**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

**Title: Communications and Knowledge Management Intern**

Sector of assignment:

Organizational unit: UNDP

Country and Duty Station: Bangkok, Thailand

Expected duration: 6 months

Expected starting date: 01st Oct 2025

Supervisor’s name: Beniam Gebrezghi

Supervisor’s title: Programme Specialist, Civil Society and Youth, Bangkok Regional Hub

**II. CORPORATE BACKGROUND:**

UNDP works in about 170 countries and territories, helping to eradicate poverty, reduce inequalities and exclusion, and build resilience so countries can sustain progress. As the UN’s development agency, UNDP plays a critical role in helping countries achieve the Sustainable Development Goals.

UNDP Regional Bureau for Asia and the Pacific (RBAP), with 24 Country Offices covering work in 36 countries and decades of experience in the region, is a trusted adviser and a ‘development partner’ of choice for governments across the region in supporting the localization and achievement of the Sustainable Development Goals (SDGs). We help our partners in identifying relevant solutions to today’s complex, trans-boundary development challenges. We support them to design and implement large scale development initiatives that deliver lasting social, economic and environmental improvements in countries across the region.

Our support to governments, civil society, the private sector and communities is at every level of their organization: we provide legislative and regulatory advice that transforms governance systems; we provide capacity building and trainings that build nations; and we organize employment schemes that bring jobs to the most vulnerable groups. Guided by UNDP’s 2022-25 Strategic Plan, advisory and implementation work focuses on the following areas: Structural Transformation, Leaving No-one Behind and Building Resilience. In addition to these areas of focus which reflect regional developmental priorities, we emphasize gender, climate change, social protection and inclusive growth, in all aspects of our work.

**III. RECEIVING OFFICE BACKGROUND:**

Today’s youth have come of age in an environment of unprecedented potential for empowerment: they live in an interconnected world transformed by technological advances. This young generation is the most populous the world has ever known. Six out of every ten youth in the world are found in Asia-Pacific – equivalent to 700 million young people in 2015, investing in youth is therefore paramount. In many countries, young people are also active in the public sphere, contributing to their communities in innovative ways, taking part in public debates and discussions, establishing social enterprises and claiming a space as stakeholders in the development process that affect them, their communities, and their countries.

At the same time, approximately 300 million young people are either unemployed or underemployed. In other words, nearly half of the 700 million young people in the region face economic insecurity. In addition, many young people are left out of decision-making processes, which contributes to their marginalization and exclusion.

Young people in the region are 5-7 times more likely to be unemployed than their older counterparts at the same level of education. Women’s access to education and participation in the labour force remain stubbornly low across populous swathes of the region. The next wave of development gains as envisioned by the UN’s Sustainable Development Goals must address the needs of those left behind. These are big issues and our solutions must be equally bold. UNDP’s Asia Pacific Human Development Report for 2016, examines these demographic trends and sets out clear policy directions that governments can harmonize with their national development plans and strategies.

UNDP and its partners believe that youth can make a real and positive difference and create their own opportunities by engaging with these challenges head on through social entrepreneurship and innovation, exploring dynamic approaches to mobilizing their peers and communities and creating adaptive solutions to addressing youth economic marginalisation. Against this backdrop, UNDP Bangkok Regional Hub together with its partners developed a regional project on Youth Economic Empowerment and Social Innovation. With the great majority of Asia’s peak-era workforce still in their early years, now is the time to invest in interventions that will harness their potential. In not doing enough to ride this wave, we risk losing the most potent inter-generational opportunity we have had in ensuring the well-being of one-half of humanity.

**The Youth Empowerment Project in Asia and the Pacific (YEP-AP)** aims to invest in and empower young people across the region, to accelerate the implementation of SDGs. YEP-AP believes that youth can be leaders who create inclusive and equitable societies free of discrimination. They can make a positive difference by taking on the challenges through social innovation, mobilising their peers and communities, and creating adaptive and innovative solutions.

YEP-AP focuses on youth political, social and economic empowerment by building the capacities of young people and key stakeholders creating safe spaces and enabling environments for increased advocacy and civic engagement to ensure equitable inclusion of youth, including women and those from marginalized groups.

The project will promote and advance youth empowerment in the following focus areas (referred to as pillars): (1) Youth Entrepreneurship (Youth Co:Lab), (2) Youth and Climate Action (YECAP), (3) 21st Century and Digital Skills (YDEEP), (4) Youth Civic Engagement and Political Participation.

