

## **TERMS OF REFERENCE FOR INTERNSHIP AT UNDP VIET NAM**

**Position:** Interns to support UNDP  
**Duty Station:** UNDP Ha Noi  
**Duration:** 2-3 months - starting as soon as possible

### **Organizational Context:**

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life.

We are on the ground in 177 countries and territories, working with them on their own solutions to global and national development challenges. As they develop local capacity, they draw on UNDP and our wide range of partners.

UNDP's work in Viet Nam is governed by the Country Programme Document (CPD) 2016-2021, which provides a solid framework for UNDP support to the government to address some of the key development challenges, including in the areas of Democratic governance and participation; Climate change and environment; and Inclusive and Equitable Growth. Climate Change and Environment plays a critical role in the implementation of the CPD to deliver development results in Viet Nam.

### **Functions/Duties and Output Expectations:**

The intern will work under the supervision of the UNDP Programme Analyst. S/he will perform the following tasks:

1. Provide administrative and logistic support to Biodiversity and Environmental Health portfolio particularly in organization of related workshops, meetings, field trips, etc;
2. Support translation of documents from English to Vietnamese and via versas;
3. Support the Program Associate and Program Officer with preparation of relevant documents for meetings, booking meeting rooms and required equipment, registration of visitors names with the security for entrance.

### **Qualifications and Experience:**

- Be able to communicate in English effectively;
- Knowledgeable/educated in Environmental Issues and biodiversity ;
- Experienced in working at experiment field work;
- Good command of computer skills: MSWord;

**Learning Expectations:**

Although UNDP will not provide interns with a formal training programme, the internship will:

- enhance the educational experience of student through practical and guided hands-on exposure and involvement in UNDP's Biodiversity and Environmental Health in Viet Nam;
- provide the student with an exposure to the working environment of a multilateral organization and a better understanding of UNDP's goals and activities.

The intern will be encouraged to attend briefing sessions on topics of interest, and may from time to time take part in relevant UNDP events when available.

**Public information disclosure:**

The intern must keep confidential any and all unpublished information made known during the course of the internship and not publish any reports or paper on the basis of information obtained except with the written approval and authorization of UNDP.

Approved by: \_\_\_\_\_

  
Akiko Fujii  
Deputy Country Director

Date: 5/5/2017