



TERMS OF REFERENCE

INTERNSHIP

POST TITLE: Intern
AGENCY/PROJECT NAME: United Nations Population Fund
COUNTRY OF ASSIGNMENT: Bangkok, Thailand
Starting Date/Duration: ASAP

1) GENERAL BACKGROUND

The United Nations Population Fund (UNFPA) has supported Thailand on their reproductive health and population and development programmes for more than forty years. UNFPA works with the Royal Thai Government, non-government organizations, academic and civil society in advancing the goals of the [International Conference of Population Development \(ICPD\)](#) and the [Millennium Development Goals \(MDGs\)](#). The areas of focus in Thailand are on: improving access to the integrated reproductive health services, prevention of HIV/AIDS, enhancing data collection and use for development, and response to emerging population issues.

In the past forty years, UNFPA Thailand Country Office accepted numbers of university students from Thailand and aboard as the interns and assigned them to conduct research for studies on UNFPA related issues. The topics or issues assigned to interns are those of co-interests between the organization and interns. Results from researches and studies as well as interactions with interns have creatively and effectively assisted the programme to explore more views on the issues.

2) OBJECTIVES OF THE ASSIGNMENT

UNFPA Thailand Programme offers university students, students in a similar educational programme or university graduates the opportunity to acquire direct exposure to the work of UNFPA. It is intended to complement primarily development-oriented studies or studies in related fields with practical experience.

By working under the supervision of a UNFPA staff member, interns may gain a more profound understanding of United Nations development assistance, especially in the field of population and development, reproductive health, HIV/AIDS and in advocacy.

3) SCOPE OF WORK

As specific assignment with agreed timeframe with supervisor, the intern will be responsible for:

1. Assigned task(s) within the respected time-frame and under supervision
2. Regular update and follow-up with supervisor on the assigned tasks
3. Contribution of new thoughts and innovation to Thailand Country programme to work on its mission and strategies.
4. Report(s) on tasks assigned to team at least two times during the internship.
5. Any other tasks as assigned by Representative.

4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

UNFPA Thailand considers applications for internships two times a year; in February and July.

The duration of the internship should be at a minimum of two months, which may be extended. The total duration should not exceed six months, but exceptions may be permitted if this is in the interest of UNFPA.

The internship will not be remunerated.

Duty station is Bangkok.

5) QUALIFICATIONS

Same as UNFPA global policy on internships, the background of any applicant for an internship should be matched with the requirements of the programme. Interns should meet the following requirements:

- Active enrolment in or recent completion of a university or equivalent degree in Economics, Social Sciences, Public Health, International Relations, Political Sciences or related field;
- Interest in the field of development;
- Demonstrable skills in analytical thinking, communication, and research;
- Written and spoken proficiency in English;
- Proficient computer skills and knowledge of automated systems;
- Strong organizational, communication and interpersonal skills with ability to work under pressure within an international setting;
- Ability to perform a variety of administrative tasks;



6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The intern will work under the assigned supervisor and primary supervision of the Country Representative, UNFPA Thailand Country Office.

Interested candidate should visit <http://th.one.un.org/UNJobs/index.html> and submit a curriculum vitae with photo and UNFPA internship application form along with a cover letter **by 28 February 2014** to unfpa.thailand@unfpa.org.

Qualify men and women are fully encouraged to apply.





Application for UNFPA Internship Programme

1. Name of Applicant _____

2. Present University or Institutional affiliation _____

3. Area of study _____

4. Degree expected _____ Masters _____ Doctorate _____ Other

5. Date degree will be granted (Day/Month/Year) _____

6. Briefly explain your reasons for applying to the UNFPA Internship Programme. Please include specific objectives and expected benefits of the internship

7. Requested dates for Internship

(UNFPA only accepts interns for a minimum of 4 months and a maximum of 12 months)

From: _____ To: _____

8. Preferred hours for Internship *(please check one)*

_____ Full-time (40 hours per week)

_____ Part-time (please specify the hours requested and why below):

9. Statement of understanding of the conditions of the Internship

I understand that, should I be accepted as an intern in UNFPA, the following conditions will apply:

a) Status: Although not considered a staff member of UNFPA, I shall be subject to the authority of the Administrator and the authority delegated by him to the UNFPA Country Representative and Offices. I understand that I am not entitled to the privileges and immunities accorded by member states to UNFPA, its officials, and staff members.

b) Financial Support: I shall not be paid by UNFPA and must make my own arrangements for living expenses. Travel costs to and from the duty station and living accommodation are also my own responsibility or those of the sponsoring institution.

c) Medical Health and Life Coverage: UNFPA accepts no responsibility for costs or fatality arising from illness or accidents incurred during the internship; therefore, I must carry adequate and regular medical and life insurance. I will be covered by the following health and life insurance during the internship period (your application will not be processed unless you provide photocopies of your medical insurance and life insurance card or policy).

Medical: _____

Life: _____

d) Passports and Visas: I am responsible for obtaining necessary passport and visas when required. UNFPA will issue only a letter stating acceptance of an individual as an intern and the conditions governing the internship.

e) Confidentiality and Publication of Information: As an intern, I will respect the confidentiality of information that I collect or am exposed to at UNFPA. No reports or papers may be published based on information obtained from UNFPA without the explicit written authorization of the UNFPA Country representative or Office.

f) Employment Prospects: The UNFPA Internship Programme is not connected with employment and there is no expectancy of such. Interns cannot apply for posts advertised internally to UNFPA staff during the period of internship.

Signed: _____ Date: _____

Note: If you receive no answer within two months, please consider that your request is rejected

