with UN and international donor community;
- e) Assistance in the preparation of or potential participation and/or follow-up in meetings and department activities;
- f) Support UN system coordination and reporting as needed;
- g) Any other activity related to the areas of work of the Programme, as needed or requested

The candidates should meet the following requirements:

- Excellent command of both written and oral English; experience in drafting documents, research papers, articles and correspondence in English is an asset;
- Interest/minimal experience in fundraising, international relations and the UN system;
- Computer literacy in Microsoft Office software and Windows 10, including skills to manage and maintain databases
- Ability to work in international environment and adapt quickly to different working cultures;

The preferred length of internship would be of six (6) months, with the possibility of extension of three (3) . Shortlisted candidates will be invited to a virtual interview.