

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

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

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

The Intern will closely work with the Programme Manager of SHIFT ASEAN and SAARC programme in undertaking research, stakeholder discussions and development of strategic and proposal documents, to enable SHIFT to intensify its activities in existing countries of operations (Bangladesh, Cambodia, Lao PDR, Myanmar and Vietnam); and expand to new countries (Malaysia, Indonesia and Thailand).

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	Expanding SHIFT's activities in existing countries of operation: <ul style="list-style-type: none">Undertake review of various intervention plans and leads worked on by SHIFT until now and undertake background research and stakeholder discussions to further develop these interventions into specific concepts or proposals.Undertake research and stakeholder discussions on specific intervention themes related to MSMEs, technology, digital innovation, and digital financial services and develop concept notes on interventions that SHIFT should implement in target countries.Assist the Programme Manager in developing country strategies and presentations to engage with donors and investors.Support the Programme Manager to carry out donor mapping exercise and develop resource mobilization strategies for ASEAN and SAARC countriesBased on opportunities of technical and financial collaboration identified by the UNCDF team, assist the Programme Manager in leveraging on these opportunities through further stakeholder discussions, development of concepts, presentations and proposals through research and review.	40%
2	Country Expansion: <ul style="list-style-type: none">Malaysia – collate and summarise existing UNCDF operations in the country and in discussion with Programme Manager develop concept notes on SHIFT ASEAN expansion in Malaysia.Thailand – Based on stakeholder discussions held till now, undertake desk research and further stakeholder discussions for developing strategic interventions for SHIFT to operate in the country. Develop proposals and contribute towards engaging with donors for discussing on the strategic interventions developed.Indonesia – Based on work to be commenced on SME and FinTech, support the Programme Manager in undertaking further research on areas of intervention and engage in stakeholder discussions for developing SHIFT strategic interventions in the country.Based on opportunities of technical and financial collaboration identified by the UNCDF team, assist the Programme Manager in leveraging on these opportunities through further stakeholder discussions, development of concepts, presentations and proposals through research and review.	40%
3	Other: <ul style="list-style-type: none">Support other/ad hoc activities as seen relevant and needed.	10%

IV. REQUIREMENTS AND QUALIFICATIONS

Education:

Applicants to the UNCDF internship programme must meet one of the following requirements:

1. Be enrolled in a graduate school programme (second university degree or equivalent, or higher);
2. Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent);
3. Have graduated with a university degree (as defined in (a) and (b) above) and, if selected, must start the internship within one-year of graduation.

Field of study: Economics, Policy, Finance, Social Science or another related field or equivalent.

Experience:

- Demonstrated experience, part or full-time, paid or volunteer, in economics, policy related work, inclusive finance, funding development, international relations, donor and investor relations or related fields;
- Demonstrated research and analytical capacity;
- Excellent computer capabilities.

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;

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;
- Willingness to have a flexible schedule to meet deadlines;
- Interest in the UN system and general knowledge of development issues is a plus;
- Ability to perform a variety of administrative tasks;
- Experience in developing published reports, proposals, and concept notes a plus.

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.