The Portfolio incorporates the principle of ‘Leaving No One Behind’ (LNOB) - a central transformative promise of the UN’s 2030 Agenda for Sustainable Development. It is a commitment to eradicate poverty, discrimination and exclusion, and reduce inequalities that undermine the potential of individuals and communities. The project will integrate diversity, equity, inclusion and gender equality across all youth empowerment initiatives, using the LNOB principle as a cross-cutting approach across the four above-mentioned focus areas. The project will also include specific interventions targeting marginalized youth groups and national stakeholders to work towards leaving no young person behind.

YEP-AP will strengthen youth empowerment at all levels: promoting youth-friendly policy and regulatory environments at upstream level, strengthening the capacities and connections between key stakeholders at midstream level and directly supporting young people at downstream level, for maximum, collective impact across the region. Covering all these bases through interventions that reinforce each other will collectively result in greater and more sustainable impact.

**III. DUTIES:**

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

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| **No** | **Duties and responsibilities** | **% of time** |
| 1 | **Communications: Support in producing in digital media, content creation, website support & other related materials.**   * In line with the visual direction of the Regional Youth Empowerment Portfolio: support in producing graphic design content for policy briefs, reports, fact sheets, newsletters, infographics, illustrations, social media, campaigns, international days, and activities for YEP-AP initiatives. * Support in producing video and animated content for relevant social media campaigns such as long-form videos, reels, etc., and other platforms; produce and edit video content for communications campaigns using stock footage; curate and repurpose existing video content for new campaigns in close coordination with the communications team, relevant colleagues, and vendors. * Support in ideating, proposing ideas, and designs for sections / pages, format and assist in coordinating content production, proofreading for the YEP-AP website development as needed. * Support with exploring ideas to present available data for infographics, presentations, and other communication materials to highlight Youth in Governance and Peacebuilding and LNOB initiatives and ensure quality control of the products. * Support the implementation of the YEP-AP communications campaigns, plans and activities as required. * Contribute to writing ideating, producing, editing, proofreading blogs/articles/write-ups for websites, social media, newsletters, and related material for YEP-AP initiatives as required. * Contributing to exploring and analyzing and discovering digital trends and adapt digital media strategies to improve communications initiatives and materials to suit youth audience * Support in communications content management by updating repositories where communications assets, data, and documentation are stored, and support in creating a gallery with best images etc., that can be used for communications products. * Provide support for events and international days as required. | **45%** |
| 2. | **Knowledge Management**   * Establish a catalogue of categorized knowledge assets, such as but not limited to databases, documents, guides, ideas, skills, and internal protocols * Compile a catalogue of both internal (Microsoft) and external platforms used for knowledge sharing, including access credentials and integration guidelines * Support in management of SharePoint libraries and alternative platforms, as needed * Support in maintaining inclusive and accessible SharePoint sites, Teams channels and alternative platforms to facilitate collaboration and knowledge sharing * Support in maintaining security access of the knowledge base aligned with corporate standards * Support the facilitation of internal information or learning sessions relevant to knowledge management Document feedback, especially lessons learned and action points, relevant to knowledge management | **45%** |
| 3. | **Other:**   * Maintain confidentiality of sensitive information * 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: **Communication Design, Digital Communications, Digital Arts, Marketing Communications, Organizational Communications** or equivalent.

**Language skills:**

* Fluency in English (spoken and written) is required;

**Skills:**

* Demonstrated interest and/or experience in graphic design, video production and communications is a must.
* Knowledge of adobe creative suites for editing and designing as well as digital tools such as Canva is a must.
* Demonstrated interest and/or experience in writing and editing short and long-form communication materials, including but not limited to articles, copywriting, blogs, newsletters and content / caption for social media, web and/or digital platforms.
* Knowledge on navigating social media platforms
* Knowledge of adobe creative suites for editing and designing as well as digital tools such as Canva is a must.
* Demonstrated interest/experience in photography and videography is an asset.
* Knowledge and a proficient user of Microsoft Office productivity tools; knowledge on SharePoint Online and Power platform is an asset;
* Knowledge of digital learning and information platforms;
* Demonstrated interest and/or experience in designing information systems;
* Interest in understanding of SEO, Google Analytics and data analytics would be regarded
* Innovative forward thinking, good coordination and organizational skills
* Good interpersonal, networking and communication skills;
* Willingness to contribute and work as part of a team;
* Flexible and open to learning and new experiences;
* Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
* Have affinity with or interest in UNDP’s Youth Empowerment Portfolio as a mechanism for durable development, and the UN System.
* **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;
* Motivated to contribute towards peace and development and to serve others;
* Respect for diversity and adaptability to other cultures, environments and living conditions;
* 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.