**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Intern

Sector of assignment: Disaster Risk Reduction and Recovery, Climate and Disaster Resilience

Organizational unit: UNDP Bangkok Regional Hub

Country and Duty Station: Thailand, UNDP Bangkok Regional Hub

6Expected duration: 6 months

Expected starting date: 1 April – 30 September 2025

Supervisor’s name: Rajesh Sharma

Supervisor’s title: Programme Specialist, Disaster Risk Reduction and Recovery Team (DRT)

**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 the knowledge frontier organization for sustainable development in the UN development system and serves as the integrator for collective action to realize the Sustainable Development Goals (SDGs). UNDP’s policy work is carried out at HQ, Regional and Country Office levels, and forms a contiguous spectrum of deep local knowledge to cutting-edge global perspectives and advocacy. In this context, UNDP invests in the Global Policy Network (GPN), a network of field-based and global technical expertise across a wide range of knowledge domains and in support of the signature solutions and organizational capabilities envisioned in the Strategic Plan. The GPN also aims to provide rapid and integrated support to UNDP country offices, combining policy advice, technical expertise, financial resources, agile tools and procedures, and partnerships. The Global Policy Network (GPN) has the responsibility for developing all relevant policy and guidance to support the results of UNDP’s Strategic Plan (2022-2025).

Within the GPN, the Crisis Bureau guides UNDP’s corporate crisis-related strategies and vision for crisis prevention, response and recovery. The UNDP’s Crisis Bureau supports emergency and crisis response and ensures that issues of risk are fully integrated into UNDP’s development programmes. The Crisis Bureau assists UNDP and partners to achieve higher quality development results through an integrated approach that links results-based management and performance monitoring with more effective and new ways of working. The CB supports UNDP and partners to be more innovative, knowledge and data driven including in its programme support efforts. The CB’s staff provides technical advice to Country Offices; advocates for UNDP corporate messages, represents UNDP at multi-stakeholder fora including public-private dialogues, government and civil society dialogues, South-South and Triangular cooperation initiatives, and engages in UN inter-agency coordination in specific thematic areas.

**III. RECEIVING OFFICE BACKGROUND:**

The Disaster Risk Reduction and Recovery Team (DRT) at the Bangkok Regional Hub works under supervision of the Crisis Bureau. The team provides integrated policy and programme support on disaster risk reduction and recovery in the context of UNDP’s approach to resilience building. The main responsibility of the team is to provide support to UNDP country offices in the Asia and the Pacific in their efforts to strengthen national capacities on disaster resilience and disaster risk reduction. The team provides high quality advice and programmatic support in the design, implementation, monitoring and evaluation of projects, as well as leading the development and coordination of policy in disaster risk reduction, and disaster recovery with a focus on resilience building and integrated approaches with climate adaptation. The second priority is to build partnership and promote regional capacity building initiatives and collaboration among UNDP, Governments and other development partners to identify, create and share knowledge relevant to solving urgent development challenges.

**III. DUTIES:**

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

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| **No** | **Duties and responsibilities** | **% of time** |
| The major responsibility will be supporting the Disaster Resilience Team of Bangkok Regional Hub in developing innovative approaches for supporting the Asia and Pacific countries on better preparedness and readiness in dealing with sudden shocks and crises. Supporting the DRT team in preparing different concept notes and positioning papers on early recovery which will help the target countries in managing early recovery initiatives. Provide collaborative support in disaster risk reduction and define the areas where, in collaboration with UNDP, China would provide initial support to countries affected by disasters so that affected communities can build resilience through early recovery interventions. These include south-south exchanges, support for crisis response and assessments, and the development of recovery programs or interventions. | | |
| 1 | Provide support to development, implementation and management of the projects   * Draft proposals, technical briefing notes and policy briefs to support the implementation of the project * Support organisation of workshops and meetings including in project countries to strengthen south-south cooperation * Monitor project activities, prepare progress reports and strategies for scaling up the project | **50%** |
| 2 | Provide support to communication, partnerships and resource mobilization in the area of Disaster Risk Reduction   * Provide substantive inputs to communication of project activities, results etc. through media engagement, web stories, social media and events including in Chinese * Provide support to coordination with UNDP China, UNDP Country Offices implementing south-south projects, China based partners such as MOFCOM, NDRCC, private sector; and Chinese embassies in the project countries * Provide support to knowledge management by drafting project reports, lessons learnt and other reports including in Chinese | **40%** |
| 3 | **Other:**   * Support other/ad hoc activities as seen relevant and needed | **10%** |

**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: Disaster Risk Management, Climate Change, Sustainable Development, Public Administration, Environmental Studies or equivalent.

**IT skills:**

* Knowledge and a proficient user of Microsoft Office productivity tools;
* Knowledge of HTML an asset

**Language skills:**

* English is required;
* Knowledge of other UN languages is an advantage.

**Other competencies and attitude:**

* 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.