Terms of Reference: Intern

<table>
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<tr>
<th>Unit Name</th>
<th>Migration Unit</th>
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<tr>
<td>Division Name</td>
<td>Women’s Economic Empowerment</td>
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<tr>
<td>Supervisor Name</td>
<td>Ruchika Bahl, Regional Programme Manager – Migration</td>
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<tr>
<td>Expected Start Date</td>
<td>November 2016</td>
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<td>Expected End Date</td>
<td>April 2017</td>
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<td>Application Deadline</td>
<td>28 October 2016</td>
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UN Women Background:
UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

Unit/ Project Background:
Migration Programme of UN Women Regional Office for Asia and the Pacific has been implementing two regional projects namely “Preventing Exploitation for Women Migrant Workers in ASEAN” and “Empowerment of Women Migrant Workers in South Asia through Implementation of Standard Terms of Employment” supported by Swiss Agency for Development and Cooperation. The project “Preventing the Exploitation for Women Migrant Workers in ASEAN” supported by Australian Government, Department of Foreign Affairs and Trade (DFAT). The overall goal of this project is to prevent the exploitation of women migrant workers in the ASEAN through better access to evidence and knowledge, policy advocacy and capacity development of ASEAN and migrant worker institutions. The three key strategic areas of this programme include: 1) generation of evidence and knowledge, 2) policy advocacy based on evidence and international norms and standards, and 3) social mobilization and campaigning.

The project ‘Empowerment of Women Migrant Workers in South Asia through implementation of Standard Terms of Employment’ is a 3.5-year project supported by the Swiss Agency for Development and Cooperation (SDC). This project aims to improve conditions of work for marginalized groups of women migrant workers, workers in the informal sector, and home-based workers. The project’s interventions have been created for fair and decent employment for women migrant workers across Asia through the provision of safe migration and by strengthening and safeguarding the processes and protocols which would better the working conditions and provisions offered. The key outcome areas include: 1) Engaging National governments on discussions around Standard Terms of Employment for women domestic workers, 2) Increasing awareness on policy frameworks on the role of recruitment/ employment agencies to facilitate the implementation of standard terms of employment for women domestic workers, and 3) Ensuring that outcomes at the Global and Regional processes align at the National level.

Learning Objectives:
1. Increased understanding of UN Women’s work and the UN system;
2. Learning the work in gender and migration in an international environment;
3. Meeting and networking with UN Women colleagues in other units;
4. Work as a team member in a multicultural setting.

Description of Responsibilities & Learning Objectives:
The internships of Migration Unit offer postgraduate level students the opportunity to acquire practical experiences and in-depth understanding on UN Women’s work. The successful intern will work for three to six months under the direct supervision of Regional Programme Manager –
Migration at UN Women Regional Office for Asia and the Pacific, to provide support to the Migration Programme. The incumbent is expected to carry out the following duties and responsibilities:

1. Assisting in searching and gathering information and statistic of pertinent subject relating to women migrant workers;
2. Reviewing research proposals, preliminary desk-research, qualitative and quantitative results, methodology and reports;
3. Supporting the planning and implementation of Migration annual work plan;
4. Assisting in the development of programme related documents including concept notes, proposals, terms of reference, briefs, reviewing of relevant documents;
5. Participating in relevant meetings related to migration, helping organize events supported by UN Women, assisting with meeting agendas, minutes and note taking;

Core Values and Core Competencies

Core Values and Guiding Principles:

Integrity:
- Demonstrate consistency in upholding and promoting the values of UN Women in actions and decisions, in line with the UN Code of Conduct.

Professionalism:
- Demonstrate professional competence and expert knowledge of the pertinent substantive areas of work.

Respect for diversity:
- Demonstrate an appreciation of the multicultural nature of the organization and the diversity of its staff;
- Demonstrate an international outlook, appreciating difference in values and learning from cultural diversity.

Core Competencies:

Accountability
- Held colleagues and team members accountable for planned goals and competency standards;
- Practiced giving and receiving constructive feedback.

Client Orientation
- Proactively informed clients, preventing loss of time and errors;
- Responded to questions, resolved problems, and helped provide accurate information to clients;
- Identified, understood, and addressed client needs.

Commitment to Learning
- Learned about agency, its processes, structure, challenges, and environment;
- Contributed to knowledge sharing.

Communication
- Produced communication products (written and oral);
- Interpreted key messages for and from clients with cultural sensitivity.

Planning and Organizing
- Developed work plans;
- Implemented activities in a timely manner, met deadlines.

Teambuilding
- Coordinated work and roles with other team members;
- Supported goals of the team;
- Demonstrate informed and transparent decision making.
Qualifications

Education:
- The intern must have studies in gender, economic development, development studies or other similar subject at the university level;
- Be enrolled in a graduate school programme (second university degree or equivalent, or higher);
- Have graduated with a university degree and, if selected, must commence the internship within a one-year period of graduation.

Language:
- Excellent communication skills (written and oral) in English are required;
- Working knowledge of another UN language a distinct advantage

Application Information:
- UN Women will only be able to respond to those applications in which there is further interest;
- Selected applicants must provide documents listed below:
  - A signed internship agreement form
  - A letter from the university confirming current enrollment in a graduated school programme or in the final academic year of a first university degree programme (minimum Bachelor’s level) OR confirming that s/he has already graduated with a university degree (Bachelor’s or Master’s)
  - A medical certificate of good health (a letter from a doctor stating that the candidate is fit for the internship assignment and travel)
  - A proof of medical insurance valid for the location in which the internship will be carried out and
  - A proof of life/accidental death insurance for the location in which the internship will be carried out

Note:
In July 2010, the United Nations General Assembly created UN Women, the United Nations Entity for Gender Equality and the Empowerment of Women. The creation of UN Women came about as part of the UN reform agenda, bringing together resources and mandates for greater impact. It merges and builds on the important work of four previously distinct parts of the UN system (DAW, OSAGI, INSTRAW and UNIFEM), which focused exclusively on gender equality and women’s empowerment.

UN Women Internship Policy:
- Applicants to the United Nations internship programme must at the time of application meet one of the following requirements:
  - Be enrolled in a graduate school programme (second university degree or equivalent, or higher);
  - Be enrolled in the final academic year of a first university degree programme (minimum Bachelor’s level or equivalent);
  - Have graduated with a university degree (as above) and, if selected, must commence the internship within one year.
- UN Women internship programme does not provide a salary or remuneration for the internship;
- All the expenses connected with the internship will be borne by the intern, sponsoring Government or institution;
- UN Women accepts no responsibility for costs arising from accidents and/or illness or death incurred during the internship;
- The intern is responsible for obtaining necessary visas and arranging travel to and from the duty station where the internship will be performed;
The intern must provide proof of enrollment in a health insurance plan, proof of school enrollment, a scanned copy of his/her passport, two letters of recommendation, and application.

**Submission of application:**
TO APPLY: Interested applicants are requested to submit the following to UN Women via email hr.bangkok@unwomen.org and nutthapon.rathie@unwomen.org not later than 31 October 2016 COB;

- Cover Letter
- Curriculum vitae (CV)