

## **Terms of Reference for a Job Description**

### **OECD Global Partnership and Policies Division of the Development Co-operation Directorate / Governance for Development and Peace Team (G4DP)**

#### **International Dialogue on Peacebuilding and Statebuilding**

Date: 10.04.2015

#### **Job Title:**

Intern (International Dialogue on Peacebuilding and Statebuilding Team)

#### **Overall Purpose:**

The intern will support the International Dialogue Peacebuilding and Statebuilding Team within the Global Partnership and Policies Division of the Development Co-operation Directorate (DCD). The team aims to achieve impact through improved development practice in fragile and conflict affected states; working closely with stakeholders of the International Dialogue and establishing relationships with the private sector and non-traditional development partners.

#### **Background**

The International Dialogue on Peacebuilding and Statebuilding brings together OECD-DAC donors of the International Network on Conflict and Fragility (INCAF), fragile states governments ([g7+ group](#)) and [civil society organisations](#). Recognising that fragile and conflict affected states stood little chance of progress on the Millennium Development Goals, the International Dialogue was created in 2008 to build a consensus about how to promote effective transitions out of fragility and conflict.

The result was the New Deal for Engagement in Fragile States. Endorsed by g7+ governments, INCAF donors, international organisations and civil society at the 4th High Level Forum in Busan, Korea in 2011, the New Deal has become an international standard for best practice, which has relevance for all countries facing fragility, conflict and violence.

Based on the premise that transitions out of fragility will only be successful if country leadership, country ownership and inclusive partnerships are taken as the starting point, it emphasizes support to re-building institutions as the foundation for legitimacy and stability, and the need to measure progress within a framework of mutual accountability between all stakeholders. The simultaneous investment by all actors in five Peacebuilding and Statebuilding Goals (PSGs) as a means of addressing the root causes of conflict and fragility is also vital.

At the last meeting of the International Dialogue Steering Group (October 2014), members agreed over the next 12 months to speed up and scale up country level implementation of the New Deal and improve communication of its main achievements.

The [New Deal Helpdesk](#) is one element to support this through improved communication, assistance and enhanced knowledge management among international organisations, donors, civil society and g7+ countries.

## **Main Responsibilities:**

The intern at the International Dialogue Team is expected to contribute to the team's different workstreams:

- **Support the organization of events.** This includes preparing agendas and room documents, supporting logistics, identifying and preparing speaking points for speakers in preparation to the events, preparing power point presentations and supporting the effective delivery of activities during events (for example, taking minutes).

- **Support the preparation of communication material.** This includes the Newsletter, short summaries of events for website, interviews with representatives from members countries/agencies, and press releases.

- **Support tracking of country progress on implementation of the New Deal.** This includes research on developments in g7+ countries, managing documents on New Deal implementation and preparing short country briefs and overviews.

- **Support the establishment of the International Dialogue website.** This includes preparation of the text to be inserted into the website, research of pictures, preparing, tagging and uploading documents for the information library.

- **Provide support to the New Deal Helpdesk.** This includes the conceptualisation, management and quality control of knowledge products. Those products analyse relevant issues in the areas of and state fragility, conflict and governance. It also inudes support to reporting on the Helpdesk achievements.

**The intern will work in close collaboration with the Policy Advisor/Helpdesk Manager of the International Dialogue.**

## **Qualifications and requirements for the intern:**

- Full time student, in the area of international relations, development studies or any other discipline related to the International Dialogue team;

- An affinity to social media and communication, and experience in managing websites and knowledge products;

- International experience in research and/or implementation of development projects through studies, internships or professional activities would be an asset;

- Good writing skills and an excellent command of written and spoken English. Good knowledge of French is desirable;

· Strong organisational and communication skills.

**An internship in the Organisation shall be open to a person who is enrolled as a student in an educational or research institution recognised as such by the Organisation. It may also be open to a person who is in receipt of a grant or fellowship, provided that this person and the institution providing the grant or the fellowship meet all the conditions respectively applicable to them under this Policy.**

**Contract duration:**

The duration of the internship is for a period up to six months, on a full-time basis (starting date: as soon as possible). Please indicate clearly your availability in your cover letter.

Please send your cover letter and CV to Sabrina Bouldi ([sabrina.bouldi@oecd.org](mailto:sabrina.bouldi@oecd.org)) by **April 21, 2015 cob.**