

## INTERNSHIP TERMS OF REFERENCE

### I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	<b>Governance and Peacebuilding</b>
Organizational unit:	<b>Governance and Peacebuilding Team, UNDP Bangkok Regional Hub</b>
Country and Duty Station:	<b>Thailand, Bangkok</b>
Internship duration:	<b>9 months</b>
Supervisor's name:	<b>Nicholas Booth</b>
Supervisor's title:	<b>Team Leader a.i., Governance and Peacebuilding</b>

### 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.

The Governance and Peacebuilding Team supports programming in all of UNDP's Country Offices in the region through regional programmes responding to key areas of country office demand, as well as through response to Country Office service requests. We provide expert services in a wide range of areas including rule of law, access to justice and human rights; conflict prevention, peacebuilding and sustaining peace; business and human rights; prevention of violent extremism; women, peace and security; transparency, accountability and anti-

corruption; SDG localization; youth entrepreneurship; civic engagement; and parliamentary support. Gender equality is a specific area of focus within each of these areas. Current regional programming focuses on business and human rights, women peace and security; prevention of violent extremism; youth entrepreneurship; and creating a fair business environment in ASEAN

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	<b>Support to Governance and Peacebuilding thematic priorities</b> <ul style="list-style-type: none"><li>• Conduct research as requested to support team priorities, including Future of Government/governance and innovation, social and environmental governance, judicial integrity, gender justice, liaising with UNDP Country Offices to obtain updated information on Governance and Peacebuilding portfolios etc.</li><li>• Scan key online sources to update team on important literature related to governance and peacebuilding, innovation and future of government</li><li>• Support finalisation of project proposal on climate change and disability including coordinating submissions from UNDP Country Offices, research, liaison with other project partners and other tasks as required</li></ul>	<b>60%</b>
2	Support overall coordination of Governance and Peacebuilding team <ul style="list-style-type: none"><li>• Support GP team leader in responding to requests from Regional hub senior management, Crisis Bureau, other hubs or county offices, including coordinating inputs from team members, conducting research etc</li><li>• Click or tap here to enter text.</li></ul>	<b>20%</b>
3	<b>Other:</b> <ul style="list-style-type: none"><li>• Support other/ad hoc activities as seen relevant and needed.</li></ul>	<b>20%</b>

### 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;
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#### Language skills:

- **Excellent oral and written English** 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.