

INTERNSHIP POLICY

1. POLICIES

1.1 Purpose

The purpose of UNDP Philippines' internship programme is to:

- a) provide a framework by which students from diverse academic backgrounds may enhance and enrich their educational experience through exposure to actual and practical work;
- b) immerse them in the real working environment of an international organization operating globally;
- c) deepen their knowledge and understanding of UNDP's goals, principles and activities; *and*
- d) provide UNDP Philippines with the assistance of qualified students specialized in various professional fields.

1.2 Typical Tasks

Typical tasks performed by the interns include:

- a) conducting researches and writing documents;
- b) cataloguing and systematically organizing information;
- c) assisting in the organization of conferences, fora, or other collaborative events; *and*
- d) contributing knowledge stories/best practices.

While some routine functions may be assigned, these are intended to be learning and developmental experiences that complement the intern's studies. The intern should have an opportunity to make substantive contributions to the office's work. Interns should not be used to replace support staff or conduct strictly support functions.

1.3 Eligibility

Following are the minimum eligibility requirements for interns:

- a) Enrollment in a degree programme:
 - i. The intern should be enrolled in a second university degree or a higher degree, or has completed at least four years of full-time studies at a university or equivalent institutions towards the completion of a degree (if pursuing their studies in countries

where higher education is not divided into undergraduate and graduate stages), **and** not has graduated prior to the beginning of the internship.

- Or -

- ii. The intern should be enrolled in an undergraduate degree course of a university **and** has completed at least three years of full-time studies towards the completion of the degree.

b) Skills and competencies:

- i. Proficiency in English;
- ii. Computer-literate in standard software applications;
- iii. Demonstrated keen interest in the work of the UN, and of UNDP in particular, and have a personal commitment to UNDP's Statement of Purpose and to the ideals of the UN Charter; *and*
- iv. Demonstrated ability to successfully interact with individuals of different cultural backgrounds and beliefs, which includes the highest standards of integrity and willingness to try and understand and be tolerant of differing opinions and views.

1.4 Administration

The internship programme is administered by the Human Resources (HR) Team, subject to the approval of the Country Director.

1.5 Duration of Internship Assignments

Internship assignments vary in length according to the availability and academic requirements of the intern, as well as the needs of UNDP. However, they will normally last no less than six weeks and no more than six months. If an intern can prove that a nine-month internship will grant him/her an educational credit for one full school year, the internship may be exceptionally granted for a maximum total duration of nine months.

Internship assignments are available on a part-time and full-time basis throughout the year, depending on the availability of meaningful assignments and the needs and capacity of offices to receive and supervise interns. The part-time arrangement shall be negotiated and subject to the mutual agreement of the intern/s and the supervisor of the Team that will supervise them.

1.6 Legal Status

Interns are considered gratis personnel and are not staff members of the UN. They may not represent UNDP in any official capacity.

Interns may not be sought or accepted as substitutes for staff to be recruited against authorized posts.

1.7 Third-party claims

UNDP is not responsible for any claims by any parties where the loss of or damage to their property, death or personal injury was caused by the actions or omission of action by the interns during their internship.

1.8 Interns' Expenses

All costs connected with an intern's participation in the Programme must be borne by:

- a) the nominating institution, related institution or government which may provide the required financial assistance to its students;
- b) the student, who will have to obtain financing for subsistence and make his/her own arrangements for travel (including to and from the office), visas, accommodation, etc.

Costs incurred by an intern in the discharge of his/her functions shall be reimbursed by UNDP under the same rules as costs reimbursed to staff members.

1.9 Insurance

UNDP accepts no responsibility for the medical and life insurance of the intern or costs arising from accidents and illness incurred during an internship. As interns are not covered under any insurance of UNDP, including Malicious Act Insurance Policy (MAIP), they should not travel to hazardous locations in the course of their internship.

Foreign students who apply for internship must show proof of valid medical and life and accident insurance for the Philippines. It must include adequate coverage in the event of an injury or illness during the internship which:

- a) requires transportation to the Home Country or Country of Residence for further treatment;
or
- b) results in death and requires preparation and return of the remains to the Home Country or Country of Residence.

1.10 Subsequent Employment

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. Interns cannot apply for posts during the period of internship.

Should an offer of employment be envisaged, a 3-month break from the end of the internship is required.

2. SELECTION AND ASSESSMENT

2.1 Applications

Interested students must send the following documentation directly to the UNDP HR Team:

- a duly completed UNDP internship application form;
- a copy of his/her most recent resume or curriculum vitae; and
- a brief paper setting out the reasons why he/she is seeking an internship with UNDP and what is expected from the experience.

2.2 Selection

The selection of interns is decentralized to the Teams within UNDP Philippines who request for, or are willing to accept, interns. The HR Team will submit to the User Team the applications received for selection.

Candidates for the Internship Programme must be selected on a competitive basis.

2.3 Review Criteria.

Besides meeting the minimum eligibility requirements, the main criteria for the review of candidates for selection as interns are his/her:

- a) ability to fulfill the requirements of the terms of reference; *and*
- b) academic qualifications and experience, if any.

2.4 Assessment, Recommendation and Decision.

The HR Team will review the candidates/applicants for internship and provide the shortlist of candidates to the supervisor of the internship assignment.

The supervisor will review the shortlist of candidates and make a decision. The supervisor reserves the right to call the shortlisted candidates for interview prior to making a final decision.

