



## **Institutional Relations and Partnerships**

**– Internship –**

### **TERMS OF REFERENCE**

This position is located in the Institutional Relations and Partnerships Department (IRP) in Madrid, within the World Tourism Organization (UNWTO). The Institutional Relations and Partnerships (IRP) Department aims at providing policy advice to the Secretariat in the field of the external relations to support UNWTO'S Members and realize its mandate in the 2030 Agenda. As UNWTO is a UN specialised Agency, the work unfolds with a strong focus in forging strategic partnerships with UN and other institutions (IOs), including international finance institutions (IFIs) and other stakeholders; advocacy for tourism in the global agenda and mobilising resources.

Under the overall supervision of the Chief of IRP and direct supervision of designated team members of the department the prospective trainee will be responsible for a number of tasks, which include:

- Assist in all core IRP activities particularly in the area of tourism for development and tourism and the Sustainable Development Goals (SDGs), including the SDG Platform for Tourism;
- Conduct research and prepare analysis of issues relevant to IRP, in particular with regards to the work of:
  - United Nations Development Frameworks (UNDAFs) and the work of UN
  - Country Teams (UNCTs) and its relation to tourism; o bilateral and multilateral donors (donor profiles) in tourism;
- Support the planning and implementation of meetings, events and other activities of IRP;
- Supports the drafting of notes, background papers, talking points, presentation and

speeches for IRP;

- Help maintain and develop the IRP website by complementing information as needed;
- Assist in the preparation of presentations, speeches, letters and other communications as required; and
- Performs other related duties as required.