



Terms of Reference

Intern, SRH Team, UNFPA China

Job title:	Intern, Sexual and Reproductive Health Team
Location:	UNFPA China, Beijing
Full/Part-time:	Part-time
Remote/In person:	In person
Duration:	4 months

Internship offering is limited to candidates applying from within the duty station of the hiring unit.

The Position:

Under the direct supervision of the Programme Specialist, Sexual and Reproductive Health of UNFPA China Office, the intern will support the team in the areas of Sexual and Reproductive Health including programme management, research, data collection and analysis, coordination, and communication.

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.

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 who can transform, inspire, and deliver high-impact, sustained results. We are looking for interns who excel in managing the resources entrusted to them and are committed to delivering excellence in programme results. Strong data collection and analysis skills are essential to support evidence-based decision-making and drive impactful outcomes.

You would be responsible for:

- A. Data collection and analysis
 - Conduct comprehensive data collection and analysis on SRH-related themes, ensuring the collection and analysis of disaggregation sub-national level data to enhance program planning and development.
 - Update latest datasheet in a range of SRH topics and draft analytical papers based on data-driven insights.

Update latest national laws/plans/policies/programson SRH, while collecting and analyzing materials and data to write insightful short analytical papers;

B. Assist communication, partnership building and resource mobilization

- Undertake advocacy tasks such as preparing advocacy materials and stories;
- Support communication colleagues to advocate SRH issues through various channels including social media;
- Contribute to the implementation of communication activities as per the communication plan on the SRH component;
- Contribute creative and innovative ideas for partnership building and resource mobilization;
- Assist in concept note and proposal writing for new initiatives according to agreed-upon priorities;
- Undertake ad hoc related tasks and miscellaneous activities upon request.

C. Support the overall implementation and coordination of the SRH programme

- Support organizing meetings, events, missions to facilitate project implementation, and write meeting minutes and event reports;
- Translate, edit and proofread reports and documents to ensure accuracy and clarity;
- Compile materials and data on SRH to support evidence-based speech writing, PPT preparations and documentation of key meetings and discussions;
- Coordinate with various stakeholders, including government agencies, research institutions, international organizations, media and private sectors, NGOs, Organizations for Persons with Disabilities (OPDs), and national and international experts for a smooth project implementation.
- Support the implementation of the SRH SSC project funded by MOFCOM, contributing to data collection and analysis, translation, interpretation, and the preparation of summaries, PPTs, and other relevant documents.

D. Support the implementation of the United Nations Partnership on the Rights of Persons with Disabilities (UNPRPD) project

- Assist in preparing and collecting required documents, including organizing project files and maintaining records.
- Support communication and coordination for project activities.
- Provide translation and proofreading support for project-related materials.
- Assist in scheduling meetings and taking meeting minutes.

Qualifying for an Internship

All interns must meet the following educational and other eligibility requirements:

Educational requirements

- a. Be enrolled in a first university degree programme (such as bachelor's degree or equivalent) and have completed one full academic year;
- b. Be enrolled in a postgraduate degree programme (such as master's programme or higher);
- c. Have recently graduated with a university degree as defined above and, if selected, must start the internship within one-year of graduation; or
- d. Be enrolled in a postgraduate professional trainee programme and undertake the internship as part of this programme.

Other eligibility requirements

- e. Demonstrate interest in the field of development;

- f. Demonstrate written and spoken proficiency in at least one of the working languages of the United Nations (English or French) and fluency in the official language (Arabic, Chinese, English, French, Russian or Spanish) of the UNFPA office; and
- g. Demonstrate ability to adapt to new environments and to establish and maintain good working relations with individuals of different cultural backgrounds.

You Have:

Your Education:

Your Education:

Compliance with the educational requirements listed above and majored in data science, public health, global health, social science, international development, and other disciplines related to the area of work.

Your Experiences:

- Demonstrated interest in health-related data analysis and a commitment to working with data-driven approaches to improve program outcomes.
- Strong research and analytical skills, particularly in data collection, consolidating background materials and managing data.
- Some experience in working with development agencies, including in volunteer capacity.
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds.
- Substantive knowledge on issues related to women's health and sexual and reproductive health.
- Demonstrated strong research and analytical skills, including for the consolidation of background materials.
- Results-oriented, self-discipline and team spirit.
- Excellent command of English and Mandarin Chinese, both written and verbal.
- Good communication skills and strong self-discipline and team spirit.

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 Programme Division 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
6. Learn IN technical language, working procedures, and coordination mechanisms
7. Write and formulate substantive documents
8. Network with UN colleagues
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 stipend is based on the intern's agreed place of work, which may be different from the duty station of the hiring office in cases of remote arrangements.

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.

UNFPA Work Environment:

UNFPA provides a work environment that reflects the values of gender equality, diversity, integrity and healthy work-life balance. We are committed to ensuring gender parity in the organization and therefore encourage women to apply. Individuals from the LGBTQIA+ community, minority ethnic groups, indigenous populations, persons with disabilities, and other underrepresented groups are highly encouraged to apply. UNFPA promotes equal opportunities in terms of appointment, training, compensation and selection for all regardless of personal characteristics and dimensions of diversity. Diversity, Equity and Inclusion is at the heart of UNFPA's workforce - [click here to learn more](#).

Disclaimer:

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process and does not concern itself with information on applicants' bank accounts.

How to Apply

Please email your applications to dzheng@unfpa.org. All applications should include a resume or CV.

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