

## INTERNSHIP TERMS OF REFERENCE

### I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	Disaster Risk Reduction, Crisis Prevention and Recovery
Organizational unit:	UNDP Bangkok Regional Hub
Country and Duty Station:	Thailand, Bangkok
Internship duration:	Nine months
Supervisor's name:	Sanny Jegillos
Supervisor's title:	Regional Team Leader, Disaster Risk Reduction and Recovery

### 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:

UNDP Bangkok Regional Hub (BRH)'s main priority is to provide UNDP Country Offices in Asia and the Pacific with easy access to knowledge through high quality advisory services based on global applied research and UNDP lessons learned. The second priority is to build partnerships and promote regional capacity building initiatives, which allow UNDP, governments and other development partners to identify, create and share knowledge relevant to solving urgent development challenges. The Bangkok Regional Hub mainly focuses on support to Democratic Governance and Peacebuilding, Climate and Disaster Resilience, and Inclusive Growth with an overarching effort on achieving the Sustainable Development Goals.

### III. DUTIES:

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
	The Government of China - UNDP Framework of Cooperation aims to formalize the Government of China's engagement in disaster recovery and define the areas where, in collaboration with UNDP, China would provide initial support to countries affected by disasters so that affected communities are able to rapidly be back to "normalcy" primarily through early recovery interventions. These include south-south exchanges, support to crisis response and assessments, and development of recovery programmes or interventions. To support activities under the framework of cooperation, a JPO is required at the UNDP Bangkok Regional Hub. The JPO will work under the overall supervision of the Team Leader, Disaster Risk Reduction, UNDP Bangkok Regional Hub and in close coordination with the DRR team members.	
1	1) Provide support to development, implementation and management of the project <ul style="list-style-type: none"><li>• Draft proposals, technical briefing notes and policy briefs to support the implementation of the project</li><li>• Support organisation of workshops and meetings including in project countries to strengthen south south cooperation</li><li>• Monitor project activities, prepare progress reports and strategies for scaling up the project</li></ul>	50%
2	Provide support to communication, partnerships and resource mobilization in the area of Disaster Risk Reduction <ul style="list-style-type: none"><li>• Provide substantive inputs to communication of project activities, results etc. through media engagement, web stories, social media and events including in Chinese</li><li>• Provide support to coordination with UNDP China, UNDP Country Offices implementing south south projects, China based partners such as MOFCOM, NDRCC, private sector; and Chinese embassies in the project countries</li><li>• Provide support to knowledge management by drafting project reports, lessons learnt and other reports including in Chinese</li></ul>	40%
3	<b>Other:</b> <ul style="list-style-type: none"><li>• Support other/ad hoc activities as seen relevant and needed.</li></ul>	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: Disaster Risk Management, Climate Change, Development Studies or equivalent.

#### IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
- Knowledge of HTML coding an asset

#### Language skills:

- Proficiency in English and Chinese 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.