

UN in Indonesia Joint Traineeship Programme Framework for Delivery

Supporting young Indonesians from underrepresented communities

July 2023, Drafter: Eunjoo Lee

Introduction

The United Nations in Indonesia is committed to being a diverse and inclusive organization. Further, the UN wants to reinforce the integration of young people across the agencies active in the country. To make this a reality, a traineeship programme is being launched to meet those two large aims.

The current internship programmes of the UN, which are often unpaid or underpaid, have been criticized for perpetuating socioeconomic inequality and can limit opportunities for young people from underprivileged backgrounds. The high cost of traveling to and living in Jakarta makes it difficult for individuals who do not have a financial support system to participate in unpaid or underpaid internship programmes in the capital. This can prevent talented and capable individuals from diverse backgrounds, especially from further away regions, from gaining valuable experience in the international development field and, as a result, this leads to a lack of diversity and inclusion within the UN workforce.

To address this issue, in alignment with the UN Joint Inspection Unit (JIU) recommendations (JIU/REP/2018/1)¹, the UNCT Indonesia endorsed in March 2023 the launching of a joint traineeship programme for diversity, with a focus on incorporating the UNCT's recommendations and best practices from successful UN programmes like OHCHR's LNOB fellowship program.

This UN-wide harmonized traineeship programme will aim to ensure that the UN reflects the diversity of the populations it serves and that young people from all backgrounds can gain valuable experience and contribute to the organization's mission.

It is important to note that this UN-wide traineeship programme will not replace the existing internship programmes implemented by individual UN entities. UN entities will continue hiring interns through their own established mechanisms.

Objective

The objective of the Traineeship Programme is to increase inclusiveness within the UN in Indonesia, with a strong focus on Leaving No One Behind (LNOB). Through this programme, the UN wants to create valuable and meaningful skills development and job opportunities for youth from different backgrounds across the country. More specifically, the programme targets specifically:

- a. Persons with a disability
- b. Low-Income Families
- c. People living in rural, disadvantaged regions and coastal areas;

¹ https://www.unjiu.org/sites/www.unjiu.org/files/jiu_rep_2018_1_english.pdf

- d. Other LNOB groups as defined by the agency.

The traineeship will also contribute to growing the number of Youth within the UN in Indonesia's workforce and achieve the UNCT Youth Scorecard's objective to expand opportunities and improve fairness and quality of entry-level positions in line with the UN Youth Strategy².

Desired outcome in 2023-2024

- Within 2023-2024, 50 trainees are recruited from the above-identified groups. The aim is to achieve gender parity.

Roles and responsibilities

- The United Nations Volunteers (UNV) will assume the following responsibilities::
 - Promotion and marketing of the programme to achieve comprehensive outreach;
 - Oversight of candidate identification and creation of a preliminary shortlist;
 - Administration of the recruitment process, inclusive of managing travel, medical, and administrative support requirements;
 - Contract management, encompassing payroll and benefits administration;
 - Coordination of volunteer events to foster community and professional development;
 - Surveillance of trainee satisfaction levels to ensure high standards of the programme;
 - Conduct evaluation survey at the end of the traineeships to gather feedback and identify areas for improvement;
 - Management of medical, disability, and life insurance coverage to safeguard trainee welfare and;
 - Granting access to a dedicated learning platform to support trainee skill development.
- RCO will shoulder the responsibility of:
 - Overseeing the implementation of the programme at the country level;
 - Facilitating cooperation across agencies and Working Groups;
 - Reviewing and reporting on the programme's progress and results to stakeholders including UNCT; and
 - Ensuring knowledge and records management.
- Participating agencies³
 - Designated Focal Points within participating agencies will be accountable for:
 - Acting as the primary contact between the trainees and the agency;
 - Identify and communicate to UN the agency's hiring needs aligning with the programme's objectives; and
 - Contributing to the monitoring and evaluation of the programme's impact within their agency.
 - Supervisors are responsible for:
 - Generating comprehensive assignment descriptions to provide clear expectations and objectives for trainees;
 - Act as interview panels, and arranging other assessments as required;
 - Providing support for visa and work permit applications;
 - Conducting technical orientation and ensure proper onboarding processes, such as facilitating ground pass acquisition, workstation arrangement, etc.;
 - Ensure the work plan is developed and agreed during the assignment;

² https://www.un.org/youthenvoy/wp-content/uploads/2018/09/18-00080_UN-Youth-Strategy_Web.pdf

³ Please visit <https://toolkit.unv.org/> for more guidance to successfully hire and supervise a UN Volunteer

- Supervising and managing trainee performance, ensuring they are meeting their objectives and upholding UN standards;
- Monitor leave and attendance to maintain accountability;
- Support the trainees in identifying learning and providing training opportunities to encourage professional growth;
- Rest and recuperation and Minimum Operating Residential Security Standards payment, as applicable.
- Ensure Minimum Operating Security Standards compliance.

