**TERMS OF REFERENCE**

**SOP/PD/DRP-2018-005**

INTERNSHIP

UNICEF NYHQ, PD & DRP

Internship: Local Governance and Urban Programming

Reports to: Social Policy Specialist - Local Governance

Dates: 1st July – 31 December 2024

Section: Social Policy and Social Protection Programme Group

Funding

Location: Office based in NYHQ and/or Remote

**Is travel expected during this Internship?**

NO

**Purpose and Objective**:

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. Subnational and local governments play a crucial role in the achievement of children’s rights. They are are the levels of governance closest to people. Along with other local actors within the governance systems, including community structures and non-government organizations, local governments are best placed to understand the needs and capacity of local communities, and the resources that exist in their territories, as well as being best placed to respond in the most efficient ways, and coordinate and deliver public services, while promoting social and economic development. In recognition of this, many countries are adopting SDG localization as a framework for local development policy to support local and regional actors in rural and urban settings. Subnational and local governments ensura access to basic social services, such as water and sanitation, health, nutrition, education, child, and social protection; create opportunities for children and youth to actively engage and participate in all local processes, establish accountability mechanisms that strengthen social contract, while also effectively translate programming objectives into concrete financial commitments for sustainable impact. The well-being of children and adolescents is frequently determined by decisions made by local governments.

UNICEF’s new Strategic Plan recognizes the critical role local governments and actors play in the realization of children’s rights. Engaging with local governments and other local stakeholders supports critical transformation in systems building and enhanced local capacities, contributing to improved service delivery, better accountability, adequate financial prioritization, while making sure children needs are prioritized and protected, especially those of the most marginalized. As a result, UNICEF has been engaging with local governments and actors for many years, across different entry points: in 2022, more than 100 country offices and 25 UNICEF National Committees are working on different elements of local governance programming, aiming to further enhance results for children at the subnational and local level

To further accelrate results for children UNICEF is working to enhance the subnational and local governance systems for improved service delivery, better accountability, adequate financing options, while making sure children needs are prioritized and protected, especially those of the most marginalized.

**Main duties and responsibilities**:

The Intern will work under the direct supervision of the Local Governance Policy Specialist (Supervisor) working closely with The Chief of Public Finance and Local Governance Unit. The Supervisor will interact frequently with the intern to brief on the assignment, clarify the deliverables, agree on the processes, provide feedback and comments on work in progress, and other matters. The Supervisor and the Chief PFLG will evaluate the intern’s work and certify delivery of work.

The proposed payment schedule for this assignment is monthly payment upon completion of tasks and submission of deliverables, based on planned outputs. The Intern will invoice at the end of every month based on the number of days worked during the month. The intern is responsible for a number of activities and outputs mainly under two main area of work

**Programme Support, Monitoring, Reporting, Knowledge Management and Partnerships**

* Support collection and analysis of data information on local governance and urban programming from external partners and internally with HQ programme sectors, regional and country offices
* Support the planning and delivery of webinars and knowledge sharing events on local governance programming
* Assist with the strengthening of knowledge sharing function for local governance programming – enhance use of SharePoint, yammer and twitter for exchange of information and good practices on local governance
* Liaise with regional and country offices on the collection of good practices and examples to be used in webinars and knowledge sharing event and support the development of a database with good practices and innovative programming approaches in local governance and urban programming
* Support networking and partners engagement, with external partners to increase the visibility of UNICEF’s work on local governance and urban programming

**Benefits to Intern:**

This internship will complement formal academic training by providing an opportunity to graduate students to work in a multi-lateral institution on several programme management duties which are critical to UNICEF’s global work on reduction of child poverty and expansion of inclusive social protection programmes including at decentralized level.

The internship will provide an opportunity to expand planning and monitoring skills, gain hands-on experience organizing high-level events, and apply newly acquired communications skills for the development of key knowledge management content and assets.

The internship will avail insight into the operations of UNICEF, the UN architecture, and how international cooperation achieves its SDG objectives and other goals

**Duration:**

Duration of 6 months

**Salary/Payment:**

**Insurance:**

UNICEF will not be responsible for costs arising from accidents and/or illness incurred during the intern’s service, whether on or off UNICEF premises. Therefore, the selected candidate must provide proof of enrolment in a health/accident plan prior to start the internship with the SPSP Section

**Living Conditions and Working Environment:**

The intern will be remote based and work from home. The intern will work with the SPSP Section and report to the supervisor of this internship. The intern is not expected to travel during the assignment. The intern may be expected to participate in some section meetings, as well as other UNICEF meetings of interest to the intern, including the seminar series for UNICEF interns. Guidance will be provided on a regular basis.

**Minimum Requirements:**

* An entry point level expert with some working experience on project management, research and analysis, data management
* Demonstrated skills in administrative and organizational work, planning and oversight
* Demonstration of excellent writing skills (2 examples of effective data collection, analysis, organization and presentation of information)
* Flexible and independence with good interpersonal skills
* Ability to work under tight deadlines
* Any working experience with UNICEF/UN is an asset

**Qualifications:**

Education:

* Currently enrolled or recently graduated (in the last 2 years) with (Master’s) or undergraduate (Bachelor’s) degree in the areas of Social Sciences, International Relations, Public Administration, Business Administration and Sustainability, Public Policy, Social Policy, Social Development, Community Development,
* Excellent academic performance, as demonstrated by academic record
* Coursework or experience related to child poverty and/or social protection programming is an asset

**Language Requirements:**

* Fluency in English is required
* Knowledge of another official UN language (French, Spanish, Russian, Arabic or Chinese), or a local language, is an asset.

**Modality of hiring the Intern (please specify):**

* Vacancy Announcement (competitive selection)

Requesting Officer Programme Director

Diana Vakarelska \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Orria Goni \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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