

Terms of Reference
Internship for UNICEF Ghana (WASH Section)

Title	Internship to support sanitation activities in six (6) MMDAs
Purpose	The purpose of the internship is to support the UNICEF Ghana WASH Team to remotely monitor MMDA activities and compile MMDA reports into consolidated programme reports.
Location/duty station	Ghana Country Office, Accra and Tamale Field Office
Duration	Six (6) months
Expected Start Date	1 st July 2024
Reporting to	WASH Officer (Accra) and WASH Officer (Tamale)

Background

The purpose of the UNICEF internship programme is to provide a framework by which students currently pursuing or recently completing tertiary education are assigned to UNICEF offices to enhance their education experience through practical work assignments; to expose them to the work of UNICEF; and to provide UNICEF offices with the assistance of qualified students or recent graduates specialized in various professional fields. The internship programme provides students with practical work assignments, it also enhances their academic experience by immersing them in real-world scenarios within the UNICEF work culture. This exposure not only broadens their understanding of UNICEF's mission and operations but also equips them with practical skills and insights essential for their future careers.

This internship will be supporting sanitation and hygiene interventions under the Government of Ghana (GoG)-UNICEF WASH programme.

Four (4) interns are required as follows.

Intern	Duty station	Operational MMDAs	Supervisor	Expected start date
Intern 1	Accra	Kadjebi, Akatsi South, Ajumako Enyan Essiam	WASH Officer (Accra)	1 st July 2024
Intern 2	Tamale	Garu, Yendi, Kpandai	WASH Officer (Tamale)	1 st July 2024
Intern 3	Accra	Kadjebi, Akatsi South, Ajumako Enyan Essiam	WASH Officer (Accra)	3 rd February 2025
Intern 4	Tamale	Garu, Yendi, Kpandai	WASH Officer (Tamale)	3 rd February 2025

Programming Context

Achieving SDG target 6.2 of ensuring access to adequate and equitable sanitation and hygiene for all and ending open defecation by 2030, remains a significant global challenge, especially among the most vulnerable and disadvantaged children. In Ghana, only 1 in 4 households have access to an improved and exclusively used toilet facility, whilst approximately 17% of households still practice open defecation.

UNICEF has been working with the Ministry of Sanitation and Water Resources (MSWR) and other stakeholders in the Water, Sanitation and Hygiene (WASH) sector in Ghana to accelerate progress towards attainment of the SDG 6.2. UNICEF is currently partnering with six (6) Metropolitan, Municipal and District Assemblies (MMDAs) to demonstrate innovative sanitation interventions and approaches aimed at increasing the pace of progress towards attainment of the SDG targets. One such intervention is the Sanitation and Housing Integration Programme for Scale (SHIP4S) which aims to establish a social norm where toilets are integral to houses and no house exist without a toilet. The programme seeks to achieve its objectives by working with building construction craftsmen, traditional and religious leaders and the institution or strengthening of legal norms and enforcement regimes in MMDAs. The outcomes of the interventions in these 6 MMDAs will be documented and disseminated broadly within the sector and strategies put in place to support their scaling up and replication by government and sector actors.

Objective of the Assignment

The main purpose of this internship is to remotely monitor MMDA level implementation, receive MMDA reports and compile them into consolidated programme reports. The intern will also support with the documentation of lessons and success stories from the field.

Tasks to be completed.

- Undertake remote weekly follow up of MMDA level activity implementation and submit summarized implementation progress updates.
- Support the organization of monthly online review meetings with MMDAs and submit summarized implementation progress reports.
- Support in the organization of in-person workshops involving project MMDAs and all related documentation, including the update of related reporting formats.
- Support documentation of field level success stories and lessons learnt for knowledge management.

Expected Deliverables

- Weekly and monthly consolidated programme/activity reports from all implementing MMDAs
- Monthly updated action points tracker for MMDA monthly online review meetings and occasional in-person workshops
- Field level story drafts prepared and shared for at least 2 MMDAs.

Supervision and Reporting Arrangement

The Intern will be coached and closely supervised by the WASH Officer (Sanitation and hygiene) at the UNICEF Ghana Country Office in Accra/Tamale. The intern will also work closely with other WASH colleagues. At the end of the internship, the intern and supervisor must complete the respective internship evaluation form.

Payment and Payment Schedule

Interns not receiving stipends from governmental or non-governmental bodies (including private sector); and recruited in the duty station Accra or Tamale (whether national or non-national and already living in the duty station) will receive a monthly stipend.

Time Frame

From 6 months (July 2024 – January 2025 & February – August 2025)

Official Travel Involved

The assignments are based in the UNICEF Accra and UNICEF Tamale Field Offices and will require minimal travels (once or twice over the internship period). If travel is out of duty station as part of official duty, interns shall be reimbursed for travel expenses (upon submission of receipts), incurred during official travel authorized by UNICEF. Costs for accommodation, meals and incidentals shall not exceed applicable daily subsistence allowance (DSA or a full board arrangement).

Status

- Interns are not considered as staff members. Notwithstanding this status, they shall observe all applicable rules, regulations, instructions and procedures and directives of UNICEF.
- Interns shall not be sought or accepted as substitutes for staff to be recruited against posts.
- Interns shall respect the impartiality and independence required of UNICEF and shall not seek or accept instructions regarding the services performed under the internship agreement from any Government or from any authority external to UNICEF.
- Unless otherwise authorized by the receiving office/division, interns may not communicate at any time to the media or to any institution, person, Government or any external source any information which has become known to them by reasons of their association with UNICEF. They may not use any such information without the written authorization, and such information may never be used for personal gain. These obligations do not lapse after the end of the internship.
- Interns shall refrain from any conduct that would adversely reflect on UNICEF and not engage in any activity which is incompatible with the aims and objectives of UNICEF.

General Conditions: Policy and Administrative Procedures

The interns will be based in UNICEF GCO in Accra and the UNICEF Tamale Field Office. The office will provide equipment and materials necessary for the assignment. The intern will abide by all conditions as per attached UNICEF intern guideline. Interns are expected to fund themselves for their travel related expenses to report at the duty station and return at the end of the internship (whether within or outside Ghana), as well as accommodation and living expenses for the entire duration of the internship programme.

All the terms and conditions in the internship guideline including proof of health/medical insurance coverage must be complied with and copies received by the office prior to the commencement of internship.

Expected Qualifications, Experience, specialized knowledge/skills and competencies

Candidates are expected to apply online through the Talent Management System (TMS), share their CV, three references and a 1-page motivation letter explaining why they are applying, what relevant experiences they may have and what they bring on board.

- Proof of enrolment in an under-graduate or advanced programme in a Reference letter from school confirming student requires internship.
- OR
- Up-to date university transcript or Statement of result/certificate evidencing completion of a degree within the last two years (if applicable).
 - Academic background in Civil or Environmental Engineering, Social Sciences, Planning, Development Studies, or related areas
 - Demonstrated ability in report writing, qualitative and quantitative data collection and analysis
 - Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) and/or local language(s) is an asset.

For every Child, you demonstrate UNICEF's values of Care, Respect, Integrity, Trust, and Accountability (CRITA). The UNICEF competencies required for this post are:

Competencies

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drives to achieve impactful results (1)
- Manages ambiguity and complexity (1)

To view our competency framework, please visit [here](#). Click [here](#) to learn more about UNICEF's values and competencies.

UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

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 also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. 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.