Target group

"Persons with a Disability"

The term refers to individuals with enduring physical, mental, intellectual, or sensory impairments. These impairments, in interaction with numerous environmental obstacles, can inhibit their complete and efficacious participation in societal activities on par with others, as detailed in Article 1 of the Convention on the Rights of Persons with Disabilities.

"Low-income Families"

This term encompasses families earning an income below the national poverty threshold, who are currently beneficiaries of the government's financial aid designated for low-income families.

"Individuals Residing in Rural, Disadvantaged, and Coastal Areas"

This category includes inhabitants of rural and remote territories, especially in Eastern Indonesia, as well as coastal regions. The definition is based on the stipulations in Presidential Regulation No. 63/2020 concerning Underdeveloped Regions 2020-2024.⁴

"Other LNOB (Leaving No One Behind) Groups as Identified by Agencies"

This term refers to any other marginalized or underserved group as recognized by individual UN agencies. These could include groups defined by factors such as ethnicity, age, gender, immigration status, or any other social, economic, or demographic characteristic that could lead to exclusion or discrimination.

What traineeship will provide

Benefits

Trainees selected for the programme will receive the following benefits as UN University Volunteers:

- Monthly Living Allowance to ensure well-being and safety during the traineeship.
- Entry and assignment travel lumpsum (if applicable).
- Enrolment in health, life, and disability insurance.

⁴ This includes Nias, Nias Selatan, Nias Utara, Nias Barat in Sumatera Utara; Kepulauan Mentawai in Sumatera Barat; Musi Rawas Utara in Sumatera Selatan; Pesisir Barat in Lampung; Lombok Utara in Nusa Tenggara Barat; Sumba Barat, Sumbar Timur, Kupang, Timor Tengah Selatan, Belu, Alor, Lembata, Rote Ndao, Sumbp Tengah, Suma Barat Daya, Manggarai Timur, Sabu Raijua, Malaka in Nusa Tenggara; Donggala, Tojo Una-Una, Sigi in Sulawesi Tengah; Maluku; Maluku Utara; Papua Barat; and Papua.



- Full integration into the UN security management system.
- Comprehensive learning opportunities throughout the traineeship.
- Annual leave of 2.5 days per month.
- Exit lumpsum to support the transition at the end of the traineeship.

Learning

As a serving UN Volunteer, the trainee will have access to a wide range of free on-demand learning opportunities for professional development, including:

- UN Volunteer Onboarding Portal
- Rosetta Stone
- LinkedIn Learning
- Coursera
- UNITAR
- Self-development coaching
- Mental health and well-being
- Virtual career labs

See this [infographic](#) for complete list.

Mentorship

1. In addition to the on-the-workplace learning experience, the agencies will identify a coach / mentor who is available to the trainee to make this experience more valuable. It will allow for reflection and discussion to further deepen the learning. This also is a crucial component of the Traineeship Programme, providing the trainee with the necessary support and learning that the programme seeks to achieve.
2. The agencies will identify a coach/mentor within the organization for each trainee and provide coaching or mentoring sessions during the assignment to guide the trainees during their assignment. To facilitate this, UNV will provide the guidance to the trainees, supervisors, and the agencies.

Agency will identify a coach/mentor for every trainee, facilitating regular coaching or mentoring sessions throughout the traineeship period.

To enhance the trainees' learning experience, each agency participating in the programme will assign a coach/mentor to provide guidance and support. The coach/mentor will facilitate reflection and discussions, helping trainees deepen their learning and maximize their potential. UNV will provide guidance to trainees, supervisors, and agencies to ensure effective mentorship and coaching.

Security

- PSEA reporting
- Emergency contacts

Reasonable accommodations and accessibility

This [flyer](#) gives an overview of what reasonable accommodation means with regards to engagement of trainees with disabilities.

