

## INTERNSHIP TERMS OF REFERENCE

### I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	<b>Sustainable Urbanization</b>
Organizational unit:	<b>Governance and Peacebuilding</b>
Country and Duty Station:	<b>Bangkok, Thailand</b>
Internship duration:	<b>6-9 months</b>
Supervisor's name:	<b>Asami Okahashi</b>
Supervisor's title:	<b>Urban Development Specialist</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:

UNDP BRH uses UNDP's comparative advantage and experience to support countries and cities to address pressing and complex urban issues, its interrelated development choices and consequences for sustainable development. Sustainable urban development implies a process by which sustainability can be attained, emphasizing improvement, progress and positive change, incorporating both environmental and social dimensions.

Therefore, a close cooperation with different teams of BRH (Governance, Environment, Disaster Risk Reduction, Gender, etc.) and other UNDP units/offices including the regional bureaus and country offices is strongly required. Additionally, the team is increasingly engaging with relevant stakeholders

in the field of urban resilience and plastic management. Active collaboration and communication with different stakeholders are critical for the success of regional urban initiatives and programs.

The Governance & Peacebuilding team is seeking an intern to support the sustainable urban development work programme, particularly on communications. This includes support for engagement across UNDP teams and offices and with external audiences. A successful candidate will have a background communicating ideas to different audiences, social media outreach, and graphic design (e.g., programs such as Adobe Illustration, Photoshop, InDesign).

### III. DUTIES:

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
<i>The communications intern will work under the overall supervision of the Urban Development Specialist in supporting the work program and communications both teams, including as identified under the Scope of Work below.</i>		
1	<b>Communications and Partnership Building</b> <ul style="list-style-type: none"><li>Enhance UNDP's visibility and media materials (e.g., print, video and digital): support in developing relevant content and design; help in informal/quick pre-testing of the materials as appropriate;</li><li>Strengthen social media outreach: research interesting and content from other countries and partners; support producing new content for social media accounts; monitor new content/feedback; draft messaging; actively expand the network of followers;</li><li>Assist in updating the UNDP website: research and suggest new and interesting content; draft relevant content; support regular maintenance of the website.</li></ul>	70%
2	<b>Programme Management Support:</b> <ul style="list-style-type: none"><li>Provide support on technical and administrative requirements as needed (e.g., planning meetings/workshops, assisting in preparation of presentations, reporting, etc.); and</li><li>Assist in organizing meetings and calls with stakeholders and preparing meeting notes and follow ups.</li></ul>	30%

### 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.
- Bachelor's or Master's degree, preferably in Communications, Graphic Design, Sustainable Development, or related field.
- Relevant experience in similar positions, communications or graphic design would be an asset.

#### IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
- Skilled in at least one graphic design/video editing software (e.g., Adobe Premiere, Illustrator, Photoshop, InDesign, etc.); and
- Actively seeks to apply technology to appropriate tasks and willingness to learn new technology.

#### Language skills:

- Excellent communication skills and writing capabilities in English, with proven ability to take complex ideas and messages and communicate them effectively and creatively to a multitude of stakeholders and audiences;
- 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.