



UNIVERSITY
of VIRGINIA

INTERNATIONAL
STUDIES OFFICE

Key-Log

Economics

Hanoi, Vietnam

Application due: January 21, 2020

UVA Independent Global Internship

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Applications
due: January
21

Key-Log Economics | Vietnam

Hanoi, Vietnam

Key-Log Economics | Vietnam is a start-up social venture spawned in 2018 by Charlottesville-based Key-Log Economics, LLC. We are an ecological-economics consultancy that believes that better (more efficient, more just, more sustainable) outcomes are attainable when complete information is available to, and is used by, environmental and economic decision-makers. We put solid, applied research into the hands of NGOs and other clients and help them craft and execute strategies to achieve their conservation goals. Our particular expertise is in land and resource policy analysis backed by GIS, statistical, and other quantitative and qualitative ecological-economics research that we package as technical reports, articles, presentations, and strategic communications for policy, scientific, and lay audiences.

We are a 100% employee-owned and majority-women-owned small business, and we are a learning organization that continually improves our craft so that we can help our clients be more effective in protecting the natural world.

Internship title:

- Research and Business Development Assistant

Description of position:

The Research and Business Development Assistant ("Intern") will have two complementary assignments, each of which will both support Key-Log Economics | Vietnam's (the "Sponsor's") mission and goals and build skills and experience for the Intern.

- **First** there is research. The Intern will review literature, organize primary and secondary data sets, and, depending on the Intern's particular skills and interests, conduct statistical, GIS, and policy analyses in support of the Sponsor's ongoing ecological-economics research on behalf of its clients. As of this writing, the most likely topic areas are agricultural sustainability, especially via a certification labeling system, and solid waste management and evaluation of the impacts of solid waste problems and solutions on people, communities, and economic outcomes in Hanoi and elsewhere in Vietnam. We also have a nascent project that, we hope, will result in better sustainability planning at the provincial level. We would like to design the internship to best match the interns strengths and interests as well as our own research needs.
- The **second** assignment is business development. That is a broad term, but the Intern's tasks will certainly include conducting market research about, and assisting with outreach to, new potential clients and collaborators in Vietnam and the broader South/Southeast Asia region. The



Intern will participate in client meetings, help draft proposals and build budgets, and otherwise learn what goes into developing consultant-client relationships and defining policy-oriented research. The Intern may also support organizational communications efforts via social media, blog posts, video creation and others that match the Intern's interests and skills.

- In both of these assignments, the Intern will be expected to complete tasks INTERdependently with the supervisor as well as with the Sponsor's other Vietnam-based and U.S. staff. In practice that will mean working closely with our staff to ensure tasks and strategies are defined and understood, and maintaining a high-level of communication with colleagues, while being able to complete individual tasks without hour-by-hour supervision.
- **What can an intern expect to learn?** The Intern will strengthen existing analytical and communications skills, and he/she will have the chance to develop new skills (e.g. GIS analysis, and/or business-oriented social media) as part of academic-quality ecological-economic research. We would expect that the business development assignment will present an even greater opportunity to learn new skills/arts/perspectives. The intern will be engaged in all aspects of the process, including networking events, internet research, outreach, project development, proposal writing, budgeting, and contracting.

Moreover, while the Sponsor's parent organization has been up and running for >5 years, the Vietnam-based organization is a startup just chartered in April 2019. The internship therefore provides an opportunity to experience and exercise the flexibility, creativity, and variety of tasks and thinking necessary for getting a new venture off the ground.

Preferred qualifications:

UVA requirement: All candidates must be in good academic and disciplinary standing.

- Ideal candidates will be rising 4th year undergraduates or students about to begin, or in the midst of, a masters program.
- Given the transdisciplinary nature of ecological economics, we will be happy to consider applicants from almost any field. Economics, Environmental Science, Global Studies (Development, Health, or Environment + Sustainability), Public Policy (Batten), Commerce, and some others would be the most obvious matches. Applicants studying in Sociology, Gender Studies, International Affairs and other disciplines would also bring interesting and valuable perspectives.
- All applicants should have solid quantitative skills, excellent verbal skills, and the flexibility/adaptability to work and live in an international environment. (Previous international travel or work experience is NOT required, however.) Above all, we are seeking applicants committed to helping find sustainable solutions for the people of south and southeast Asia.

