

## **Terms of Reference**

**Interns (STTs; Short Term Temporary)  
for Korea Green Growth Trust Fund (KGGTF)  
Sustainable Development (SD) Vice Presidency Unit (VPU) Front Office  
(The KGGTF Youth Internship Program)**

The World Bank Korea Green Growth Trust Fund (KGGTF) is seeking an Intern (hereinafter "Intern") to participate in the 6-month KGGTF Youth Internship Program aimed at nurturing and empowering young professionals in the field of green growth through hands-on skill acquisition and capacity building. The program includes a series of lectures, site visits, and supporting the KGGTF operations.

### **Background and Objectives:**

Do you want to build a career that is truly worthwhile? Working at the World Bank Group provides a unique opportunity for you to help our clients solve their greatest development challenges. The World Bank Group is one of the largest sources of funding and knowledge for developing countries; a unique global partnership of five institutions dedicated to ending extreme poverty, increasing shared prosperity, and promoting sustainable development. With 189 member countries and more than 120 offices worldwide, we work with public and private sector partners, investing in groundbreaking projects and using data, research, and technology to develop solutions to the most urgent global challenges. For more information, visit [www.worldbank.org](http://www.worldbank.org)

The Sustainable Development Practice Group helps countries tackle their most complex challenges in the areas of Agriculture; Climate Change; Environment and Natural Resources; Social Development; Urban, Resilience and Land Development; and Water.

The Sustainable Development Practice Group hosts an Office of the Chief Economist (GSSCE). The primary functions of this Office are to support knowledge-intensive activities in the Sustainable Development Practice Group, undertake research, promote collaboration, and liaise with the academic community. It seeks to empower teams with knowledge and information to deliver the best global advice to client countries. The Office aims to serve as a small think-tank for the Practice Group to ensure that investment and advisory decisions are informed by the latest rigorous evidence.

The Korea Green Growth Trust Fund (KGGTF) is a partnership between the WBG and the Republic of Korea, established in 2013 to support client countries as they shift to a green development path. The key objective of the KGGTF is to scale up and strengthen the WBG's global green growth portfolio by leveraging knowledge and resources from Korea to support World Bank Group client countries. This includes assisting developing countries in achieving sustainable development through practical knowledge sharing on green growth efforts, developing an informed knowledge base, and building capacity to implement green growth investments. The KGGTF is under the Sustainable Development Chief Economist Office Unit.

## Tasks and Deliverables

The intern will attend the KGGTF Youth Internship Program consisting of lectures, site visits, and assignments while working closely with the KGGTF team to support its operations, including supporting Knowledge Exchange (KE) visits of the World Bank project teams to Korea, monitoring and evaluation activities, communication-related deliverables, and partnership engagement.

### 1. Knowledge Development and Engagement:

- Participate in lectures and site visits and complete the program assignments. The assignment topics will be mentored and guided by the KGGTF staff.
- Program assignments include two team assignments\*: to produce (1) an in-depth case study\* on key green growth trends and (2) Communication materials (hereinafter "Comms") promoting and highlighting the activities of the KGGTF (essay, articles, infographics, video clips, etc..).  
\* Depending on the quality of the assignments, selected pieces will be edited and published on WB KGGTF's website and/or dedicated publications with authorship credited to the authors.  
\*\* Case study topics may range from successful policies on green growth, sustainable development, climate adaptation/mitigation, to carbon neutrality, etc.
- Interns will undertake the Rapporteur's tasks by team for each program activity, including but not limited to documenting the activity while producing summaries of each presentation and discussion, highlighting any conclusions, recommendations, or next steps, and a draft summary report based on the requests for additions/changes.
- Interns will be expected to support the overall operation of the program actively.
- Interns may interview the lecturers for their case studies or comms projects.

### 2. Professional Experience:

Support the overall implementation of various KGGTF's operations, including support for the Knowledge Exchange (KE) visits of World Bank project teams to Korea, partnership engagement, communication activities, and monitoring and evaluation activities (M&E). Detailed Tasks will be assigned based on the interests of selected Interns to enhance their professional development.

- Participate in KE visits of the WB teams in person and provide coordination support; Document the visit while developing a draft summary of key takeaways from meetings and site visits; Facilitate communications and, if necessary, provide a limited scope of Korean-English translation.
- Interview some of the Interns from the KE visits and include them in the draft summary.
- Assist the team's efforts on research, partnership engagement, and M&E activities.
- Support knowledge development by drafting articles/infographics on key green growth trends.

