**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: **Intern to Support Youth Entrepreneurship Programme and Partnerships**

Sector of assignment: **​Governance and Peacebuilding​**

Organizational unit: **​​Governance and Peacebuilding - Youth Team, UNDP Bangkok Regional Hub ​​**

Country and Duty Station: **​Bangkok, Thailand**

Internship duration: **​6** months**​**

Expected starting date: 1 October, 2024

Supervisor’s name: **​Beniam Gebrezghi  ​**

Supervisor’s title: **​Program Specialist - Civil Society & Youth​**

**II. CORPORATE BACKGROUND:**

UNDP works in about 170 countries and territories, helping to eradicate poverty, reduce inequalities and exclusion, and build resilience so countries can sustain progress. As the UN’s development agency, UNDP plays a critical role in helping countries achieve Sustainable Development Goals.

UNDP is working to strengthen new frameworks for development, disaster risk reduction and climate change. We support countries' efforts to achieve the Sustainable Development Goals, which will guide global development priorities through 2030. The key 2030 Agenda principle of leaving no one behind and stamping out inequality is at the core of everything we do.

UNDP focuses on helping countries build and share solutions in three main areas:

* Sustainable development
* Democratic governance and peacebuilding
* Climate and disaster resilience

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

**III. RECEIVING OFFICE BACKGROUND:**

**The context of Youth Empowerment**

The 2030 Agenda for Sustainable Development recognizes the important role of youth in achieving the

Sustainable Development Goals (SDGs), and calls for action against the challenges faced by young people

that limits their economic, social and political inclusion. Today, young people are more connected, more

creative, more informed and more persuasive than any previous generation. Young people are responding

to the challenges of today with innovative approaches, contributing fresh ideas, creating the world they

want, and driving human development for themselves, their communities and their societies. But at the

same time, due to COVID-19 pandemic and other socio-political challenges, many young people are at the

risk of economic insecurity. In addition, many young people are left out of decision-making processes, which

further contributes to their marginalization and exclusion.

**Youth Co:Lab –** [**Website**](https://www.youthcolab.org/)

Co-created in 2017 by the United Nations Development Programme (UNDP) and the Citi Foundation, Youth

Co:Lab aims to establish a common agenda for Asia-Pacific countries to invest in and empower youth to

accelerate implementation of the Sustainable Development Goals (SDGs) through leadership, social

innovation and entrepreneurship. By developing 21st-century skills and digital skills, catalyzing and sustaining youth-led startups and social enterprises across the region, Youth Co:Lab is positioning young people front and centre in order to solve the region’s most pressing challenges, for example, green transition.

Besides Youth Co:Lab project, the intern will support also other regional youth projects to advance the development agenda such as youth in green transition, as well as youth digital skills building for employability and entrepreneurship.

**Springboard Programme (Youth Entrepreneurship Support Programme)**

The intern will work as part of the Regional Youth Unit’s Springboard Team, particularly supporting partnerships, start-up support ([Springboard Programme](https://www.youthcolab.org/springboard)) and entrepreneurship ecosystem-building ([Springboard Amplifier](https://www.youthcolab.org/springboard-amplifier)) activities implemented by the project.

[The Springboard Programme](https://www.youthcolab.org/springboard) is a start-up support platform providing ongoing support for young SDG innovators, aiming to scale youth-led social enterprise. It is a skill platform that facilitates mentoring, knowledge exchange, networking and showcasing to provide skill development opportunities for young social entrepreneurs. With a focus to empower climate entrepreneurs, by connecting climate action ecosystem leaders and funders with young social entrepreneurs to mobilize resources for a greener and sustainable future.

[The Springboard Amplifier Programme](https://www.youthcolab.org/springboard-amplifier) is a knowledge collaboration platform for local entrepreneur support organizations and youth organizations in the Asia Pacific Region to advance youth entrepreneurship, youth in green transition, and youth digital skills agenda.

**III. DUTIES:**

The Intern/Fellow will assist in the following duties and responsibilities:

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| --- | --- | --- |
| **No** | **Duties and responsibilities** | **% of time** |
| 1 | **Assist in building and managing partnerships for youth entrepreneurship, youth in green transition, and youth digital skills training projects.**   * ​​Assist in collecting information and preparing documents for due diligence on potential partners * ​Assist in preparing partnership documents such as partnerships proposals, two-pagers, partnerships agreements, etc. * ​Assist in manging the partner's database with CRM (HubSpot and Airtable) * ​Facilitating Online UN Volunteers recruitment for partnerships and external communication purposes​ | **30 %** |
| 2 | **Assist in entrepreneurship and youth skills-building ecosystem-building activities (Springboard Amplifier Programme)**   * Contribute to the Springboard Amplifier Programme, such as co-designing and organizing online community building events, mentorship sessions, etc. * Support in activating and managing the online community with the latest update from the ecosystem. | **30%** |
| 3 | ​​**Assist in implementing startups support activities (Springboard Programme)​**   * Assist in account management support to young social entrepreneurs in APAC through the Springboard Resource Hub * Support logistics of the Springboard Elevate Programme and ensure smooth implementation of workshops and engagement sessions for young social entrepreneurs from the 2024 cohort. * Facilitate Online UN Volunteers recruitment and connecting them with young social entrepreneurs. * Keep the young entrepreneurship resource databases up to date with the most current information on investors and opportunities in the region. | **30%** |
| 4 | Other   * Other ad-hoc tasks relevant to this position as needed | **10%** |

**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 postgraduate programme (such as a Master’s programme or higher); or
* have graduated no longer than 1 year ago from a university degree or equivalent studies.

Field of study: ​Business, economics, international relations, development studies, political sciences, environmental science or equivalent.

**IT skills:**

* Knowledge and proficient user of Microsoft Office productivity tools;
* ​​**​**Good working knowledge of organising and facilitating online events on Zoom
* ​Knowledge of graphic design software/platform and video editing software is a plus (Canva, Photoshop, Adobe Premiere, etc)**​**​

**Language skills:**

* Excellent written and spoken English is required

**Other competencies and attitudes:**

* Interest and motivation in working in an international development organization and supporting youth social entrepreneurs, youth in green transition and youth digital skills building
* Good understanding of youth entrepreneurship, youth digital skills building and youth in green transition issues in this region.
* Past entrepreneurial experience or experience at startup support organizations (such as incubators) or youth organizations is preferred.
* Past experience in volunteer management is preferred.
* Communicates effectively when working in teams and independently;
* Good in organising 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;
* Demonstrates commitment to the UN’s mission, vision and values;
* Demonstrates sound judgment, diplomacy and sensitivity to confidential matters;
* Demonstrated ability to meet deadlines and work under pressure;
* Innovative forward-thinking, good coordination and organizational skills, teamwork; and
* Participate effectively in a team-based, information-sharing environment, collaborating and cooperating with others.