

TERMS OF REFERENCE FOR INTERN

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA China Office
Purpose of internship:	<p>UNFPA's Eighth Country Programme (2016-2020) of cooperation with China has a heightened focus on upstream policy advocacy, and facilitation of the South-South and Triangular Cooperation of China as a rapidly developing upper-middle income country. It has a target of mobilizing resources in the amount of US\$ 7.5 million to meet the need for delivering the expected output. Given the strength of China's economy and of the foundations and NGOs, and private sectors' growing interests in fulfilling their social responsibilities, it is imperative that UNFPA China CO cultivates funding partnerships with governmental, private sector and civil society institutions to leverage both non-financial and financial capital for the delivery of the UNFPA's mandate in China.</p> <p>A Partnership Management Taskforce (PMTF) was established to strengthen its partnerships cultivation and management capacity with the aim to identify and forge new financial and technical partnerships required for the full implementation of the remaining part of the 8th Country Programme. Assistance is needed for coordination and administration for building diversified partnership with the public and private sector. An intern is expected to provide such assistance.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The intern is expected to complete following tasks:</p> <ol style="list-style-type: none"> 1. Understand UNFPA mandates and its operation, and UNFPA China office's current focus 2. Collect information and intelligence through the Internet or other channels on the targeted potential partners, especially domestic partners, regarding their mandate, objectives, scope of operations and binding laws or regulations for cooperation with the UN agencies, and translate selected information into English or Chinese 3. Make preparations for and participate in the office Partnership Management Taskforce meetings, and draft meeting minutes and trace the implementation of follow up actions 4. Participate in external meetings related to resource mobilizations 5. Draft fax and messages in communication related to resource mobilization with the UNFPA HQs and Regional office
Duration and working schedule:	The intern is expected to work for three-six months, subject to extension. He/She will be closely working with Partnerships Management Task Force based on required working schedule.
Place where services are to be delivered:	UNFPA China Office, Beijing
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Timely complete the tasks given by the PMTM including, but not limited to: prepare meeting agenda, meeting minutes, follow-up action list, collect relevant information, translating documents, draft fax and messages in communication related to resource mobilization with the UNFPA HQs and Regional office etc.

Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The working documents and reports should be submitted timely in the format required.
Supervisory arrangements:	The team leader of PMTM will supervise the intern's work. The intern will report to the team leader.
Expected travel:	n/a
Required expertise, qualifications and competencies, including language requirements:	<ol style="list-style-type: none"> 1. Education requirement: undergraduate or above 2. Demonstrating/safeguarding ethics and integrity; 3. Self-development, initiative-taking; 4. Facilitating and encouraging open communication in the team, communicating effectively; 5. Creating synergies through self-control; 6. Capacity to work in a team as well as independently; 7. Excellent knowledge of English and Mandrine (oral and written) 8. Excellent in mastering computer software including Word, Excel, PDF etc.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	The deliverable will be reviewed by UNFPA.
Other relevant information or special conditions, if any:	N/A
<p>Applicants are required to submit their CV and motivation letter to china.office@unfpa.org and copy: jjiong@unfpa.org before 20 September 2019. Only shortlisted candidates will be notified for next step.</p>	