



Terms of Reference

Intern, SRHB, Technical Division

Job title:	Intern
Location:	UNFPA, 605 3rd Ave., New York, NY, 10158
Full/Part-time:	Full-time
Remote/In person:	Remote/In person (TBD)
Duration:	12 weeks (extendable up to 24 weeks)
Deadline for Application:	15 July 2023

The Position:

Under the direct supervision of the Programme Specialist on Youth, Peace and Security, part of the Adolescents and Youth team of the Sexual and Reproductive Health Branch, Technical Division the intern will support the Adolescents and Youth team in the areas of youth participation in peace and security, humanitarian response and climate action (“My World” pillar of the UNFPA’s Global Adolescents and Youth Strategy - “My body, My life, My world”).

A work plan with achievements for the Internship and learning opportunities will be agreed upon. Periodic progress meetings will lead to a beneficial environment for the Intern, enhancing her/his skills and capacity in areas related to UNFPA’s mandate.

About UNFPA and How You Can Make a Difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person’s potential is fulfilled. UNFPA’s strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments to accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations, and individuals to “build forward better”, while addressing the negative impacts of the COVID-19 pandemic on women’s and girls’ access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results. We need interns who are exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

You would be responsible for:

Supporting the team leading the implementation of the “My World” pillar of the UNFPA’s Global Adolescents and Youth Strategy - “My body, My life, My world” with research, documentation and knowledge management capacity.

Specific tasks for the intern include:

- Conduct research on UNFPA’s programmatic experience in peacebuilding, identifying emerging and recurring approaches and good practices, and mapping UNFPA’s portfolio of programmes funded by the Peacebuilding Fund.

- Conduct research on UNFPA's support towards YPS implementation at country and regional levels, identifying examples of support provided to YPS coordination mechanisms and national and/or regional YPS policy frameworks.
- Consolidate, organize, and disseminate relevant peacebuilding, humanitarian, and climate-related resources among relevant teams within UNFPA.
- Assist in preparing knowledge resources and communication products for internal and external use, including presentations, thematic fact sheets, background notes, talking points, etc.
- Assist in preparing and consolidating UNFPA's inputs for the upcoming Secretary-General report on Youth, Peace and Security.
- Provide support to the UNFPA Adolescents and Youth team in organizing events, seminars, workshops, and conferences, as applicable.
- Participate in meetings with UNFPA, partners, and other stakeholders and prepare notes/meeting minutes.
- Perform any other duties assigned by the supervisor.

At the end of the internship, the following outputs will be expected:

- A database of UNFPA projects funded by the Peacebuilding Fund.
- An assessment of UNFPA's support to YPS initiatives at country and regional levels.
- Knowledge resources and communication materials developed.
- All relevant documentation is archived adequately in google drive

Qualifying for an Internship

All interns must meet the following educational and other eligibility requirements:

Educational requirements

- a. Be enrolled in a first university degree programme (such as bachelor's degree or equivalent) and have completed one full academic year;
- b. Be enrolled in a postgraduate degree programme (such as master's programme or higher);
- c. Have recently graduated with a university degree as defined above and, if selected, must start the internship within one-year of graduation; or
- d. Be enrolled in a postgraduate professional trainee programme and undertake the internship as part of this programme.

Other eligibility requirements

- a. Demonstrate interest in the field of development;
- b. Demonstrate written and spoken proficiency in English, and at least one other official UN language (Spanish or French is desirable); and
- c. Demonstrate ability to adapt to new environments and to establish and maintain good working relations with individuals of different cultural backgrounds.

You Have:

Your Education: Active enrolment or recent completion of a Master's level degree programme in a relevant field (e.g. international development, peacebuilding, public health, gender, nonprofit management or population and development)

Your Experiences:

- Some experience in working with development, peacebuilding or humanitarian organizations, including in a volunteer capacity.
- Fluency in English. Knowledge of French or Spanish is an asset.
- Strong analytical and writing skills.
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds.

Learning Elements:

Upon completion of the assignment, the Intern will gain the following knowledge assets:

1. Increased understanding of the UNFPA and the Technical Division within UNFPA
2. Understand the UNFPA mandate and policies, including regional and country set-up.
3. Understand and familiarize with UNFPA Governance and Executive Board
4. Understand UNFPA programme design and delivery mechanisms.
5. Understand the dynamics of operational and programme support and communications to the field, and at the level of HQ.
6. Learn UN technical language, working procedures, and coordination mechanisms.
7. Write and formulate substantive documents.
8. Network with UN colleagues.
9. Work experience as a team member in a multicultural setting.

Financial Aspects:

Interns do not receive a salary or any other form of remuneration from UNFPA. The costs associated with an intern's participation in the programme must be assumed either by the nominating institution, which may provide the required financial assistance to its students, or by the students themselves, who will have to meet living expenses as well as make their own arrangements for accommodation, travel and other requirements. However, they receive a stipend to help cover basic daily expenses related to the internship, if not financially supported by any institution or programme, such as a university, government, foundation, or scholarship programme. The amount of the stipend varies according to the intern's agreed place of work, which may be different from the duty station of the hiring office in cases of remote arrangements. In addition, applicants must have medical insurance for the duration of the internship. Proof of insurance will need to be submitted before the internship begins. UNFPA does not provide medical insurance for interns.

How to Apply

To apply, follow the steps outlined at <https://www.unfpa.org/jobs/global-internship-roster>.

Please note that while the internship roster accepts applications continuously, **only applications received by 15 July 2023 (COB) will be considered for this specific role.**

Due to the high volume of applications, only shortlisted candidates will be contacted for an interview.