



Terms of Reference **Intern, Youth and Programme Support**

Job title: Intern, Youth and Programme Support
Location: UNFPA, Cambodia
Full/Part-time: Full-time (approximately 40 hours per week)
Duration: 3 months

The Position:

Under the direct supervision of the Youth Programme Specialist, the intern will support the youth team in the areas of youth accelerator/programme implementation and liaison with a focus on building UN youth networking and mechanism.

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 on 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 seek interns who are exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

Tasks and responsibilities:

The overall work will be with the adolescents and youth team and programme support. The intern will:

1. Develop a youth fact sheet based on a new Cambodia DHS:
 - 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 specialists/officers, to develop a draft fact sheet of youth in Cambodia
2. Provide support to the UN Youth Advisory Panel (UNYAP):
 - Learn and provide support for UN youth mechanism/function of UN Youth Advisory Panel.
 - Support UNYAP members in the daily management of UNYAP's social media engagement channels: Facebook, Instagram, Tik Tok Perform other duties as required.
3. Peer Educators Groups (PEGs) for School Health Rooms
 - Support MoEYS/UNFPA/UNYAP to draft a training guide for Youth Peer Educators Groups (PEGs) for operating the School Health Rooms programme.

4. Create communication materials to increase awareness of SRHR issues, the intervention and impact made by UNFPA and the visibility of the UNFPA to priority audiences (e.g. Japanese people and government)
 - Generate or translate social media posts in Japanese related to the project funded by Japanese partners

Required Competencies:

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

Your Knowledge and experience:

- The intern should be a fresh graduate within one year or currently enrolled in the final academic year of a first university degree programme or be enrolled in a postgraduate degree programme (such as a master's programme, or higher); Preferred areas of studies are mass communications, graphic design, visual communications, media, or other similar subject at the university level;
- Some experience in working with development agencies, including in a volunteer capacity.
- Good English writing and speaking skills;
- Experience in graphic design and video editing skills;

Learning Elements:

Upon completion of the assignment, and depending on its duration, the Intern should be able to have:

- Increased understanding of the UNFPA and the programmes within UNFPA;
- Increased knowledge of sexual and reproductive health and rights, gender-based violence, young people, and population and development.
- Understand the UNFPA mandate and policies
- Understand UNFPA programme design and delivery mechanisms
- Understand the dynamics of programme support and communications to the field
- Learn UN technical language, working procedures, and coordination mechanisms
- Write and formulate substantive documents
- Network with youth and UN colleagues
- Work experience as a team member in a multicultural setting

Upon completion of the internship, the intern receives a certificate from UNFPA confirming their time and function supporting the Organization

Financial Aspects and others:

The new policy will be applied as of 2020 and interns are entitled to stipends and leave entitlements.

The stipend:

The monthly amount of the stipend will be determined for each duty station at the beginning of each year based on the stipend rates published yearly by the UNDP. The stipend is paid on a monthly basis and part-time internship arrangements are prorated accordingly. No other remuneration of any kind will be made to an intern by the office in connection with an internship agreement.

Where an intern is financially supported by an institution, government or third party, UNFPA will pay the intern the **difference, if any**, between the external financial support provided and the applicable UNFPA

stipend. If the external support matches or exceeds the stipend rate, no stipend shall be provided by UNFPA. Interns are expected to self-certify whether they receive external financial support via the Self Certification [Form](#).

Annual leave:

Interns will accrue leave at the rate of **1.5 days per full month** supporting the office. This includes the provision for both sick leave and annual leave. Any accrued leave days not used by the end of the internship will be forfeited. If an intern supports for less than half a month, they accrue only 0.5 days for that month. Should they support the office for more than half a month but less than a full month, they accrue 1 day for that month.

The absence:

Unexcused leave in excess of 9 days will be deducted from the monthly stipend at the daily rate. Until the 9 days threshold is met, offices should not deduct the monthly stipend on account of leave.

How to Apply:

Please email your applications to cambodia.office@unfpa.org