



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

TERMS OF REFERENCE UNDER INTERNSHIP AGREEMENT

Title:	Intern
Main Duty Station and Location:	UNIDO, FIELD (Bangkok, Thailand)
Start of Contract (EOD):	Approximately 3 rd quarter of 2024
End of Contract (COB):	3-6 month after start of contract

ORGANIZATIONAL CONTEXT

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mission of UNIDO, as described in the [Lima Declaration](#) adopted at the fifteenth session of the UNIDO General Conference in 2013, is to promote and accelerate [inclusive and sustainable industrial development](#) (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development. [UNIDO's mandate is fully recognized in SDG-9](#), which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: [Creating shared prosperity](#); [Advancing economic competitiveness](#); [Safeguarding the environment](#); and [Strengthening knowledge and institutions](#).

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation. Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The Intern shall work under the direct supervision of an officer designated by the UNIDO Regional Office hub in Thailand.

DIRECTORATE CONTEXT

The Directorate of Global Partnership and external relations (GLO), headed by a Managing Director, is responsible for UNIDO's relations with Member States and all external partners, including through the policymaking organs. It plays a central role for interaction and collaboration with traditional and non-traditional donors; oversees the regional bureaus as well as the network of established field offices, liaison offices and Investment and Technology Promotion Offices; and supports the implementation of particularly complex projects, programmes and special assignments, thus also fulfilling an important role in safeguarding their quality and the reputation of the Organization.

PROJECT CONTEXT

UNIDO Regional office hub in Thailand has the coverage of 9 countries and directly oversees 3 countries out of its office in Bangkok including, Malaysia, Myanmar and Thailand.

Field office functions:

- ☐ Represent UNIDO in the field as an effective partner for sustainable industrial development, maintaining close contact with governments, development partners, coordination and implementing agencies, private sector associations, chambers of industry and commerce, and stakeholders in industrial development and local donors;
- ☐ Represent UNIDO's technical competence and play an active role in the UN Country Teams (UNCTs), e.g. through participation in programme formulation and fundraising activities and leveraging expertise from the Organization's technical cooperation divisions;
- ☐ With guidance and technical support of TCS/CPS, identify industrial development trends and country and industry profiles;
- ☐ Identify industrial development needs and donor priorities in the countries of coverage and ensure UNIDO's contribution and service provision in these areas;
- ☐ In collaboration with TCS/CPS, monitor industrial policy design and implementation in the countries of coverage and develop industrial policy support services. Use industrial policies – including those supported by UNIDO – for country programme (including PCP) design;
- ☐ Upon request and in line with regional strategies, develop and implement country programmes (including PCPs) that foster sustainable industrial development;
- ☐ Develop results-oriented yearly implementation plans specifying resource use, engagement of UNIDO staff from HQ and in the field, fundraising targets, sequencing of activities across time, engagement with stakeholders and the implementation of projects;
- ☐ Report on the progress of the implementation plans;
- ☐ Advocate and highlight the relevance and work of the Organization and ensure the dissemination of UNIDO communications and media content to governments and stakeholders in cooperation with ODG/CSI;
- ☐ In coordination with project managers and upon request, undertake on-site project visits to monitor project and programme progress and to engage with donors and national stakeholders;
- ☐ Implement or support the implementation of selected technical cooperation activities upon approval by the respective Office of the Managing Director of TCS or IET;
- ☐ Maintain regular contact with the regional bureaus and project managers on the active portfolio and monitoring pipeline projects and activities;

☐ Provide technical and administrative support to UNIDO staff on mission in their respective locations as requested;

☐ Ensure the security and safety of employees and their eligible dependents, as well as the protection of UNIDO assets, property and information in line with the recommendations from the local UN Department for Safety and Security and with the support and guidance from COR/HRS;

☐ For specific donors, including the GEF, upon request of a government and the agreement of the donor, assume a supporting role for the Executing Entity for projects in the country of coverage under the supervision of the relevant technical function (the Implementing Entity) at UNIDO Headquarters.

