

# WFP- RBN INTERNSHIP PROGRAMME

## PLACEMENT REQUEST FORM

<b>Name of functional unit</b>	Partnerships Team within External Relations Unit, WFP Sudan Country Office
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### Internship Details

<b>Background of available skills in the unit and reference your functional area/challenges</b>	<p>The External Relations Unit (ERU) in WFP Sudan Country Office (CO) is responsible for partnerships (donor relations), communications/advocacy/marketing, and reporting. The ERU uses various forms of communication to explain how WFP's assistance is making a significant contribution to the achievement of Zero Hunger in Sudan to both internal and external stakeholders, such as donors, media, general public as well as staff in WFP Sudan, Regional Bureau and Headquarters.</p> <p>The Partnerships (Donor Relations) Team within the ERU is responsible for finding ways and means to finance WFP Sudan's operations. As an organization fully funded by voluntary contributions, WFP must raise funds from government, private sector and individual donors. More predictable and sustainable funding flows are needed to bridge the funding gaps in the project, which will allow the CO to plan better and build successful partnerships.</p> <p>Because of the heavy workload, the team had to often focus on urgent issues, making it challenging to work on other tasks that are equally crucial to achieve the objectives of the CSP. For example, the vast majority of the funding is earmarked towards humanitarian interventions and only a fraction of contributions goes to development interventions.</p> <p>Fundraising for non-emergency interventions and building new relationships with non-traditional donors remained largely unattended. There is a huge risk of relying on few big donors, who may withdraw funding if WFP fails to comply with their conditions and terms. The use of Salesforce as well as conducting quality donor mapping exercise for the CSP were also challenging.</p> <p>The intern will provide support to the Partnerships Team's fundraising efforts, with a focus on partner mapping and research on donor interests, priority areas, and funding opportunities.</p>
<b>Terms of Reference i.e. a detailed description of the internship project(s)/ to be tasks assigned</b>	<ul style="list-style-type: none"> <li>• Contribute to the development of Partnerships Action Plan through quality <b>partner mapping exercise</b>, based on <b>research</b> on donor interests and priority areas.</li> <li>• <b>Monitor</b> donor communications, press releases and <b>share information</b> on funding opportunities and other important issues with team members and country office colleagues.</li> <li>• Support the <b>preparation of briefing documents and presentations</b> for internal senior management meetings and external meetings with donors and other stakeholders.</li> <li>• <b>Take notes</b> at virtual meetings, as required.</li> <li>• <b>Update</b> various information management tools (such as Salesforce, Donor Tracking Sheet, donor contact list) to ensure a consistent flow of information.</li> <li>• Perform any other relevant duty/assignment as may be deemed necessary by his/her supervisor or Head of Unit.</li> </ul>
<b>Success criteria:</b> How will we define success? What is the intern's project aiming to do for the organization?	<p>To solve hunger in Sudan, WFP Sudan will need to develop a strategic, innovative partnership that combine technical assistance and knowledge transfers with financial contributions.</p> <p>The intern is expected to support the CO in identifying new areas for partnerships and funding opportunities by <b>conducting research</b>, while ensuring compliance to key donor terms/conditions by <b>updating key information management tools</b>.</p> <p>This will ultimately help the CO to strengthen relationships with existing partners, while expanding partnerships with non-traditional partners, such as the Gulf Cooperation Council countries, China, private sector, and South-South Technical Corporation.</p>

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<b>Deliverables/outputs:</b> Max. 3 KPIs. What does the intern have to produce and by when? (e.g. reports, analyses, methodologies)	<ul style="list-style-type: none"> <li>Quality partnership mapping – Within 4 months.</li> <li>Updates on donor interest, priorities, and news articles – Weekly</li> <li>Key info management tools (such as Salesforce, Donor Tracking Sheet, etc.) – updated on a weekly basis.</li> <li>Donor fact sheet/cheat sheets – As required.</li> <li>Minutes of meetings produced – Within a week after the meeting.</li> </ul>	
<b>Milestones:</b> What are the major achievement points to help us determine if the TORs & internship project are on schedule?	<b>Milestone:</b>	<b>Timeline:</b>
	Partnership Mapping Exercise	Within 4 months
	Weekly updates on donor interests/priorities/news	Weekly
	Updated key info management tools	Weekly
<b>Training components and learning elements</b>	<ul style="list-style-type: none"> <li>Overview of WFP, its mandate and operations in Sudan.</li> <li>Overview of WFP's Partnerships Strategy in Sudan.</li> <li>Opportunity to experience &amp; learn partnerships building skills like pitching, fundraising, relationship management with internal / external stakeholders, communications &amp; advocacy.</li> <li>CRM (Customer Relationship Management) training – Salesforce.</li> <li>Knowledge management understanding &amp; training.</li> </ul>	

### Required Qualifications

Subjects	University Degree in Business Administration, Political Science, International Development, Economics, International Relations, Law, Marketing, Communications, or other relevant field.
Language Skills	<b><i>Please note that the <u>formal requirement for the Internship Programme</u> is a very good knowledge of English.</i></b> English. Knowledge of any other UN language is an added advantage.
Computer literacy	Proficiency in MS Office (Word, Excel, Power Point, Publisher)
Internship-related experiences	Experience or interest in research, data analysis, and partnerships.
Additional skills/requirements	1) Experience in private sector partnership building & fundraising within a global organization 2) Strong conceptual thinking to create relevant fundraising materials, for projects and activities with innovative elements 3) Ability to produce high-quality written materials, including graphically based PowerPoint presentations as well as text documents for diverse audiences 4) Ability to interact with leaders and external audiences with maturity and tact 5) Collaborative spirit able to liaise with a wide range of people at all levels and across different cultures and to act with credibility and diplomacy 6) Strong time management skills with an ability to plan ahead, anticipate requirements, problems and obstacles, and an ability to juggle competing priorities successfully, and to work to tight deadlines 7) Self-motivated and able to work with a high degree of autonomy 8) Fully committed and motivated to achieve the aims of the UN World Food Programme 9) Willing to work in and travel to different field locations and challenging operating environments