

TERMS OF REFERENCE INTERNSHIP

I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	Policy/Coordination
Organizational unit:	South-South & Global Development Cooperation (SSGDC)
Country and Duty Station:	UNDP China
Internship duration:	6 months
Supervisor's name:	Tina Maria S. Stoum
Supervisor's title:	Officer-in-charge (OIC) SSGDC

II. CORPORATE BACKGROUND:

UNDP works in 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion within our societies, as per our [Strategic Plan 2018-2021](#). We help countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development results. Our overarching objective is to help countries realize the 2030 Agenda for Sustainable Development and its Sustainable Development Goals (SDGs). A key pledge in the 2030 Agenda is to leave no one behind and to reach the furthest behind first. Consequently, 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 internship is located at the UNDP-China Team for South South and Global Development Cooperation (SSGDC), which focuses on China's international development cooperation for the mutual benefit of China and the world. China's international engagement continues to increase as part of South South Cooperation and the Belt and Road Initiative (BRI), increasingly, this cooperation also involves multilateral development agencies. UNDP signed a Memorandum of Understanding (MoU) with China in 2010 to expand the on-going domestic engagement of UNDP in China to also increasingly work together with Chinese institutions as part of China's global engagement. As a result, there is a growing interest among the general public, research institutes, and media outlets to better understand and get involved in issues related to China's development cooperation, including the role of multilateral organisations in development.

China’s global engagement is a key results area under the [UN Development Assistance Framework of the UN in China](#), as well as the [UNDP China Country Programme Document](#), both for the year 2016-2020.

In order to strengthen internal coordination and planning within the SSGDC Team and with other Teams at the office, UNDP China office is hiring an intern to join SSCGD team.

Specifically, the intern will assist in the design and implementation of the team’s work plans and strategies, provide logistical and secretariat support, and support substantive policy work as needed and relevant for the intern.

III. DUTIES:

The intern will assist in the following duties and responsibilities:

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<ul style="list-style-type: none">• Contribute to the development and implementation of the annual work plan of the SSGCD and other related planning and monitoring and evaluation instruments;• Data analysis and preparation of briefs and reports for a range of audiences, including senior management, on specific topics with emphasis on SSC issues;• Provide logistical and secretariat support to team meetings, meetings with Chinese partners and other national and international development partners, including supporting the UN inter-agency group on SSC;• Draft concept notes and similar for new initiatives and projects under the SSGDC portfolio, including supporting the roll out of a South South Country Support Platform;• Assist with administrative and substantive tasks related to the management of research projects, SSC and trilateral cooperation projects, and communications initiatives;• Provide logistical and secretariat support to various events in China and abroad as needed;• Facilitation of knowledge building on SSC issues, including translation of documents from Chinese to English and English to Chinese;• Other duties as assigned, including cross team tasks when required.

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: International development, international relations, economics, political science, social sciences or related.

IT skills:

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

Language skills:

- Fluency in English and Mandarin Chinese required;
- Knowledge of other UN languages is an advantage.

Other competencies and attitude:

- Publication-standard English and Mandarin Chinese drafting and editing skills;
- Experience with creating content for social media channels is desired;
- Translation (English – Mandarin and Mandarin – English) skill is an asset
- Good coordination and organizational skills: ability to manage multiple projects, address fluctuating priorities and tight deadline;
- 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, sexual orientation 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 OVERVIEW AND UNDP'S OFFER

- The intern will get exposure to the mandate and role of UNDP at the country level.
- The intern will gain an in-depth understanding of the role of UNDP in South South Cooperation and UNDP's support to China's engagement in international cooperation to enhance the mutual benefit for China and the world.
- The intern will together with Supervisor devise a flexible work plan to guide the internship. A check-in' meeting between the intern and Supervisor will be scheduled at the mid-term of the internship, to ensure that the work plan is on track and to modify tasks as needed.
- The intern may benefit from a mentor arrangement from another UNDP staff during the internship.
- A brief intern report as well as a hand-over note is expected from the intern at the end of the internship.

VI. 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 need to obtain financing for subsistence and make own arrangements for internship, accommodation, etc.
- 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 or related.