

# TERMS OF REFERENCE FOR INTERNSHIP PROGRAMME

PART I		
<b>Title of Internship</b>	Geospatial Data Interns	
<b>Requesting Section</b>	Programme Planning and Monitoring (PPM)	
<b>Location</b>	Lilongwe, Malawi	
<b>Internship Duration</b>	26 weeks	
<b>Planned Dates</b>	<b>From:</b> 2 Aug 2021	<b>From:</b> 28 Jan 2022

## 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 not just 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.

The PPM section of UNICEF Malawi, seeks to recruit five (5) national Geospatial Data 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 issues. The internship programme is also expected to provide Malawi with the assistance of qualified students specialized in the geospatial data field. The intern will perform geospatial data management functions and will assist in the implementation of the "4P2C Data Intelligence Node". He/she will be expected to be an active participant, collaborate, and work among the team who will ensure correctness, timeliness and consistency of information related to geospatial data. All these should be consistent with the overall goal of meeting the needs and requirements for UNICEF programmes by strengthening geospatial data generation and use that is necessary for planning and programmatic decision making.

## OBJECTIVE AND SCOPE OF WORK

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

The Geospatial Data Interns will be responsible for assisting the in the collection, cleaning, processing and analysis of geospatial data to produce useful information products in all the roles and duties to ensure consistency and timeliness. The intern will be part of the team where certain roles and responsibilities are shared and the objective of the team effort is to ensure convergence, collaboration, and consistency in shared tasks for optimal results.

The intern will ensure s/he produces geospatial products, including familiarizing him/herself with working with both traditional and non-traditional sources of data. S/he should be organized and able to implement and manage geospatial data projects from start to finish. S/he 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:**

- Learn new developments in the application of geospatial data and technology to advance child rights and promote equity issues.
- Engage in the timely preparation, maintenance, and provision of geospatial information requested by pillars/sections to which s/he is assigned.
- Collect, process, and evaluate geospatial data including vector, raster and thematic data; create and update geo-databases.
- Assist in performing quality assurance and quality control (QA/QC) on all products generated and disseminated by the Data Intelligence Node, including data and maps.
- Participate in field data collection activities using Global Positioning System (GPS) devices and mobile data collection applications.
- Assist in drone imagery acquisition, processing and preparation for analysis.
- Provide support to programme monitoring activities, including on-line monitoring tools.
- As requested, support with the sharing of geospatial data with office sections, other UN agencies, Non-Governmental Organizations (NGOs) and the Malawi Government.
- Produce and update 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 Intern report (supervisory and any other reporting/communication lines):**

The intern will directly report to the Planning & Monitoring Specialist. The intern will also update the Chief of PPM on progress of work assignments during regular meetings.

##### **What type of reporting will be expected from the Intern 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 intern 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 intern will be established, considering that initially they will be working from home until such a time they can work from the office and pending the approved office footprint plan.
- Daily contact will be established between the supervisor and the intern to check-in on his/her wellbeing, the progress of the work, and learning.
- Team meetings will be virtual or hybrid and will have the capacity to accommodate remote participants.

## 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 Scope of Work.
2. Report outlining lessons learned from the data collection 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 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 intern will work on a full-time basis. At the end of each month, the intern 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, natural resources, health and agriculture/aquaculture, computer science, information systems or related subject with a strong component of Geographic Information Systems (GIS).

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

### Technical skills and knowledge

Proficiency in use of geospatial mapping software such as (Google Earth, ArcGIS, ArcGIS Online, QGIS, use of Google sheets, data collection and maintenance experience with good knowledge of Microsoft excel would be desirable and an added advantage.

### **Work Experience**

Additional consideration will be given for any experience, specifically experience in data collection and maintenance experience would be desirable and an added advantage but not a prerequisite.

### **Languages**

Fluency in English is required – both verbal and written.

### **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 as and when the footprint plan allows working from the office or from home when office presence is not permitted, with periodic travel to districts in Malawi, when required at UNICEF approved DSA rates

UNICEF will provide office space and access to other office equipment as necessary. The intern must provide his/her own laptop.

The intern 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 candidate 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 intern 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 intern is 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 intern is 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 consultants should provide the following:

1. Curriculum Vitae
2. Motivation letter
3. Proof of studies/Certified copies of qualifications
4. References details