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

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

Prepared by Baktybek Kainazarov, UNFPA NPA on YPD\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TERMS OF REFERENCE**

**Internship position - Programme**

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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 will continue to work with programme intern to assist Youth, Population and Development (YPD) and Gender programme activities. This will provide an opportunity for the interns to continue building practical skills 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) | Under the direct supervision of the National Programme Officers (NPA) on YPD and NPA on Gender hired intern will support YPD and Gender programmes. By default, interns shall complete all mandatory trainings for interns. Take part in office’s staff meetings and events.  **Programme intern for PD and Gender programmes will handle the following tasks:**   1. Familiarize his/herself with UNFPA mandate, SDG 2030 Agenda, three transformative results and main activities that are being carried out by UNFPA CO 2. Provide assistance in implementation of program activities of PD and youth components under guidance of/as YPD team members 3. Provide assistance in implementation of program activities of Gender component under guidance of/as requested by UNFPA NPAs 4. Participate and assist in programme events, trainings, workshops , provide logistical support in organization of meetings and implement other administrative duties for programmes etc. 5. Assistance in organization of UNFPA events and filing documents and correspondence 6. Distribution of printing/promotional materials of UNFPA programmes 7. Assistance in the preparation of briefing notes and minutes when required 8. Participating in meetings, keeping minutes and translations development of infographics 9. Performing other duties requested by UNFPA Gender team and Programme Associate, Programme Assistant and operations team. |
| 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 UNFPA NPAs on YPD and Gender 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: | UNFPA NPAs on YPD and Gender will manage respective 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**:**   * Highly organized and self-motivated; * Ability to multi-task, to work flexibly and meet tight deadlines, provide attention to details; * Able to work in a team and independently and effectively with minimum supervision; * Shows creativity, flexibility and ability to work within deadlines; * Shows maturity, initiative, tact and high sense of responsibility; * Good communications skills, high knowledge of English and Russian (written and oral). Kyrgyz is an asset * Computer literacy (Microsoft Office software, E-mail, Internet) |
| 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:  Baktybek Kainazarov, NPA on YPD  Nazira Satyvaldyeva, NPA on Gender  Date: 25.02.2022 | |