



Terms of Reference Intern

Position:	Intern, Sexual and Reproductive Health and Right (SRHR)
Location:	UNFPA Mongolia CO
Full/Part-time:	Part time with an expected amount of approximately 20 hours per week (min 3 times a week at the office, and/or to work remotely the remaining time)
Duration:	6 months (June – November 2022)

The Position:

Under the overall guidance of the Programme Specialist, SRHR and AY, the intern will assist to SRHR portfolio activities, including the work towards ending preventable maternal death and promoting universal access to sexual and reproductive health and rights among the women and adolescent girls. The detailed work plan for the duration of the internship, and learning opportunities will be agreed upon selection of the candidate. 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 to 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 on youth SRHR, youth development and prevention of gender-based violence. The Country Programme, which covers the period from 2017 to 2022, is supporting Mongolia to 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 is determined jointly by the supervisor and the intern to increase public awareness on SRHR issues such as maternal health, family planning, SRH services and comprehensive sexuality education;
 - Support compiling good practices, lessons learnt, experiences and stories under SRHR portfolio;
 - Engage with the SRHR and youth program team in generating creative and innovative ideas to UNFPA's SRHR programming in general and comprehensive sexuality education;
 - Support collating and organizing knowledge management resources and facilitate their dissemination;
 - Assist in preparation of concept notes, communication messages and background materials for internal and external use, including fact sheets on thematic issues;
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- Proof-reading and editing of information, education and communication materials to make them more compelling to target audience, such as young people, pregnant women, men and health care providers

Project Management Support

- Facilitate data and information collection in close collaboration with the Programme Specialist and the SRHR team;
- Undertake general administrative tasks such as preparing PowerPoint presentations, filing, documentation, scanning, taking meeting notes etc.;
- Provide support in managing meetings, activities with the Implementing partners on SRHR and Maternal Health;
- Provide support to the UNFPA CO in organizing seminars, workshops, conferences, where applicable;
- Provide needed support to the SRHR team working with 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:

- (a) Be enrolled in a postgraduate degree programme (such as a master's programme, or higher);
 - (b) Be enrolled in the final academic year of a first university degree programme (such as bachelor's degree or equivalent);
 - (c) Have recently graduated with a university degree (as defined in (a) and (b) above) and, if selected, must start the internship within one-year of graduation;
 - (d) Be enrolled in a postgraduate professional traineeship programme and undertake the internship as part of this programme.
- Preferred areas of studies are public health, international development, medical sciences, social sciences or other similar subject at the university level.
 - Good written and oral skills in English and in Mongolian languages are required.

Your Experience:

- Good writing and analytical skills, and creative thinking;
 - Ability to think and work logically and work precisely with attention to detail;
 - Initiative, sound judgment and ability to work harmoniously with staff members of different national and cultural backgrounds;
 - Previous volunteer experience or engagement with youth group is an advantage.
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**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;
- Understand UN technical language, working procedures, and coordination mechanisms;
- Work experience as a team member in a multicultural setting;
- Have substantive knowledge of SRHR and CSE issues in the context of Mongolia;
- Have 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.

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.
