

TERMS OF REFERENCE FOR NATIONAL INTERNSHIP PROGRAMME

PART I		
Title of Assignment	Internship: Geospatial Data Intern (Five internship positions for Malawian Nationals Only)	
Section	Programme Planning and Monitoring (PPM)	
Location	Lilongwe, Malawi	
Duration	26 weeks	
Start date	From: 12 October 2020	To: 9 April 2021

BACKGROUND AND JUSTIFICATION

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, 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. This is why 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 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 operations as well as learning on child rights and equity issues. The internship programme is also expected to provide Malawi country office with the assistance of qualified students specialized in geospatial data field. This will support the office in strengthening the geospatial data management function in the Malawi Country Office. The interns will assist in the implementation of the "4P2C Data Intelligence Node". In addition to further developing their own skills in geospatial data management, the interns will play a vital role in supporting assigned programme sections with data collection, cleaning, processing, research and analysis of geo-spatial data. The knowledge, information and insights obtained from geospatial data are important for programme pillars/sections and stakeholders to make informed (evidence-based) strategic decisions. The interns, therefore, support the Data Intelligence Node, and respective programme pillars/sections sectors 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 development of their professional experience, to expose the Interns to UNICEF work as well as to promote learning on child rights and equity.

The Geospatial Data Intern is responsible for assisting in the collection, cleaning, processing and analysis of geospatial data to produce useful information products.

The Geospatial Data Intern should be able to maintain and understand spatial data and should be familiar 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 geodatabases;
- 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 Data Intern will directly report to the Planning and Monitoring Specialist. The intern will also update the Chief of PPM on progress of work assignments during regular meetings. The intern will also regularly report to the focal point of programme section on specific work assignments undertaken in collaboration with sections.

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 Planning and Monitoring Specialist which will also be shared with respective sections to which they are assigned to support. The monthly report

will summarize the learning objectives achieved; geospatial data collection, processing and analysis conducted; web-maps and other information products developed; and monitoring activities carried out.

- 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.
- Daily contact will be established between the supervisor and Intern to check-in on his/her wellbeing, the progress of the work, and learning.
- Team meetings will be virtual or 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 and geospatial information products
- 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

Education Qualification

Post graduate student or recent graduate within the past two years with a minimum of university degree in 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 past experience, specifically data collection and maintenance experience would be desirable and an added advantage but not a prerequisite.

Languages

Fluency in English and a local language.

Other requirements

- Applicants must be at least 18 years old.
- Ability to communicate clearly.
- Strong analytical and good report writing and presentation skills.
- UNICEF Foundational Competencies such as Commitment, Drive for Results, Embracing Diversity, Integrity, Self-Awareness & Self-regulation and Team Work.
- Applicants must have no relatives (e.g. father, mother, brother, sister) working in any UNICEF office.
- Applicants 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.

Interns are not staff members. Notwithstanding this status, Interns shall observe all applicable rules and regulations, instructions and procedures and directives of UNICEF. The Geospatial Data 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. Within 5 days of the programme commencement, the geospatial data intern is requested to complete the applicable mandatory trainings.

CONDITIONS

- The candidate selected will be governed by and subject to UNICEF's DHR Procedure on Internship Programme (PROCEDURE/DHR/2020/007).
- The Intern will be based in Lilongwe, Malawi.
- The internship may not commence unless the offer is signed by both UNICEF and the Intern

- The Intern would need to cover their expenses in Lilongwe which include travel costs to Lilongwe, living allowances/expenses, accommodation, health insurance etc.
- Under the Internship agreements, a month is defined as 21.75 working days, and fees are prorated accordingly for actual days worked.
- The Intern is not entitled to payment for overtime, weekends or public holidays, medical insurance, and taxes.
- The Intern may take up to 2.5 days per month off work for any reason, including medical reasons. The stipend will be reduced for any absence beyond this quota.
- The Intern must have proof of their own medical insurance covering their Internship Programme time and must specifically cover any possible medevac as well as COVID-19 related medical expenses and medevac.
- Travel expenses for official in-country trips, including living costs, will be covered in accordance with UNICEF's rules and tariffs, by the Intern and reimbursed against actuals, unless otherwise agreed and as approved on the respective monthly invoice.
- Transport will be provided to the Intern during in-country field travel, if planned and approved and once travel is possible.
- No travel should take place without an email travel authorization from section prior to the commencement of the journey from the duty station.
- Standard UNICEF procedures will apply for invoicing and all other financial management requirements set out in the contract.
- An evaluation will be completed by both supervisor and Intern at the end of Internship programme.
- Interns will not have supervisory responsibilities or authority on UNICEF budget.
- The assignment is an off-site support.
- UNICEF will provide office space and access to other office equipment as necessary. The Intern must provide their own laptop.

HOW TO APPLY

Interested applicants should provide the following:

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