

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	Inclusive Growth and Sustainable Development
Organizational unit:	Bangkok Regional Hub
Country and Duty Station:	Bangkok, Thailand
Internship duration:	6 months
Supervisor's name:	Michaela Prokop
Supervisor's title:	Officer-in-Charge, Inclusive Growth and Sustainable Development and Programme Advisor, SDGs

II. CORPORATE BACKGROUND:

UNDP works in about 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. We help countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development results.

UNDP is working to strengthen new frameworks for development, disaster risk reduction and climate change. We support countries' efforts to achieve the new Sustainable Development Goals, which will guide global development priorities through 2030. The key 2030 Agenda principle of leaving no one behind and stamping out inequality is at the core of everything we do.

UNDP focuses on helping countries build and share solutions in three main areas:

- Sustainable development
- Democratic governance and peacebuilding
- Climate and disaster resilience

In all our activities, we encourage the protection of human rights and the empowerment of women, minorities and the poorest and most vulnerable.

III. INTERNSHIP OFFICE BACKGROUND:

The UNDP Inclusive Growth and Sustainable Development Team in the Bangkok Regional Hub works with developing countries in Asia Pacific to improve how inclusive development policies and programmes are designed and implemented. It provides policy advice and tools to fight exclusion and marginalization in areas such as social protection strategies, job creation and livelihoods, and sustainable urbanization. The team helps develop the capacity of governments to formulate strategies and public policies that promote human development, reduce poverty and achieve the Sustainable Development Goals (SDGs).

The team also responds to requests from countries to adapt the 2030 Agenda for Sustainable Development with a set of SDGs at its core to national, sub-national and local conditions and realities, incorporating regional and

global perspectives. It offers support to both UNDP Country Offices and to local governments in localizing, mainstreaming and accelerating SDG implementation as well as works to influence national policy-making with a view to creating an enabling environment for action at local and regional levels.

Government and other actors have expressed strong interest in learning from each other and using the 2030 Agenda and the SDGs as a basis for plans, and future projects and investments. UNDP, in collaboration with partners, aims to provide a basis for learning and targeted action to achieve the SDGs. As per UNDP's Strategic Plan, the organization will support the creation of SDG Country Support Platforms and play the role of "Integrator" at country level.

III. DUTIES:

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	Undertake research and analysis on sustainable development challenges in Asia-Pacific and translate these into guidance and advocacy materials for country programming;	25%
2	Support UNDP Country Offices in the development of SDG Country Support Platforms and the integration of the 2030 Agenda into planning and budgets;	25%
3	Support the research for and compilation and preparation of speeches, talking points, presentation materials, background notes. etc. on the integration of the 2030 Agenda and the SDGs at national and local levels;	20%
4	Provide support on technical and administrative requirements as needed (planning meetings/workshops, assisting in preparation of presentations, reporting, etc.)	20%
5	Support the team with other ad hoc tasks, as requested	10%

IV. REQUIREMENTS AND QUALIFICATIONS

Education:

Candidates must meet one of the following educational requirements:

- currently in the final year of a Bachelor's degree; or
- currently enrolled in a Master's degree; or
- have graduated no longer than 1 year ago from a master's degree or equivalent studies.

Field of study: **international affairs, international development, sustainable development, political science** or equivalent.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
- **Proficiency in design software (Adobe Illustrator, Photoshop, InDesign, etc.) and knowledge in web design and administration will be an advantage.**

Language skills:

- **English** required;
- Knowledge of other UN languages is an advantage.

Other competencies and attitude:

- Interest and motivation in working in an international organization;
- Good analytical skills in gathering and consolidating data and research for practical implementation;
- Outgoing and initiative-taking person with a goal oriented mind-set;
- Communicates effectively when working in teams and independently;
- Good in organizing and structuring various tasks and responsibilities;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;

- Responds positively to feedback and differing points of view;
- Consistently approaches work with energy and a positive, constructive attitude.

V. INTERNSHIP CONDITIONS

- UNDP internships are not remunerated. All expenses connected with the internship will be borne by the intern or her/his sponsoring entity;
- UNDP accepts no responsibility for costs arising from accidents and/or illness or death incurred during the internship;
- Interns are responsible for obtaining necessary visas and arranging travel to and from the duty station where the internship will be performed;
- Interns are not eligible to apply for, or be appointed to, any post in UNDP during the period of the internship;
- Interns must provide proof of enrolment in health insurance plan;
- Interns are not staff members and may not represent UNDP in any official capacity;
- Interns are expected to work full time but flexibility is allowed for education programmes;
- Interns need to obtain financing for subsistence and make own arrangements for internship, travel, VISA, accommodation, etc.