### 3. Professional Guidance and Reporting:

Interns are expected to report directly to the KGGTF team and seek guidance whenever needed.

### Specific skills and competencies include:

- Master/PhD Graduate Student (preferred), Undergraduate, or recent Graduate (graduated within one year) from universities in Development studies or related fields (e.g., Environment Science and/or Engineering, International Development/Public Affairs, or other related disciplines)
- Particular experience with Urban/Transport/Energy/Environment/Water/ICT/Agriculture (at least one) sector issues is a plus
- In-depth knowledge of Microsoft Office applications (MS Word, Excel, PowerPoint);
- Excellent written and oral communication skills in English;
- Strong interpersonal communication skills;
- Ability to follow through on team priorities with minimum supervision

**Rewards:**

- Certificate of Completion signed by KGGTF upon successfully fulfilling program activities and courses.
- The official Employment Verification Letter issued by the World Bank that verifies STT hiring of the intern.
- Interaction with distinguished World Bank staff and expert-led lectures on green growth.
- Well-crafted knowledge products may be published in KGGTF newsletters or annual reports.
- Select Interns may be offered additional working opportunities with the KGGTF based on evaluation.

**Supervision and Timing (for details of the program, see Attachment 1 Schedule):**

Start date: December 15, 2023

End date: May 31, 2024

The intern will be given 80 hours (10 days) contract under the supervision of Hyung Gun Wang, KGGTF Program Manager, and will work closely with the Korea-based KGGTF team. If needed, the intern will also work with other KGGTF members and relevant WB (World Bank) staff to achieve KGGTF objectives. Terms of Reference can get modified and/or work scope can expand if it aligns with KGGTF operational needs.

Payments to the STT will be made against invoices to be submitted by the intern via the World Bank ST payment site. Travel and subsistence costs (if any) related to the assignment will be covered by KGGTF, provided full itemized claims, together with supporting documentation, are provided within 3 weeks of mission completion.

The World Bank Group is committed to achieving diversity in terms of gender, nationality, culture, and educational background. Individuals with disabilities are equally encouraged to apply. All applications will be treated in the strictest confidence.

**[Attachment 1] Lecture and Site Visit Schedule (subject to change\*)**

\*The final program of the internship will be distributed to the selected interns.

Month	#	Activity	Date (tentative)
12	1	Kick-off meeting & and orientation [Lecture] Opening <b>lecture</b> to introduce the World Bank KGGTF: principles of green growth and the role of international organizations in promoting sustainable development.	15-Dec
	2	Member meeting (online)	22-Dec
1	3	[Lecture] Introductory <b>lecture</b> on World Bank's Projects "Sustainable Development Through Cooperation: Green, Resilient, and Inclusive Development" <b>Introduction to WB's Energy</b> project	04-Jan
	4	<b>[Joint session with universities] Lecture</b> "Program Guidance & Effective Communication Skills""	11-Jan
	5	Member meeting	11-Jan
2	6	[Lecture & Site visit] <b>Lecture</b> on World Bank Korea Office's experience in a Global Center for Innovation and Technology for Sustainable Development <b>Introduction</b> to WB's Urban, Digital, Environment project	15-Feb
	7	Member meeting after the lecture	15-Feb
	8	<b>Interactive webinar</b> with World Bank staff discussing the green growth initiatives and projects (Agriculture, Water, and etc.)	22-Feb
	9	[Lecture & Site visit] <b>Ecological park</b> : Transformation of Landfill to Ecological Park	26-Feb
3	10	[Lecture & Site visit] <b>Visit</b> to International organization	06-Mar
	11	<b>[Joint session with universities] Lecture</b> "International Organizations and Their Roles"	21-Mar
	12	Member meeting after the lecture	21-Mar
4	13	[Lecture & Site visit] <b>Lecture &amp; Visit</b> to Korean institution	04-Apr
	14	Special <b>Lecture</b> by the private sector	11-Apr
	15	Member meeting (online)	11-Apr
5	16	[Lecture & Site visit] Special <b>lecture &amp; Site visit</b> by the private sector	10-May
	17	Member meeting after the lecture (online)	10-May
	18	Completion ceremony	25-May