

Terms of reference

Intern – Girls' Vision for the Future, UNICEF Cameroon

UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential.

Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.

And we never give up.

For every child, hope.

How can you make a difference?

Under the supervision of the coordinator of the Girls Movement in Cameroon and in close collaboration with the DOers team, the intern will contribute to support the implementation of the CO's Action Plan for the development of a Girls' Agenda for girls and with girls in Cameroon.

Purpose:

As part of our ongoing efforts to promote girls' rights and empowerment, a Regional Summit on 'Girls' Vision for the Future' is slated to take place in 2025. The summit, a key objective of the WCAR Girls' Summit 2025, aims to develop a Regional Agenda on Girls' Rights. This comprehensive Agenda is carefully aligned with both international and continental agendas, with the goal of being leveraged by UNICEF with Regional bodies (i.e. African Union, etc.), and programme frameworks, as well as in Country Offices, to support girls' groups and local partners. Furthermore, the summit seeks to empower girls and their groups, by enabling them to advocate for the incorporation of key elements from the Regional Agenda into national legal and policy frameworks.

To achieve this objective, Cameroon Country Office, along with other Country Offices in the region are committed to launch a girls' movement within their respective countries and organize a National Summit in mid-year 2025 preceded by a series of consultations (focus groups discussions etc.) with girls and on girls on girls' rights. Afterwards, a regional Summit in October 2025. The Cameroon agenda on Girls with furthermore be integrated into the Regional Agenda.

Expected Scope of Work:

The intern on Girls Vision for the Future – Cameroon Girls Movement will support UNICEF Cameroon office, in particular the DOers in developing the CO's Action Plan and coordinating its implementation.

Main tasks:

- Serve as Secretariat of the DOers and assist in the delivery of their tasks, working closely with the coordinator.

- Conduct a mapping of key stakeholders working for and with girls in the 10 regions of Cameroon in collaboration with fields offices and key partners.
- Conduct a mapping of girls' organizations or groups.
- Assist in the development and monitoring of the Action Plan and the Girls' Agenda for Cameroon.
- Identify all opportunities to contribute to the success of the initiative.
- Communicate the progress made in implementing the Action Plan.
- Assist with the compilation and dissemination of information materials prepared to maximize the benefits of experience-sharing.
- Track the use of funds and support fundraising for the initiative.
- Support the planning and preparation of internal meetings as well as meetings with external stakeholders, preparing and circulating the minutes of meetings.
- Monitoring the implementation of all recommendations and decisions made on the matter.
- Support the formulation of proposals to improve implementation of Action Plan.
- Contribute to the development of methodologies and preparation of the focus groups and consultations.
- Facilitate focus groups and consultations with girls, if needed.
- Contribute to the preparation and organization of the National Summit.
- Prepare minutes of reports, as required.
- Engage with all sectors within UNICEF to ensure their active participation and contribution in the Action Plan development and implementation.
- Any other actions related to the 'Girls' Vision for the Future', deemed necessary for the success of the initiative.

Supervisor:

The intern will work under the supervision of the coordinator of the Girls Movement in Cameroon and in close collaboration with the DOers team

Estimated Duration of Contract:

6 months (to commence as soon as possible)

Official Duty station: Yaounde

Amount Budgeted for this Activity:

UNICEF will provide a monthly stipend in accordance with UNICEF rules and recommendations.

To qualify as an advocate for every child you will have...

- To be enrolled in a degree programme in an undergraduate, or graduate school, or be a recent graduate in anthropology, psychology, sociology, gender studies, education or another relevant technical field.

- Be proficient in both of UNICEF’s working languages English and French
- Have strong academic performance as demonstrated by recent university or institution records or, if not available, a reference letter from an academic supervisor
- Have no immediate relatives (e.g. father, mother, brother, sister) working in any UNICEF office
- Are not disqualified under the UNICEF Child Safeguarding Personnel Standards (DHR/STANDARDS/2019/001), or as amended.

Additional Knowledge.

- In community engagement and project management.
- In Research, analytical, and communication skills.
- In multi-sectoral partnerships and skills training system development are considered assets in designing and managing consultation and research on different fields.
- Previous working experience will be an asset

UNICEF’s General Terms and Conditions:

The successful intern will be governed by the following conditions:

- **Status:** Although not considered a staff member of UNICEF, the intern shall be subject to the authority of the Executive Director and the authority delegated by her to the Division Director and Heads of Offices. Interns are not entitled to the privileges and immunities accorded by member states to UNICEF's officials and staff members.
- **Financial support:** UNICEF will provide a monthly stipend in accordance with UNICEF rules and recommendations. Interns must make their arrangements for living expenses. Living accommodations and other expenses are also their responsibilities. Travel costs to and from the duty station will be negotiated according to UNICEF's rules and regulations.
- **Medical health and coverage:** UNICEF accepts no responsibility for costs or fatality arising from illness or accidents incurred during the internship; therefore, the intern must carry adequate and regular medical insurance.
- **Confidentiality and publication of information:** As an intern, you will respect the confidentiality of information that you collect or are exposed to at UNICEF. No reports or papers may be published based on information obtained from UNICEF without explicit written authorization by the Head of Office or Division Director.
- **Employment prospects:** The UNICEF internship programme is not connected with employment and there is no expectancy of such. Interns cannot apply for posts advertised internally to UNICEF staff during the period of internship.

For every Child, you demonstrate...

- UNICEF’s Core Values of Care, Respect, Integrity, Trust, Accountability and Sustainability (CRITAS) underpin everything we do and how we do it. Get acquainted with Our Values Charter: [UNICEF Values](#)
- **UNICEF competencies required for this post are...**
 (1) Builds and maintains partnerships
 (2) Demonstrates self-awareness and ethical awareness
 (3) Drive to achieve results for impact
 (4) Innovates and embraces change
 (5)

Manages ambiguity and complexity(6)Thinks and acts strategically(7)Works collaboratively with others.

- During the recruitment process, we test candidates following the competency framework. Familiarize yourself with our competency framework and its different levels: [competency framework here](#).
- UNICEF is here to serve the world’s most disadvantaged children and our global workforce must reflect the diversity of those children. [The UNICEF family is committed to include everyone](#), irrespective of their race/ethnicity, age, disability, gender identity, sexual orientation, religion, nationality, socio-economic background, or any other personal characteristic.

We offer a [wide range of benefits to our staff](#), including paid parental leave, breastfeeding breaks and [reasonable accommodation for persons with disabilities](#). UNICEF strongly encourages the use of flexible working arrangements. UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF is committed to promote the protection and safeguarding of all children. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.

- UNICEF’s active commitment towards diversity and inclusion is critical to deliver the best results for children. For this position, eligible and suitable candidates with special needs are encouraged to apply.
- Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

Prepared by: **Mino De Diana Randrianatoandro, Education Specialist**

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