



Terms of Reference

Intern, Population and Development/Communications Teams

Job title:	Intern
Location:	UNFPA Viet Nam, 304 Kim Ma Street, Ba Dinh District, Hanoi, Viet Nam
Full/Part-time:	Full-time
Remote/In person:	In person
Duration:	6 months

The Position:

This is an internship opportunity in UNFPA's Viet Nam Country Office to help deliver a fresh approach to communications and to contribute to important work on population and development, and gender equality. Under the direct supervision of the team leader of the Population and Development team, the intern will support key work areas of the Viet Nam country office, in particular the Population and Development team and Communications team. This internship opportunity will provide experience in implementing UNFPA projects and activities as well as offering a good overview of the workings of a Country Office.

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 their 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's strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations, and individuals to "build forward better", while addressing the negative impacts of the COVID-19 pandemic on women's and girls' access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

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.

Tasks and responsibilities:

Providing support to the Population and Development team:

- Support the Monitoring and Evaluation (M&E) of specific projects to ensure the quality of programme/project reports in line with the Country Programme;
- Contribute to researching and documenting best practices and lessons learned drawing on country office projects, and gathering relevant successful approaches from other countries, as

requested by partners, with a focus on policy advocacy and programme interventions targeting vulnerable populations;

- Contribute to building relationships with key stakeholders and partners across government, multilateral and bilateral donor agencies and civil society to address issues in population ageing, social protection policies and population data;
- Contribute to the development and management of a comprehensive knowledge base on population and development, with a focus on population ageing, social protection, and the UN Sustainable Development Goals (SDGs). This includes participation in discussions and activities together with UNFPA Viet Nam knowledge management focal point.

Providing support to Communications team:

- Identify media opportunities and assist with creating and publishing written and visual content for social media platforms (Facebook, Twitter, YouTube, UNFPA Viet Nam website) drawing on UNFPA's wider global communications plans and social media cards;
- Support in digital communications delivery for UNFPA Viet Nam's campaigns (depending on the timing of the internship) such as relevant international days, the 'bodyright' campaign, or the '16 days' of activism to end gender-based violence' in coordination with other UN Agencies;
- Support in providing briefing and key messages to senior managers for media interviews;
- Contribute to the design of communication products (backdrops, media cards etc.) via Canva or other graphic design platforms;
- Participate in recording, production, and editing of videos and/or taking photos during events as required;

Qualifying for an Internship

Applicants must at the time of application meet one of the following requirements:

1. Be enrolled in a postgraduate degree programme (such as a master's programme, or higher);
2. Be enrolled in the final academic year of a first university degree programme (such as bachelor's degree or equivalent);
3. 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;
4. Be enrolled in a postgraduate professional traineeship program and undertake the internship as part of this program.

A person who is the child or sibling of a UNFPA staff member is not eligible to apply for an internship at UNFPA. An applicant who bears any other family relationship with a UNFPA staff member may be engaged as an intern, provided that they must neither be assigned to the same work unit of the staff member nor be placed under the direct or indirect supervision of the staff member.

You Have:

Your Education:

Social Sciences, international studies, media/communications, humanities/modern languages or a related field, in accordance with educational requirements listed above.

Your Experiences:

- Some experience in social media management, including experience in creating compelling content
- Strong analytical and writing skills
- Demonstrate written and spoken proficiency in English and Vietnamese

- A good record of organisational skills, creative thinking, problem solving, applying sound judgment, and working independently and with others in partnership to deliver common aims
- IT skills and web literacy – UNFPA uses MS and Google Suites
- Desirable: some experience in working with development agencies, including in a volunteer capacity

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, its mandate and policies, including those at the country level;
2. Understand UNFPA programme design and delivery mechanisms;
3. Understand the dynamics of programme support and communications at the country level;
4. Familiarize with UNFPA Viet Nam's efforts in generating, disseminating, and utilizing data for the formulation and implementation of development strategies, policies, programmes, and SDG monitoring;
5. Understand the principles of creating written and visual content for social media on behalf of UNFPA;
6. Acquire knowledge in conveying the positive impact of UNFPA's work through storytelling;
7. Learn to use design tools for communication products;
8. Learn UN technical language, working procedures, and coordination mechanisms;
9. Write and formulate substantive documents;
10. Network with UN colleagues;
11. 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. In addition, applicants must have medical insurance and the right to remain in Viet Nam for the duration of the internship. Proof of medical insurance will need to be submitted before the internship begins. UNFPA does not provide medical insurance nor visas for interns.

However, they will receive a stipend of US\$ 286.88 (UNDP's 2023 internship stipend applicable to UNFPA) 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 Intern will be entitled to 1.5 days paid annual leave per full calendar month.

UNFPA Internship Policy:

https://www.unfpa.org/sites/default/files/admin-resource/DHR_Internship_Policy.pdf

How to Apply

Interested candidates are invited to submit a CV and cover letter (1 page max.) setting out:

- Why you would like to work for UNFPA
- Why you think you would be a good fit for this role, giving clear examples from work experience, academic achievements and extra-curricular activities to demonstrate you meet the tasks & responsibilities and qualifications & experience sections
- Deadline for applications: **6 November 2023**

Applications should be sent via email to Ms. Nguyen Minh Ha at mnguyen@unfpa.org with a subject line ***“Application for UNFPA Internship – {Full Name of Applicant}”***

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

Disclaimer:

UNFPA does not charge for any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>