



Terms of Reference Intern

Job title:	Intern, Adolescent and Youth Programme
Location:	UNFPA, Mongolia
Full/Part-time:	Full time with an expected amount of approximately 40 hours per week
Duration:	6 months (September 2021 – February 2022)

The Position:

Under the overall guidance of the Programme Specialist, Sexual and Reproductive Health and Rights, and Adolescents and Youth and with the direct supervision of the Programme Analyst for Adolescents and Youth (A&Y), the Intern will support the A&Y programme team to implement the Youth portfolio activities, including the work towards youth development and participation, comprehensive sexuality education, and sexual and reproductive health and reproductive rights. 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 an international development agency that promotes the right of every woman, man and child to enjoy a life of health and equal opportunity. UNFPA supports countries in using population data for policies and programmes to reduce poverty and ensure that every pregnancy is wanted, every childbirth is safe, and every young person's potential is fulfilled.

UNFPA Mongolia Country Office is currently implementing the 6th Country Programme for Mongolia, with a focus specifically on youth development, sexual and reproductive health and rights for youth, and addressing Gender-based Violence: contributing to the development of a policy environment that 1) promotes quality Sexual and Reproductive Health services for youth; 2) allows for the implementation of Life Skills Education programmes based on human rights and gender equality; 3) encourages greater youth participation and increased representation, particularly for girls, in national laws; and 4) advances stronger protection systems to address violence against women and girls with enhances multi-sectoral response, including in humanitarian settings.

The Country Programme, which covers the period from 2017 to 2022, is to help Mongolia achieve the Sustainable Development Goals, and it is closely coordinated with other UN agencies within the UN Development Assistance Framework (UNDAF).

You would be responsible for:

Research, Knowledge Management and Communication

- Support conducting research in the thematic priority areas that are determined jointly by the supervisor and the Intern on adolescents and youth issues, including youth participation and other youth development-related topics;
- Support compiling good practices, lessons learnt, experiences and stories on under Youth portfolio work;

- Engage with the youth program team in generating creative and innovative ideas for UNFPA's youth programming in general and Youth Development Centers in specific;
- Assist in preparation of knowledge resources, concept notes, communications and background materials for internal and external use, including fact sheets on thematic issues;

Project Management Support

- Facilitate data and information collection in close collaboration with the Programme Analyst, Adolescents and Youth and the A&Y programme team;
- Undertake general administrative tasks such as supporting for making PowerPoint presentations, filing, documentation, scanning etc.;
- Provide support in managing the meetings, and other activities with UNYAP, Mongolian Youth Council and other youth NGOs;
- Provide support to the UNFPA Programme in organizing seminars, workshops, conferences, where applicable;
- Provide needed support to A&Y programme team by working with the operations staff members on the logistics and procurement-related tasks;
- Participate in various meetings with UNFPA, with partners and other stakeholders and prepare notes/meeting minutes;
- Perform any other duties that UNFPA may assign.

Your Education:

Applicants to UNFPA's internship programme must at the time of application meet one of the following requirements:

- 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, youth development, gender studies, social sciences, or other similar subjects at the university level;
- Understanding research and creative thinking;
- Ability to think and work logically and work precisely with attention to detail;
- The initiative, sound judgment and demonstrated ability to work harmoniously with staff members of different national and cultural backgrounds;

Your Experiences:

- Previous volunteer experience from the non-profit sector or engagement with youth groups is an advantage.
- Excellent communication skills (written and oral) in English and Mongolian are required;

Learning Elements:

Upon completion of the assignment, and depending on its duration, the Intern will gain the following knowledge assets:

- 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 SRHRR and Youth development in specific in Mongolia;

- Increased knowledge related to programme implementation, documentation and management;
- Networking connections 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.

How to Apply

Please email your applications to vacancy@unfpa.org.mn.

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