

## INTERNSHIP TERMS OF REFERENCE

### I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	SDG Finance
Organizational unit:	BRH SDG Financing Facility
Country and Duty Station:	Bangkok, Thailand
Internship duration:	4-6 months
Supervisor's name:	Emily Davis
Supervisor's title:	Policy Specialist, Financing SDGs

### 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 has established the Financing SDGs Team spanning across units working on public and private finance to respond to Country Office trends and provide integrated support across the Financing SDGs agenda to support government and the private sector in scaling-up approaches to finance the SDGs. UNDP BRH is offering an integrated and systematic package of support to assist countries in more comprehensively engaging with private and public partners and maximize the use of sources of development finance. As part of a broader process on strengthening our services, BRH works across country offices to map SDG Financing initiatives, map capacities and expertise, develop knowledge products demonstrating UNDP's leveraging potential based on a portfolio review and further strengthening CO integrated financing support.

Through the Asia-Pacific Development Effectiveness Facility (AP-DEF), a country-led regional platform, chaired by the Government of Bangladesh, which supports countries to implement their national agendas on development finance and cooperation, BRH will continue to respond to the growing demand from countries in Asia Pacific to establish evidence and analysis, and introduce policy and institutional reforms for managing the increasing complexity of domestic and international sources of finance for the SDGs.

Concurrently, UNDP BRH recognizes growing demands from its partner countries on governance and environment. To respond to the demands by countries and UNDP Country Offices, a multi-disciplinary 'Governance of Climate Change Finance' team was established in 2009 to deliver the abovementioned services through a coordinated regional approach. It is currently implementing two flagship regional projects—one funded by the UK Department for International Development (DFID) and one by the Swedish International Development Cooperation Agency (Sida), plus providing ad hoc support to other UNDP programs.

UNDP is supporting governments to better articulate their response to climate in Asia and the Pacific through advocacy at multi levels, technical assistance, and policy advisory services. Support includes strengthening coordination mechanisms between Ministries of Finance, Planning, Environment, and local governments through a 'whole of government' approach to deliver integrated and comprehensive policies, strengthening budgeting processes and frameworks, and strengthening budget accountability mechanisms, including monitoring and oversight roles of parliaments, civil society, and the media, to address the needs of the poor and vulnerable in these processes. Taken together, these activities are pivotal to enhancing partner countries' ability to mobilize, manage, and target resources earmarked toward a national climate change response.

The programme has been up-scaling its scope to increasingly support countries in Asia-Pacific to more effectively and equitably manage climate finance for the 2030 Agenda. From April 2019, the programme is working with key partners to establish a Climate Finance Network (CFN) as a knowledge management and technical support facility to identify and support climate finance innovations in the region and facilitate, accelerate and scale up these innovations.

Through the CFN, UNDP will work with other partners to share cutting-edge knowledge across six key thematic areas from on-going reforms that are taking place at the country level.

### III. DUTIES:

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
The communications intern will work under the overall supervision of the Policy Specialist, Development Finance & Effectiveness and the Governance of Climate Change Finance in supporting the work program and communications of the team, as identified under the Scope of Work below.		
1	<b>Support establishment of the Asia Pacific SDG Financing Community of Practice (CoP)</b> <ul style="list-style-type: none"> <li>Assist in setting up SharePoint based intranet platform for the SDG financing community in Asia Pacific, including features that integrate Yammer, event overview, document depository, Power-BI integration, news bulletin etc</li> <li>Support development of template for monthly news bulletins for the Financing community</li> <li>Setup an SDG financing email group and develop a focal point list outlining area of expertise, country coverage etc.</li> <li>Support development of Frequently Asked Questions (FAQ) sub-site and update on a continuous basis as discussions on the CoP evolve</li> <li>Horizon scan of websites on Development Finance for knowledge resource overview</li> <li>Support preparation of Editorial Guide with guidelines for engaging in the CoP, including, word lists explaining abbreviations, acronyms and other SDG finance terminology</li> </ul>	70%

	<ul style="list-style-type: none"> <li>• Prepare Social Media kit for the CoP, including hashtags and key messages for platforms such as LinkedIn, Twitter, Facebook etc.</li> <li>• Support development of workplans for the CoP, including when to host webinars, online trainings and key content</li> </ul>	
2	<b>Research and Analysis</b> <ul style="list-style-type: none"> <li>• Support preparation on standardized talking points on development finance topics, including Integrated National Financing Frameworks, Development Finance Assessments etc.</li> <li>• Gather document and briefing notes for an induction package to new employees that will be engaged on SDG financing.</li> <li>• Develop overview of relevant SDG financing events, workshops and conferences</li> <li>• Support development of knowledge depository by gathering key documents to be integrated in the CoP</li> <li>• Support the climate finance team in biennial reporting on climate expenditures</li> <li>• Support in mapping of reforms across the region on climate finance- both supported by UNDP and others</li> <li>• Assist in research for the six workstreams under the Climate Finance Network</li> <li>• Support the climate finance team in arrangement of reference group meeting on gender and social inclusion</li> </ul>	<b>30%</b>

#### IV. REQUIREMENTS AND QUALIFICATIONS

##### Education:

Candidates must meet one of the following educational requirements:

- currently enrolled in a Master's degree; or
- have graduated no longer than 1 year ago from a bachelor's degree or master's degree or equivalent studies.

Field of study: Social and behavioural change communication, journalism, Digital communication, public relations, marketing or equivalent.

##### IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
- Experienced working with SharePoint intranet platforms
- Proficiency in video editing or graphic design tools is an asset.

##### 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 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.