



Terms of Reference

Intern, UNFPA China

Job title:	Communications Intern (Photography)
Location:	UNFPA Beijing, 14 Liangmahe Nanlu, Chaoyang District
Full/Part-time:	Part-time 50 %
Remote/In person:	Remote
Duration:	8 weeks (September-October 2023)

The Position:

Under the direct supervision of the Communications Analyst, UNFPA China, the intern will support the communications team in strengthening the agency's visibility and maximizing its communications impact by taking professional portrait photographs in the community for UNFPA's mandated areas.

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 International Conference on Population and Development (ICPD) and the Sustainable Development Goals (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.

In China, UNFPA is implementing its ninth country programme (2021-2025), focusing on four thematic areas: sexual and reproductive health and rights, gender equality and women's empowerment, adolescents and youth health and development, and population dynamics.

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.

You would be responsible for:

- Identifying and taking professional portrait photographs of people in the community.
 - The settings can be a household, or any public places in a village or city, including workplace, school, hospital, Hutong, street, or bus station.
 - The photographs shall cover the following subjects/topics and ensure a minimum number of deliverables as specified below:
 - Couple (Number of minimum photos required: 3 -- which means at least three photos for three couples, each photo refers to one couple)

- Couple with children (Number of minimum photos required: 3)
- Woman with children (Number of minimum photos required: 3)
- Man with children (Number of minimum photos required: 3)
- Woman at different age groups, e.g. in her 10s, 20s, 30s, 40s, 50s, 60s and above (Number of minimum photos required: 6)
- Men at different ages, e.g. in his 10s, 20s, 30s, 40s, 50s, 60s and above (Number of minimum photos required: 6)
- Family photo with different generations, e.g. grandparents with their grandchildren, grandparents with their children and grandchildren (Number of minimum photos required: 2)
- The intern will be responsible for obtaining the photography consent from the subject (by signing the UNFPA subject release form) prior to taking any photographs and preparing a description for each photograph in Chinese, indicating the name of people being photographed, his/her age, occupation and what is he/she is doing, when and where.
- Participate in at least one event/activity/campaign of UNFPA China or the UN system in China and share your views and experiences on youth engagement for the ICPD and SDGs, including professional photography.

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: Being enrolled in or completion of a bachelor/postgraduate degree or professional trainee programme on photography, videography, advertising, fine arts, multimedia or animation design, journalism, or any related arts or social science programme.

Your Experiences:

- Demonstrated professional knowledge and skills on photography, preferably portrait and journalism photography.
- Interest and experience in working with development agencies, including in volunteer capacity. Experiences in participating in the UNFPA China Youth Photography Competition is an asset.
- Native Chinese (Mandarin) speaker. Fluency in English and knowledge of other languages is an asset.
- Strong interpersonal and digital communication skills.
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds.

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
6. Learn UN 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 amount of the stipend varies according to 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.

How to Apply:

Interested candidates please email your applications, including a CV, motivation letter and your portrait photographs examples in Chinese to china.office@unfpa.org with a subject line "**Application for part-time communications internship**" by 27 August 2023.

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