
Terms of Reference

Title: International Internship
Duty Station: United Nations Inter-Agency Project on Human Trafficking (UNIAP)
Duration: 3 – 6 months
Starting date: August 2009

BACKGROUND

UNIAP was established to facilitate a stronger and more coordinated response to human trafficking in the Greater Mekong Sub-region (GMS). It initially brought together six governments and select implementing agencies; this has now evolved into an extensive network of government, local, and international NGOs, UN organizations, and donors throughout the six countries, with links to similar networks beyond the GMS.

In 2004, during UNIAP Phase II (2003-2006), the six Governments of the GMS formed the Coordinated Mekong Ministerial Initiative against Trafficking (COMMIT) and agreed to an historic Memorandum of Understanding on cooperation against human trafficking. In order to put their commitments under the MOU into action, the Governments have agreed to a Sub-regional Plan of Action (SPA), which has been further developed into ten Project Proposal Concepts (PPCs). The PPCs have concrete targets and timelines, the first target date of which was the Inter-Ministerial Meeting and Senior Officials Meeting (IMM/SOM) in Beijing in December 2007.

In order to assist the GMS countries to achieve their targets by the next IMM/SOM, a series of sub-regional activities have been planned, with the support of ILO, IOM, UNICEF, ARTIP, and other agencies. Deliverable targets for the COMMIT SPA PPCs include adopted and implemented regional standards and national guidelines (repatriation, post-harm support, and brokering, for example); improved legal frameworks; and, increased capacity for coordinated GO-NGO mechanisms to bring perpetrators to justice, provide victims with the means of building healthy futures for themselves, and prevent new cases of trafficking and exploitation.

Objectives of the Assignment:

The internship is created to support the UNIAP Vietnam Office in following issues:

- Assistance in the preparation and review of documents and reports in accordance with UNIAP and donor guidelines.
- Assistance in collecting and updating accurate and timely data and information on human trafficking for UNIAP Vietnam to use in developing and implementing project activities.
- Support in the production of a quarterly newsletter for government, embassies, and NGOs.

Scope of Work:

The role of the internship will be to:

- Conduct a desk review of information on human trafficking available to UNIAP Vietnam;
- Support regular meetings with UN and NGOs and other agencies to collect and update data and information related to human trafficking;
- Participate in meetings with government officials to collect and update data and information

related to human trafficking;

- Assist in information analysis including review of articles, project reports and other documentation.
- Support in publishing newsletters, documentation and other public relation materials.

Duration of Assignment, Duty Station and Expected Places of Travel:

The internship will be for a period of 3 to 6 months, commencing in August 2009.

The internship will not be remunerated.

Duty station is Hanoi, Vietnam. Successful intern may be required to travel on specific assignments.

Any such travel and associated costs will be compensated by UNIAP, in accordance with the prevailing UNDP rules and regulations.

Requirements:

- Currently enrolled at an accredited university (refer to UNDP Internship guidelines)
- Demonstrated experience in communications, public relations and media will be essential to this position
- Excellent writing and communication skills
- Fully proficient in all major computer applications relevant to the position
- Ability to work in a cross-cultural environment
- Native speaker is an advantage.

Provision of Monitoring and Progress Controls:

The intern will work under the primary supervision of Mr. Nguyen Ngoc Anh, National Project Coordinator, UNIAP Vietnam.

Applications:

Closing date for submission of application is **Friday, June 30th, 2009**. Interested applicants should submit the following documents:

- Cover letter detailing:
 - Your qualifications and work experience especially involving communications, public relations and media,
 - Your experience in the Greater Mekong Sub-region, including language skills,
 - Three references, including their contact details and email addresses.
- Curriculum Vitae
- UNDP internship application form
- Evidence of current enrolment in graduate degree programme and proposed graduation date

Intern application packages should be submitted by e-mail to UNDP Registry

Only shortlisted candidates will be notified.

PLEASE NOTE: This internship is not funded and there is no guarantee of any continuing and or a fulltime employment on the completion of internship.