



## **Terms of Reference**

### **International Intern for Adolescent and Youth (AY) Programme**

<b>Job title:</b>	<b>International Intern for Adolescent and Youth (AY) Programme</b>
<b>Location:</b>	<b>UNFPA, Cambodia</b>
<b>Full/Part-time:</b>	<b>Full-time (approximately 40 hours per week)</b>
<b>Remote/In person:</b>	<b>In-person</b>
<b>Duration:</b>	<b>5-6 months, starting from October 2024</b>

#### **The Position:**

The international intern will work closely with the Programme Specialist - Youth at the UNFPA Cambodia Country Office to support the Adolescent and Youth programme team. The primary focus of the work will involve developing youth networks and networking mechanisms, as well as exploring youth accelerator programming. This will include conducting research and study on youth health, sexual and reproductive health, and Comprehensive Sexuality Education (CSE).

A workplan with achievements for the duration of 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.

#### **Tasks and responsibilities:**

The overall work will be with the adolescent and youth programme team. The international intern will:

- 1.** Assist in the development of a youth fact sheet based on a new Cambodia DHS, Youth Report and relevant youth research and studies:
  - Do the desk review and come up with a set of updated data available about youth's profiles, health, education, employment and youth participation.
  - Under support from the programme specialist - Youth, assist to develop a draft fact sheet of youth in Cambodia for knowledge management and programming.
  - Support the preparation of presentations in PowerPoint on youth issues related to SRH, Fertility, CSE, and HIV.
  
- 2.** Youth Health Mobile app and Youth Peer Educators Groups (Y-PEGs) for School Health Rooms
  - Assist the AY programme team to support MoEYS to review the training guide for Youth Peer Educators Groups (PEGs) for operating the School Health Rooms programme.

- Assist to develop the app content for the youth mobile app through providing creative/innovative ideas.
  - Assist in updating the pamphlet of youth mobile app for reporting and resource mobilization.
- 3. Contribute to knowledge management**
- Assist to update the draft annotated bibliography on child early and forced marriage (CEFM).
  - Assist in collecting best practices and lessons learned on youth intervention (particularly for indigenous youth related to SRH, CSE and CEFM).
  - Create and maintain knowledge and resource repositories.
  - Facilitate knowledge-sharing.
  - Assist to create communication materials to increase awareness of SRHR and CSE issues, the intervention and impact made by UNFPA and the visibility of the UNFPA to priority.
- 4. Contribute to one or more of the following project outcomes, based on organizational needs and intern's skills:**
- A comprehensive youth fact sheet based on the new Cambodia DHS and other relevant data
  - Content for at least one module of the youth health mobile app
  - An updated annotated bibliography on child early and forced marriage (CEFM)
  - A final presentation on internship achievements and lessons learned

The intern will work with their supervisor to determine specific project goals that align with UNFPA's current priorities and the intern's academic background.

**Required Competencies:**

- Communicating information and ideas
- Knowledge sharing/continuous learning
- Innovative and creative thinking
- Valuing diversity
- Working in teams

**Qualifying for an Internship:**

**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:**

- e. Demonstrate interest in the field of development.
- f. Demonstrate written and spoken proficiency in at least one of the working languages of the United Nations (English or French) and fluency in the official language (Arabic, Chinese, English, French, Russian or Spanish) of the UNFPA office; and

- g. 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:** preferred areas of studies are health, mass communications, graphic design, visual communications, media, or other similar subject at the university level.

**Your Experiences:**

- h. Some experience in working with development agencies, including in a volunteer capacity.
- i. Good English writing and speaking skills.
- j. Experience in graphic design and video editing skills.
- k. Strong analytical and writing skills.
- l. 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, and depending on its duration, the Intern will gain the following knowledge assets:

1. Increased understanding of the UNFPA and the Programme Division within UNFPA
2. Understand the UNFPA mandate and policies, including regional 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 stipend is based on 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.

**UNFPA Work Environment:**

UNFPA provides a work environment that reflects the values of gender equality, diversity, integrity and healthy work-life balance. We are committed to ensuring gender parity in the organization and therefore encourage women to apply. Individuals from the LGBTQIA+ community, minority ethnic groups, indigenous populations, persons with disabilities, and other underrepresented groups are highly encouraged to apply. UNFPA promotes equal opportunities in terms of appointment, training, compensation and selection for all regardless of personal characteristics and dimensions of diversity. Diversity, Equity and Inclusion is at the heart of UNFPA's workforce - click here to learn more.

**Disclaimer:**

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process and does not concern itself with information on applicants' bank accounts.

**How to Apply**

Interested candidates please apply online via below link:

[https://estm.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX\\_2003/job/19536/?utm\\_medium=jobshare](https://estm.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_2003/job/19536/?utm_medium=jobshare)

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

P-11, interested candidates are required to complete and submit P-11.