

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	Gender Equality & Women's Empowerment
Organizational unit:	Bangkok Regional Hub GPN Gender Team
Country and Duty Station:	Bangkok, Thailand
Internship duration:	Six months
Supervisor's name:	Koh Miyaoi
Supervisor's title:	Koh Miyaoi

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), along with the Pacific Office in Suva, supports the 24 UNDP Country Offices in Asia and the Pacific to achieve the SDGs by providing efficient access to knowledge through high quality integrated advisory services and technical support based on applied research and lessons learnt from UNDP's experience globally. BRH also provides regional thought leadership, builds partnerships and promotes regional capacity building, which allow UNDP, governments and other development partners to identify, create and share knowledge relevant to solving urgent development challenges. This mission is part supported by UNDP's provision of policy advice and tools to fight exclusion and marginalization in areas such as social protection strategies, job creation

and livelihoods, and sustainable urbanization.

UNDP's Strategic Plan (2018-2021) includes among its 6 Signature Solutions gender equality and empowerment of women, squarely placing these issues at the core of UNDP's development mandates and strategy. The SDGs, including SDG5 on gender equality, and all other gender-related targets and indicators, also provide the concrete framework for the work of UNDP as a global development organization. For UNDP, gender equality is primarily a matter of human rights. It also recognizes the role of gender equality and women's empowerment as an integral and indispensable accelerator for sustainable development. Accordingly, gender equality and women's empowerment are integrated into UNDP's offers of solutions to the region's complex development challenges.

Gender inequalities remain a development challenge throughout the Asia-Pacific region. This persistence is particularly troubling when considering the enormous economic progress the region has made. This continuing discrimination and neglect threaten the security and well-being of women as well as their families and communities throughout Asia and the Pacific. In accordance with the principle of the SDGs, i.e., 'Leave No One Behind', UNDP places an emphasis on eliminating gender-based inequalities faced by women, girls, men and boys in the region.

To advance UNDP's role as the SDGs integrator, UNDP BRH has been strengthening its engagement with old and new partners in the United Nations family, Government institutions, women's rights advocacy organisations, Private Sector, social enterprises, think-tanks and academia to localize the global development agenda. Leveraging these partnerships to promote gender equality and women's empowerment in the framework of the 2030 Agenda is one critical and integrated aspect of such engagement.

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">Design, compile and develop the contents for the Asia-Pacific Gender Equality Dispatch (UNDP Asia-Pacific's bi-annual online newsletter), including texts and visual images	25 %
2	<ul style="list-style-type: none">Support the organization of regional events, including both UNDP events as well as UN interagency events.	25 %
3	<ul style="list-style-type: none">Support gender reviews of policies and programmes with a view to providing action-oriented recommendations.	10 %
4	<ul style="list-style-type: none">Support the production of communication and knowledge products addressing gender equality challenges in Asia and the Pacific.	20 %
5	<ul style="list-style-type: none">Support the collection and analysis of sex-disaggregated data and data visualization in alignment with the Sustainable Development Goals (SDGs).	10 %
6	<ul style="list-style-type: none">Support other/ad hoc activities as seen relevant and needed.	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: **Gender equality, Public Policy, Development Studies, Development Economics** or equivalent.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
- enter text

Language skills:

- Fluency in written and spoken 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.