

Terms of Reference for interns assigned to the Policy Analysis Branch (PAB)

Monitoring and Research Division / UN-HABITAT

The following is an overview of tasks that can be undertaken by interns assigned to PAB. Please note that this is a generic list and all tasks will not be undertaken by any one intern simultaneously. For each specific internship, PAB staff will indicate: a) which specific tasks should be undertaken; b) the priority of each assignment; and c) specific deadlines for each assignment.

A. ACTIVITIES RELATED TO THE GLOBAL REPORT ON HUMAN SETTLEMENTS (GRHS)

1. **Substantive background search for the GRHS:** Undertake searches to identify useful experiences and/or analytical reviews of the theme covered by the GRHS using the Internet (or other means), and submit a written report to PAB.
2. **Preparation/elaboration of proposals for future themes for the GRHS:**¹ Prepare draft write-ups on the content of future themes of the GRHS, based on PAB, own and other recommendations.
3. **Substantive review of reports:**² Read report(s) and prepare comments on substance and compliance with the Terms of Reference(s) for the preparation of the report(s)³ for consideration by PAB staff in requesting: a) changes to be undertaken by consultants, or b) for completion of final text.
4. **Bibliographic review (early drafts):** Review report(s)² and check that all references in the report: a) are in the form of footnotes, or box/table/figure notes; and b) are included in the bibliography in the format specified in the Terms of Reference(s) for the preparation of the report(s).³ Submit written comments on compliance with this to PAB.
5. **Bibliographic review (final drafts):** Review report(s)² and a) check that all references in the report are in the form of footnotes, or box/table notes, and b) check that all references in the bibliography are complete and in the required format. For those that are not correct, try to identify correct details (primarily through an Internet search) and prepare a list of such corrections to be made. The list should also contain all references that cannot be clarified in this manner, and should include footnote numbers (or box/table/page number as appropriate), and details on what is required to correct the reference.
6. **Identification of photographs:** Identify appropriate photographs (through an Internet search or by other means) to be included in upcoming GRHS Abridged Editions (one photograph per two pages of text).⁴ Consult the outline of the GRHS for issues to be covered by the various chapters of the report.⁵ Suggested photos should be stored in electronic format, and a written report should be prepared, including a copy of each photo, with caption, source, URL, etc.
7. **Review of statistical data sources:** Search for additional data to be included in the Statistical Annex, related to the specific theme of the GRHS, and submit a written report to PAB.⁶
8. **Review of statistical data tables:** Review draft data tables for consistency, errors, and compliance with PAB requirements, and submit a written report to PAB.⁶

B. WEBSITE- OR DATABASE-RELATED ACTIVITIES

9. **Review of PAB websites:** Go through each of the three websites (see URLs on the last page of this document) and check: a) that all hyperlinks are working; b) that hyperlinks open all external sites and all PDF files in separate windows, c) that all forms are operational; d) that the information contained is up to date and correct. Prepare list of suggestions for improvements in terms of content and ease of access and use, and prepare a list of suggested updates for consideration by PAB staff.

C. HS-NET ACTIVITIES

10. **Draft version of GRHS e-Newsletter:** Compile draft versions of this quarterly email alert for HS-Net members.⁷ This includes highlights of previous and forthcoming issues of the GRHS.
11. **Meeting documents for upcoming Board meetings:** Prepare draft versions of documents required for the meetings.⁸
12. **Document dissemination:** Send electronic copies of the GRHS e-Newsletter through the GRHS mailing list.

D. OTHER ACTIVITIES:

13. Any other tasks that may be assigned by PAB staff.

The intern should submit all requested comments, inputs, reports, etc., by e-mail to Policy.Analysis@unhabitat.org before the deadline given for each individual assignment.

For a general overview of the activities undertaken by the PAB, please check our websites at:

- <http://www.unhabitat.org/categories.asp?catid=328>
- <http://www.unhabitat.org/grhs>
- <http://www.unhabitat.org/hs-net>

NOTES

1. Examples of such write-ups prepared in the past will be provided by PAB staff.
2. Relevant reports are a) draft chapters; b) thematic background papers; c) regional background reports; or d) case studies, for upcoming issues of GRHS (or other reports). The review of all chapters is to be undertaken using the 'track changes' function of Microsoft Word.
3. Relevant Terms of Reference(s) will be provided by PAB staff.
4. URLs for some commercial online photo libraries will be provided by PAB staff.
5. Relevant Outline(s) will be provided by PAB staff.
6. A list of the core data tables for the GRHS Statistical Annex will be provided by PAB staff.
7. Copies of earlier issues of GRHS e-Newsletters will be provided by PAB staff.
8. Copies of documents from earlier meetings will be provided by PAB staff.