

## INTERNSHIP TERMS OF REFERENCE

### I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	<b>Private Sector Engagement and SDG Partnerships</b>
Organizational unit:	<b>Institutions and Partnerships</b>
Country and Duty Station:	<b>Philippines</b>
Internship duration:	<b>9 months</b>
Supervisor's name:	<b>Maria Luisa Isabel L. Jolongbayan</b>
Supervisor's title:	Programme team Leader

### 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 is committed to help achieve the 2030 Agenda and the Sustainable Development Goals (SDGs) and remains dedicated to its goal to help improve the lives of the poorest women and men, the marginalized and the disadvantaged in Philippines.

The Addis Ababa Action Agenda of the Third International Conference on Financing for Development recognized the importance of the private sector in addressing sustainable development challenges. Under Goal 17 (Partnerships for the Goals), two indicators state: "Businesses operate according to internationally recognized standards of responsible business conduct" and "Businesses contribute directly to the Goals according to capacity and expertise." Clearly, with the private sector's ability to create sustainable, innovative, and scalable market solutions to address the world's problems, they play a critical role in ensuring the achievement of SDGs by 2030.

While there has been increasing awareness on SDGs among businesses, businesses still require practical guidance and direction that resonate with the business community – highlighting how they can contribute to and benefit from SDGs. The G20 Framework succinctly summarizes this idea, it says: "For private capital and innovation to flow towards advancing the Agenda 2030 and the Sustainable Development Goals (SDGs), societies will have to structure incentives that simultaneously advance business and development."

In this regard, UNDP and the Philippine Business for the Environment (PBE) are implementing the *SDGs is our Biz* (SDGsBizPH) Project to guide Philippine businesses incorporate the Sustainable Development Goals in their business processes and activities. The project has conducted roadshows and workshops to capacitate the private sector and other stakeholders on the SDGs; created a Guidance Document on reporting on the SDGs; launched a website (<http://www.sdgsbiz.ph/>) and an online reporting tool (<https://input.sdgsbiz.ph/login>) as well as a mobile app for private sector to share their contributions and best practices on the SDGs. Moreover, the project compiles and reports these contributions to the SDGs through the publication, *Transformational Business*.

UNDP seeks the services of a Private Sector Engagement Intern, based in Manila who will support project management, conduct outreach to private sector companies, and assist in the sustaining activities of UNDP Private Sector Engagement strategies.

### **Reporting structure and partners**

The Private Sector Engagement Intern will report to the Programme Team Leader of the Institutions and Partnerships Unit of UNDP Philippines and will work in close collaboration with the various programme and project staff as well as partners and other private sector stakeholders in support to successful programme and project implementation.

### III. DUTIES:

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	<b>Project planning and implementation</b> <ul style="list-style-type: none"><li>• Provide support in mapping UNDP Philippines' initiatives with the Private sector in the achievement of the SDGs. The intern will coordinate with the SDG Advisory Council to kickstart activities for the achievement of the goals.</li><li>• Support integrated programme scoping missions including to the States and document learnings and feedback to inform decision making;</li><li>• Support strategic programmatic engagement with key private sector and stakeholder partners;</li><li>• Participate in meetings and represent UNDP in various forums as required;</li><li>• Contribute to relevant reports, publications, and briefing notes;</li></ul>	40 %
2	<b>Analysis</b> <ul style="list-style-type: none"><li>• Identify and analyse emerging development priorities and provide recommendations on strategic interventions;</li><li>• Provide inputs and background information of the current private sector trend in terms of sustainability, new business models and innovations;</li><li>• Assist in due diligence tasks such as company, industry and economic analysis;</li><li>• Conduct desk reviews of existing research outputs and knowledge products of UNDP Philippines with a view of the research questions and objectives;</li><li>• Conduct a desk review of the research on private sector SDG aligned initiatives for the publication Transformational Business;</li><li>• Provide research support on SDG Financing and impact measurement and management.</li></ul>	40 %
3	<b>Other:</b> <ul style="list-style-type: none"><li>• Overall support of the mapping and research exercise, including logistical support for key high-level meetings;</li><li>• Drafting of knowledge/best practice and blogs;</li><li>• Assist the organization of conferences, forums or other collaborative events;</li><li>• Provide administrative support on an as-needed basis;</li><li>• Manage social media accounts and develop multi-media content; and</li></ul>	20 %

--	--	--

#### IV. REQUIREMENTS AND QUALIFICATIONS

##### Education:

<b>Education:</b>	Bachelor's degree in Economics, Business Administration, Development Communication, Business Management, or any related disciplines;
<b>Experience:</b>	<ol style="list-style-type: none"> <li>1. A minimum of two years of professional work experience in either the development sector or in the private sector</li> <li>2. Prior professional experience in innovative finance and partnerships</li> <li>3. Experience in social impact measurement and management</li> <li>4. Advanced knowledge in private sector sustainability metrics</li> </ol>
<b>Language Requirements:</b>	Fluency in English is required.
<b>Other desirable education, languages and work experience:</b>	Volunteering, working as part of a team, emerging market experience, resource mobilization, partnerships and coordination, research

##### 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;
- 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 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.