Internship Programme
(Non-Formal Education, Lifelong Learning and Literacy)

Terms of Reference

Organization: UNESCO – Bangkok Office
Unit: Educational Innovation and Skills Development (EISD)
Duration: 3 - 6 months
Start: August 2021
Deadline: 31 July 2021 by 4 pm BKK Time

Programme background
Literacy and Lifelong Learning Team in EISD implements a regional co-operative programme designed to promote literacy, Non-formal education, and lifelong learning for disadvantaged children, youth and adult under the guiding principle of a human rights-based approach to education. The programme of the Team is in line with the Sustainable Development Goal No. 4 Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all.

Main tasks and assignments
Under the programme areas of basic education and lifelong learning, the Team is seeking an intern/volunteer to work closely with the responsible Programme Specialist and assist the team to implement program activities. In particular, the successful candidate will contribute to the programme implementation through the following:

- Assist to conduct researches on Non Formal Education, Education for Disadvantage People, Community and Area Based Education, Assistive Technology, equity-based education, and any other topics required by the Programme Specialist and Project Officers;
- Assist Project Officers in implementing projects operated in partnership with the Equitable Education Fund (EEF), including:
  - implementing Learning Coin for Equitable Education project including compiling/reviewing learning materials in Thai language, supporting the team to manage the database and systems of LearnBig (www.learnbig.net) open educational resources platform and application, conducting data analysis of the learners, and communicating with potential publishers/partners of the project;
  - preparing the upcoming Regional Conference on Equitable Education and Teachers, which is scheduled for 30 Oct 2021. This support includes attending Working Group meetings, identifying speakers and cases relevant to the conference topics, collecting relevant data, reviewing and providing technical inputs to country reports and a regional synthesis report.
• supporting the development of online courses on equity-based education and improvement of the design and content of the Equitable Education Alliance platform

• Support to monitor and evaluate the team project activities;
• Provide assistance to administrate on social media platforms under the team activities;
• Support to the team to organize the national and international conferences, events and workshops that relevant to regional capacity development under the project of the team;
• Provide any tasks as required by the Programme Specialist and Project Officers.

Learning opportunities during the course of the internship
Depending on the tasks performed and the length of the internship, after the assignment the incumbent will be able to:

• Understand the current situation of out-of-school children and education development, particularly for disadvantaged children in the Asia and the Pacific region;
• Understand the updated information about the mobile and ubiquitous learning
• Prepare project reports and analytical papers;
• Gain practical knowledge on the role of UNESCO and its contributions to developing countries;
• Gain ICT skills through educational innovation-driven projects;
• Get familiarized with international development work.

Desired academic background and skills
• For the internship position, candidates must be enrolled in relevant graduate/postgraduate programme at the time of application;
• Background and/or strong interest in education within the context of international development
• Concerned about people who were unreached
• Graduate studies in education, social development and public administration
• Good research and analytical writing skills
• Proficiency in Microsoft Office including Excel. Strong ICT skills including data analytics tools and WordPress is an advantage
• Strong written and spoken English and Thai languages
How to apply:

Interested candidates are invited to apply via https://en.unesco.org/careers/internships and submit to UNESCO Bangkok Office the specific requirements as follows via email at eisd.bgk@unesco.org with

**Subject: Application for Ref. NFE/EISD/2021**

- A cover letter;
- An up-to-date CV.