



Terms of Reference

Intern - Arab States Regional Office (ASRO)

Job title:	Intern
Location:	UNFPA Arab States Regional Office, Cairo, Egypt
Full/Part-time:	Full-time (approximately 40 hours per week)
Duration:	3-6 months (6 months preferred)

The Position:

Under the direct supervision of the Resource Mobilization and Partnership Adviser, at the UNFPA Regional Office for Arab States (based in Cairo, Egypt), the intern will support the branch team in the areas of Resource mobilization and strategic partnership (RMP).

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, RM and P.

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 (2022-2025), 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:

- Conduct research, analysis and provide intelligence on humanitarian funding trends, donor priorities, mapping, funding landscape and aid environment;
- Prepare donor briefs on areas of cooperation, identify opportunities for engagement with traditional and emerging donors, UN inter-agency joint programmes, IFIs (e.g. EU, WB, ADB, IsDB) and the private sector for humanitarian funding and strategic partnerships;
- Draft concept notes, project proposals as well as coordinate negotiations over technical and financial requirements to roll out project opportunities in support of the Country Offices and in tandem with humanitarian priorities in the region;
- Support the development of specialized Humanitarian donor proposals including act as focal point at the RO level for review and support to COs for ECHO, BPF, KSRelief, Japan Supplementary budget proposals etc;
- Coordinate submissions of proposals to the ECHO and other humanitarian donors while ensuring compliance with quality standards and contractual requirements;
- Review and co-draft all humanitarian projects' report in collaboration with relevant organizational units, in support of the COs;



- Support COs with capacity development in writing proposals for humanitarian projects, implementation, and reporting;
- Support the organization of events, training workshops and webinars addressed to COs and partners.

You Have:

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) in a Nordic University;
- B. Be enrolled in the final academic year of a first university degree programme (such as bachelor's degree or equivalent) in a Nordic University;
- C. Have recently graduated with a university degree (as defined in (A) and (B) above) from a Nordic University and, if selected, must start the internship within one-year of graduation;
- D. Be enrolled in a postgraduate professional traineeship programme in a Nordic University and undertake the internship as part of this programme.

Your Experiences:

- Some experience in working with development agencies, including in volunteer capacity.
- Fluency in English. Knowledge of other languages is 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 resource mobilization and partnership work 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/RO
6. Learn UN technical language, working procedures, and coordination mechanisms
7. Write and formulate substantive documents including donor proposals, concept notes and reports
8. Network with UN colleagues, donors and partners
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.

Other Aspects:

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