

## INTERNSHIP TERMS OF REFERENCE

### I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	<b>Monitoring and evaluation for SHIFT</b>
Organizational unit:	<b>United Nations Capital Development Fund (UNCDF)</b>
Country and Duty Station:	<b>Bangkok, Thailand</b>
Internship duration:	<b>6 months</b>
Supervisor's name:	<b>Rajeev Kumar Gupta</b>
Supervisor's title:	<b>SHIFT Programme Manager a.i. - ASEAN &amp; SAARC</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:

The United Nations Capital Development Fund (UNCDF)'s mission is to reduce poverty in the world's 48 least developed countries (LDCs) by focusing on local development and financial inclusion. UNCDF provides investment capital and technical support to both the public and the private sector. It provides capital financing -- in the forms of grants, soft loans and credit enhancement -- and the technical expertise to unleash sustainable financing at the local level.

UNCDF's 'Shaping Inclusive Financial Transformations' (SHIFT) program aims to catalyze access to formal financial services to advance women's economic empowerment and gendered financial inclusion for millions of women in the ASEAN and SAARC markets in the next four years. SHIFT leverages product innovation, data

analytics, technical training and policy advocacy services at different levels to change the behavior of market players. Data crosscuts into all SHIFT's activities as the shaping of inclusive financial transformations cannot be accomplished without the use of good data and research to inform and facilitate markets and address the gender research gap. SHIFT advocates evidence-based financial inclusion policies and practices that expand access and usage of financial services for women by facilitating, informing and incentivizing FSPs, regulators and governments and by stimulating collective dialogue between them.

As of now SHIFT programme has been investing in directly enhancing income, employment and overall livelihoods of low-income, women, micro and small businesses populations in Bangladesh, Lao PDR, Myanmar and Vietnam. Indirectly it has been benefitting stakeholders and enterprises in other ASEAN and SAARC countries.

The program works through its four inter-related outputs:

1. **Fund Facility:** Support financial service providers to develop new prototypes and bring to scale viable business models that serve low-income individuals, micro-entrepreneurs, and small and medium businesses, especially women within these markets, in the ASEAN frontier economies;
2. **Learning and Skills Development Portal:** Support business development service providers by leveraging ICT solutions to develop and bring to scale viable e-learning models for professionals in financial institutions to improve productivity and professionalism;
3. **Data and Analysis Hub:** Produce, consolidate and communicate data and information on supply, demand and regulation in financial markets to strengthen the evidence base and investment decisions of providers, regulators and policy makers, specifically targeted towards low-income individuals, micro-entrepreneurs, and small and medium business, especially women within these markets;
4. **Policy and Advocacy:** Influence policy makers, financial service providers and governments to enable financial markets to be more responsive to the wider development priorities of governments and its people.

### **Objectives of the assignment**

To support the UNCDF - SHIFT M&E team take forward evaluations of programme performance and contribute inputs for internal learning feedback loops.

### 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	<u>Monitoring and evaluation:</u> <ul style="list-style-type: none"><li>• Complete and take forward quantitative and qualitative data analysis exercises, geolocating data points where possible and taking forward GIS mapping and analysis of financial service users and agents in CLMV countries.</li><li>• Update and improve SHIFT activity tracker and dashboards, updating verification documents and identifying missing ones to request them.</li><li>• Code and annotate a range of qualitative data sources including quarterly report and back to office reports using NVivo software. Analyze results for trends and insights, and present these to the SHIFT team.</li><li>• Support the coding of SHIFT grantee performance indicators and the input of data into the SHIFT data aggregation database and analyzing this for trends. This includes developing visual tools to convey any findings and insights.</li><li>• Research regional and industry trends in financial inclusion and identify benchmarks that can be used by the SHIFT M&amp;E team.</li><li>• Support the SHIFT M&amp;E team to review and streamline its data management and reporting tools.</li><li>• Development of a findings document and key strategic findings for FSPs and UNCDF investment decision making.</li></ul>	40%
2	<u>Knowledge Management:</u> <ul style="list-style-type: none"><li>• Support development of knowledge products for SHIFT including longer form case studies as well as shorter blog pieces and visualizations of SHIFT results to be shared on social media.</li><li>• Support in reaching out to partner organizations to create guest blogs and content to increase visibility of SHIFT.</li><li>• Support the development of communications material including blogs about identified trends and insights.</li><li>• Ad hoc support to the SHIFT team as needs arise.</li></ul>	40%
3	<b>Other:</b> <ul style="list-style-type: none"><li>• Support other/ad hoc activities as seen relevant and needed.</li></ul>	10%

### 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 master's degree or equivalent studies.

Field of study: **Business Administration, Development** or equivalent.

**Experience:**

- Demonstrated experience, part or full-time, paid or volunteer, in economics, policy related work, finance, inclusive finance or related fields;
- Demonstrated experience in research and quantitative and qualitative analysis, survey design and/or analysis and market systems analysis.

**IT skills:**

- Excellent computer capabilities.
- Knowledge and a proficient user of Microsoft Office productivity tools;
- Experience with Nvivo, SPSS, advanced Excel and Power BI are an advantage as is experience with ARC GIS.

**Language skills:**

- Strong writing and speaking abilities in English;
- Knowledge of other UN languages is an advantage.

**Other competencies and attitude:**

- Commitment to UNCDFs vision, mission, and strategic goals;
- Highest standards of integrity, discretion and loyalty;
- Excellent organizational, inter-personal, communication and administrative skills;
- Able to work effectively in a team and in an international environment.
- Demonstrable skills in research, analytical skills, and communication;
- Excellent writing and editing skills in English;
- Proven ability to manage diverse and complex tasks, with tight deadlines;
- Able to take initiative and work independently, with minimum supervision;
- Strong organizational, communication and interpersonal skills with ability to work under pressure within an international setting;
- Interest in the UN system and general knowledge of development issues is a plus;
- Ability to perform a variety of administrative tasks.

**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.