# HRD Terms of Reference Template
## HQ University-Sponsored Internship Program

**IDB University-Sponsored Intern |** Open Innovation | Undergraduate Intern

**Background:**

The Division of Innovation and Creativity is looking for a Undergraduate Intern with the Open Innovation team

**The team's mission:**

The Innovation and Creativity Division supports strengthening the Bank's internal capacities to innovate through raising awareness, building capacity, and developing innovative and creative products to development challenges. We  collect and disseminate lessons learned from innovative practices; design and implement capacity building products for IDBG teams while leveraging strategic partnerships with the private sector and academia to catalyze innovation; and facilitate the design of innovative products which have the potential to be replicable and scalable in the region through the adoption of disruptive technologies and creativity.

The Open Innovation team works to connect the IDB Group with the global ecosystem of innovators and entrepreneurs to attract ideas, processes, abilities and knowledge that would allow us to address in a more effective way the development challenges of the region.

**What you'll do:**

- Project support in preparation of the IDB Groups presence in global innovation platforms
- Project support in preparation of pitch competition for innovative solutions to rethink plastics
- Prepare report on open innovation tools and trends
- Deploy innovation methodologies to facilitate design thinking and/or pilot processes for solutions
- Create an established network of connections with the innovation ecosystems in Latin American
- Provide input to evaluate the progress of innovation activities and adjust the pace or direction of new projects in accordance with the strategic priorities and client needs.

**What you'll need:** [Highlight skills over experience]

- **Education:** Current undergraduate student in Social Sciences, Engineering, Computer Science, Business Administration, Economics, Finance, Communications, Marketing, Human-centered design/design thinking/design management, User experience, Innovation design/Product design, Entrepreneurship
- **Languages:** Be proficient in English and preferably with a working knowledge of one of the Bank's additional official languages (e.g. Spanish, Portuguese, or French).
- **Technical Skills:** project management skills, including but not limited to: communication, planning, risk and cost management, critical thinking, monitoring and evaluation skills.
- **Soft Skills**: Team player, inclusive, innovative and creative, client-oriented, results-driven, with strong communication skills.

**Internship Program Requirements:**

To be part of our Internship Program you will need to comply with all of the following requirements:
- Be a citizen of a Bank member country where the University is located;
- Be between 21 and 27 years of age as of the starting date of the internship;

- Be enrolled in an accredited university as a third-year undergraduate student or above. Graduation date cannot be prior to the end of the internship;
- Be proficient in English and preferably with a working knowledge of one of the Bank's additional official languages (Spanish, Portuguese, or French);
- Comply with the academic requirements for the internship positions;
- Be first time participant in an Internship Program held by the Bank or Inter-American Investment Corporation ("Corporation" also known as "IDB Invest");
- Not be former staff member, Complementary Workforce ("CW"), contractor for the Bank or the Corporation or have previously provided services to the Bank or the Corporation through a contractor or under any other contractual modality; and,
- Not have family members (up to fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB or IDB Invest.

**Opportunity Summary:**
**Type of contract:** Unpaid Intern (University-Sponsored)
**Length of contract:** 10 week, starting Feb 20, 2020
**Location:** IDB Headquarters in Washington DC, U.S.A.

**Our culture:** Our people are committed and passionate about improving lives in Latin-America and the Caribbean, and they get to do what they love in a diverse, collaborative and stimulating work environment. We are the first Latin American and Caribbean development institution to be awarded the EDGE certification, recognizing our strong commitment to gender equality.

**We encourage women, afro-descendants, people of indigenous origins, and persons with disabilities to apply.**

**About us:** At the Inter-American Development Bank, we're devoted to improving lives. Since 1959, we've been a leading source of long-term financing for economic, social, and institutional development in Latin America and the Caribbean. We do more than lending though. We partner with our 48 member countries to provide Latin America and the Caribbean with cutting-edge research about relevant development issues, policy advice to inform their decisions, and technical assistance to improve on the planning and execution of projects. For this, we need people who not only have the right skills, but also are passionate about improving lives.

**About the University-Sponsored Internship Program:** This program provides university students from non-borrowing countries an opportunity to learn about development work and corporate management of the Bank, and to acquire work experience at the professional level through on-the-job learning.

**Visa and Work Permit**: The Bank, pursuant to applicable policies, may submit a visa request to the applicable immigration authorities; however, the granting of the visa is at the discretion of the immigration authorities. Notwithstanding, it is the responsibility of the candidate to obtain the necessary visa or work permits required by the authorities of the country (ies) in which the internship will be provided. If a candidate cannot obtain a visa or work permit the internship offer will be rescinded.