2.5 Offer

Once a decision has been taken, the HR Team informs the student by phone, email or other means and sends him/her a letter (with a copy to the staff member with whom the intern will work):

- a) confirming the offer to the intern, attaching a copy of the TOR and stipulating the starting and ending dates;
- b) asking the student to provide the following documentation prior to commencing work:
 - a signed UNDP Internship Agreement

- a Medical Certificate of Good Health from a recognized physician. If the intern is expected to travel outside the country of their residence, the physician must indicate whether he/she is fit to travel and has had the required inoculations for the Philippines.
 - a letter from his/her university confirming current enrollment and graduation date
 - a copy of his/her school transcript
 - a letter of endorsement from a senior faculty member who has directly supervised the student in the recent past and who is fully acquainted with the student's performance
 - proof of medical insurance valid for the Philippines (for foreign students) and
 - proof of life/accidental death insurance valid for the Philippines (for foreign students)
- c) providing the student with details on where and to whom, he/she will report on his/her first day.

The above letter is usually sufficient if the candidate needs to apply for a visa.

3. ROLES AND RESPONSIBILITIES

3.1 UNDP Philippines and supervisors

UNDP Philippines and the supervisors shall seek to create a working environment conducive to interns' substantive learning and professional development. It is important to emphasize that interns will not be allowed access to sensitive UNDP information. Supervisors of interns who do gain access to sensitive or classified information will be held responsible should the intern misuse such information.

The supervisor shall:

- a) prepare terms of reference describing the tasks of interns in the offices;
- b) seek to ensure that an intern's assignment(s) is related to his/her field of study, meaningful for both the office and the intern, and at the appropriate level of complexity and variety;
- c) at the end of the internship period, prepare a written evaluation of the intern's performance and organize a meeting with the intern to provide constructive feedback.

3.2 Intern Focal Point

The HR Team shall be Internship Focal Point, who will carry out the following responsibilities in relation to the Internship Programme:

- a) ensure colleagues are aware of the policy and the procedures to be followed when recruiting and administering an intern;
- b) liaise with potential supervisors and students, when necessary;
- c) monitor and track the selection process;
- d) keep the records of interns in the Country Office; *and*
- e) maintain a database of interested students as well as interns who have good potentials for short or long-term assignments in UNDP.

3.3 Interns

The intern shall:

- a) observe all applicable rules, regulations, instructions, procedures and directives of the Organization;
- b) provide UNDP Philippines with a copy of all materials prepared by them during the internship, since UNDP shall be entitled to all property rights, including, but not limited to, patents, copyrights and trademarks, with regard to material which bears a direct relation to, or is made in consequence of, the services provided under the internship. At the request of UNDP, the interns shall assist in securing such property rights and transferring them to the Organization in compliance with the requirements of the applicable law;
- c) respect the impartiality and independence required of UNDP and shall not seek or accept instructions regarding the services performed under the internship agreement from any government or from any authority external to the Organization;
- d) unless otherwise authorized by the appropriate official in UNDP Philippines, they may not communicate at any time to the media or to any institution, person, government or any other external source any information which has become known to them by reason of their association with UNDP, that they know or ought to have known has not been made public. They may not use any such information without the written authorization of the appropriate official, and such information may never be used for personal gain. These obligations also apply after the end of the internship with UNDP; *and*
- e) refrain from any conduct that would adversely reflect on UNDP and will not engage in any activity which is incompatible with the aims and objectives of UNDP.

The conditions regulating the internship shall be set out in the “Internship Agreement”.

3.4 Accountability

Unsatisfactory performance or failure to conform to the standards of conduct set out above may lead to termination of the internship, for cause, at the initiative of UNDP. A two-week notice shall be given in such cases. Any serious breach of the duties and obligations in the view of the supervisor or senior management, would justify separation before the end of the notice period.

The intern will reimburse UNDP for financial loss or for damage to UNDP-owned equipment or property caused by him/her, if such loss or damage:

- a) occurred outside the performance of services with UNDP; *or*
- b) arose or resulted from gross negligence or wilful misconduct or violation or reckless disregard of applicable rules and policies by the interns.

3.5 Supervision, Orientation, Training and Evaluation

UNDP shall make every effort to maintain the highest standards with regards to the supervision, orientation and training of interns, in order to make their time at UNDP a valuable experience.

Supervision. A supervisor must be identified for the period of the internship to provide appropriate supervision and guidance. Without regular and appropriate supervision, the internship will not only be unproductive but frustrating for both UNDP and the intern.

Orientation. Upon arrival, the Internship Focal Point should:

- a) send the intern a letter with details on his/her orientation/briefing programme;
and
- b) work with the supervisor to co-ordinate the intern's orientation/briefing programme which should include:
 - orientation on the country's social and economic development, its political structure, and its government's long and medium-term development programme and policies [for internationally selected interns];
 - briefing on the country's culture, traditions and customs [for internationally- selected interns];
 - briefing on the UN system and on the assistance programmes of other international organizations;
 - briefing on the conduct and responsibilities of UN personnel;
 - briefing on the project to which the intern will be assigned, its objectives, structure and inputs, with emphasis on his/her specific role and functions;
 - reviewing the specific learning objectives from the intern's perspective that will satisfy the requirements of the internship; *and*
 - briefing on the internship programme's general procedure, administrative arrangements, and on UNDP's structures and personnel.

Training. The office receiving the intern is responsible for the development of a relevant programme of learning for the student for the duration of the internship.

Evaluation. Supervisors are responsible for the content of the assignment of the intern, which should be explained fully to the intern prior to the commencement of the internship.

Performance discussions should be held on a systematic basis during the internship assignment.

At the end of the internship, the supervisor should prepare the "Internship Evaluation" of the intern's performance and organize a meeting with him/her to provide constructive feedback.