Internship (Unpaid)  
Terms of Reference

Organization: UNESCO Bangkok, Asia-Pacific Regional Bureau for Education
Unit: Education Policy and Reform (EPR) Unit
Timing and duration: As soon as possible. The minimum preferred duration is 3 months and the regulated maximum is 6 months

Programme background
The mission of the Education Policy and Reform (EPR) Unit is to promote policies and practices that will improve the performance of education systems in countries of the Asia-Pacific region. In so doing, EPR works to enhance the sector-wide coherence of education policy design and explicitly focuses on cross-cutting issues such as improving the quality of learning and learning outcomes, especially for the benefit of marginalized populations.

EPR fulfils regional ‘laboratory of ideas’ and ‘knowledge production and management’ functions on education policy, management and pathways to society and economy, with a specific focus on learning, including in non-cognitive areas. This also involves work in relation to educational development in post-conflict and post-disaster (PCPD) situations as well as peace education. EPR is organized into four thematic programme areas:

(i) Sector planning and management (Supporting system-wide coherence, policy development, planning, management and finance);
(ii) Quality of education (Focusing on linkages between policy, curriculum, pedagogy and assessment in general education, and improvement of learning outcomes especially transversal competencies, including Learning to Live Together (LTLT));
(iii) Skills development and Technical and Vocational Education and Training (TVET) (Particularly aiming to improving TVET to support economic development and acquisition of relevant skills); and
(iv) Education research and foresight (Envisioning education for the future, particularly towards building a global post-2015 education agenda and supporting its operationalization at country level).

For more detail about the thematic areas, please consult: http://www.unescobkk.org/education/epr/.

EPR’s work is delivered through three key functions: i. analytical work (to build evidence), ii. knowledge management (to support policy reforms and dialogues), and iii. in-country interventions (to assist in policy review and capacity development). Upstream work, such as policy advice and technical assistance for national education policy formulation, planning and reform, is provided with a sector-wide and lifelong learning perspective, including beyond basic education and in such critical areas as the overall quality of education and skills development for a decent life and work. EPR’s work is guided by inclusive, gender-sensitive and rights-based approaches to education policy-making and practice.

Main tasks and assignments
The unit is seeking a prospective intern to provide support to the Quality of Education team, working under the supervision of a Programme Specialist. Interns will have the possibility of being involved in a range of EPR work, beyond the primary thematic area. Specific tasks foreseen include the following:

- Support the implementation of activities of the Network on Education Quality Monitoring in the Asia-Pacific (NEQMAP), specifically:
  1. Organization of a regional capacity building workshop on assessment literacy (date and location TBD)
  2. Establishment of a knowledge portal on student learning assessment in the region;
  3. Mapping study on existing policies and instruments for measuring/monitoring learning outcomes
  4. Research on assessment of transversal skills;

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1 Please note that due to office guidelines, interns are not permitted to apply for a paid position within UNESCO Bangkok prior to the lapse of six months following the completion of their internship.
• Assist in the conduct of a regional research study on gender and learning achievement and transition to Science, Technology and Mathematics (STEM) subjects in higher education;

• Promote the Unit’s work on “learning to live together”, notably the launch of a publication on this topic during the Asia-Pacific Regional Education Conference (6-8 August 2014, Bangkok) and high-level meeting on global citizenship education;

• Provide administrative and logistical support for QE programme implementation as needed; and

• Contribute to the implementation of other programme tasks as required.

Specific roles and responsibilities will be determined through consultation between the successful candidate and their supervisor according to programmatic need and the skills, aptitudes and interests of the intern.

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

• understand trends and some in-depth issues concerning the quality of education and education policy, planning and management in the Asia-Pacific region;

• conduct policy research in the context of an international organization, with a particular focus on comparative analysis;

• assist in the promotion and communication of UNESCO Bangkok’s work in the region through improved online content, as well as gaining practical experience in the use of website content programs; and

• gain practical knowledge about the role of the UN and other international institutions in promoting international and regional development and cooperation.

Desired academic background and skills
• Background and/or strong interest in education in the context of international development.

• Masters or equivalent level studies in a related field, including education, public policy, or finance (strong undergraduate candidates will be considered).

• Strong research and analytical writing skills.

• Proficiency in Microsoft Office including Excel. Proficiency in statistic software applications like SPSS would be an advantage.

• Familiarity with website programming languages and content management systems such as Typo3 would be an advantage.

• Excellent written and spoken English. Regional language skills in addition to English also an advantage.

Application process
Interested candidates should submit as soon as possible or by Friday, 13 June 2014 at the latest:
• a covering letter outlining your interest in undertaking an internship within EPR (including a tentative start date and length of stay);

• a completed application form (accessible here);

• a resume/CV (optional); and

• a writing sample related to your thematic programme area of interest in English (minimum 2 pages).

Materials may be submitted either by hard copy or email to:

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