

Terms of Reference for Visiting Fellows for ICT and Development

1. General Information

Title:	ESCAP Visiting Fellows for ICT and Development
Duration:	9 months with the possibility of extension
Induction Course dates:	TBD
Training dates:	Nine-month fellowship programme (dates to be confirmed)
Duty Station:	Bangkok, Thailand
Sector of assignment:	Information and Communications Technology and Development Section (IDS), Information and Communications Technology and Disaster Risk Reduction Division (IDD)
Application deadline:	31 July 2026

2. Supervision

Overall guidance:	Director of IDD
Direct supervision:	Chief, IDS/IDD

3. Context

These fellowships are funded through the Regular Programme of Technical Cooperation (Section 23 of the United Nations regular budget), the broad objective of which is to support and advance processes aimed at strengthening the capacity of Governments, through both individuals and institutions, to formulate and implement policies for sustainable economic and social development. The Programme promotes the sharing of experiences across countries and regions, the use of national expertise from beneficiary countries to the extent possible, and the development of knowledge networks to facilitate continued exchange, cooperation and sustainability. Fellows are expected to strengthen their capacities through a variety of learning methods, including on-the-job training.

The Information and Communications Technology and Development Section (IDS), under the Information and Communications Technology and Disaster Risk Reduction Division (IDD) of ESCAP, supports member States in harnessing digital technologies, innovation and connectivity for sustainable development. Through policy research, capacity-building, technical cooperation and regional dialogue, the Section assists countries in advancing digital inclusion and transformation, which includes leveraging emerging technologies to support the implementation of the Sustainable Development Goals.

The Government of Bangladesh has identified Information and Communications Technology (ICT) and Disaster Risk Reduction and Management as one of the priority areas under the ESCAP Visiting Fellows Programme. In response to this interest, the fellowship will provide an opportunity for a government official to gain practical knowledge and capacity building experience in a multilateral environment and deepen understanding of regional policy processes. The fellow will contribute to intergovernmental process for policy dialogues, ongoing analysis and research, and knowledge-sharing and capacity-development activities undertaken by IDS, while enhancing professional skills and knowledge that can support

Bangladesh's national development priorities and the implementation of the 2030 Agenda for Sustainable Development.

4. Duties, responsibilities, and output expectations:

The fellow will support the work of the Information and Communications Technology and Development Section (IDS). Key responsibilities may include, under the Asia-Pacific Information Superhighway Initiative (<https://www.unescap.org/our-work/ict-disaster-risk-reduction/asia-pacific-information-superhighway-platform>):

- Conducting research and analysis on ICT policy, digital transformation, connectivity, emerging technologies, and disaster risk reduction.
- Assisting in the preparation of policy briefs, technical reports, presentations and knowledge products.
- Supporting the organization and servicing of regional/national meetings, workshops, training programmes and expert consultations.
- Assisting in stakeholder coordination with governments, development partners, academia and the private sector.
- Contributing to ESCAP projects and initiatives related to digital inclusion, resilience and sustainable development.
- Performing other programme and administrative support functions as required.

5. Learning Elements

After the assignment the fellow will be able to:

- Understand regional policy frameworks and cooperation mechanisms including the Asia-Pacific Information Superhighway, related to ICT and disaster risk reduction.
- Apply analytical and research skills on digital technologies and AI in a multilateral environment.
- Organize and support international meetings and capacity-building activities.
- Prepare policy-oriented knowledge products and communication materials.
- Strengthen professional networks with regional and international stakeholders.

6. Content and methodology of the supervision

The fellow will receive an induction programme and orientation to ESCAP's mandate, programme of work and relevant projects. The fellow will work closely with the supervisor and relevant programme staff, participate in weekly section meetings, division meetings and regular consultations. Guidance and feedback will be provided through periodic review meetings and mentoring throughout the fellowship.

7. Qualifications and experience

Education: Advanced university degree (Master's Degree or doctorate or their equivalents) in the field of ICT, engineering, data, economics, public administration, or related subject.

Work experience: Previous experience in the sector of ICT, digital, science, technology, and data at the national or international level will be considered as an advantage.

Languages: Fluency in oral and written English.

Other skills: Able to operate in MS Office programmes, social media skills would be an advantage.

Competencies:

Planning & Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

8. Background information

The mandate of ESCAP is to promote sustainable and inclusive development and regional connectivity in the Asia-Pacific region. The role of ESCAP as a regional development arm of the United Nations Secretariat is to support its membership with policy-oriented research and analysis, normative support and technical assistance and capacity-building, to respond to the development priorities and changing needs of the region.

9. Fellows' Administrative Arrangements

The selected fellows must be available to travel to the assigned duty station as may be decided by ESCAP after the selection process;

The selected fellows will receive a return air ticket between his/her country of residence and the assigned duty station;

The selected fellows will receive, on a monthly basis, a stipend to cover local travel and subsistence for the duration of the fellowship. In the case of the final month's stipend, it will only be paid upon submission of a fellowship report and an approved final performance evaluation of the fellow.

The fellowship program is for nine months.

10. Reporting

At the end of the fellowship, fellows will be required to provide a report comprising self-assessment, supervisor's comments and learning outcomes during the fellowship with ESCAP. The assessment will help evaluate the overall fellowship period, including learning

outcome and its impact on the fellow's contribution to national institutions in the implementation of development cooperation activities.

11. Special notice

This call is open only to nationals of Bangladesh

Candidates must submit, through their Government (through the Economic Relations Division (ERD) of the Ministry of Finance), their Candidate Profiles and the following documents as PDF attachments:

- Candidate Profile (Personal History Profile (PHP) to be prepared on inspira.un.org and printed as .pdf for submission by email)
- Copy of academic certificates
- Copy of applicant's national passport (information page only), and;
- Self-certification for health insurance coverage

ERD of the Ministry of Finance of the People's Republic of Bangladesh is Government's focal point for this Programme.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its recruitment. Qualified female candidates and young scholars are particularly encouraged to apply.

An impeccable record for integrity and professional ethical standards is essential.

ALL SUBMISSIONS TO BE EMAILED TO:	
Email Address:	escap-ids@un.org
Subject Line:	ESCAP Fellowship for ICT and Development

Application deadline: 31 July 2026, midnight Bangkok time