

## INTERNSHIP TERMS OF REFERENCE

### I. IDENTIFICATION OF THE POST

Title:	Programme Management Intern
Sector of assignment:	Access and Delivery Partnership
Organizational unit:	HIV, Health and Development
Country and Duty Station:	Thailand, UNDP Bangkok Regional Hub
Internship duration:	9 months
Supervisor's name:	Cecilia Oh
Supervisor's title:	Programme Advisor

### II. CORPORATE BACKGROUND:

UNDP is the knowledge frontier organization for sustainable development in the UN Development System and serves as the integrator for collective action to realize the Sustainable Development Goals (SDGs). UNDP's policy work carried out at HQ, Regional and Country Office levels forms a contiguous spectrum of deep local knowledge to cutting-edge global perspectives and advocacy. In this context, UNDP invests in the Global Policy Network (GPN), a network of field-based and global technical expertise across a wide range of knowledge domains and in support of the signature solutions and organizational capabilities envisioned in the Strategic Plan.

Within the GPN, the Bureau for Policy and Programme Support (BPPS) has the responsibility for developing all relevant policy and guidance to support the results of UNDP's Strategic Plan. BPPS's staff provides technical advice to Country Offices; advocates for UNDP corporate messages, represents UNDP at multi-stakeholder fora including public-private dialogues, government and civil society dialogues, and engages in UN inter-agency coordination in specific thematic areas. BPPS works closely with UNDP's Crisis Bureau (CB) to support emergency and crisis response. BPPS ensures that issues of risk are fully integrated into UNDP's development programmes. BPPS assists UNDP and partners to achieve higher quality development results through an integrated approach that links results-based management and performance monitoring with more effective and new ways of working. BPPS supports UNDP and partners to be more innovative, knowledge and data driven including in its programme support efforts.

BPPS supports UNDP's 2018-21 Strategic Plan, focusing on 3 outcomes including advancing poverty eradication in all its forms and dimensions (outcome 1). The HIV, Health and Development Group (HHD), within BPPS, is helping to contribute towards this outcome.

UNDP is a founding cosponsor of the Joint UN Programme on HIV/AIDS (UNAIDS), a partner of the Global Fund to Fight AIDS, TB and Malaria, and a co-sponsor of several other international health partnerships. UNDP's work on HIV, health and development, as described in the HIV, Health and Development Strategy 2016-2021: Connecting the Dots, leverages UNDP's core strengths and mandates in human development, governance and capacity development to complement the efforts of specialist health-focused UN agencies. UNDP delivers three types of support to countries in HIV, health and development.

First, UNDP helps countries to mainstream attention to HIV and health into action on gender, poverty and the broader effort to achieve and sustain the Sustainable Development Goals. For example, UNDP works with countries to understand the social and economic factors that play a crucial role in driving health and disease, and to respond to such dynamics with appropriate policies and programmes outside the health sector. UNDP also promotes specific action on the needs and rights of women and girls as they relate to HIV.

Second, UNDP works with partners to address the interactions between governance, human rights and health responses. Sometimes this is done through focused or specialized programmes, such as promoting attention to the role of the law and legal environments in facilitating stronger HIV responses, including the use of flexibilities in intellectual property law to lower the cost of drugs and diagnostics. UNDP also works to empower and include marginalized populations who are disproportionately affected by HIV, such as sex workers, men who have sex with men and people living with HIV. Beyond these focused efforts, UNDP plays a key role in ensuring attention to HIV and health within broader governance and rights initiatives, including support to municipal action on SDGs, sustainable responses for Health and HIV such as improving sustainability of AIDS financing, sustainable health procurement, strengthening of national human rights institutions and increasing access to justice for key populations.

Third, as a trusted, long-term partner with extensive operational experience, UNDP supports countries in effective implementation of complex, multilateral and multisectoral health projects, while simultaneously investing in capacity development so that national and local partners can assume these responsibilities over time. The UNDP/Global Fund partnership is an important part of this work, facilitating access to resources for action on SDG 3 by countries that face constraints in directly receiving and managing such funding. UNDP partners with countries in crisis/post-crisis situations, those with weak institutional capacity or governance challenges, and countries under sanctions. When requested, UNDP acts as temporary Principal Recipient in these settings, working with national partners and the Global Fund to improve management, implementation and oversight of Global Fund grants, while simultaneously developing national capacity to be able to assume the Principal Recipient role over time.

