



Terms of Reference Intern(s)

- Position:** Youth Program Internship (4 interns – 2 females and 2 males)
- Purpose:** The interns will learn and be coached on youth program, those include program planning, implementation, monitoring/reporting and UN youth mechanism.
- Duration:** **Three month assignment:**
First intern from June to Aug
Second intern from July to Sept
Third intern from Aug to Oct
Fourth intern from Oct to Dec
- Time:** The work will be full time with an expected total amount of approximately 480 hours
- Where:** The Interns will be expected to come to UNFPA office eight hours a day, five days a week, and/or to work remotely if required.

Tasks and responsibilities

Under the direct supervision and guidance of Youth Program Officer the intern will assist her/him in fulfilling tasks as described as follows:

1. Provide support for program implementation and monitoring with:
 - Organizing program quarterly meeting and ad-hoc meeting with implementing partner(s) as well as with consultant(s) and preparing the meeting minutes/records;
 - Reviewing and following up the quarterly work plan, budget and report
2. Provide support for development of textbooks of Comprehensive Sexuality Education with:
 - Khmer typing and editing the textbooks
 - Formatting for the final draft of textbooks
3. Provide administrative support in:
 - Assisting in coordination the exchange information through drafting correspondence;
 - Providing logistic support for program activities.
4. Provide support to other tasks as requested by the supervisor.
5. Link with UN Youth Coordinator to learn on youth networking, UN youth mechanism/function of UN Youth Advisory Panel and UN Youth Task Force.

Learning Elements

Upon completion of the assignment, the Interns should be able to:

1. Understand UNFPA program on Adolescent and Youth, especially program planning, implementation and monitoring/reporting.
2. Increase ability in leadership/management, partnership, communication, coordination and facilitation
3. Understand the dynamics of an Inter-agency programme and networking with youth organizations
4. Learning on technical language and working procedures
5. Writing and formulating of documents
6. Work as a team member in a multicultural setting

Qualifications and Experience

1. Currently enrolled in undergraduate program or recent graduate in health, education, management, policy and social development
2. One year experience in volunteerism and/or working in related fields, as preferable
3. Fluency in English and efficiency in Khmer writing
4. Ability to write clearly and concisely
5. Ability to think critically, work logically and precisely with attention to detail
6. Initiative, sound non-judgmental and demonstrated ability to work harmoniously with staff members of different national and cultural backgrounds.

Requirement for Application

In order to facilitate smoothly and rapidly assess, applicants please be so kind to collect and provide all these items and submit to cambodia.office@unfpa.org.

- Completed Application Form (attached for ease of reference)
- Updated CV

It is worthy of note that 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. 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.