



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

TERMS OF REFERENCE UNDER INTERNSHIP AGREEMENT

Title:	Intern
Main Duty Station and Location:	UNIDO, FIELD (Bangkok, Thailand- for Partnership for Action on Green Economy)
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 Field Office in Bangkok houses the Partnership for Action on Green Economy (PAGE) project management office to ensure close collaboration with relevant entities when implementing activities.

The Partnership for Action on Green Economy (PAGE) was launched in 2013 as a response to the call at Rio+20 to support those countries wishing to embark on greener and more inclusive growth trajectories. PAGE deploys the expertise and broad convening power of five UN agencies – International Labour Organization (ILO), United Nations Environment Programme (UNEP), United Nations Industrial Development Organization (UNIDO), United Nations Institute for Training and Research (UNITAR) and United Nations Development Programme (UNDP) -to offer coordinated and complementary support to countries as they prepare for the challenges of the 21st century. PAGE seeks to put sustainability at the heart of economic policies and practices to advance the 2030 Agenda for Sustainable Development and supports nations and regions in reframing economic policies and practices around sustainability to foster economic growth, create income and jobs, reduce poverty and inequality, and strengthen the ecological foundations of their economies. UNIDO is the lead implementing agency of PAGE in Thailand on behalf of all partners. In 2024 UNIDO is implementing the studies on decarbonization, bio-circular-green economy, sustainable waste management in Thailand to accelerate the green economy targets. Intern will have opportunity to learn and strengthen skills on the job while providing support to PAGE in Thailand in these studies and its day-to-day work.

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 PAGE activities of the regional office hub in Thailand.
- b. Engaged in a specific self-contained assignment described below:

Main duties	Expected duration	Expected outputs
Coordinate, organise meetings and activities with study team, relevant government agencies, and national and international stakeholders	30%	<ul style="list-style-type: none">• meetings, activities are well organized.• reports are well prepared/organized.
Desk research/review on the studies of decarbonization, bio-circular-green economy, sustainable waste management in Thailand	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.	30%	Thai or English translated document is well prepared.
Assist the project team in creating social media content on PAGE	10%	Communication material and content is well prepared.

communication materials e.g. brochures, audio, videos and other media and visual materials.		
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- 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 academic or development programme.

Field of specialization: Any Science, Engineering, Economics, Business, Technology, Environment and other related fields. Knowledge on waste management is preferable.

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 experience in working with inter-agencies in the region as Bangkok is the hub of the United Nations in Asia-Pacific.
- Gain experience in green economy related priority issues and policies of Thailand including carbon market mechanism, an Financing mechanism for sustainable waste management for municipality: Intern will have opportunities to understand waste management issues and gaps in Thailand. She/he will work with experts to identify financing mechanisms of waste management and design financial scheme to fit Rayong municipality using digital technology e.g. mobile application to implement in Rayong municipality. The intern will also have opportunities to organize stakeholder consultation workshops and training.

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.