**Terms of Reference** 

**Youth Intern**

**Job title: Youth Intern**

**Location: UNFPA Bangladesh, IDB Bhaban (15th Floor), E-8/A, Begum Rokeya Sharani, Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh**

**Full/Pat-time: Full-time (approximately 40 hours per week)**

**Duration: 4 months (September 1- December 31, 2021)**

**The Position:**

Under the direct supervision of the Deputy Representative (for Task 1) and guided by Programme Specialist for Adolescents and Youth (for Task 2), the intern will support the Programme portfolio with specific focus on supporting coordination of CPAP equivalent development across programme units. She/he will support coordination of youth participation and empowerment initiative within the inter agency Youth working group and Youth Development Centers.

A work plan 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, the United Nations Population Fund, is the United Nations sexual and reproductive health agency. Our mission is to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA calls for the realization of reproductive rights for all and supports access to a wide range of sexual and reproductive health services – including voluntary family planning, maternal health care and comprehensive sexuality education.

UNFPA has been working in partnership with the Government of the People’s Republic of Bangladesh since 1974, providing technical and advisory services and support. The 9th Country Programme of UNFPA focus on below four areas: 1) Sexual and Reproductive Health and Rights focusing specifically on skilled birth attendance, emergency obstetric and neonatal care, family planning and maternal morbidities; 2) Adolescents and Youth focusing on ending child marriage, comprehensive sexuality education and life skills and access to sexual and reproductive health information and services; 3) Gender equality and prevention of Gender-based violence (GBV) focusing on changing harmful gender norms and building the capacities of national institutions to prevent and address GBV; and 4) Placing people at the centre of developing applying data to drive policies, budgeting and programming.

Guided by the global youth strategy “My body, My life and My world”, UNFPA promotes youth participation and empowerment throughout its operation and programming. As such, UNFPA carries out internship programme which offers youth valuable work experience and helps enhance their professional skills, while allowing prospective employers to see the contribution a young person can make to UNFPA’s mandate.

**You would be responsible for:**

Task 1: Programme management and coordination portfolio:

Support coordination of development of CPAP equivalent document across all programme units;

Provide programming research support in the priority areas that it determined jointly by the supervisor;

Support inter-agency coordination programming work, namely UN Sustainable Development Cooperation Framework and its implementation plan;

Prepare necessary documents contributing to the development of CPAP equivalent.

Task 2: Youth programme portfolio

Support compiling best practices, lessons learnt, experiences and stories on youth participation and support in managing Youth coordination meetings;

Engage with the Youth programme team in generating creative and innovative ideas to UNFPA’s Youth programming in general and Youth Development Centers in specific;

Assist in preparation of digital life skills education and comprehensive education programming knowledge resources, communications and background materials for internal and external use; and,

Participate in various meetings with UNFPA, with partners and other stakeholders and

prepare notes/meeting minutes;

**You Have:**

**Your 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.

**Your Experiences:**

* 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 should be able to have:

* Increased understanding of UNFPA’s work and the UN system;
* Understand UNFPA programme design and delivery mechanisms;
* Learn UN technical language, working procedures, and coordination mechanisms;
* Work experience as a team member in a multicultural setting;
* Increased substantive knowledge of youth development in general and youth SRHR and Youth development in specific in Bangladesh;
* Increased knowledge related to programme implementation, documentation and management;
* Network with UN colleagues.

**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

**How to Apply**

Please email your applications to msfarid@unfpa.org.

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