Approved by: Azamat Baialinov, UNFPA Head of Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cleared by: Akylai Apylova, UNFPA Operations Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**TERMS OF REFERENCE**

**Intern position - Communication**

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| **TERMS OF REFERENCE (to be completed by Hiring Office)** | |
| Hiring Office: | UNFPA Country Office Kyrgyzstan |
| About UNFPA: | 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 expands choices and possibilities for women and young people to lead healthy and productive lives. UNFPA’s new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.  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. |
| Purpose : | Increasing the capacity of young people is one of the main areas of UNFPA’s mandate. In order to strengthen the capacity of young people and providing opportunities to learn about UN system and acquire new knowledge and skills UNFPA office in Kyrgyzstan is organizing internship for students and graduates from the universities. One third of the SDGs targets are related to youth and emphasize youth participation and empowerment. The majority of youth in Kyrgyz population can be a great force for promoting and implementing the 2030 Agenda and accelerate Kyrgyzstan on the path to sustainable development. The youth engagement in SDG's advocacy is making it more and more possible for young people to connect with each other, get organized quickly and inexpensively, and mobilize support for agenda 2030.  UNFPA, the United Nations Population Fund, is interested in hosting an intern who could assist in raising the Fund’s visibility and its mandate on social media. This would be done by generating communication products, including human interest stories, promo materials and other visual and narrative products reflecting and describing UNFPA core initiatives, partner roles and donor contributions, as well as assisting with informational campaigns oversight.  This will provide an opportunity for the interns to continue building practical skills on communication and develop experience working in an international organization and particularly in the context of UN system. This, in turn, would enrich CO UNFPA with interns’ unique inputs and perspectives. The internship promises to be an interesting and rewarding opportunity for career and personal development. |
| Scope of work:  (Description of services, activities, or outputs) | The intern will report to UNFPA Programme Associate/Communications, and will be expected to:   * + Support the creation and publication of media content;   + Assist the Programme Associate/Communications in the organization of key events and communication opportunities, such as conferences, discussions and report launches;   + Follow up internal communication;   + Assist with public relations, producing presentation materials,   + Managing website content, and developing media output,   + Take photos during UNFPA events for posting on UNFPA Social Media pages   + Perform other duties requested by Programme Associate/Communications and UNFPA Team.   + Be engaged in other program -related activities upon the need |
| Duration and working schedule: | Internship is up to 3 months from March 14 to June 14, 2022 with possible extension |
| Place where services are to be delivered: | Bishkek, UNFPA CO |
| Delivery dates and how work will be delivered (*e.g.* electronic, hard copy etc.): | Upon completion of the assignment, the Intern should be able to increase understanding of UNFPA mandate, SDG 2030 Agenda, policies and procedures of UN operations and programme activities and gain practical skills and knowledge of working in the dynamic environment of the international organizations. Depending of COVID-19 situation, working schedule will be on-line or off-line (to be communicated) |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | Intern is expected to report to Programme Associate/Communications with regular updates through email correspondence as well as provide progress report at the end of each month. Based on progress, Certificate of Payment will be issued and paid. |
| Supervisory arrangements: | Programme Associate/Communications will manage the intern |
| Expected travel: | Not envisaged |
| Required expertise, qualifications and competencies, including language requirements: | **Applicant to the internship should meet one of the following requirements:**  1. Be enrolled in a postgraduate degree programme (such as a master’s programme, or higher);  2. Be enrolled in the final academic year of a first university degree programme (such as bachelor’s degree or equivalent);  3. Have recently graduated with a university degree (as defined in (1) and (2) above) and, if selected, must start the internship within one-year of graduation;  4. Be enrolled in a postgraduate professional traineeship programme and undertake the internship as part of this programme.  Competencies**:**   * Academic background and knowledge in communications, web design, and media * Fluency in English and Russian. Kyrgyz is an asset * Knowledge and experience with websites and Google Drive * Ability to think and work logically with attention to detail * Ability to write clearly and concisely * Initiative, sound judgment and demonstrated ability to work harmoniously with staff members of different national and cultural backgrounds |
| Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable: | 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. In addition, applicants must have medical insurance for the duration of the internship. UNFPA does not provide medical insurance for interns.  UNFPA will provide equipment upon request and monthly internship stipend equals to USD 123.26/month. |
| Other relevant information or special conditions, if any: | Upon completion of the assignment, and depending on its duration, the Intern will gain the following knowledge assets:   * Increased understanding of the UNFPA CO Kyrgyzstan and the UN system * Understand the UNFPA mandate and policies, including country set-up * Understand UNFPA programme design and delivery mechanisms * Understand the dynamics of operational and programme support * Increased knowledge of issues related to population and development, sexual and reproductive health and gender-based violence * Learn UN technical language, working procedures, and coordination mechanisms * Write and formulate substantive documents * Meeting and networking with UNFPA colleagues in other units * Work experience as a team member in a multicultural setting |
| Signature of Requesting Officers in Hiring Office:  Programme Associate/Communications  Date: 25.02.2022 | |