

TERMS OF REFERENCE FOR INTERNSHIP PROGRAMME

PART I		
Title of Internship	Data and Analytics Intern (5 Positions)	
Requesting Section	Programme Planning and Monitoring (PPM)	
Location	Based in Lilongwe, Malawi, with travel to destinations determined by the sections they are assigned to.	
Internship Duration	26 weeks	
Planned Dates	From: 1 May 2023	From: 27 October 2023

BACKGROUND AND JUSTIFICATION

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does - in programmes, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children’s rights into action. For UNICEF, equity means that all children have an equal opportunity to survive, develop and reach their full potential, without discrimination, bias or favouritism. To the degree that any child has an unequal chance in life - in its social, political, economic, civic and cultural dimensions - her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society’s most disadvantaged citizens - addressing inequity - not only will give all children the opportunity to fulfil their potential but also will lead to sustained growth and stability of countries. Therefore, the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

However, despite decades of strong work in these sectoral areas, inequity remains. While progress is being made, something different is required to accelerate progress towards long term and sustainable development improvements. One method of driving significant impacts for the most vulnerable and excluded children who may still be left behind, is to ensure the use of more focused use of data, and in particular geospatial data. Geospatial data helps to unmask disparities by reaching the most remote, and hard to reach areas during both development and humanitarian situations.

UNICEF Malawi and more specifically the Programme Planning and Monitoring (PPM) section seeks to recruit five (5) national Data and Analytics Interns who are interested to enhance their educational experience through practical work assignments while being exposed to UNICEF’s mandate and operations as well as learning on child rights and equity in Malawi and across the globe. The internship programme is also expected to provide Malawi with the assistance of qualified students specialized in the data and analytics field. The Data and Analytics interns will perform data management and analysis functions. They will be given an opportunity to contribute to the ongoing data ecosystem review, data and information tools design, development and implementation, quality reviewing and training materials development. They will also support the implementation of a bespoke data intelligence platform - the “4P2C Data Intelligence Node”. They will be expected to actively participate, collaborate, and work across the Malawi Country Office sections promoting data-driven programming by ensuring relevance, accuracy, completeness, timeliness and consistency of data and information for children are available. All these learning and performing elements should be consistent with the overall goal of meeting the needs and requirements for UNICEF programmes by strengthening data demand, supply and use for supporting planning and programmatic decision making, while at the same time accessing development opportunities.

OBJECTIVE AND SCOPE OF WORK

The primary purpose of the internship programme will be to support the development and enhancement of the interns’ professional and educational experience through practical work assignments, to expose the interns to UNICEF’s work, as well as well as to promote learning for the intern on child rights and equity.

The Data and Analytics Interns will be responsible for assisting programme sections in the collection, cleaning, processing, analysis and presentation of data to produce information products useful for programming. The interns will be part of the team where defined roles and responsibilities are shared, and the objective of the team effort to ensure convergence, collaboration, and complementarity in the shared tasks for optimal results.

The interns are expected to produce actionable information products. This requires familiarization with both traditional and non-traditional sources of data in day-to-day work. They should be organized and able to implement assigned data centric projects from start to finish. They should be able to present technical information and findings in a way that is easily understood by the sector members and the management, such as data visualization, mapping, narrative writing, and in-person communication.

Main Responsibilities and Tasks:

- Learning new developments in the application of geospatial and remote sensing data and technology to advance child rights and promote equity issues.
- Participating in capacity building and training activities (online and offline) related to geospatial data, remote sensing technologies, complex data analysis using statistical software packages, creating dashboards and producing visual products to better communicate information – workshops and trainings will be organised where needed
- Engaging in the timely preparation, maintenance, and provision of information requested by pillars/sections to which s/he is assigned.
- Collecting, processing and analyzing data, including geospatial and thematic data as well as creating and updating databases.
- Assisting in performing quality assurance and quality control (QA/QC) on all products generated and disseminated by the Data Intelligence Node, including data and maps.
- Participating in field data collection activities using Global Positioning System (GPS) devices and mobile data collection applications.
- Assisting in drone imagery acquisition, processing, analysis, dissemination, and hosting
- Providing support to programme monitoring activities, including on-line monitoring tools.
- As requested, supporting with the sharing of geospatial data with programme sections, other UN agencies, Non-Governmental Organizations (NGOs) and the Malawi Government.
- Producing and updating information products such as charts, infographics, maps and thematic profiles to support planning, monitoring, communication, knowledge management and decision-making needs.

REPORTING REQUIREMENTS

To whom will the Interns report (supervisory and any other reporting/communication lines):

The Data and Analytics interns will directly report to the Monitoring Specialist. The interns will also update the supervisor and Chief of PPM on progress of work assignments during regular meetings.

What type of reporting will be expected from the Interns and in what format/style will the submissions of reports/outputs be done?

Together with the supervisor, a monthly work plan will be developed, which will indicate key activities, deliverables and performance indicators which clearly specify deadlines.

The interns will be required to submit monthly reports to the supervisor which will also be shared with respective sections to which they are assigned to support. The monthly report will summarize the learning objectives achieved in conformity to the duties and responsibilities given.

- A strong channel of communication with the interns will be established comprising of:
 - brief daily contacts between the supervisor and the interns to check-in on their wellbeing, the progress of the work, bottlenecks and learning.

