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UNDP Internship Agreement

1. I accept the internship, which has been awarded to me by UNDP and understand that:

1. UNDP will not pay me for my internship; all the expenses connected with it will be borne by me or my sponsoring Government or institution;
2. UNDP accepts no responsibility for costs arising from accidents and/or illness or death incurred during my internship; I will provide proof of my enrolment in a health insurance plan and a medical certificate of good health prior to the start of the internship;
3. I understand my internship cannot be foreshortened for the purposes of taking up another position with UNDP;
4. UNDP accepts no responsibility for any claims by any parties where the loss of or damage to their property, death or personal injury was caused by my actions or omission of action during the internship;
5. I am personally responsible for obtaining necessary visas and arranging my travel to and from the duty station where the internship will be performed;
6. There is no expectation of employment following the internship.

2. I undertake the following obligations with respect to the UNDP internship programme:

1. To observe all applicable rules, regulations, instructions, procedures and directives of the Organization;
2. To refrain from any conduct that would adversely reflect on UNDP or on the receiving bureau/office and will not engage in any activity which is incompatible with the aims and objectives of UNDP;
3. To comply with the standards of conduct set forth in the Secretary General’s bulletin ST/SGB/2003/13 of 9 October 2003, concerning “Special measures for protection from sexual exploitation and sexual abuse”. In particular, I shall not engage in any conduct that would constitute sexual exploitation or sexual abuse (“SEA”), as defined in that bulletin. Moreover, and without limitation to the application of other regulations, rules, policies and procedures, bearing upon the performance of the activities under the Internship, I shall comply with the standards of conduct stated in UNDP’s policy on “Harassment, Sexual Harassment, Discrimination, and Abuse of Authority” set forth in the Programme and Operations Policies and Procedures;
4. I understand that, should sufficient information of prohibited conduct including but not limited to sexual harassment (“SH”) and/or SEA against me be brought to UNDP’s attention, UNDP shall commence an investigation into my conduct in this regard in accordance with UNDP’s rules, regulations, policies and procedures. Should the allegations (i) be found to have been substantiated, and (ii) should they constitute grounds for termination of this Internship Agreement, even after the expiry or termination of this Internship Agreement, where such prohibited conduct involves SH or SEA, my name will be placed into an internal United Nations’ database which may affect my ability to work with/for the United Nations System in any capacity in the future;
5. To provide full and timely cooperation with any investigation carried out by UNDP.
6. To respect the impartiality and independence required of UNDP and of the receiving bureau/office and shall not seek or accept instructions regarding the services performed from any Government or from any authority external to the Organization;
7. To keep confidential any and all unpublished information made known to me by the accepting office or bureau during the course of my internship that I know or ought to have known has not been made public, and except with the explicit authorization of UNDP, not to publish any reports or papers on the basis of information obtained during the programme, both during and after the completion of my internship;
8. To provide immediate written notice in case of illness or other circumstances which might prevent me from completing the internship;
9. To return my identification pass to my supervisor at the end of my internship;
10. To comply with local laws and customs.

3. I have read the attached terms of reference of my internship and I accept to abide by them.

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Signature Printed Name Date