

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	Gender and Health
Organizational unit:	Institutions and Partnership
Country and Duty Station:	Philippines
Internship duration:	7 months
Supervisor's name:	Maria Luisa Isabel L. Jolongbayan
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's work on HIV and health makes a powerful contribution to Agenda 2030 and the commitment to leave no one behind. UNDP advocates for change and connecting people to knowledge, experience and resources in building a better life for everyone. It is on the ground, working with governments and people on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and its wide range of partners to bring about results.

UNDP is a founding Cosponsor of UNAIDS, a partner of the Global Fund to Fight AIDS, Tuberculosis and Malaria (Global Fund) and a cosponsor of several other international health partnerships. UNDP's work on HIV, health and development leverages the organization's core strengths and mandates in human development, governance and capacity development to complement the efforts of specialist health-focused United Nations agencies.

UNDP recognizes the wide-ranging social and economic impacts of HIV and the synergies between health and sustainable development. To effectively address HIV, future health threats and the development challenges they pose, UNDP addresses HIV as a cross-cutting issue that is highlighted in two substantive areas of work: adopting sustainable development pathways and strengthening inclusive and effective democratic governance.

As SDG 5 acknowledges, gender equality is core to sustainable development – and health is no exception. UNDP works on improving gender equality in the context of HIV and health, ranging from challenging the legal barriers and social norms that prevent equal access to healthcare, to developing policies that address the links between HIV, stigma, and discrimination.

Specifically, UNDP works with countries to understand the social and economic factors that play a crucial role in driving health and disease, and to respond to such dynamics with appropriate policies and programmes outside the health sector. UNDP also promotes specific action on the needs and rights of sexual and gender minorities as they relate to HIV, for example by addressing HIV-related discrimination and violence against lesbian, gay, bisexual, transgender, and intersex people. In particular, in the Philippines, UNDP works on issues of men who have sex with men and transgender women as they relate to access to HIV services.

In addition, UNDP works with partners to address the interactions between governance, human rights and health responses by promoting attention to the role of legal environments through working with governments, civil society and United Nations partners on a range of issues, including criminalization, gender equality and women's empowerment, the rights of sex workers, men who have sex with men, people who use drugs, transgender people and treatment access. In the country, UNDP has also supported local governments in identifying investment targets that ensure inclusive and responsive HIV program and in increasing local investments for HIV towards the achievement of UNAIDS's 90-90-90 treatment target to end the HIV epidemic.

Lastly, UNDP supports the national and sub-national government institutions in the Philippines in the effective implementation of complex health programmes, while simultaneously investing in capacity development so that national and local partners can assume these responsibilities over time.

UNDP seeks the services of a Gender and Health Intern based in Manila who will support in project management and implementation, analysis of broad range of issues on HIV and health, with particular emphasis on human rights, and assist in sustaining activities of UNDP on HIV and gender.

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	Project Planning and Implementation <ul style="list-style-type: none">• Support the development and implementation of workplace policies on HIV• Support the development of instructional guide for local investment planning for HIV and the development of technical document on local budget cycle and processes• Support the development and implementation of local investment plan for HIV and capacity building on budget advocacy	30%
2	Analysis <ul style="list-style-type: none">• Provide support in mapping existing work-related policies on HIV in the Philippines• Conduct desk review of existing research work on HIV and the workplace• Identify issues of key populations, particularly of men who have sex with men and transgender women, in relation to HIV and the workplace• Assist in identifying strategic local government units to be supported in local investment planning for HIV and budget advocacy• Support the mapping of cities, municipalities, or provinces in the Philippines with existing local AIDS ordinance• Review existing local AIDS ordinances and identify common and salient provisions of the ordinances	40%
3	Other: <ul style="list-style-type: none">• Overall support of the mapping and research exercise, including logistical support for key high-level meetings• Drafting of knowledge/best practice and blogs• Assist in developing communications materials, especially those related to HIV, health, gender, and LGBTI• Assist the organization of conferences, forums or other collaborative events• Provide administrative support on an as-needed basis	30%

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: **Development Studies, Social Work, Gender Studies, Social Science, Public Health** or equivalent.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools

Language skills:

- **Fluency in English** is required;
- Knowledge of Filipino is an advantage.

Other competencies and attitude:

- Background or previous experience on development work, especially on HIV, LGBTI, health, and gender, is an advantage
- 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.

Women, LGBTI, and people living with HIV candidates are always strongly encouraged to apply.