- Participation of interns in the PPM section weekly team meetings where they will hear on the section's work and report on their progress and receive feedback from the team.

EXPECTED DELIVERABLES

In alignment with the scope of work as described above, the intern will be expected to perform the following activities and deliverables. A workplan and schedule will be agreed upon at the onset of the internship programme as well as on a monthly basis:

1. Monthly progress reports focussing on key areas of responsibility as described in the Scope of Work.
2. Report outlining lessons learned from the data collection, processing, analysis and maintenance, including analysis of the challenges and opportunities for operations of Data Intelligence Node.
3. Comprehensive documentation of monitoring activities, including field visits, including writing of Human-Interest Stories.
4. Creation of at least a minimum of one web-map, plus dashboard, fact sheet, presentation and other useful infographics using collected and analyzed data every month.

PERFORMANCE INDICATORS FOR EVALUATION OF THE INTERNSHIP PROGRAMME

The performance of work will be evaluated based on the following indicators:

- Completion of tasks specified in the workplan
- Compliance with the established deadlines for submission of deliverables
- Quality of work
- Demonstration of high standards in cooperation and communication with UNICEF and counterparts where applicable

PAYMENT SCHEDULE

It is expected that the Data and Analytics interns will work on a full-time basis. At the end of each month, the interns will fill out an invoice template attached to the monthly report and payment will be made as soon as the invoice is approved by the supervisor.

Costs incurred during official travel authorized by UNICEF shall be covered in accordance with UNICEF procedure on Duty travel (DHR/PROCEDURE/2017/11/Rev.1).

DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

Enrolled in an undergraduate or graduate (Masters or higher) degree programme or be a recent graduate (graduated within the past two years) in field of geography, health, computer science, information systems or related subjects with a strong quantitative component. A degree programme with a strong Geographic Information Systems (GIS) component will be an asset.

Applicants must have excellent academic performance demonstrated by recent university or institution records.

Technical skills and knowledge requirements

- Proficiency in use of geospatial mapping software such as Google Earth, ArcGIS, ArcGIS Online, QGIS
- Experience in using SPSS or R software for statistical analysis
- Proficiency in using Google sheets and MS Excel
- Demonstrated experience in data collection, processing, maintenance and production of information products (maps, infographics, dashboards, etc.) will be considered as added advantage

Work experience required

- While experience in data collection, processing, and presentation will be considered as an added advantage, it will not be prerequisite.

Languages

- Fluency in English is required – both verbal and written skills are required.

Other requirements

- Applicants must be at least 18 years old.
- Ability to communicate clearly.
- Strong analytical and good report writing and presentation skills.
- Able to demonstrate UNICEF core values of Care, Respect, Integrity, Trust, and Accountability as well as core competencies such as self-awareness and ethical awareness, working collaboratively with others, innovates and embraces change and drive to achieve impactful results.
- Applicants must have no relatives (e.g., father, mother, brother, sister) working in any UNICEF office and must have no other relatives in the line of authority which the intern will report to.

ADMINISTRATIVE ISSUES

The assignment will be carried out in Lilongwe, based at the UNICEF offices with periodic travel to districts in Malawi, when required at UNICEF approved Daily Subsistence Allowance (DSA) rates.

UNICEF will provide office space and access to a laptop and other office equipment as necessary.

The interns will be expected to work during the official Malawi Country Office working hours between 7:30 and 17:00, with an hour lunch break between 12:00 and 13:00, Monday to Thursday and from 7:30 to 13:30, without a lunch break, on a Friday.

CONDITIONS

- The candidates selected will be governed by and subject to UNICEF's DHR Procedure on Internship Programme (PROCEDURE/DHR/2020/007).
- The internship may not commence unless the letter of confirmation and conditions regarding service is signed by both UNICEF and the intern.
- The interns will be expected to complete a list of mandatory training, including policies on Prohibiting and Combatting Fraud and Corruption; Prohibition of discrimination, harassment, sexual harassment and abuse of authority and other relevant policies for their information and acknowledgment prior to the programme commencement – such trainings will be communicated in the offer.
- Interns are not considered staff members of UNICEF and therefore not entitled to the privileges and immunities accorded by member states to UNICEF's officials and staff members.
- Notwithstanding this status, interns shall observe all applicable rules and regulations, instructions and procedures and directives of UNICEF.
- Interns may take up to 2.5 days per month off work for any reason, including for medical reasons. The stipend will be reduced for any absence beyond this quota.
- Interns will perform their functions under the authority of, and in full compliance with the instructions of, the UNICEF Head of Office and the UNICEF supervisor, or any person acting on his or her behalf.
- The interns are responsible for covering own costs associated with accommodation, living expenses and travel to duty station, including obtaining all necessary travel documentation such as passport and visas when required.
- The interns are responsible for own adequate insurance, including medical, medical evacuation, life insurance or its equivalent, as well as insurance coverage for illness, injury, disability and death. UNICEF has no obligation for any costs or payments relating to the internship.

- UNICEF will not accept any liability for claims for compensation in respect of illness, injury or death arising out of related to the internship, except where such illness, injury or death results directly from the gross negligence or wilful misconduct of the officials or staff of UNICEF.

HOW TO APPLY

Interested interns should provide the following:

1. Curriculum Vitae
2. Motivation letter
3. Proof of studies/Certified copies of qualifications
4. Examples of previous relevant work (information products, etc.)
5. References details