

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	Sustainable Economic and social development
Organizational unit:	Inclusive growth and sustainable development
Country and Duty Station:	Bangkok Regional Hub Thailand
Internship duration:	9 months
Supervisor's name:	Bishwa Nath Tiwari
Supervisor's title:	Programme Specialist

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:

Inclusive Growth and Sustainable Development Team of the UNDP Bangkok Regional Hub provides policy advisory and programming support to the countries of Asia and the Pacific through its country offices. The Team works in the areas of planning and monitoring of SDGs, poverty and human development, extractive industries, among others. It also develops various tools and resources to support the implementation of the 2030 Agenda for Sustainable Development, measurement and uses of poverty indices, as well as natural resources management and climate change. The team also produces annually some reports and tools to enhance the implementation of the 2030 Agenda for Sustainable Development.

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	<ul style="list-style-type: none">Review UNDP works in the areas of poverty, growth and inequality, and human developmentIdentify and review recent research works and articles on poverty and human development and the SDGsPrepare presentations for meeting and workshops, and meeting notes	40%
2	<ul style="list-style-type: none">Collect and compile data on environmental, economic and social sectorsUndertake statistical analysis of the data compiled on various sectorsProvide support in collection of data and information from UNDP CO works on the SDGs implementation	40%
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: (preferably looking for a candidate who has some research background, and good IT skills)

- 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: **Economics** or equivalent.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
- Knowledge about Statistical software like STATA and SPSS or any other similar software**
- A thorough user of Excel for data and analysis**
- Knowledge about preparing nice graph and charts and power point presentation**

Language skills:

- 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.