

## **Terms of Reference**

### **Internship Governance: Human Rights and Anti Corruption**

#### **Background:**

Viet Nam is one of eight pilot countries under the “One UN” initiative. The initiative contains the one plan, one budget, one monitoring and evaluation framework, one UN communications, one set of management practices, common services, and a one UN house for the participating agencies. It is expected that the Governance portfolio of UNDP is going to expand further in the One UN. It already carries the largest project portfolio in the UNDP Viet Nam Country Office, concentrated to the three core areas of public administration reform, rule of law/access to justice and parliamentary development.

Within the governance unit two portfolios have been added recently- Human Rights and Anti Corruption. Both areas are currently being built up with one Human Rights project submitted to the Vietnamese Government for permission to proceed, while a project on corruption is forthcoming. While UNDP works on the above mentioned areas, UNDP has also taken the lead role in coordinating the UN Country Team in Vietnam in the area of Human Rights so as to avoid overlapping and duplication of work among UN agencies. A UN Working Group on Human Rights has been established which is also taking care of implementing the Action 2 initiative, a global initiative that looks to increase the capacity of UN Country Teams on using and applying a Human Rights Based Approach.

To provide support to both the human rights and the anti corruption portfolio and to provide a platform for learning UNDP is looking for an intern.

#### **Expected tasks and outputs**

Under the supervision and guidance of the Programme Officer for Human Rights and Anti Corruption the incumbent will perform the below tasks in **the period of November 2007 until April 2008 on a full-time basis.**

#### **Key expected tasks:**

1. Provide support to coordinating the UN Human Rights Working Group
2. Provide support to the implementation of the Action 2 initiative
3. Regularly update the Matrix for Human Rights related development assistance
4. Provide input to the drafting process of the new UNDP Project on implementing the UN Convention on Anti Corruption including finding of global best practices for the implementation of UNCAC
5. Assist in collecting needed background information materials
6. Assist in organizing International Human Rights Day and International Day for Anti Corruption
7. Other tasks as required

#### **Key outputs include:**

- Action 2 programme implemented as per workplan
- Successful marking of Human Rights and Anti Corruption Day
- Updated Human Rights Matrix
- A set of reference documents collected guiding the set up of a monitoring and evaluation system for anti corruption
- One to two page final internship evaluation report

### **Expected benefits**

The intern:

- o Better understanding of translating theoretical concepts into practice
- o Improved understanding of the United Nations and UNDP
- o Insights into the project cycle, project management and UN coordination
- o Improved communication skills

UNDP:

- o Access to specialized knowledge
- o Access to an ‘outsiders view’
- o Support for work intensive portfolios

### **Monitoring and evaluation**

The intern will work under overall guidance of the Programme Officer. Regular meetings will give the intern the opportunity to exchange, share thoughts and concerns as well as other issues deemed relevant.

### **Position Timeframe:**

The internship is to last for 5-6 months from November 2007 to April 2008

### **Qualifications:**

- Enrolled in Masters degree programme
- Knowledge of human rights, human rights treaty bodies and the HRBA
- Analytical as well as pragmatic thinking
- Proven analytical, writing and communication skills
- Fluency in English
- MS Office