How it will be delivered and funded

Implementation under UNV programme

This UN-wide traineeship programme will be operationalized through the UN University Volunteers modality which is offered through the UN Volunteers programme (UNV). The main added value of this approach is that the UNV programme is a common UN service accessible to all UN entities regardless of their operational systems.

For the UN agencies, the benefits of partnering with the UNV programme for the -traineeship programme are as follows:

- Simple and time-efficient administrative process, coordinated by the UNV programme. The Agency only participates in the interview process to select the preferred candidate.
- Sourcing of high-quality profiles, tapping into the UNV's talent acquisition and sourcing expertise to recruit candidates from pre-identified groups.
- Access to a growing national talent pool with over 4,600 youth candidates of age between 18 –27 with more than 100 different professional areas, and geographic diversity.

Timeline/Duration

The UN University Volunteers modality enables agencies to hire trainees for a maximum of 12 months, with the option of a shorter period if necessary.

Funding

Under the UN University Volunteer modality, agencies can hire trainees for a maximum of **12 months**. The proforma cost is **USD 9733 per trainee for a year**, which covers entitlements, assignment, and management costs, including travel from any location in Indonesia to Jakarta and health insurance.

Agencies may consider offering traineeships for a shorter period of 6 months if financial constraints make it difficult to host trainees for the full year. In such a case, the proforma cost to hire a trainee would be USD 5864. However, it is worth noting that a longer traineeship period leads to increased hiring rates of trainees in similar programmes within the UN. For example, in Nepal, where trainees participated in an 11-month traineeship programme, more than 80% of trainees were able to secure a job afterward. This suggests that a longer traineeship period may provide greater opportunities for trainees to develop skills, build relationships, and demonstrate their value to the organization, ultimately leading to improved career prospects.

UNV Performa cost by duration

Funding Source: Host entity

Assignment duration (in months): 12

Number of UN Volunteers: 1

Type of contract: Initial

Dependents eligible for insurance: 1

UN Volunteer Categories: National UN

University Volunteer

Duty station: Jakarta

Countries: Indonesia

Note: This summary is provided as information only and is subject to change. For further information on the full range of proforma and eligibility criteria, please read the UN Volunteer Conditions of Service.

For other assignment durations, perform the calculation again.

Proforma charges are not spread evenly throughout an assignment.

Therefore, a monthly value derived from total proforma divided by duration should not be used as a proxy for other assignment durations.

Calculator Results

1. Category eligibility

requirements

Experience (years): 0 - 3

Age (years): 18 - 26

Nationality: Candidate must be a national or legal
resident of the country of assignment

Proforma Estimate: USD 9914.18

2. Detailed breakdown of

proforma costs

2.1. Volunteer entitlements

Volunteer living allowance: USD 4265.72

Entry lump sum: USD 400

Well-being differential: USD 0

Exit allowance (paid on successful completion of the
assignment): USD 592.46

2.2. UN Volunteer assignment

related costs

Insurance: USD 1771.42

Learning: USD 240

Field Unit monitoring travel : USD 36

Assignment Travel: USD 200

Relocation travel : USD 200

Medical Evacuation : USD 1.2

UNOG medical fee: USD 73.44

Country office support costs : USD 184.5

2.3. UNV cost recovery

Deployment charge: USD 990

Recurring charge: USD 959.43

Recruitment

The selection process will include an interview and, where applicable, a written test. Candidates will be informed of the final decision as soon as possible and no later than a month after the interview and given reasonable time to start their traineeship on the expected date of entry on duty.

The recruitment process at a glance :



Eligibility and selection processes

Groups	Definition	Criteria	Documents required
Persons with a disability	Who have long-term physical, mental, intellectual, or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others	Self-disclosure	None
Low-Income Families	Families with income under the national poverty line	Recipients of the government's low-income families support	Copy of Kartu Indonesia Pintar (KIP), Kartu Indonesia Sehat (KIS) dan Kartu Simpanan Keluarga Sejahtera (KSKP)
People living in rural, disadvantaged regions and coastal areas	Populations in rural areas, remote areas especially in eastern Indonesia, and coastal areas	Presidential Regulation No. 63/2020 on Underdeveloped regions 2020-2024	Copy of National ID Card

- Fluency in English will be a basic requirement for all candidates.
- UN in Indonesia will aim for a balanced geographical representation of candidates from across Indonesia. UNV will provide the UN agencies with a geographical overview of applicants.
- Geographical representation will be given due consideration during the selection process, with a balanced representation of candidates from across Indonesia.
- Candidates will be notified of the final decision within one month after the interview.
- UNV will conduct an evaluation survey at the end of the traineeships to gather feedback and identify areas for improvement.

