



## Terms of Reference

### Intern, SSC Team, UNFPA China

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| <b>Job title:</b>        | <b>Intern, South-South Cooperation</b> |
| <b>Location:</b>         | <b>UNFPA China, Beijing</b>            |
| <b>Full/Part-time:</b>   | <b>Full-time</b>                       |
| <b>Remote/In person:</b> | <b>In person</b>                       |
| <b>Duration:</b>         | <b>8 weeks</b>                         |

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

#### **The Position:**

Under the direct supervision of the UNFPA Assistant Representative, the intern will assist and support the planning, implementation, monitoring, and reporting of the South-South and triangular cooperation (SSTC) component of the Country Programme. The tasks will include providing assistance and support for the design, implementation, monitoring, reporting, and communication of UNFPA projects supported by the Global Development and South-South Cooperation Fund (GDF) and the Ministry of Commerce (MoFCOM), as well as support for components related to SSTC under other outputs of the UNFPA Country Programme for China. The intern will also assist in establishing partnerships for South-South Cooperation. The intern will be placed at the UNFPA office in Beijing.

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 to enhance 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) 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. 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.

#### **The intern will be responsible for:**

##### **A. Support for GDF-funded South-South Cooperation Projects**

- Provide assistance in translating project concept notes, proposals for applying to the GDF, comments from the reviewing committee, and feedback from UNFPA country offices.
- Enter proposals into the CIDCA online system, ensuring accuracy and consistency in both narrative and annexes.
- Support regular communication with participating UNFPA country offices for implementing and monitoring South-South projects, including reviewing quarterly reports, translating relevant documents, and preparing visibility materials with UNFPA offices in other countries.

- Ensure proper management of the filing and archiving system for South-South and global partnerships. Identify sources, gather, and compile data and information for document preparation, including good practices, speeches, and policy briefs.
- Assemble briefing materials and prepare presentations related to South-South and triangular cooperation.

**B. Assistance in coordination and liaison for establishment of partnership and communication for South-South and triangular cooperation (SSTC).**

- Explore partnership opportunities with Chinese partners, including the private sector and foundations for SSTC under the guidance of the supervisor and the team. Scope and map potential partners for SSTC.
- Assist the Communication Team on visibility of SSTC as needed through various channels, including social media.

**C. Assistance in administration and operations.**

- Support the South-South Cooperation and Partnership Officer in program and operational activities.
- Facilitate the participation of relevant UNFPA staff and national partners in national and international training, workshops, meetings, conferences, and missions, including communication, and provide other logistical support as required.
- Undertake ad hoc related tasks and miscellaneous activities upon request.

**Qualifying for an Internship**

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

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

**Other eligibility requirements:**

- Demonstrate interest in the field of development;
- Demonstrate written and spoken proficiency in Chinese and English.
- Demonstrate ability to adapt to new environments and to establish and maintain good working relations with individuals of different cultural backgrounds.

**Your Education:**

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

**Your Experiences:**

- 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:

- Increased understanding of UNFPA's work and familiarity with the UN system
- Understand the UNFPA mandate and policies, including regional set-up
- Understand UNFPA programme design and delivery mechanisms
- Understand the dynamics of operational and programme support and communications
- Learn UN terminology, working procedures, and coordination mechanisms
- Write and formulate substantive documents
- Network with UN colleagues
- Work experience as a team member in a multicultural setting

#### **Financial Aspects:**

Interns who do not receive financial support from an outside party (such as an academic institution, university, government) are eligible to receive a stipend as a contribution towards living expenses. 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. The stipend is normally paid in local currency at the end of each month.

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, inclusion, integrity and healthy work-life balance. UNFPA encourages applications from women and individuals from under-represented groups.

#### **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 application to [jjiong@unfpa.org](mailto:jjiong@unfpa.org) by Beijing noon time 4 June 2025. All applications should include a CV and motivation letter.

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

