

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	Rule of Law, Access to Justice, Human Rights and Security
Organizational unit:	UNDP Bangkok Regional Hub
Country and Duty Station:	Thailand, Bangkok
Internship duration:	9 months
Supervisor's name:	Nicholas Booth
Supervisor's title:	Programme Advisor, Access to Justice, Conflict Prevention and Human Rights

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:

In Asia and the Pacific, UNDP is increasingly requested to provide support services to governments and private sector on developing transparent and accountable solutions that contribute to sustainable development in the region. The UNDP Bangkok Regional Hub (BRH) is responsible for the implementation of regional projects, knowledge management activities and the provision of advisory services to the 24 UNDP Country Offices in Asia and the Pacific, which cover 36 countries.

Rule of Law, Access to Justice, Human Rights and Security is a core area of BRH's work. We provide expert services in a wide range of areas including rule of law, access to justice and human rights; disability-inclusive development; transparency, accountability and anti-corruption. Gender equality is a specific area of focus within each of these areas. Current regional programming focuses on promoting an enabling environment for

transparency, accountability and anti-corruption engaging government, the private sector and civil society; judicial integrity; and disability-inclusive development including enhancing the resilience of people with disability to cope with climate change and disasters. We also act as a connector between our 24 country offices to enhance coherence and knowledge-sharing among their portfolios on rule of law, access to justice, human rights and security.

Innovation and the implications – both opportunities and risks – from the Fourth Industrial Revolution (4IR) and new technologies for transparency, accountability, inclusive participation and human rights is an area of emerging priority focus for the Hub, working on Next Generation Governance (#NextGenGov) and Future of Government issues in close partnership with the Bangkok Regional Innovation Hub

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	Support to thematic priorities in the area of rule of law, access to justice, human rights and security <ul style="list-style-type: none">• Conduct research as requested to support team priorities, including business integrity, open and inclusive procurement to enhance the SDGs, Future of Government/governance and innovation, judicial integrity, gender justice, liaising with UNDP Country Offices to obtain updated information on portfolios etc.• Scan key online sources to update team on emerging debates and research related to these topics• Support drafting of concept notes to support new programming initiatives and proposals	60%
2	Support overall coordination of Governance and Peacebuilding team <ul style="list-style-type: none">• Support coordination with UNDP Asia-Pacific country office focal points for rule of law, access to justice, human rights and security to develop community of practice, facilitate knowledge-sharing and development of a coherent service line offer across the practice area•	20%
3	Other: <ul style="list-style-type: none">• Support other/ad hoc activities as seen relevant and needed.	20%

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: **law, human rights, political science, international relations** or equivalent.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
Knowledge and proficiency in data visualisation and communication tools is an advantage

Language skills:

- **Excellent oral and written English** required;
- Knowledge of other UN languages is an advantage.

Other competencies and attitude:

- Demonstrated understanding of current challenges and key priorities in the area of democratic governance, participation and voice, accountability and human rights
- 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.