



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

TERMS OF REFERENCE FOR INTERNS

Title:	Intern for Bamboo Processing Sri Lanka
Main Duty Station and Location:	Colombo, Sri Lanka
Start of Contract (EOD):	August/September 2019
End of Contract (COB):	31 December 2019

ORGANIZATIONAL CONTEXT

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the UN system that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mandate of UNIDO is to promote and accelerate inclusive and sustainable industrial development in developing countries and economies in transition.

The Programme Development and Technical Cooperation (PTC) of UNIDO is responsible for providing technical cooperation assistance on technological and economic issues to the developing countries and economies in transition. It is organized in the following Department: Department of Partnership and Result Monitoring, Department of Agri-Business Development, Department of Trade, Investment and Innovation, Department of Energy and Department of Environment. Furthermore, PTC has a close cooperation with other field based centres and offices such as the Investment and Technology Promotion Offices forming the extended field network of UNIDO.

PROJECT CONTEXT

The present contract will intervene within the framework of the Project #100043- Bamboo processing for Sri Lanka. The project's objective is to develop a bamboo supply chain and product industry in Sri Lanka, leading to reduced global environmental impact from GHG emissions, less deforestation and promote a sustainable industry base. The project entails some support at all levels of the bamboo value chain: i) development of a conducive policy and legal framework, ii) advancement of tissue culturing plant material production in laboratories/nurseries, iii) plantation at local community and estate level, iv) setting up processing equipment and industrial support. This service agreement includes tasks across the entire set of deliverables.

OBJECTIVE OF THE PRESENT INTERNSHIP

The objective of the present internship is to support the implementation of project activities, through organizational assistance. The responsibilities below are listed according to the deliverables prescribed in the project document. The intern will coordinate with the project team

and will follow-up the implementation of the project activities. Under the guidance of the Team in Sri Lanka, the intern will:

	MAIN DUTIES	Concrete / Measurable Outputs
1	Record weekly all the progresses of the project on a monitoring table (update the workplan, briefing on meetings, etc.)	The progress report is always up to date.
2	Assist in the organization of conferences, training, workshops, etc., ensuring a smooth coordination and implementation of the events.	Workshops, training and conferences are successful and a report is produced.
3	Coordinate with the Media & Communication consultant on the visibility of the project and related activities. Coordinate with the UNIDO Focal Office on the publishing of the articles on the newspapers.	Weekly feedback on the media activities.
4	Review reports and documents which might be submitted in Sinhala and make an informal translation into English, highlighting the most important points for the project.	Reports translated and summarized
5	Participate in meetings and prepare reports on what has been discussed.	Minutes are available
7	Assist in the drafting of technical specifications, letters, documents, TORs, reports, to support the project implementation.	Necessary Information collected. Documents drafted
8	Any other activities related to a timely and effective implementation of the project as requested by the Project team	Document evidence based on the request

REQUIRED COMPETENCIES

Core values:

1. We live and act with Integrity
2. We show Professionalism
3. We Respect Diversity

Core competencies:

1. We focus on Results and Responsibilities
2. We focus on People
3. We Communicate and earn Trust
4. We think outside the box and Innovate

MINIMUM ORGANIZATIONAL REQUIREMENTS

Requirements: between 21 and 35 years old

Education: Current enrolment in a university degree (BSc, MSc, PhD) in business, management, marketing, or relative field of study or within one year of graduation

Languages: Fluency in written and spoken English and Sinhala.