

TERMS OF REFERENCE

March 9th, 2022

Post title:	National intern/volunteer for adolescent participation and development ()
Duration:	6 months with possibility of extension
Duty Station:	Minsk, Belarus
Supervisor:	YAD Specialist and Adolescent Development Officer
Starting date:	1 st of April, 2022

I. Introduction

The right of all children and adolescents to be heard and to participate is outlined in the Convention on the Rights of the Child (CRC) (Article 12) and in General Comment No. 20 (2016). UNICEF programme guidance for the second decade: Programming with and for adolescents clearly calls for establishment of mechanisms for systematic engagement with adolescents in the design, implementation and review of results. Moreover, the importance of adolescent participation in decision-making processes affecting their lives is enshrined in the UNICEF 2018-2021 Strategic Plan as one of the goal areas.

UNICEF in Belarus strives to create space for meaningful participation and engagement of children and adolescents in decision-making processes related to their lives through platforms such as adolescent councils/parliaments/advisory boards.

To strengthen adolescent participation component related to Child and Adolescent Friendly City (CAFC) adolescent parliaments, Adolescents Advisory Council, peer support volunteers of YFHCs, UNICEF volunteers, promotion of u-platform and e-platform on mental health, UNICEF in Belarus will recruit an intern.

The intern will have the opportunity to practice his\her project management skills and contribute to the development of adolescent participation at UNICEF.

Particularly, he or she will be involved into planning and realization of activities of UNICEF Adolescents Advisory Council, CAFC parliaments/councils, Peer support volunteer of YFHCs, UNICEF volunteers, enhancement and functioning of Youth Engagement and Education Platform u-platform.by, UPSHIFT methodology implementation and other activities focused on adolescent participation and development.

II. Purpose of the assignment

Under the supervision of the YAD Specialist , Adolescent Development Officer and Volunteer Engagement Consultant, the intern will gain knowledge in project management on adolescent participation and development and contribute to the strengthening and implementation of adolescent participation component of Youth and Adolescent Development Section.

III. Specific objectives

- Provide support and coordination to the functioning of Adolescent Advisory Council, incl. communication with its members, preparation of regular working meetings, follow-up on the implementation of the working plan.
- Liaise with the network of 44 adolescent parliaments/councils within CAFC Platform and ensuring their participation in relevant online and offline activities supported by UNICEF (e.g. online courses on u-platform.by, National CAFC Forum, systematization exercise, climate change advocacy, etc.).
- Support the network of 44 adolescent parliaments/councils within CAFC Platform on their usage of u-platform.by and on the creation of content for u-platform.by, including but not limited to updates of pages of parliaments/councils/resource centers (sections on activities, composition, team)/UNICEF volunteers, articles about organized events, announcements of future events, etc.
- Provide support and advise to adolescent teams participating in UPSHIFT training throughout the year.
- Support the network of peer support volunteers of the YFHCs and engagement of UNICEF volunteers.

IV. Main activities

Adolescent Advisory Council (AAC)

- Communication with AAC members is supported through a Telegram chat.
- Support in the preparation of regular monthly working meetings is provided.
- Updates on the implementation of the AAC working plan are collected regularly.
- Support in the AAC engagement in the climate change advocacy

Adolescent parliaments/councils (APs)

- Communication with APs members is supported through a Telegram chat.
- Support on APs participation in relevant online and offline activities is provided.
- Support to APs on the creation of content for u-platform.by is provided.
- Support in the APs engagement in the climate change advocacy

U-platform.by

- Feedback on u-platform.by functioning (incl. Moodle web and mobile functionality, registration procedures, etc.) is collected regularly.
- Parental consent forms of adolescents whose contacts are provided at u-platform.by are updated regularly.

UPSHIFT

- In case of any ongoing questions on behalf of adolescent teams participating in UPSHIFT training, they are addressed regularly or referred to the relevant person.

Peer support volunteers of YFHCs

- Creation of Telegram chat and constant communication with Peer support volunteers of YFHCs .
- Participation in the online and offline events organized by peer support volunteers
- Report on the Peer support volunteers of YFHCs activities implementation, challenges and needed support .

UNICEF volunteers (UV)

- Update the pages of UV, posting information and coordination of UV engagement in UNICEF activities through u-platform.by.
- Support the implementation of the annual work plan for UV and coordination of the activities implementation and participants feedback, including the climate change advocacy.
- Participation in the online and offline events with the engagement of UV
- Support reporting on the implementation of the UV work plan, challenges, course correction and follow up actions on quarterly basis.

V. Duration and Place of work

The duration of the internship is 6 months with possibility of extension.

The incumbent will be based in Minsk and be available for 5 part time working days per week. The approx. amount of working hours per week will be 10-15 hours(2-3 hours per day) .

VI. Supervision, Feedback and Reporting

The incumbent will work under the supervision of the YAD Specialist and Adolescent Development Officer, Volunteer Engagement Consultant. All the activities under this ToR are realized in cooperation with the YAD section. If the intern meets required deliverables and shows dedication and outstanding work, he\she can receive a certificate and letter of recommendation from the organization.

VII. Qualifications required

- National of Belarus.
- Fluency in English, Russian and Belarusian is essential, both writing and speaking.
- University degree or in the last years of university with a focus in International Relations, Public Relations, Social/Human/Language Sciences or other related fields.
- Ability to express clearly and concisely ideas and concepts in written and oral form and to produce reports in a timely manner.
- Ability to work independently as well as with a team in an international, multicultural and interdisciplinary environment and establish harmonious and effective working relationships both within and outside the organization.
- Knowledge and skills in project management will be an asset.
- Excellent writing, research and analytical skills.
- Experience with UNICEF activities (e.g. UPSHIFT, CAFC, UNICEF volunteer) will be an asset.

VIII. Application process

Please submit your CV (2 A4 pages max) and cover letter (1 A4 page max) explaining your interest in the internship by March 21, 2022, 23:55 (Minsk time).