
JOB TITLE:	Intern, Partnerships and Donor Relations
TYPE OF CONTRACT:	Internship
UNIT/DIVISION:	Partnerships Unit, Management Division
DUTY STATION (City, Country):	Tegucigalpa, Honduras
DURATION:	6 months

BACKGROUND AND PURPOSE OF THE ASSIGNMENT:

The World Food Programme is the world's largest humanitarian agency, fighting hunger worldwide. We are currently seeking to fill an internship position in the WFP Honduras Country Office in the Partnerships and Donor Relations unit in the Management division. The position will be based in Tegucigalpa, Honduras. The Internship will be for a period of 6 months starting from September 2022.

Honduras is a lower-middle income country in Central America facing significant development challenges. Sixty percent of the population lives in poverty, and more than half of the extremely poor people live in rural areas. The Honduras government is seeking WFP's support in optimizing national social protection systems, strengthening government capacities at the central and decentralized levels, building resilience to the effects of climate change, and improving food and nutrition security among vulnerable populations.

The selected candidate will be assisting the WFP Partnerships and Donor Relations unit, under the supervision of the Country Director, with the implementation of the new Partnership Action Plan supporting the Country Strategic Plan for 2023-2027, as well as supporting WFP's effective positioning with public, private, and external partners to attract policy support, resources, technical assistance and innovative solutions to advance the work of WFP.

ACCOUNTABILITIES/RESPONSIBILITIES:

- Assist in the implementation and update of the new Partnership Action Plan for the upcoming CSP (2023-2027), through research, internal and external consultations, intelligence-gathering, identifying new areas for potential collaboration.
- Participate and support in the preparation of proposals and reports for private and public donors.
- Update donors' information and contribution forecast in corporate system Salesforce, in coordination with Budget and Programming and Programme unit.
- Support the preparation of strategic and operational briefs, talking points and other material as needed for Management engagement towards donor community.
- Support the design of strategic partnerships and preparation of material for donors to promote Zero Hunger in Honduras.
- Support the development and implementation of engagement strategies with current and potential partners, including private sector, academia, civil society, international governments, national government, International Financial Institutions, NGOs and other UN agencies.

- Assist in the strengthening of internal processes to facilitate management of donor relations and partnerships, including actualization of internal databases on advances with donors and partners.
- Perform other duties as required.

DELIVERABLES AT THE END OF THE CONTRACT:

- Updated partnership action plan for 2023-2027.
- Supported activities on donors' information and contribution forecast in corporate system Salesforce.
- Strategic and operational briefs prepared to be used within donors' community and to promote strategic partnership.

WFP LEADERSHIP FRAMEWORK: COMMON STANDARDS OF BEHAVIOUR:

Leads by Example with Integrity	Upholds WFP values, principles, and standards Upholds WFP values, principles and standards demonstrates the WFP values, principles, and standards	Respects others and values diversity Values diversity using respectful and inclusive language	Stays focused and calm under pressure Stays focused and calm when under pressure	Demonstrates humility and a willingness to learn Shows humility and a willingness to learn and share knowledge, seeking and acting on feedback, and taking up opportunities to develop
Drives Results and Delivers on Commitments	Delivers results for maximum impact Is accountable for the delivery of results	Delegates appropriately Seeks guidance and support where needed	Adapts readily to change Adapts readily to change adjusting work as needed	
Fosters Inclusive and Collaborative	Is inclusive and collaborative Promotes teamwork by sharing ideas and openly raising issues	Gives timely and constructive feedback Gives timely and constructive feedback to others	Builds and shares new perspectives Listens attentively to others and shares views	
Applies Strategic Thinking	Communicates and fulfils WFP's vision Embraces WFP's vision and how it impacts their role	Embraces curiosity and new ways of doing things Shows curiosity and implements new ways of doing things when relevant	Analyses and evaluates data Gathers data and shares knowledge to inform team activities	Considers the impact of decisions Asks questions to understand the impact of decisions for their objectives
Builds and Maintains Sustainable Partnerships	Builds partnerships Acts professionally with external partners	Collaborates to deliver common objectives Works together with partners to deliver common goals		

QUALIFICATIONS & EXPERIENCE REQUIRED:

- Education:** Currently enrolled and have attended University courses in the last 12 months inclusive of having completed at least two years of undergraduate studies or have recently graduated in the last 6 months', in the field of international relations and development.
- Experience:** Previous experience related to humanitarian and development work, including with an international organization, would be an advantage.
Previous experience working on partnerships with private and public sectors or in an international context.
- Knowledge & Skills:** Strong drafting and analytical skills in English and Spanish. Proficiency in MS Office (Word, Excel, Power Point).
Understanding of international humanitarian and development concepts.
Previous experience or demonstrated understanding of the Latin American region would be an asset.
- Languages:** Fluency in English, Working Proficiency in Spanish

Certified by Hiring Manager: Stephanie Hochstetter/Country Director



Date: 22/06/2022

Accepted by Short-term/Consultancy contract holder (name & signature):

Date: