

## INTERNSHIP TERMS OF REFERENCE

### I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	UNDP-China-ASEAN partnership for SDG localization
Organizational unit:	BRH
Country and Duty Station:	Bangkok, Thailand
Internship duration:	9 months
Supervisor's name:	Patrick Duong
Supervisor's title:	Regional programme advisor, Lead SDG Localization

### 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:

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China, ASEAN and UNDP have, since 2016, established a strategic Partnership to support ASEAN's Vision 2025 and Agenda 2030. Under this high-level partnership, different activities and regional cooperation are conducted, including annual Symposium (on SDG related issues) as well as 'SDG Localization projects' that are implemented at the subnational and community level to 'leave no-one behind'.

At the third Symposium (on 'Localizing the SDGs', Cambodia, Siem Reap, August 2018), the three parties agreed to extend the partnership to other partners such as Japan and possibly the EU and to strengthen the regional partnership, develop joint activities including develop a 'Regional Initiative' to support ASEAN countries

implement the SDGs at the local level and share knowledge, including with China and other partners and institutions.

Under this backdrop, UNDP and the Chinese Mission to ASEAN expressed their interest in having a qualified Chinese intern on a 9-12 months secondment to UNDP RBAP/BRH in Bangkok.

This secondment arrangement is intended to promote institution-to-institution relationship building and mutual learning at the institutional level and identify/develop innovative programmes and projects. The Government of China is particularly interested in supporting UNDP strengthen the ASEAN Partnership and contribute to 'poverty eradication' through platforms such as the 'regional initiative to localize the SDGs in the ASEAN region'. UNDP (and the receiving units) wants to learn about how China approaches its development aid and the opportunities to jointly develop and mobilize resources for SDG projects.

At the individual learning level, the primary intent is to help the Chinese intern to gain better understanding of working in an international organization. The secondment is intended to give the intern optimal exposure and deep understanding of UNDP's expertise, experience and methodological know-how in the agreed areas and to provide the secondee with the opportunity to gain practical exposure in the end-to-end processes related to these areas within the constraints of their time-bound assignment.

### III. DUTIES:

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
<i>In this section list the primary responsibilities and tasks of the position. (Include percentages for each duty.)</i>		
1	<p>Click or tap here to enter text.</p> <ul style="list-style-type: none"><li>▪ Scan and provide recommendations on opportunities and challenges to strengthen UNDP's cooperation with China (and other partners) on the China-ASEAN-UNDP cooperation and Lancang-Mekong Cooperation in particular for the implementation of the SDGs,</li><li>▪ Develop knowledge products and support the dissemination to China, ASEAN countries, ASEC, UNDP Country Offices and other relevant stakeholders,</li><li>▪ Explore, follow-up and expand options for smooth and effective communication among various stakeholders in ASEAN and LMC and facilitate an expansion of joint programmes/activities.</li></ul>	50%
2	<p>Click or tap here to enter text.</p> <ul style="list-style-type: none"><li>▪ Support the formulation and drafting of SDG projects, particularly for ASEAN countries,</li><li>▪ Support for the organization of annual Symposiums and other events under the ASEAN-China partnership,</li><li>▪ Support for resource mobilization, including with China, other partners and the private sector.</li><li>▪ Other related responsibilities</li></ul>	50%

### 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 relations, Social sciences, Economics, Communication** or equivalent.

#### IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;

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#### Language skills:

- Proficiency in English language (oral, written and presentation) is 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.