**Terms of Reference**

**Intern - To undertake a situation analysis of Sexual and Reproductive Health and Rights in the UNFPA (Cox’s Bazar/Rohingya and Host Communities and similar settings of other countries in the APRO)**

**Job title: Intern**

**Location: UNFPA Bangladesh Country Office**

**Duration and working**

**Schedule: This intern will be hired for four (04) months from the date of recruitment.**

**The Position:**

UNFPA Bangladesh wants to analyze the overall situation of Sexual and Reproductive Health and Rights (SRHR) in Cox’s Bazar/Rohingya and Host Communities. The overall objective is to assess the situation of SRHR to determine needs and service gaps using the recommendation of Guttmacher–Lancet Commission, in the current context. These findings intend to feed into publications of policy documents that will explore service gaps according to the recommended package of essential SRHR interventions. This policy document will also guide the SRHR community to decide what else to include in the national frameworks. Such inclusion would acknowledge the centrality of SRHR within systems that aim to improve the health and rights of all people.

The Guttmacher–Lancet Commission on SRHR consists of 16 commissioners from Africa, Asia, Europe, the Middle East, North America, and Latin America, with multidisciplinary expertise and experience in a broad range of SRHR issues. From 2016 to 2018, the Commission held several consultations and synthesized available evidence with the support of researchers at the Guttmacher Institute (New York, NY, USA), and other organizations affiliated with some of the commissioners. The advisory group for the Commission, consisting of 23 representatives from SRHR, global health, and funding organizations, provided feedback in this report.

The commission highlights effective and promising interventions in sexual and reproductive health, and presents recommendations for undertaking high-priority actions based on the evidence. The commission also calls on the SRHR community, including governments, multilateral agencies, and non-governmental organizations, to adopt and use the new SRHR definition, thereby unifying the field around a holistic and unified approach.

Under the guidance and supervision of the Representative and Chief of Health, and operational oversight of Health Systems Specialist of UNFPA Bangladesh and in close collaboration with other technical officers in SRHR and other units of Country Office and Cox’s Bazar sub-office, the intern will provide support to analyze the SRHR situation of Cox’s Bazar/Rohingya and Host Communities according to the recommendation of the Guttmacher–Lancet Commission. The intern will also provide research support to the policy documents/ reports to be published in renowned peer-reviewed journals.

**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 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.

**You would be responsible for:**

Under the supervision of Representative and Chief of Health, and operational oversight by Health Systems Specialist, UNFPA Bangladesh and in close collaboration with SRHR and other units’ technical officers in Country and Cox’s Bazar Office, the intern will perform the following activities:

**A. Research analysis support**

• Conduct desk/ documents review to know the current state of knowledge on SRHR in the

Implementing countries, with a focus on the Rohingya refugees;

• Track the implementation of Family Planning (FP) Strategy Plan;

• Research support to SRHR Community-level interventions;

• Review and provide support to mapping of the indicators/variables to include in the data

Collection tools;

• Ensure the audience and stakeholder participation in research validation;

• Develop various tools and guideline for survey data collection, including country adaptation;

• Organizing a consultation workshop (online) to review and finalize the tools (and if travel

recommendations permit, possible in the field);

• Support to all phases of submission of the project protocol/publication for ethical approval etc.

• Assist in collecting and compiling data from the implementing partners (co-leads) related

To SRHR as prescribed in the project document;

• Provide support to monitoring and reporting on the implementation of each activity by co-leads

and suggest corrective actions.

**B.** **Data handling and analysis**

• Support in the preparation of data analysis plan, including statistical methodology and planned

tables and figures;

• Help in conducting data collection (interview and survey, online);

• Support in ensuring that all implementing partners are reporting appropriately as per UNFPA

and donor requirements, and submit reports on time;

• Support the coordination of data entry, editing, and management, including handling data

collection forms, different versions of data, and data storage as per protocols;

• Ensure quality control/assurance and conduct double-checking;

• Perform intermediate reviews and analyses

• Provide support to the analysis, and present data for review meetings and donor reporting.

**C.** **Communication**

• Contribute to the summary of the results of survey reports for UNFPA corporate and country

reporting;

• Notify participants of project findings and collect their feedback;

• Support in preparation of UNFPA Bangladesh progress report as per reporting requirement of

the agreement;

• Develop infographics and short briefing notes on the results achieved from the project for

dissemination through social media and internal reporting;

• Explore and propose programmatic implications of the findings, including opportunities for

South-South exchange.

**D. Other tasks**

• Track the implementation of Family Planning Strategy Plan

• Support with SRHR community-led interventions

• Assist UNFPA Bangladesh, in ensuring timely implementation of the project;

• Perform any other tasks assigned by the Supervisor(s).

**Deliverables:** NB: these are approximate dates, and updated/detailed deliverables will be discussed and agreed upon on-boarding of the intern.

• Develop a proposal to detail implementation plans

• Prepare the data collection tools (survey and interview guides)

• Conduct field/ pilot testing of tools and finalization

• Test the validity of tools and

• Assist in applying for the ethical permission

• Work with ‘Health Systems Specialist’ of UNFPA Bangladesh to collect data from his/ her

counterparts working in the Cox’s Bazar/Rohingya and Host Communities

• Assist in conducting interviews and collecting survey data

• Perform data synthesis, analysis, and prepare initial reports

• Prepare the first draft of manuscripts with consultation with \the health systems specialist

• Assist in addressing comments from co-authors/co-leads in the manuscripts

• Assist in submitting manuscripts in peer-reviewed journals

**Timeline:** The deliverables would be submitted as per project need

**Education:**

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 international development, social sciences, gender studies, humanitarian studies, or other similar subject at the university level.

**Knowledge and Experience:**

* Excellent communication skills (written and oral) in English;
* Strong research and writing skills, with strong analytical skills and creative thinking;
* Initiative, sound judgment and demonstrated ability to work harmoniously with staff members of different national and cultural backgrounds;
* Previous volunteer experience from the non-profit sector or engagement with youth groups is an advantage.

# 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 amount of the stipend varies according to the duty station. 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.

Interns may be given a stipend under conditions prescribed in the rules and regulations. The monthly amount of the stipend will be determined based on the stipend rates published yearly by the UNDP. No other remuneration of any kind will be made to an intern by the office in connection with an internship agreement. Interns are responsible for securing adequate medical insurance for the duration of their internship

**COA: Project: BGD09MWC; Fund: UZJ31; Activity: TALOC11SFPA; IA: PU0074; Dept.: 60500**

**How to Apply**

Please email your applications to [dugomes@unfpa.org](mailto:dugomes@unfpa.org)

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

**Developed by:**



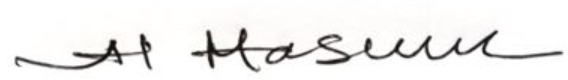
Dr. Dewan Md. Emdadul Hoque, Health Systems Specialist, SRHR Unit Date: 10.08. 2021

**Cleared by:**

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Dr. Vibhavendra Singh Raghuvanshi, Chief of Health Date: 12.08.2021

**Cleared by:**



Al Masum, Acting, Operational Manager Date: 12.08.2021

**Approved by:**

Dr. Asa Torkelsson, Representative Date: 12 August 2021