

## Terms of Reference for Internships

### Background

The United Nations Development Programme is the backbone of the UN development system. We support governments to achieve the Sustainable Development Goals. We focus our global efforts on six signature solutions: eradication of poverty, accountable and inclusive governance, resilience, nature-based development solutions, clean and affordable energy, and gender equality.

Read more here: [www.undp.org](http://www.undp.org) and [undp.org/japan](http://undp.org/japan).

### Objective:

Internships offer a small group of outstanding graduate-level students the opportunity to acquire direct exposure to UNDP's work. They are designed to complement development-oriented studies with practical experience in various aspects of multilateral technical cooperation, but also complements other international studies.

### Description

#### **FOR Public Partnership Intern**

UNDP's support for development puts partnership at the centre of all aspects of our work. Our partners include governments, the [United Nations system](#), [international financial institutions](#), the [private sector](#), [foundations](#) and [civil society organizations](#).

Under the supervision of the Deputy Director or Strategic Partnership and Resource Mobilization Advisor, Public Partnership Interns are expected to execute the following duties.

In connection with policies and government relations,

- Collect and analyze information and make reports on issues such as ODA policy and strategy paper as well as socio-economic analysis of countries/regions.
- Manage the calendar of various meetings for partnership activities.
- Perform administrative tasks and draft operational documents.
- Prepare logistics for missions.
- Assist in organizing public events.
- Any other duties as required by the office.

\*Please note that the Public Partnership interns will not, in principle, be home-based, and need to be present in the UNDP office (Tokyo). Conditions are negotiable (remote work is occasionally accepted based on advance consultation).

### Eligibility Criteria:

Interns are selected on a competitive basis. The following minimum qualifications are required:

- Be enrolled in a graduate school programme (second university degree or equivalent, or higher or (b) Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent) or (c) Have graduated with a university degree (as defined in (a) and (b) above) and, if selected, must start the internship within one-year of graduation.
- Professional experience in public and/or private sector is an asset.

- Perfect proficiency in Japanese.
- Excellent written and spoken English.
- Excellent computer skill (Microsoft Office applications).
- Excellent interactive and interpersonal skills, and the ability to work in a multicultural environment.

**Time/ Duration of internship:**

3 types of working time/duration are negotiable:

- 1) full-time (5 days a week) for a minimum of 6 weeks
- 2) part-time (4 days a week) for a minimum of 8 weeks
- 3) part-time (2.5 days a week) for a minimum of 12 weeks

At least 3 months on a part-time (50%=2.5 days per week). Internships require a 30-working-days commitment (minimum).

**General Conditions**

- a) In accordance with the UNDP Internship policy, UNDP interns are eligible to receive a monthly stipend, with a rate that varies depending on the duty location. The stipend will be paid monthly, and part-time internship arrangements are prorated accordingly.
- b) Where an intern is financially supported by an institution, government or third party, UNDP will pay the intern the difference, if any, between the external financial support provided and the applicable UNDP stipend.
- c) Except for the stipend, all other expenses connected with the internship will be borne by the intern, sponsoring government, or institutions.
- d) Interns are not considered staff members and may not represent UNDP in any official capacity.
- e) The purpose of the Internship Programme is not to lead to further employment with UNDP, but to complement an intern's studies. Therefore, there should be no expectation of employment at the end of an internship.

**Application:**

Interested students must send the following documentation to UNDP Representation Office in Tokyo by email.

- Duly completed UNDP Internship application form
- Resumes (Both English and Japanese)
- Cover letters (Both English and Japanese)

E-mail: [undptokyo.hr@undp.org](mailto:undptokyo.hr@undp.org)

Deadline: Application must arrive by 10:00 am, 21 July 2025 (Monday) (Japan Standard Time)