Continuous improvement, sustainability, and knowledge sharing

- UNV will conduct an evaluation survey of the traineeship programme at the end of assignments to distil lessons learned and ensure that follow-up measures are put in place. The evaluation report will be shared by UNV with the UNCT.

- Upon the success of the initiative, the UNCT can share the results and lessons learned with the Government of Indonesia to support the advancement of diversity inclusion in the public sector in Indonesia.

Annexes

List of focal points

Agency	Name	Contact
RCO	Eunjoo Lee	eunjoo.lee@un.org
UNV	Mazayannisa Suyuthi	mazayannisa.suyuthi@unv.org
UNV Regional Office	Aktar Uddin	aktar.uddin@unv.org
UNIC	Djulie Abadi	djulie.abadi@un.org
IOM	LESTARI Magdalena Sri	mslestari@iom.int
UN Women	Merry Mailangkay	merry.mailangkay@unwomen.org
UNDP	Astiti Sukatrilaksana	astiti.sukatrilaksana@undp.org
UNFPA	Mayadewi	mayadewi@unfpa.org
UNODC	Nabiel Abdul Karim Hayaza; Dimas Andianto	nabiel.hayaza@un.org ; dimas.andianto@un.org
UNAIDS	WIDEN, Elis Kartina	widene@unaids.org
UNHCR	Dwi Restau Utami Arlin Pusparini	utami@unhcr.org pusparin@unhcr.org

DoA format

Description of Assignment

- Description of assignment title:** Insert assignment title.
- Host entity:** Insert name and acronym of host entity
- Mission and objectives:** Mission and objectives in the Unified Volunteering Platform (UVP) are taken directly from the host entity profile.
- Assignment country:** Insert country of assignment
- Duty station:**
- Volunteer category:** UNV University National.
- Number of assignments:** Enter number of volunteers
- Expected start date:** Click or tap to enter a date.
- Duration in months or set expected end date:**
- Possibility of extension*:** ☐ Yes ☐ No

*Dependent on continuation of mandate, availability of funding, operational necessity, and satisfactory performance; there is no guarantee of assignment extension.

11. Sustainable Development Goal (SDG): Choose an SDG.

Assignment context: Brief context of the project

Provide a brief description of:

- the host agency, including date of establishment or creation, mandate, and roles.
- the project, including relevant stakeholders, outcomes, among others, and/or add web link.

For example: This United Nations Volunteers (UNV) assignment is part of [host agency's] project or flagship programming initiative, among others.

12. Task description:

Fill in the duties for the assignment. Add additional tasks as necessary given local context.

13. Required education: Choose an item.

Descriptions of assignments (DOAs) for UN Community Volunteers are not to request education higher than secondary school, or equivalent. If higher qualifications are required, the National Specialist UN Volunteer modality should be used.

14. Area(s) of specialization (education): for example, engineering, social sciences, and computer science.

15. Required experience: xx years

16. Required skills and experience:

UVP automatically adds the phrase "X years of experience in..." so the first phrase should begin with the experience needed. For example:

- ... climate policy development
- ... the management of development projects

For example (the below is indicative, to be adapted by the host entity):

- ...X, X, or X, or other relevant programmes; experience with X is an asset, as is experience working in the UN or other international development organization;
- **Other desired/mandatory required technical knowledge;**
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Accuracy and professionalism in document production and editing;
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development;
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
- Solid overall computer literacy, including proficiency in various Microsoft Office applications (Excel, Word, among others), email, and internet; familiarity with database management; and office technology equipment;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- *Desirable:* valid national driver's license and proven ability to drive manual gear 4x4 over rough terrain;
- Sound security awareness;
- Have affinity with or interest in X (fill in relevant area of the host agency's work), volunteerism as a mechanism for durable development, and the UN system.

