



PROPOSAL FOR HONG KONG UNIVERSITY INTERNATIONAL INTERNSHIP OPPORTUNITIES

Overview

Habitat for Humanity International's vision is a world where everyone has a decent place to live. Since 1976, Habitat has helped more than 6.8 million people build strength, stability and self-reliance through shelter, including home construction, rehabilitation and repairs and by increasing access to improved shelter through products and programs. Habitat also advocates to improve access to decent and affordable shelter and offers a variety of housing support services that enable families with limited means to make needed improvements on their homes as their time and resources allow. As a nonprofit Christian housing organization, Habitat works in more than 70 countries and welcomes people of all races, religions and nationalities to partner in its mission.

In Asia-Pacific, where Habitat has been active since 1983, it has supported an estimated 2 million individuals in more than 18 countries through the following programs:

1. Home Construction - New homes, rehabilitations, incremental progressive building, repairs/home improvements, green housing solutions
2. Non-construction - Advocacy, training, water & sanitation facilities and training
3. Disaster response - "Community based disaster response", global volunteer disaster corps, transitional housing, on-site relocation
4. Habitat Resource Center - Skills training, technical expertise, small business start-up, material production, special programs (Orphans and Vulnerable Children /HIV)
5. Housing Microfinance – Micro Finance Institution equity investments and product development, Save and Build
6. Volunteer mobilization - Youth, women, faith groups, civic groups, Global Village program, corporate employee engagement

Although Habitat has helped millions of people, the need for decent housing in the region is still staggering. To widen its impact and reach more families in new communities, in 2014 Habitat launched Impact Asia – a regional initiative to realize Habitat for Humanity's strategic plan. The aim of Impact Asia is to mobilize an expanded network of partners who share Habitat's vision of building communities in Asia-Pacific and lead the development of new approaches to address affordable housing and related issues. The ambitious or "stretched" goal is to reach 25 million people in the Asia-Pacific region by 2020; enabling 15 million people to secure safe and affordable homes and engaging a further 10 million as volunteers, advocates and supporters.

In order to attain its ambitious target, Habitat requires expanding its services and resources and rallies multiple levels of society to help drive Habitat's development initiatives collectively and individually by impacting communities and creating exciting new avenues for regional cooperation and partnership.

The proposed internship opportunities for Hong Kong University students will support the expansion of Habitat's work in the region. A total of 11 students will be given the opportunity to work in the Habitat for Humanity International, Asia-Pacific office in Manila to support the Resource Development Department, Human Resource Department and Housing & Human Settlement Department. The requirements and project output are described below.

Department	Project Brief	Student's specialization	Assignments/Tasks	Output
Human Resources Department	1. Asia Pacific Wide Comparative Study of Labor Laws and Practices	Research, Human Resources, Business Management, Social Sciences	<ol style="list-style-type: none"> Under the HR team guidance, conduct research on labor laws and practices in the different AP countries. Execute a comparative analysis on the different areas/topics vis-à-vis the countries Create a library on the results of the research 	<ul style="list-style-type: none"> Library of the different labor laws and practices of the countries Results of the comparative analysis
	2. Business Continuity Planning (BCP) for the Asia Pacific Area-Office	Research, International Studies, Human Resources, Engineering, Social Sciences	<ol style="list-style-type: none"> Under the Security and Safety Focal Point (SSFP) guidance, support the business continuity planning and activities for the Asia Pacific Area office. Together with the SSFP execute the BCP process and documentation, which can be used as a manual and reference to guide the roll out for the different countries. Create a library on the different forms and activities. 	<ul style="list-style-type: none"> Business Continuity Plan for the Area Office Process Documentation of the Business Continuity Management and Planning Library of BCP forms and activities
Housing and Human Settlement Department	1. Desk research on low-income rental housing models and recommendations for its adaptations in the Philippines	Social sciences, preferably economy or political sciences	<ol style="list-style-type: none"> Design the research in detail, including data collection tools and analysis matrix Revise policies and legal framework in the Philippines Interview experts in the Philippines Identify best practices of low-income rental housing worldwide, focusing on its financial models and in the AP region Run a comparative analysis of the stakeholders, roles, enabling market and legal frameworks, and other key aspects of the models Write a report and make a final presentation 	Research report
	2. Conduct research, collect reference materials and	Any but with strong interest on disaster risk reduction and response	<ol style="list-style-type: none"> Draft operational plan for promoting knowledge management system of Habitat regional DR³ Unit Research, collect and draft information, education & 	<ul style="list-style-type: none"> Draft copy of knowledge management plan of Habitat DR³ Unit

