



Terms of Reference

Intern, Political Scan and Partnerships

(2 Internships available)

Job title:	Intern, Political Scan and Partnerships
Location:	UNFPA, Level 6, Kadavu House, Suva, Fiji
Full/Part-time:	Full-time (approximately 40 hours per week)
Duration:	3 months

The Position:

Under the direct supervision of the Assistant Representatives, the intern will support the PSRO team in the areas of political scanning and partnership with a regional and national level focus.

A work-plan 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 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:

The overall work will be with the Assistant Representatives with a geographic coverage of 14 PICTs. The intern will:

1. Map existing and potential regional and national level strategic partners for ICPD25 and SDG, in relation the strategic value of each partner in progressing ICPD25 and SDGs in 4 areas: reach, brainpower, resources, conducive environment and service delivery. The scope of mapping will include CROP agencies, academia institutions, national human rights institutions, parliamentary groups, NGOs, CSOs, FBOs, community networks and youth led organizations, private sector organizations and media organizations.
2. Map regional and national strategic events in relation to strategic opportunities to progress SRHR financing, regional and national ICPD25 Commitments and SDGs, and UNFPA support to SIDS and Pacific SIDS, and the SAMOA Pathway.
3. Support the formulation of a UNFPA Partnership Strategy, coordination and secretariat needs of PSRO partnership events

4. Support the on-going efforts of UNFPA and PICs to progress ICPD@25 commitments and strategic events which lead up to High Level Meetings on Universal Health Coverage, the Commission on Population and Development, and SDGs as key global reference points.
5. Undertake UNFPA political scanning analysis including in the humanitarian context, at regional and country level, to present national contextual and situational evidence and align to regional level opportunities to progress ICPD25 commitments and SDGs
6. Support UNFPA knowledge products and knowledge sharing with partners in support of common interest to progress ICPD25 and SDGs
7. Support documentation, media content and transformational results stories which demonstrate countries progressing their ICPD25 commitments

You Have:

Your Education: Active enrolment or recent completion of a Master's level degree programme in a relevant field (e.g. international development, public health, gender, nonprofit management or population and development).

Your Experiences:

- Some experience in working with development agencies, including in volunteer capacity.
- Fluency in English. Knowledge of other languages an asset.
- Strong analytical and writing skills.
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds.

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.

How to Apply

Please email your applications including a brief statement on your interest in the internship programme, Internship Application Form and a completed P11 form to vacanciespsro@unfpa.org before **COB 20th November, 2020** with the title *“Internship – Political Scan and Partnerships*

Application form and P11 template can be obtained from the UNFPA PSRO website by clicking:
<https://pacific.unfpa.org/en/vacancies>

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