17. Area(s) of expertise (select all that apply)

☐ Administration

☐ Agriculture

- | | |
|--|---|
| <input type="checkbox"/> Architecture and settlements | <input type="checkbox"/> Information technology |
| <input type="checkbox"/> Arts and design | <input type="checkbox"/> Legal affairs |
| <input type="checkbox"/> Business management | <input type="checkbox"/> Logistics and inventory |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Manual labour and skilled trades |
| <input type="checkbox"/> Community development | <input type="checkbox"/> Natural and life sciences |
| <input type="checkbox"/> Crisis and emergency response | <input type="checkbox"/> Procurement and contracting |
| <input type="checkbox"/> Development programmes | <input type="checkbox"/> Product safety |
| <input type="checkbox"/> Economics and finance | <input type="checkbox"/> Security and protection |
| <input type="checkbox"/> Education | <input type="checkbox"/> Social work |
| <input type="checkbox"/> Elections and governance | <input type="checkbox"/> Translation and interpretation |
| <input type="checkbox"/> Energy and environment | <input type="checkbox"/> Transport |
| <input type="checkbox"/> Engineering and construction | <input type="checkbox"/> Volunteer management |
| <input type="checkbox"/> Facility management | |
| <input type="checkbox"/> Health | |
| <input type="checkbox"/> Human resources | |

18. Languages: Choose an item. [language] is required.

Choose an item. [the local or other language] is required/desirable.

19. Competencies and values: (the list below is indicative and the host entity has to adapt it based on its organizational values)

- Accountability
- Adaptability and flexibility
- Creativity
- Judgement and decision-making
- Planning and organising
- Professionalism
- Self-management

20. Living conditions and other remarks:

Provide brief description of relevant living conditions in duty station, for example, security situation, access and air travel, climate, cultural awareness such as dress code and alcohol use, cost of living, accommodation options, availability of food, water, and electricity, medical facilities, banking facilities, communications infrastructure, among others.

Depending on the duty station you may like to include an encouraging but cautioning statement such as: "XXX is a unique country and XXX is a unique (humanitarian) operation. It provides an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as stamina and commitment. Therefore, flexibility and the ability and willingness to live and work in harsh and potentially hazardous conditions, involving physical hardship and little comfort, are essential.

You can check full entitlements at the duty station at <https://app.unv.org/calculator>.
The complete UN Volunteer Conditions of Service is available at <https://explore.unv.org/cos>."

Driving license needed: ☐ Yes ☐ No

Assignment is reserved exclusively for persons with disabilities: ☐ Yes ☐ No

Reasonable accommodation: ☐ Yes ☐ No

Accessibility measures in place:



Inclusivity statement

Hiring manager for this assignment:

Date:

Date:

Date:

Work Plan and progress will be made available at [X Joint Traineeship Programme Gantt Chart.xlsx](#)

- Programme Initiation
 - a. Concept Note development
 - b. UNCT endorsement
 - c. UNCT confirmation of interest
 - d. Building buy-ins from agencies
 - e. Programme specification document is developed, including quality criteria, evaluation survey to capture lessons learned
 - f. Focal points/UNV/OMT inputs and agreement
 - g. Development of recruitment strategy, considering disability inclusiveness
 - h. Agencies requests hiring/submits ToR(DoA)



- i. Internal marketing (UNV sends Bank of DoAs to programme officers, hold informational sessions)
 - j. Budget/financial arrangements
- Implementation
 - a. Joint recruitment launch
 - b. Programme marketing (e.g. notice in UN in Indonesia/UNV, sending emails to Universities to disseminate information)
 - c. Online webinars
 - d. Receiving applications
 - e. Shortlisting from UNV, ensuring criterias are met
 - f. UNV shares the summary of geological representation and number of applicants with disability to agencies
 - g. Interview is arranged
 - h. Onboarding session
- Follow-up
 - a. Mentoring guidance note is shared with supervisors and trainees
 - b. Reasonable accommodation requests followup/monitoring
 - c. Evaluation survey of the traineeship programme
 - d. End of programme report is drafted, including lessons learned and suggestions
 - e. Lessons learned and suggested follow-up measures are presented from UNV/RCO to UNCT and OMT
 - f. UNCT can share the result with Government of Indonesia/globally upon its success

Mentoring commitment statement signature form



Mentor Commitment Statement

I agree to receive and mentor a trainee as a member of my office team.

I acknowledge the job description prepared by my office as the terms of reference, detailing the primary functions of the traineeship position.

I have read and understood the mentorship guidelines set forth by the UNV Programme.

I am fully aware of my obligations as a mentor in accepting the trainee.

I confirm that I will be acting as mentor.

I make the commitment to undertake my responsibilities with utmost sincerity.

Name of trainee:

Name and Title of Mentor:

Signature of Supervisor:

Date: