

Terms of Reference

TOR Reference Number: TOR/2026/07

Title of TOR	Terms of Reference for Internships at UNICEF Maldives Country Office
Contract Type	Individual (Local)
Anticipated start date	April 2026
Anticipated end date	October 2026
Contract Supervisor	Youth Engagement Officer / Education Specialist
Section / Programme	Education
WBS	Well-being, Nutrition and Healthy Lifestyles: 2740/A0/07/881/003 Skills and Future-Ready Young People: 2740/A0/07/882/001/039
Grant	Wellbeing, Nutrition and Healthy Lifestyles: SC250119 Skills and Future-Ready Young People: RR (Non-Grant)
Duty Station	UNICEF Maldives Country Office

BACKGROUND

Maldives has made considerable progress in improving access to education with gender parity (at primary and lower secondary level) over the last decades. However, nationwide, 25 per cent of males and 30 per cent of females (aged 15–24 years) are not in employment, education, or training, compared to 33 per cent of males and 35 per cent of females in the atolls. Challenges include the lack of career guidance and work-readiness programmes, and insufficient resource allocation for developing labour market-relevant skills, including technical and vocational training and skills for a green and blue economy. To address the situation of adolescent skills and employability, UNICEF Maldives Country Office is in the process of formulating Adolescent Skills and Employability (ASE) programs in collaboration with Government and Civil Society partners. To implement the skills and employability initiatives, UNICEF Maldives Country Office wishes to work with young people and provide opportunities for young people to contribute to design the interventions. Further, UNICEF wishes to provide internship opportunities for young people to gain work experience to enhance their employability and work readiness.

PURPOSE AND OBJECTIVES

1. To provide young undergraduates between 18-24 years, the opportunity to work and learn as interns and gain skills required for life and work.
2. To test/demonstrate how job placement and internships in the UN/UNICEF can contribute to building skills in young people that can increase their employability.
3. To promote inclusive youth participation, including opportunities for young persons with disabilities.

SCOPE OF WORK

- a) Organize activation sessions with young people and stakeholders for the rollout of the flagships and produce outcome documents.
- b) Develop program concept notes, human interest stories and other required documentation for key initiatives.
- c) Participate in program meetings, events, program related travels and capacity development initiatives organized by the office.
- d) Undertake research and produce a report on the area of interest linked to child rights.

Interns will be rotated between programs for one month.

Deliverables: Monthly report on key achievements of the tasks, key learnings and the interns' self-assessment of their evolving competencies.

KEY COMPETENCIES

Competencies the intern is expected to develop under the guidance of the supervisor.

Competency	Behavioural Indicator
Self-awareness	<ul style="list-style-type: none"> • Display sensitivity and adjust language and tone, ensuring it is not demeaning or aggressive. • Recognize own strengths and limitations, learning from mistakes made.
Ethical awareness	<ul style="list-style-type: none"> • Display appropriate ethical behaviours, refraining from discriminatory language and actions
Communication	<ul style="list-style-type: none"> • Voice opinion in a truthful and respectful manner • Speaks clearly and confidently about the initiatives he/she is supporting.

	<ul style="list-style-type: none"> • Demonstrate appropriate level of writing skills
Appreciation of drive for results	<ul style="list-style-type: none"> • Plan and take ownership for delivering tasks initially with guidance and by end of the 4th months with minimal supervision for recurring tasks. • Ensure the completion of tasks by the deadline • Learn from precedence.
Embracing change	<ul style="list-style-type: none"> • Respond flexibly to changing circumstances, priorities and deadlines • Display creativity, experiment with new approaches and demonstrate openness to challenges.
Works collaboratively with others	<ul style="list-style-type: none"> • Support the ASE team in achieving their goals. • Address issues, conflicts and misunderstandings between self and others. • Willingness to take suggestions from colleagues • Encourage other young people to contribute ideas and listen without interruption

Appraisal of the intern will be done monthly on a regular basis and at the end of the internship (final evaluation)

Successful interns will be awarded an official recognition of completion of the internship (as per organizational policy).

MANAGEMENT OVERSIGHT

- a) Supervisor will develop a monthly work plan with the intern to achieve the planned targets and results for the month and will provide support as required.
- b) Supervisor will facilitate through the HR associate, within the first 5 days of the internship, an orientation for the intern on UNICEF's core values and principles.
- c) Supervisor will engage with the intern on a monthly basis and provide written feedback on the performance of the intern, highlighting the strengths, evolving competencies and areas of improvement using the above indicators.
- d) Supervisor will establish a mentor-mentee relationship with the intern and ensure that the intern has a safe space to learn and grow.
- e) Supervisor shall ask for feedback on her/his managerial and/or mentoring skills and improve where necessary.

TRAVEL (IF REQUIRED.)

Official travels to the field will be undertaken as required

QUALIFICATIONS AND EXPERIENCE REQUIRED

1. Is enrolled in a university or college in the Maldives or is a recent graduate
2. Have strong academic performance as demonstrated by recent university or institution records.
3. Good command in spoken and written English.
4. A keen interest in gaining 21st century work skills and experience through an internship.
5. Interest in youth development or issues relevant/affecting young people.

Note: At least one internship position will prioritize applications from young persons with disabilities, where suitable candidates are identified.

ESTIMATED COST

A monthly stipend of MVR 9146.00 will be paid upon submission of the monthly reports on deliverables.

EVALUATION CRITERIA

Part 1: Document Screening (Submission of CV and Required Documents)

Applications will be initially screened based on the following criteria:

- **Eligibility Requirements**
 - Aged between 18–24 years
 - Currently enrolled in a university/college in the Maldives or a recent graduate
- **Academic Performance**
 - Academic record demonstrating satisfactory performance and commitment to studies
- **Relevance of Academic Background**
 - Field of study relevant to areas such as education, social sciences, development studies, communication, environmental studies, or other related disciplines
- **Demonstrated Interest in Youth Development or Child Rights**
 - Evidence through coursework, volunteering, student leadership, or community engagement
- **Communication and Writing Skills**
 - Quality and clarity of written communication demonstrated in the CV and cover letter
- **Motivation and Learning Potential**
 - Indications of curiosity, initiative, and interest in developing 21st century work skills
- **Commitment to Inclusion and Diversity**
 - Applications from young people from diverse backgrounds, including persons with disabilities, will be encouraged and considered

Shortlisted candidates from the document screening will be invited to participate in the interview stage.

Part 2: Interview Assessment

Shortlisted candidates will be assessed through an interview based on the following criteria:

• **Motivation and Interest in the Internship**

- Understanding of the purpose of the internship and interest in contributing to youth development and child rights

• **Communication Skills**

- Ability to express ideas clearly, confidently, and respectfully

• **Critical Thinking and Problem-Solving**

- Ability to reflect on issues affecting young people and propose thoughtful perspectives or solutions

• **Teamwork and Collaboration**

- Willingness to work collaboratively and openness to learning from others

• **Initiative and Adaptability**

- Demonstrated ability to take initiative and adapt to new environments or challenges

• **Values and Professional Conduct**

- Alignment with principles of respect, integrity, inclusivity, and ethical behaviour

• **Learning Orientation**

- Openness to feedback, self-reflection, and personal growth

APPLICATION AND EVALUATION PROCESS

Interested individuals should submit the following documents via the application link provided in the advertisement for TOR.

Curriculum Vitae (CV)

- A recent CV outlining educational background, relevant experience, volunteer work, leadership activities, and skills.

Cover Letter / Statement of Interest (maximum 1 page)

- Explaining the applicant's motivation for applying, interest in youth development or child rights, and what they hope to learn from the internship.

Proof of Enrollment or Graduation

- A letter from the university/college confirming current enrollment **or** a copy of the graduation certificate for recent graduates.

Academic Transcript

- Latest available academic transcript demonstrating academic performance.

Copy of National ID Card or Passport

- For identity verification and confirmation of eligibility.

Reference Contact Details (Optional but Recommended)

- Contact information of one academic or professional reference (e.g., lecturer, supervisor, mentor).

Disability Disclosure (Optional)

- Applicants may voluntarily indicate if they identify as a person with a disability to support inclusive recruitment efforts.