

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	SDG localization and ASEAN partnership
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:

The 2030 Agenda highlights the complexity and interconnectivity of development challenges and the importance of a systemic approach to achieve sustainable development.

Countries also recognized that many of the roadblocks to achieving the SDGs, such as non-income poverty and inequality, must be addressed through **SDG localization and by improving local and urban governance**. This requires a **'whole of society' approach and a transformation process (innovation)** in the way that public institutions, private sector and citizens collaborate to achieve sustainable development.

To achieve the latter, local authorities and cities in the region, require strategies that appreciate the root causes and complexity of local challenges, their interrelations and the political economy that ranges across multiple public and private actors.

Under this backdrop, the **UNDP Bangkok Regional Hub (that covers 32 countries in the Asia-Pacific region), helps countries and cities in Asia-Pacific innovate to respond to complex issues.** More specifically, BRH is developing a portfolio of projects in Asia-Pacific to prototype and scale innovative collaborative tools and ‘social innovation platforms’ that help addresses local issues such as air and soil pollution, mobility, youth and women entrepreneurship, changes in demographic patterns, etc.

As part of this initiative, **BRH is also supporting the development of the ‘China, ASEAN and UNDP Partnership’ that was established in 2016, to support ASEAN’s Vision 2025 and Agenda 2030.** Under this high-level partnership, different activities are conducted, including an annual Symposium (on SDG related issues) and ‘SDG Localization projects’ that are implemented at the subnational and community level to ‘leave no-one behind’.

This secondment arrangement (internship programme) is intended to promote institution-to-institution relationship building and mutual learning at the institutional level and identify/develop innovative programmes and 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">Support BRH (integrated teams) and UNDP Country Offices map opportunities and develop proposals to support SDG localization at the local/city level, including using, innovation, system thinking approaches and collaborative tools to respond to complex local issues.Scan and provide recommendations on opportunities and challenges to strengthen UNDP's cooperation with China (and other partners) for the implementation of the SDGs at the local level in ASEAN countries.Develop knowledge products and support the dissemination to China, ASEAN countries, ASEC, UNDP Country Offices and other relevant stakeholders.	50%
2	<p>Click or tap here to enter text.</p> <ul style="list-style-type: none">Support research, analysis, planning, organization and implementation of pilot initiatives.Support the formulation and drafting of SDG Localization/Local Innovation projects.Support for the organization of annual Symposiums and other events under the ASEAN-China partnership.Support for resource mobilization, including with China, other partners and the private sector.Other related responsibilities	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;

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;
- Experience or research/studies related to Innovation for development (social innovation, system thinking, technology, etc);

- 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.