



## Terms of Reference Intern

<b>Job title:</b>	<b>Intern - Project Coordinator Associate</b>
<b>Location:</b>	<b>UNFPA Morocco Country Office: 13, Avenue Ahmed Balafrej, RABAT</b>
<b>Full/Part-time:</b>	<b>Full-time (approximately 40 hours per week)</b>
<b>Duration:</b>	<b>4 – 6 months [with an approximate start date in February 2023]</b>

### The Position:

Under the direct supervision of the Project Coordinator the intern will support the project team in the areas of project management. In particular the intern will support the Project Coordinator in guaranteeing the technical, financial and administrative management of a project aiming at ensuring the continuity of essentials health services related to Sexual and Reproductive Health (SRH) and the prevention of Gender Based Violence (GBV), while empowering women in the response to the Covid-19 crisis. The intern will therefore contribute to the realization of the Country Office's Programme in the area of SRH, gender equality, women and youth empowerment.

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 and OSQA/PD.

### 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:

The intern will support the project team in:

- the technical and financial annual planning and monitoring of the project activities according to UNFPA rules and procedures;
- the elaboration of regular reports, including the project's annual narrative report to be submitted to the donor;
- the development and organization of educational awareness activities promoting SRH and gender equality carried out in collaboration with the implementing partners, with a focus on women and youth;
- the elaboration and/or editing of Terms of Reference for external consultancy and monitoring of the publication and selection process;

- the management of consultant selection committees and contract procurement committees and the drafting of their minutes;
- the preparation of content for official meetings with institutional partners and partners from civil society organizations;
- the logistic, administrative and procurement management of the project activities as well as the planning of its public events;
- ensuring the visibility and communication on the project (prepare visual presentation materials, write short articles and press releases, ensure visual documentation of project activities in cooperation with the Programme Analysts and the Communication Officer, etc.).

### **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 and French (speaking, reading, writing, and listening). 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 the Country Office Programme;
2. Understand and navigate the UNFPA mandate, policies, including UNFPA regional set-up;
3. Understand and familiarize with UNFPA Governance, rules and procedures;
4. Increased understanding of the areas of project management;
5. Increased capacities to produce written reports, concept note, briefing notes, press releases etc., ensuring project planning, monitoring and internal evaluation;
6. Understand UNFPA Programme design and delivery mechanisms with the Implementing partners;
7. Understand the dynamics of operational and Programme support and communications to implementing partners at country level and at the level of the UNFPA Arab Regional office;
8. Learn UN technical language, working procedures, and coordination mechanisms;

9. Network with UN colleagues;
10. 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:**

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