The duration of an internship at UNIDO is between three to six months, is UNPAID and full-time. Interns work under the supervision of a staff member, in the department or office that they are assigned to. Interns shall cover all costs associated with their internship, including visas, travel to and from the duty station, insurance, transportation, accommodation and living expenses.

GENERIC DUTIES AND RESPONSIBILITIES

The Intern shall be engaged as follows:

- a. Exposed to the regular core functions of the Field Office and as such shall have the opportunity to observe the day-to-day operations and engage in on-the-job training in specific actions delegated by the Supervisor (s) to the activities of the regional office hub in Thailand.
- b. Engaged in a specific self-contained assignment described below:

Main duties	Expected duration	Expected outputs
<ul style="list-style-type: none">• Coordinate, organise meetings and activities with local government agencies in Thailand.• Coordinate and prepare of the UNIDO progress reports.• Facilitate/organize meetings/activities related to SDGs or related projects.	30%	<ul style="list-style-type: none">• Meetings, exhibition, activities of RO and projects are well organized.• Reports are well prepared.• SDGs related meetings, activities, report are well prepared/organized.
Desk research/review on the studies of projects implemented in UNIDO	30%	<ul style="list-style-type: none">• data/information are well collected.• feedback/view and comments are well provided.
Assist the project team in translating materials, prepare document, publications in Thai or English.	20%	Thai or English translated document is well prepared.
<ul style="list-style-type: none">• Manage/create/ensure social media channels / other communication structures are up-to-date, including where necessary, creating the relevant content, brochures, audio, videos and other media and visual materials.• Coordinate photographic and video-related services for press purposes as well as prepare press releases.	10%	<ul style="list-style-type: none">• Communication materials, social media are well managed/created and maintained.• Public events and meetings with counterparts are well organised.

• Organise quarterly meetings with counterparts as well other related meetings as assigned.		
• Other ad hoc assignment	10%	

- c. Prepare an end-of-internship report; to be submitted to and cleared by UNIDO Internship Coordination.
- d. Other Special emerging Projects that may enhance the learning experience of the Intern.

MINIMUM ORGANIZATIONAL REQUIREMENTS

Age: Minimum 20 years on the first day of the internship.

Education: Enrolled in a university advanced degree programme (Master or Ph.D); or begin the internship within one year of completing a university advanced degree; or completed a university advanced degree and be sponsored as part of an advanced academic or development programme.

Field of specialization: Any Science, Engineering, Economics, Mass communication, Linguistics (English Language as a major of study is preferred) and other related fields.

Languages: Fluency in written and spoken Thai and English is required.

Other skills: Computer literacy in Microsoft Word, Excel, Power Point and other applications needed for the tasks.

CORE COMPETENCIES

Core values:

WE LIVE AND ACT WITH INTEGRITY: work honestly, openly and impartially.

WE SHOW PROFESSIONALISM: work hard and competently in a committed and responsible manner.

WE RESPECT DIVERSITY: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

Key competencies:

WE FOCUS ON PEOPLE: cooperate to fully reach our potential –and this is true for our colleagues as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity.

WE FOCUS ON RESULTS AND RESPONSIBILITIES: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those we serve and who have trusted us to contribute to a better, safer and healthier world.

WE COMMUNICATE AND EARN TRUST: communicate effectively with one another and build an environment of trust where we can all excel in our work.

WE THINK OUTSIDE THE BOX AND INNOVATE: to stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

LEARNING ELEMENTS

- Become acquainted with the most up-to-date technical, economic and industrial developments in the relevant field of specialization of the Office. Furthermore, he/she is expected to deepen his/her knowledge in the fields of new product/services and process design.

- Gain experience in project design/management.
- On the job training: participation in every phase of the working process.
- Gain experience in working effectively in a diverse and multi-cultural environment.
- Gain experiences in working with inter-agencies in the region as Bangkok is the hub of the United Nations in Asia-Pacific.

Applications

Please send CV/Resume to Ms. Suwimol Wattanawiroon s.wattanawiroon@unido.org. Any questions, please call 086-3626197.

Timeline

Apply as soon as possible but no later than 30 July 2024

Note: UN Internship is unpaid. No stipend is provided to cover basic living expenses and health insurance.