Language:

- We would highly recommend that the successful applicant spend some time with Vietnamese language self-study prior to and throughout the formal internship. Many Vietnamese speak English as their second (or third...) language, but navigating menus, taxi rides, shops/grocery stores, etc. will be much easier with a little vocabulary.



Dates and timings:

- Summer 2020; the start date for the internship is flexible but should begin on-site on or after May 31, 2020. Some work could be one on-line/asynchronously before that, but the supervisor will be travelling in the U.S. until just before that date, and we expect the Intern may be engaged with University activities through the Exam period, if not through Finals weekend.
- We prefer that the intern commit to between 10 and 12 weeks.
- With the exception of the weekly full-team call, which currently occurs at 23:00 on Tuesdays, Indochina time, normal business hours will be 9-5/6, with occasional evening hours for networking events or perhaps as proposal deadlines approach. (In those cases, the Intern may shorten the day or another day to keep to ~35 working hours per week.)
 - Long lunches (90 minutes or more) are common in Vietnam, and we would encourage the Intern to enjoy the practice and use the time to explore the neighborhood around our office, visit nearby historic or cultural sites, meet people, and, of course, try new foods. We will be sure to make at least one of these each week a bit more structured to include other team members and conversation or an agenda geared toward mentoring/professional development.

Number of positions offered:

- One

Support:

- The internship includes a stipend, paid bi-weekly, commensurate with the Intern's experience and sufficient to more than cover living expenses and a bit more in Hanoi.
- The Sponsor will cover travel costs for site visits outside of Hanoi--something we would hope to include as part of the internship.
- We can also provide a room with private bath directly, at least for the start and/or end of the internship, to fill any gap between the Intern's arrival/departure and his/her other housing term.

Pre-internship preparation requirements:

- We will provide some reading materials will be provided, including a copy of a (short) text/workbook that informs and guides our typical research design, and we will expect the Intern to read through that before the internship begins.
- We would also expect to have some communication (synchronous and asynchronous) to answer questions, bring the Intern up to speed on the array of projects, and to take care of logistical (housing, transport, etc.) matters before the Intern's arrival in Hanoi.
- Before leaving Charlottesville, the Intern should also meet with our Virginia-based member/research associate (a 2017 Virginia alumna) to learn more about the company and what to expect to learn through the work.



Additional information:

- If under their care, you must have your parents/guardian's permission to apply for this position before submitting an application.
- **DRESS CODE:** Business/Business Casual. Most professional women wear dresses or skirt/slacks with a blouse. For men it is trousers and a shirt. Especially during the summer months, neckties and jackets are rare, but may be required on occasion. Summer is the rainy season/monsoon, so plan for that.

Special application instructions:

- Upload an unofficial copy of your transcript along with your other application materials
- The applicant's cover letter should express why it is they want to gain experience in this field and/or in this part of the world. Tell us what inspires you as well as what you can do help us pursue what inspires us.

Previous interns' reflections:

Personally, I was so elated to be given the opportunity to go to Vietnam this summer. My father had to flee the country as a war refugee in 1975 and has not returned since. He could not believe that I wanted to go to Vietnam for an internship. I was able to reconnect with a part of my heritage that I never thought would be possible. I also was able to work closely with an intern from Cork, Ireland who was doing work with VietFarm through Irish Aid. As I am also half Irish, I really enjoyed being able to work closely with someone who offered an Irish perspective on specific projects. The cross-cultural learning and re-connecting with my heritage that I was afforded through this internship was an incredible highlight of my overall experience.

Professionally and academically, I learned a lot of valuable skills through this internship such as basic Excel, data analysis, improved literary research with the Zotero application, the accreditation and certification processes for ISO, an introduction to GIS mapping skills and the structural set up of certification and accrediting bodies to name a few.



~BELLA DILLON (Summer 2019)