	draft relevant materials for strengthening knowledge management system on DR ³ matters in collaboration with DR ³ Unit's Specialists/subject matter experts.	matters	<p>communication (IEC) materials or guidelines on integrating disaster risk reduction (DRR) and Climate Change Adaptations (CCA) in housing hosing sector</p> <p>3. Collect reference materials on low cost disaster resilient housing solutions focused on appropriate materials, shelter items, methods and practices in Asia Pacific</p> <p>Note: Habitat Asia-Pacific office has recently developed a three year operational strategy (2016-2019) on Disaster Risk Reduction and Response (DR³) for promoting 'Safer homes and more resilient communities Asia-Pacific'. One of the key objectives of this strategy is to foster and advocate innovative lesson-learning and knowledge-sharing mechanisms to promote quality and impactful DR³ programming.</p>	<ul style="list-style-type: none"> - A collection of Disaster Response materials to be upload online - Draft information, IEC materials and guidelines on DRR and CCA integration in Habitat's housing projects
Resource Development Department	1. Major Gift Prospect Research	marketing with good research and communication skills	<p>Research on identified prospect giving history and help design/development of collateral for Major Gift fundraising</p>	Detailed analysis and creation of data base
	2. Corporate fundraising prospect research	marketing with good research and communication skills	<p>In-depth research on identified corporates giving history and CSR goals and projects.</p> <p>Help design and development of collateral for corporate giving</p>	Detailed analysis and pipeline creation
	3. Program Content Development (2 interns required)	Communications / Media	<ol style="list-style-type: none"> 1. Under project team guidance, develop knowledge products i.e. the program profiles 2. Work with project team on Solid Ground content for target audiences 3. 3. Improve on the donor intel sheet and learning portal content 	<ul style="list-style-type: none"> - Strategic content materials / products - Creative media geared for APO Solid Ground - Donor intel sheet

	<p>4. Enhancing marketing and communication collaterals for Global Village hosting programs/countries in Asia/Pacific</p>	<p>Communications with knowledge in Photoshop other design software</p>	<ol style="list-style-type: none"> 1. Community/site information gathering from 13 hosting programs/countries 2. Edit communication materials for publication 3. Design/develop collateral (site information, Blueprint 2-pager) 	<ul style="list-style-type: none"> - Blueprint 2-pager for 13 hosting programs/countries - Blueprint template - Improved Global Village annual accreditation process/flowchart
	<p>5. Volunteer Program benchmarking project of national organizations in Asia/Pacific</p>	<p>Social Sciences with (Research background and familiarity on conducting surveys)</p>	<ol style="list-style-type: none"> 1. Utilize existing benchmarking tool and adjust based on Habitat volunteer program needs/context 2. Survey of 18 national organizations using adjusted benchmarking tool 3. Consolidate results and develop/create a presentation of current HFHI AP volunteer program landscape 	<ul style="list-style-type: none"> - Revised/adjusted volunteer program benchmarking tool - Volunteer program case studies - PPT/presentation of survey results
	<p>6. Special Initiatives under Impact Asia Campaign: Habitat Young Leaders Build (HYLB) and Women Build</p>	<p>Social Sciences and/or Communications with interest of events and youth engagement</p>	<ol style="list-style-type: none"> 1. Assist in managing and organizing special initiatives such as HYLB and Women Build 2. Support the regional and national HYLB teams in planning and expanding their annual youth and women campaign 3. help prepare HYLB debriefing and post event report 4. Research and draft HYLB 5-year report 5. Support the regional and national team in organizing Women Build activities including identifying event sponsors and project donors 6. Help develop pipeline for HYLB and Women Build in coordination with the RD team members 	<ul style="list-style-type: none"> - Comprehensive list and profile of at least 30 identified corporates and HNIs who have the interest to support youth and women empowerment projects - Appeal letters, draft proposals and fundraising materials prepared for HYLB and Women build - Research and draft 5-year report on Habitat Young Leaders Build campaign