### **III. INTERNSHIP OFFICE BACKGROUND:**

The majority of deaths caused by infectious disease are of poor people living in LMICs with many occurring in children under five. HIV, malaria, tuberculosis (TB) and other epidemics continue to devastate communities throughout the developing world. The prevalence of neglected tropical diseases (NTDs), endemic in 149 countries, also remains high. As part of its work on accelerating progress on the SDGs, UNDP is committed to working with partners to achieve the health related SDGs specifically aimed to address the sector gap in research and development (R&D) funding for new global health technologies through our partnership with the Global Health Innovative Technology (GHIT) Fund.

New health technologies are broadly defined as drugs, diagnostic tools and vaccines that are relevant for the prevention, treatment or cure of TB, malaria and NTDs, but have not yet been introduced in LMICs. The introduction of new health technologies can place a weighty burden on existing health systems. These burdens may include new requirements for drug regulation, supply and distribution, and health personnel training. The Access and Delivery Partnership (ADP) supports LMICs enhance their capacity to access, introduce and deliver new health technologies for TB, malaria and NTDs. The ADP focuses on strengthening the capacity of LMIC stakeholders to facilitate the development of the systems and processes required to effectively access new health technologies and introduce them to the patients in need. Led and coordinated by UNDP, the ADP is a unique collaboration among UNDP, WHO, the Special Programme for Research and Training in Tropical Diseases at the World Health Organization (TDR) and PATH. Working together, the partners leverage the expertise within each organization to provide the full range of technical skills necessary to strengthen capacity in LMICs.

Impact of this work is crucial for programme implementation that ultimately supports LMICs to enhance their capacity to access, introduce and deliver new health technologies for TB, malaria and NTDs. The intern's work will be to ensure the smooth implementation of the the Access and Delivery Partnership on a day-to day basis. The work will contribute to the achievement of Target

- 8 of the 2030 Agenda for Sustainable Development which focuses on the achievement of universal health coverage (UHC), including financial risk protection, access to quality essential health care services, and access to safe, effective, quality, and affordable essential medicines and vaccines for all. This work is also in alignment with UNDP's Strategic Plan: 2018-2021 and its HIV, Health and Development Strategy 2016-2021 similarly recognize resilient and sustainable health systems as the foundation for achieving health and development broadly.

### **III. DUTIES:**

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
<i>Interns are expected to contribute to the general smooth and effective implementation of the ADP at country, regional and global levels. Interns are also to provide professional and timely inputs or support on analyses and development of strategic documents, project design, project proposals, research, annual workplans, knowledge products and other documents.</i>		
1	<b>Knowledge Management and Research.</b> <ul style="list-style-type: none"> <li>Support the implementation of the knowledge management plan for ADP and liaise with ADP project partners on the collection and reporting of key results;</li> <li>Provide support for conducting policy research on a range of global health topics and contribute to the substantive development of a wide range of knowledge and advocacy materials;</li> <li>analyze relevant social determinants of health, technology information, data and/or statistics for technical and professional inputs in health-related research and various documents</li> </ul>	60%
2	<b>Communications and Support:</b> <ul style="list-style-type: none"> <li>contribute to monitoring and evaluation processes, by collecting, analysing and reporting data and results;</li> <li>contribute to production of relevant communication and advocacy materials, including website and social media content for UNDP and ADP;</li> <li>propose and assist with development of information and publicity materials to raise public awareness and dissemination of project results, in close coordination with the HIV, Health and Development Groups in UNDP HQ and Country Offices.</li> </ul>	20%
3	<b>Programme Management:</b> <ul style="list-style-type: none"> <li>support and participate in the organisation of workshops, seminars and trainings;</li> <li>identify and formulate lessons learnt and recommendations to be integrated into broader UNDP knowledge management efforts;</li> <li>support evidence-gathering and knowledge-building on ADP's contributions to UHC and the Sustainable Development Goals (SDGs)</li> </ul>	20%

#### IV. REQUIREMENTS AND QUALIFICATIONS

##### Education:

Candidates must meet one of the following educational requirements:

- 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: degree in areas of public policy, public health, international development, law, or equivalent. A specialisation in global health, human rights or access to medicines is desirable.

##### IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools e.g. Excel, PowerPoint, Word, Teams, Outlook.

##### Language skills:

- English 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.