



## EXTERNALLY FUNDED INTERNSHIP/FELLOWSHIP TERMS OF REFERENCE

### I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	Private Sector Engagement
Organizational unit:	<b>Institutions and Partnerships</b>
Country and Duty Station:	Philippines/ Manila
Expected duration:	9 months
Expected starting date:	1 May 2022
Supervisor's name:	Maria Luisa Isabel Lim-Jolongbayan
Supervisor's title:	Programme Team Leader

### II. CORPORATE BACKGROUND:

UNDP works in more than 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 the Sustainable Development Goals.

### III. RECEIVING OFFICE BACKGROUND:

UNDP is committed to help achieve the 2030 Agenda and the Sustainable Development Goals (SDGs) and remains dedicated to its goal to help improve the lives of the poorest women and men, the marginalized and the disadvantaged in Philippines.

The Addis Ababa Action Agenda of the Third International Conference on Financing for Development recognized the importance of the private sector in addressing sustainable development challenges. Under Goal 17 (Partnerships for the Goals), two indicators state: "Businesses operate according to internationally recognized standards of responsible business conduct" and "Businesses contribute directly to the Goals according to capacity and expertise." Clearly, with the private sector's ability to create sustainable, innovative, and scalable market solutions to address the world's problems, they play a critical role in ensuring the achievement of SDGs by 2030.

While there has been increasing awareness on SDGs among businesses, businesses still require practical guidance and direction that resonate with the business community – highlighting how they can contribute to and benefit from SDGs. The G20 Framework succinctly summarizes this idea, it says: "For private capital and innovation to flow towards advancing the Agenda 2030 and the Sustainable Development Goals (SDGs), societies will have to structure incentives that simultaneously advance business and development."

UNDP is currently more comprehensively engaging with private and public partners to maximize the use of sources of development finance for the SDGs. As part of a broader process of strengthening its services, the Country Office (CO) is working on various SDG

Financing initiatives, mapping capacities and expertise, developing knowledge products demonstrating UNDP's leveraging potential based on a portfolio review, and further strengthening CO- integrated financing support. It aims to establish evidence and analysis and introduce policy and institutional reforms for managing the increasing complexity of domestic and international, public, and private sources of finance for the SDGs.

UNDP seeks the services of a Private Sector Engagement Intern, based in Manila, who will support project management, conduct outreach to private sector companies, and assist in the sustaining activities under UNDP's Private Sector Engagement strategies.

### III. DUTIES:

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

No	Duties and responsibilities	% of time
1	<b>Support to analytical work and implementation of initiatives</b> <ul style="list-style-type: none"> <li>• Provide research support on SDG Investor Mapping and impact measurement and management;</li> <li>• Contribute to creation and review of relevant reports, publications, and briefing notes.</li> <li>• Draft concept notes on private sector engagement;</li> <li>• Provide inputs and background information of the current private sector trend in terms of sustainability, new business models, and innovations;</li> <li>• Assist in due diligence tasks such as company, industry, and economic analysis; and</li> <li>• Update the CO's database and knowledge products on private sector related initiatives.</li> </ul>	80%
2	<b>Others:</b> <ul style="list-style-type: none"> <li>• Assist the organization of conferences, forums, or other events;</li> <li>• Participate in meetings and various forums as required;</li> <li>• Contribute to development of multi-media communications content and knowledge management; and</li> <li>• Provide administrative support on a need basis.</li> </ul>	20%

### IV. REQUIREMENTS AND QUALIFICATIONS

#### Education:

Candidates must meet one of the following educational requirements:

- 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: Master's degree in Economics, Business Administration, Development Communication, Business Management, or equivalent.

#### Experience:

- With professional work experience in either the development sector or in the private sector
- Prior professional experience in innovative finance and partnerships

- Knowledge in private sector sustainability metrics
- With basic understanding of the gender equality dimensions in development

**Skills:**

- Knowledge and a proficient user of Microsoft Office productivity tools;
- Knowledge and a proficient user of online collaboration and communication tools such as Menti, Zoom, MS Teams
- Fluency in English language is required

**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.