## Terms of Reference

## Internship to Support Child Welfare Project

**Work Station: Child Protection Section, Beijing**

**Start date: May 2018**

**End date: November 2018**

**Working time need: 4 to 10 weeks based on the availability**

**Supervisor: Child Protection Specialist (Xu Wenqing)**

Under 2018 AWP IR506 and in light of the needs in child and young people participation in Child Welfare, the Child Protection section seeks five qualified interns to support in training, advocacy, communication and documentation.

**Purpose of the internship:**

To support and improve programme communication, documentation as well as knowledge management.

**Major duties, responsibilities and output expectations:**

***2.1. Translation (50%)***

2.1.1 Chinese to English translation of Barefoot Social Worker Project annual report and posters

2.1.2 Chinese to English translation of 2018 Child Welfare Policy Stocktaking report

2.1.3 Summary and Chinese to English translation of Provincial Child State Report

2.1.4 Chinese to English translation of other short project related materials, including agenda and participants list of events, conference, meetings.

***2.2 Development of child welfare communication material (30%)***

2.2.1 Support the development of three BFSW work briefings

2.2.2 Convert key messages into WeChat and long Weibo format for BFSW public Wechat and Weibo APPs

2.2.3 Convert existing training material into video/ppt

***2.3. Logistic support for following activities in summer holidays (20%)***

2.3.1 High level advocacy summer camp and national social mobilization event for the care of vulnerable children

2.3.2 Child ambassador trainings

**Required qualifications and experience:**

University students: undergraduate[[1]](#footnote-1) or university graduate with major in English, art, or the area of social work, research, or child protection.

Previous volunteer/intern experience desired but not necessary.

Fluency in English and Chinese is required.

Good computer skills are required.

**Remuneration**

This is an internship, so no financial remuneration will be provided by UNICEF. The intern must provide for housing, travel and other associated living expenses.

**Travel**

No field travel during the internship.

1. Completed at least two years of full-time studies at a university or equivalent institution towards the completion of an undergraduate degree. [↑](#footnote-ref-1)