**Code[[1]](#footnote-1): TOR-ALBA-2020-**

**TERMS OF REFERENCE**

**Internship, UNICEF Albania Country Office**

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**Post Title:** Intern for supporting UNICEF Adolescent and Youth initiatives in Albania

**Duration:** 8 months part time from the starting date (until December 2021)

**Duty Station:** Tirana

**Supervisor:**

**Background:**

UNICEF is the agency of the United Nations mandated to advocate for the protection of children's rights, to help meet their basic needs and to expand their opportunities to reach their full potential.

UNICEF Country Office in Albania is committed to work with most vulnerable pre-school, school aged and Adolescent people in Albania in order to ensure that boys and girls, especially the most vulnerable, are actively engaged and enjoy an equitable, inclusive, safe, conducive to learning, healthy, gender-sensitive and resilient environment.

UNICEF Albania is currently working in various initiatives that has a special focus Youth engagement in Albania but also is being prepared to better shape the interventions with Youth and Adolescent for the next Country Programme Document 2022-2026. The Country Programme is aligned to the national development priorities expressed in the National Strategy for Development and Integration (NSDI) as well as in the National Agenda for Children and articulates with Albania’s commitment to achieving the SDGs. The UNICEF country programme priorities were defined in parallel and in harmony with the United Nations Sustainable Development Cooperation Framework (currently in draft) and will contribute to the Sustainable Development Goals.

The work carries by UNICEF with the adolescent and Youth engagement feeds the Outcome 2: “School age and adolescent boys and girls learn, acquire skills for life, demand, access and utilize services and are protected in a healthy, resilient and gender sensitive environment” of the new Country Programme Document 2022-2026. UNICEF is committed to continue investing in Adolescent and Youth programm because this target group represents enormous opportunities to transform economic and social outcomes and advance the Sustainable Development Goals. Investing in the education and employment of youth will help drive economic growth and social cohesion. In addition, young people have the creativity, energy and problem-solving skills to help come up with solutions to some of the world’s greatest challenges. Ultimately, they represent hope for a better tomorrow and are the future leaders who will drive us there.

**Purpose and Scope**

The purpose of the Internship is to provide the student the opportunity to enhances his/her educational experience through practical work assignments in the area of Adolescent and Youth Participation and Engagement.

The incumbent will also have an excellent opportunity to acquire practical experience in various aspects of project planning and implementation in the area of education in an international and human rights-based work environment.

**Involving responsibilities**

The intern will support the adolecents programme by providing inputs and drafting various concept notes or briefs for the various type of activities such as: contribution to the different phases of research and studies, contribution to development of advocacy or communication briefs, contribution to develop various web materials for the programme, briefs and important information about international policies and strategies on Adolescent and Youth Engagement and participation, contribution to data dissemination and communication activities, contribution to activities that involve capacity building of government and non-government actors and support the programme specialist in project monitoring and organization of different programme events/activities as required.

During and at the end of the internship, the following outputs are expected: mapping of potential stakehoders that are engaged in working with Youth in Albania, conducting focus group discussions with Youth in Albania, briefing notes, handouts, talking points, presentations, minutes of the meetings and activities, field visit reports, draft project proposals.

**Eligibility**

* To be a current graduate of a bachelor university degree from an accredited academic institution in Social or Political Sciences, Education, Psychology;
* To be proficient in in English (working language of the office);
* To be highly computer literate; advanced user of MS Office, Excel, PPT, digital youth platforms.
* To have excellent academic performance as demonstrated by recent university or institution records or, if not available, a reference letter from an academic supervisor;
* To have NO immediate relatives (e.g. father, mother, brother, sister) working in any UNICEF office;
* To have no other relatives in the line of authority which the intern will report to[[2]](#footnote-2).

**Required UNICEF competencies**

* Integrity and fairness by modelling UN values and ethical standards;
* Cultural, gender, nationality, religion and age sensitivity and adaptability;
* Knowledge and thorough understanding of Social Inclusion, Adolescent and Youth engagement;
* Ability to produce high quality technical notes, briefing notes and presentations;
* Ability to apply and share evidence derived from research;
* Flexible attitude and adaptability to rapidly changing circumstances.

**Other Relevant Information**

The intern must keep confidential any and all unpublished information made known during the course of the internship and not publish any reports or paper on the basis of information obtained except with the written approval and authorization of UNICEF.

**Payment and Insurance**

Desk and office equipment and any related travel cost within Albania or missions out of Albania (if there will be any) will have to be covered by UNICE Albania. The intern will be paid not more than 70 percent of the monthly salary of the GS level 3 step 1,calculated on part time bases.

**What to submit**

The applicant must submit to the UNICEF Albania office for review:

1. Motivation letter setting out the reasons why he/she is seeking an internship with UNICEF and what is expected from the experience.
2. *Curriculum Vitae* or United Nations Personal History Form (P11); with links of copies of relevant publications.
3. Letter from his/her University confirming current enrollment and graduation date.
4. Proof of strong academic performance issued by recent university or institution, OR if not available, a reference letter from an academic supervisor.

1. Assigned by UNICEF Procurement section. [↑](#footnote-ref-1)
2. If an applicant has other relative(s) who work(s) in any UNICEF offices, the applicant must disclose this information to the hiring UNICEF office to enable the office to identify and mitigate any conflict of interest before finalizing the internship. [↑](#footnote-ref-2)