



TERMS OF REFERENCE

RESEARCH INTERN – KNOWLEDGE, EVIDENCE AND YOUTH ENGAGEMENT

General Information

Reference:	VA/PRF/2026/10
Title:	Research Intern – Knowledge, Evidence and Youth Engagement
Duty Station:	PEMSEA Resource Facility, Quezon City, Philippines
Duration of Assignment:	Ten (10) months, March to December 2027
Reporting to:	Youth Program Lead
Type of Assignment:	Internship (EAS Congress 2027)

Background

PEMSEA (Partnerships in Environmental Management for the Seas of East Asia) is a regional cooperation mechanism whose mission is to promote sustainable development of coastal and marine areas. It comprises of 11 country and 22 non country partners in the East Asian Seas region who are committed to implement a joint regional strategy called the 'Sustainable Development Strategy for the Seas of East Asia' (SDS-SEA). The PEMSEA Resource Facility serves as the technical and secretariat arm of the Partnership.

In preparation for the East Asian Seas (EAS) Congress 2027, tentatively scheduled for three to four days in October or November 2027, the PEMSEA Resource Facility, together with BFPI, is offering a ten-month internship program. Interns will work alongside PRF staff through the full Congress work cycle: mobilization (March), preparation (April), scale-up (June), the Congress period (October/November) and close-out (November–December).

The Research Intern will produce evidence and knowledge inputs for the Congress and document youth engagement lessons.

Duties and Responsibilities

Under the supervision and guidance of the Youth Program Lead, the Research Intern will carry out the following duties and responsibilities. Percentages indicate the approximate share of time over the placement:

- I. **Evidence and Research (35%)**
 - Research current and emerging issues in ocean and coastal development, particularly climate, biodiversity, plastic pollution, and the finance and investment space.
 - Review country implementation of relevant global and regional agreements, conventions, and policies.
 - Review PEMSEA partners' implementation of the SDS-SEA Implementation Plan 2023–2030 targets.
 - Prepare short evidence briefs with visuals on SDS-SEA and source-to-sea themes.
- II. **Knowledge Products (15%)**
 - Write learning notes.
 - Contribute to knowledge products and the digital compendium.

- III. **Youth Engagement (20%)**
 - Support youth co-design of the 2027 Youth Forum program with alumni.
 - Document youth engagement lessons.
- IV. **Meeting and Capacity Development Support (20%)**
 - Prepare agendas, programs, and documents for PNLG and PNLC Executive Committee meetings, PNLC meetings, EAS Congress technical sessions, and Congress-related capacity development activities.
 - Provide technical and logistical support during these meetings and document their proceedings.
- V. **Congress Documentation (10%)**
 - Document the Youth Forum and technical sessions during the Congress and draft the corresponding sections of the proceedings, alongside shared surge duties.

Expected Deliverables

Phase	Deliverables
Preparation	Two to three evidence briefs; Youth Forum concept and session outlines; agenda, program, and document packages for PNLG, PNLC, and EASC technical sessions
Meetings and events	Meeting notes for PNLG, PNLC, and EASC technical sessions; learning notes
Congress period	Documentation of the Youth Forum and technical sessions
Close-out	Contribution to the lessons brief for the Youth Engagement and PNYL Roadmap; contributions to knowledge products and the digital compendium; proceedings sections for the Youth Forum and technical sessions; organized handover files

Internship Arrangements

- **Placement:** Ten (10) months, March to December 2027.
- **Location:** PEMSEA Resource Facility office, DENR Compound, Visayas Avenue, Diliman, Quezon City.
- **Supervision:** Fortnightly check-ins, monthly accomplishment reports, a mid-term review and an end-of-placement assessment. A monthly workplan will break down the tasks in this TOR into manageable portions.
- **Orientation:** Integrated coastal management (ICM), source-to-sea governance, code of conduct and the Congress work cycle, followed by role-specific learning.
- **Support:** Stipend or cost-of-living allowance, insurance, and work-related travel and subsistence where applicable. Interns are expected to use their own laptop.
- **Conditions:** Code of conduct, data privacy and consent, publication clearance, intellectual property and systems access rules; safeguarding and grievance procedures apply.



- **Shared surge duty:** During the Congress surge period, intern may support logistics and administrative tasks for up to about 10–15% of their time. Travel, finance and procurement remain staff functions, and no intern is the sole owner of any of them.
- **Completion:** Review of outputs against deliverables, organized files, process documentation, data and product handover, an exit interview, and a certificate of completion.

Qualifications and Skills Required

Eligibility: Filipino citizen, aged 18 to 30, and available for the full placement from March to December 2027, including the Congress period.

Education: Bachelor's degree in environmental science, marine science, planning, public policy, development studies, or a related field. Applicants currently enrolled in a graduate program, or who graduated within the past two (2) years, are encouraged to apply.

Experience: Experience including internships, research or volunteer work. Demonstrated research and policy writing through academic or work outputs is advantageous.

Technical Skills:

- Demonstrated research and policy writing skills.
- Ability to synthesize technical information into short, clear briefs.
- Ability to present data in simple visuals such as charts and infographics.
- Interest or experience in youth engagement, facilitation, or co-design.
- Familiarity with international environmental agreements or the SDGs is an advantage.
- Ability to work harmoniously in a team, adapt to diverse professional and cultural backgrounds, and maintain a high standard of personal conduct.

Language Requirement: Fluency in English, with effective oral and written communication skills.

Technological Skills: Proficiency in MS Office or Google Workspace; basic data visualization tools (e.g., Excel charts, Canva or similar) and reference management is an advantage.

Selection Process

Applications are first screened for eligibility and completeness. Eligible applicants are then assessed by a panel of PEMSEA and BFPI representatives on motivation, subject foundation, engagement, communication and role-specific skills, followed by an interview of shortlisted applicants.



Applicants are requested to submit a cover letter with statement of availability and CV with names and contact details of two (2) references, via email to recruitment@pemsea.org. Kindly indicate the vacancy reference number and title in the subject line: VA/PRF/2026/10 – Research Intern – Knowledge, Evidence and Youth Engagement.

Deadline of application is on December 15, 2026. Only shortlisted candidates will be notified. For more information on PEMSEA, please visit www.pemsea.org.

