



TERMS OF REFERENCE

- Post:** National Intern - UNDP Disability Inclusion Portfolio
- Location:** Hanoi, Viet Nam, with possible travel to other provinces
- Duration:** Six months, full-time
- Starting time:** September 2020
- Reporting:** UNDP Disability Rights Officer
- Coordination:** The National Intern will work under the direct supervision of the Disability Rights Officer, and will coordinate with other UNDP experts, when necessary.
- Persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.*

**1. BACKGROUND**

According to the National Survey on Persons with Disabilities conducted in 2016, 7.06 % of the population aged 2 and over were disabled. The number of PWDs was around 6.2 million people. This number in rural areas is 1.5 times higher than in urban areas.<sup>1</sup> This number has increased due to the ageing population, traffic accidents, and pollution. This survey also indicated that “households with PWDs are twice as likely to be poor as non-disabled households”.<sup>2</sup> Of PWDs aged 2 or older, 17.8% live in multidimensional poor households.<sup>3</sup> PWDs still face many challenges in accessibility and participation in society. The impact of disability is not only felt for PWDs, but also for their family members who often share the costs and care for expenses such as medical treatment, or special education among other things.

In December 2014 Viet Nam ratified the Convention on the Rights of Persons with Disabilities (CRPD). Persons with disabilities and their representative organizations played an integral role in the formulation and negotiation of the Convention under the slogan “Nothing about us without us!”. The Convention recognizes that this role must continue, requiring States parties to “closely consult with” and “actively involve” persons with disabilities in decision-making processes related to them.

UNDP Viet Nam is working to strengthen the protection and promotion of the rights of persons with disabilities in Viet Nam, with the goal of ensuring alignment with the CRPD. The current portfolio focuses on a number of key areas to achieve this objective, and responding to other emerging issues as they arise:

- Legal reform to strengthen alignment with the CRPD, including revision of the Law on Persons with Disabilities
- Ratification and implementation of key international standards, including the Marrakesh Treaty
- Research and data collection on experiences of and impacts on PWDs in Viet Nam

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<sup>1</sup>General Statistics Office of Vietnam (GSO) and UNICEF, *National Survey on People with Disabilities 2016-2017*, (2019), 15.

<sup>2</sup> *Ibid.*, 17.

<sup>3</sup> *Ibid.*, 126

- Ensuring a disability inclusive recovery in the context of COVID-19
- Support to UXO survivors
- Innovation and entrepreneurship to strengthen accessibility for PWDs

In this context, UNDP is recruiting a National Intern to support the work of the Disability Inclusion Portfolio in Viet Nam. UNDP is looking for a highly motivated young Vietnamese who is passionate about the rights of persons with disability and will help UNDP communicate our work on this topic to a wider audience.

## **2. OBJECTIVE**

The National Intern is expected to support the successful delivery of activities under the Disability Inclusion Portfolio of work, by contributing to the organization and logistics of events, drafting and review of documents, preparing basic research, the production and dissemination of communication and engaging with partners and persons with disabilities, among other tasks.

## **3. SCOPE OF WORK**

The National Intern will be involved in activities under the Disability Inclusion Portfolio working directly with the Disability Rights Officer and other relevant Programme and Operational staff.

Specifically, they are expected to undertake the following activities:

- Proof reading and translation of documents
- Basic research and reporting writing
- Support to event organization
- Support social media and communication content
- Support development of training programmes for health staff and PWDs on digital employment
- Support to mainstreaming of disability in UNDP Country Office
- Support to drafting of funding and project proposals

## **4. COMPETENCIES AND VALUES**

- Accountability
- Adaptability and Flexibility
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Ethics and Values
- Judgement and Decision-making
- Knowledge Sharing
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Working in Teams

## 5. PROVISION OF MONITORING AND PROGRESS CONTROLS

The National Intern shall report to UNDP Disability Rights Officer on the deliverables of their work regarding a work-plan, deadlines and verification activities.

## 6. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

The assignment will be conducted full-time from September 2020 to March 2021. The National Intern will be based in the Green One UN House - Hanoi, Viet Nam, with possible field travels to other locations in Viet Nam. Such travel cost, if required, are reimbursed by UNDP on the same basis as costs reimbursed to staff members, including payment of daily subsistence allowance, as applicable.

## 7. INDICATIVE DELIVERABLES BY THE INTERN

The intern is encouraged to lead, with guidance from UNDP experts in GPT team, to provide the following results during the internship.

#	Deliverables	Timeline
1	Final publication of disability reports on CRPD Alignment and Employment	09/2020
2	Support development of training programme for health professionals in disability inclusive care	10/2020
3	Support development of training programme on digital employment for PWDs	10/2020
4	UNDP Disability Inclusion Portfolio Fact Sheet uploaded to web page	11/2020
5	Blog/Op-Ed for UNDP Viet Nam for International Disability Day 2020	12/2020
6	Design of disability inclusive components of Youth Co:Lab programme	1/2021

## 8. DEGREE OF EXPERTISE AND QUALIFICATIONS

- Fluent **English and Vietnamese** — the deliverables must be presented in either or both languages according to the audience.
- Proven track record of experience volunteering or working with NGO/CSO is an advantage
- Excellent ability to use basic computer software (Word, PowerPoint, and Excel) is required. Basic web image, layout and design, and video editing ability will be an advantage.

Intern at the time of application must meet one of the following conditions:

- Be enrolled in a postgraduate degree programme (such as a master's programme, or higher) in International Development, social work, health, business, project management, administration, disability or a related field;
- Be enrolled in the final academic year of a first university degree programme (such as bachelor's degree or equivalent) in International Development, social work, health, business, project management, administration, disability or a related field;

- Have recently graduated with a university degree (as defined in (a) and (b) above) and, if selected, must start the internship within one-year of graduation;
- Be enrolled in a postgraduate professional traineeship program and undertake the internship as part of this program.

#### **9. FINANCIAL SUPPORT**

UNDP will provide a stipend in the amount of USD 287 (two hundred and eighty seven US Dollars) monthly in accordance with the provisions of the UNDP Internship policy.

Payments will be paid monthly based on a timesheet and monthly report submitted and accepted by UNDP Disability Rights Officer. The payment will be made using the official rate of exchange applied by the United Nations on the day the UNDP instructs its bank to effect the payment(s)

#### **10. INTERN PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISE**

NONE                       PARTIAL                       INTERMITTENT                       FULL-TIME

#### **11. APPLICATION**

Interested candidate should send a curriculum vitae via email to Ms. Huynh Huong Thanh, HR Unit, UNDP at [huynh.huong.thanh@undp.org](mailto:huynh.huong.thanh@undp.org). Email subject: "Name, Application for National Intern - UNDP Disability Inclusion Portfolio"

**Submission deadline: 17 September 2020.**