**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Intern for Livelihood and Economic Inclusion

Sector of assignment: Social protection and Economics development

Organizational unit: Inclusive Growth

Country and Duty Station: Phnom Penh, Cambodia

Expected duration: 6-9 months

Expected starting date: 1 April 2025

Supervisor’s name: Mao Meas

Supervisor’s title: Programme Analyst

**II. CORPORATE BACKGROUND:**

As the lead United Nations agency on international development, UNDP works in 170 countries and territories to eradicate poverty and reduce inequality. The United Nations Development Programme (UNDP) is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience, and resources to help people build a better life.

**III. RECEIVING OFFICE BACKGROUND:**

UNDP Cambodia Country Office (CO) works in partnership with the Royal Government of Cambodia (RGC), non-government organizations, civil society organizations, community-based organizations, multilateral aid agencies, bilateral donors, and the private sector to accelerate the achievement of Cambodia Sustainable Development Goals (CSDGs) and other national development priorities as set out in the Pentagonal Strategy for realizing the national vision 2050.

In Cambodia, the UNDP Country Programme Document 2024-2028 (CPD) identified three transformational shifts as priority for support during the next 5 years. The first shift is toward an economic growth model that accelerates inclusive growth, economic diversification, and human development. The second shift involves championing just energy transition, climate action and nature-based solutions as the foundation for national wealth, well-being, and resilience to shocks. The third shift is towards strengthening institutions, civic space, and participation as enablers for inclusive growth, access to rights and equal opportunities for all, whilst ensuring that the society at large is using the full potential of digital transformation. The CPD is aligned to national priorities and policies, particularly Cambodia’s vision 2050 and the Pentagonal Strategy-Phase 1 2024-2028.

**III. DUTIES:**

The Intern/Fellow will assist in the following duties and responsibilities:

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| **No** | **Duties and responsibilities** | **% of time** |
| 1 | ***Support the strategic alignment of livelihoods and economic inclusion efforts with social protection policies and frameworks:***   * Draft concept notes and Terms of References (ToRs) for relevant research, communication and policy assignments related to economic policy, social protection and national planning policies * Assist with the roll-out of the Graduation-Based Social Protection program and other social protection projects (where applicable). * Proof read and edit data analysis and reports * Documentation, research, literature review and prepare a summary of the different topics incorporating livelihoods and economic inclusion approaches * Identify key trends, alternative and uncommon data sources that can be resourceful to unfold key questions and hypothesis to enhance the socio-economic analysis * Perform estimations, elaborating graphs, tabulations and slides for documents and presentations to support the team * Prepare briefing notes and minutes | **40%** |
| 2 | ***Support the Partnership management:***   * Support in analysing potential partnership opportunities focus on economic inclusion, livelihoods and social protection and support partnership development * Help update and maintain communication strategies for economic policy and social protection. * Support the development of public awareness efforts linking access to social protection with economic inclusion and self-reliance * Draft blog posts on economic policy, ageing policy and social protection * Regular information updates * Draft outreach communication materials including brochures, pagers, project briefs, booklets, presentation, project reports etc * Document lessons learned and good practices in social protection. | **30%** |
| 3 | **Logistic and other support functions:**   * Take minutes of meetings and track important action items to ensure completion. * Participate in the planning, implementation, and reporting of social protection activities. * Support for preparing the trainings and workshops for government and non-government stakeholders. * Perform various daily administrative tasks and support database management. * Support regular exchange of information and coordination between different stakeholders. * Support other/ad hoc activities as seen relevant and needed. | **30%** |

**IV. REQUIREMENTS AND QUALIFICATIONS**

**Education:**

Candidates must meet one of the following educational requirements:

* currently in the final year of a Bachelor’s degree; or
* currently enrolled in a postgraduate programme (such as a Master’s programme or higher); or
* have graduated no longer than 1 year ago from a university degree or equivalent studies.

Field of study: economics, development studies, public policy, international relations or social science or equivalent.

**Language Requirements:**

* Full working proficiency in English is required.

**IT skills:**

* Knowledge and a proficient user of Microsoft Office productivity tools;
* knowledge of graphic design is an advantage;

**Other competencies and attitude:**

* Be able to multi-task and to prioritize workload skills:
* 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.