**Terms of Reference for Internship**

**(UNODC Programme Office in Bangladesh)**

UNODC Programme Office for Bangladesh is seeking an intern with a keen interest in criminal justice reform and capacity-building of criminal justice actors including law enforcement agencies, with a specific focus on human rights, countering of illicit trafficking and transnational organized crime, terrorism prevention and countering trafficking in persons and smuggling of migrants issues, who is committed to working at the forefront of administration of criminal justice, development, analysis of trends and communications. The intern will assist the UNODC project team to implement relevant activities in the country through research, communication, coordination and monitoring.

**Duties and Responsibilities**

Under the supervision of and in consultation with the UNODC project team, the interested candidate will:

* Support data collection and collate the data in the prescribed format for analysis;
* Maintain and update the contact information of the relevant stakeholders;
* Communicate with the relevant stakeholders for organising events or consultations;
* Produce graphic presentations to be used on print material and social media platforms;
* Provide assistance in organizing meetings and take meeting notes;
* Assist in reviewing the structure and language of reports and written outputs in English and in Bangla, including proofreading and reformulating, if necessary for improvement;
* Assist the project team in maintaining contacts with the relevant local criminal justice and law enforcement counterparts;
* Assist on various ad-hoc issues as required.

**Competencies**

* Excellent report writing skills;
* Good command of the MS Office Package;
* Strong organizational skills and the ability to multitask;
* Responsible, responsive, and enthusiastic;
* Interest in global issues and the United Nations;
* Must be able to work in a multi-cultural environment and be aware of political sensitivities;
* Good understanding on the criminal justice system/ legal system/ human rights/ social development, particularly in Bangladesh context.

**Education:**

* Recent graduate or soon-to-be graduate from any of the following departments: Law, Social Science, Development Studies, Public Administration, Political Science, Conflict Studies, Criminology or a similar field.

**Language:**

* Fluency and excellent speaking and writing skills in English and Bangla.

**General Conditions:**

* Applicants must be enrolled in a graduate/postgraduate university programme, both at the time of application and during the entire period of envisaged internship (for which they have to provide official documentary evidence from the university);
* Applicants must be available for a minimum duration of three months (possibility of extension up to six months);
* United Nations interns are not paid. All costs related to travel, insurance, accommodation and living expenses must be borne by either the interns or their sponsoring institutions;
* Interns are responsible for costs arising from accidents and/or illness incurred during the internship and must show proof of a valid major global medical insurance coverage;
* Interns are not staff members and may not represent UNODC in any official capacity.

**Application Instruction:**

* Interested candidates are requested to send their CV along with a motivation letter (not more than 400 words) to [**marina.yakunina@un.org**](mailto:marina.yakunina@un.org) by 27 September 2020.