INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST:

Title:	Intern
Sector of assignment:	Ethnic Minority Inclusion
Organizational unit:	Governance Unit, UNDP Lao PDR
Country and Duty Station:	Vientiane Capital, Lao PDR
Internship duration:	6 months
Supervisor's name:	Seevue Xaykia
Supervisor's title:	Disability Inclusion Specialist

Women, Persons with disabilities, persons from ethnic groups and people from other diverse groups are encouraged to apply.

II. BACKGROUND:

UNDP Lao PDR:
UNDP Country Office (CO) works with the line Ministries, mass organizations, civil society, development partners, and the private sector in pursuit of the national socio-economic development priorities defined in Lao PDR's five-year National Socio-Economic Development Plan (NSEDP). UNDP CO's work is focused on the provision of technical expertise and policy advice to the Government at all levels to implement the national strategies and plans and to localize the Sustainable Development Goals (SDGs).

Governance Unit, UNDP Lao PDR:
The UNDP Country Programme for Lao PDR (2017 – 2021), approved by the UNDP Executive Board, is currently being implemented. The Country Programme is anchored in its four broad priority pillars – (1) inclusive growth and reduced inequality, (2) support to UXO institutions for clearance, (3) building resilience and environmental sustainability, and (4) capable and more responsive governance.

In all our activities, we encourage the protection of human rights and the empowerment of women, minorities and the poorest and most vulnerable.

III. INTERNSHIP OFFICE BACKGROUND:

UNDP has been providing capacity building and technical support to the government of Lao PDR on planning for the two key national development frameworks, the SDGs and NSEDP. The Governance Unit together with Poverty Reduction Unit have supported the government's efforts to strengthen its planning processes including on enhancing the participation of marginalized and vulnerable groups in Lao PDR. This includes ethnic groups who constitute half of the national population.

UNDP is therefore seeking the services of an intern to provide further support to the activities on ethnic group inclusion. The primary task of this role is to coordinate the participation of ethnic minorities in a research study on barriers facing different ethnic groups in local service delivery. The intern will support in the data collection and the organization of the ethnic inclusion forum.

III. DUTIES:

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	**Support the research study into identifying challenges in public service delivery for different ethnic groups in Lao PDR by:** • Coordinating and engaging with Lao Ethnic groups in surveys and data collection; • Providing support in organizing stakeholder meetings.	**40%**
2	**Support the activities on ethnic group inclusion by:** • Providing support in the hosting of an ethnic inclusion forum; • Assisting in hosting consultations with ethnic minorities.	**40%**
3	**Other:** • Additional tasks as required to support the work of the Disability Inclusion Team.	**20%**

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 Master's degree; or
- have graduated no longer than 1 year ago from a master's degree or equivalent studies.

Field of study: **International Relations, Sociology, English, Sustainable Development** or equivalent.

IT skills:
- Knowledge and a proficient user of Microsoft Office productivity tools;

Language skills:
- **Excellence in Lao and English** required;
- Knowledge of other UN languages is an advantage.

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;
- 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.

V. INTERNSHIP CONDITIONS

- In accordance with the UNDP Internship policy, UNDP interns are eligible to receive a monthly stipend, with a rate that varies depending on the duty location. The stipend will be paid monthly, and part-time internship arrangements are prorated accordingly.

- UNDP accepts no responsibility for costs arising from accidents and/or illness or death incurred during the internship;
- Interns are not eligible to apply for, or be appointed to, any post in UNDP during the period of the internship;
- Except for the stipend, all other expenses connected with the internship will be borne by the intern, sponsoring government or institutions;
- Interns are not considered staff members and may not represent UNDP in any official capacity.