**TERMS OF REFERENCE**

**Innovation Nodes Writing Intern**

**Project Title:** Writing and Reports Intern

**Division:** Office of Innovation
**Location:** Remote

**Intern Supervisor:** Senior Adviser on Innovation (Nodes & HQ), Innovation Specialist (Nodes)

**Duration of Internship:** 3 months (August 1-October 31)

**Part-time or Full-time:** Part-time internship

**Start Date:** August 1, 2024

**Background**

**For every child...innovate**

UNICEF has a 70-year history of innovating for children. We believe that new approaches, partnerships and technologies that support realizing children’s rights are critical to improving their lives. The Office of Innovation (OOI) is a creative, interactive, and agile team in UNICEF. We sit at a unique intersection, where an organization that works on huge global issues meets the start-up thinking, the technology, and the partners that turn this energy into scalable solutions. OOI cocreates to discover, iterate and scale innovative solutions for every child, everywhere.

[Innovation Nodes](https://www.unicef.org/innovation/innovation-nodes) in OOI carry out the work explicitly called for in UNICEF’s [Global Innovation Strategy](https://www.unicef.org/innovation/GlobalStrategy) to:

“…identify gaps and opportunities and expose unproven approaches and technologies to be explored. Potential solutions will be co-created or discovered through scanning the horizon for new and existing ideas. Research and development will be undertaken to meet clearly defined requirements and gain an understanding of current and future demand."

Innovation Nodes are collaborative spaces that illuminate, probe, reflect and generate novel ideas and research in new and unknown areas of potential innovation for children. Innovation Nodes engage with and learn from cutting edge research, ideas and networks. These are new types of collaborative arrangements that connect/embed UNICEF in locations with a critical gravity of research, development and deep expertise in key new and emerging technologies, approaches and other critical areas of knowledge. Node collaborations are with pioneering pre-eminent organizations with deep expertise and transdisciplinary capabilities and intentionally empower young researchers.

Examples of current work include [second- and third-generation renewable energy](https://www.unicef.org/innovation/innovation-nodes/renewable-energy), [precision health](https://www.unicef.org/innovation/reports/precision-health-emerging-innovations-children-and-adolescents), applied biotechnology such as in [diagnostics](https://www.unicef.org/innovation/innovation-nodes/next-generation-biosensor-diagnostics-vulnerable-women), additive manufacturing, next-generation materials, emerging business models for innovation for sustainable development.

You can be part of the team that works to realize this!

**How you can make a difference**

The **Innovation Node intern** will work directly with and under the supervision of the Senior Adviser on Innovation (HQ & Nodes) and Innovation Specialist (Nodes). They will focus on technical and expository writing concentrating on the summarization of key themes and outputs produced by the Innovation Nodes Team and collaborators during the 2022-2024 timeline.

The purpose of this internship is to support the development of language and various communication pieces, both internal and external, that demonstrate the past, current and potential impact of Node collaborations. Outputs may include articles, blogs, social media posts, and reports. This internship is ideal for a person who thinks critically and holistically, is skilled at writing and communication, can simplify complexity, and is an advocate for evidence-based knowledge in the innovation space.

**Main Duties / Responsibilities**

Work with Supervisor and Node team members to:

* + - Take in structured and unstructured content already existing as part of a Node collaboration to develop focused briefs, reports, and communications
		- Undertake additional literature review, as necessary, to strengthen and ground the source content
		- Summarize key findings further into a general overview (high-level findings)
		- Support the creation of supplementary visualizations/design that encourage understanding of the language and concepts

**Expected Deliverables**

* Key internal and external communication outputs including articles, blogs, social media posts, and reports
* A repository of supportive literature and research relating to focus areas
* A comprehensive summary of key themes and findings from Nodes collaborations

**Essential Requirements/Educational Background**

* Be enrolled in an undergraduate or graduate degree programme or have graduated within the past two years in Communications, Journalism, Marketing, etc.
* Experience working in an emerging economy/programme country is an asset
* Previous experience creating comprehensive research reports is an asset
* Experience working within the Microsoft Suite of tools e.g. SharePoint, Word, Excel, Powerpoint, Teams etc. is helpful
* Strong self-organizational skills and time management
* The candidate must have good interpersonal skills and be able to collaborate effectively in a diverse work environment.

The candidate must show commitment to the UNICEF core values of **care**, **respect, integrity,** **trust,** **accountability** and **sustainability**. For more information on **UNICEF core values**, click here.

**Languages**

Excellence in both written and spoken English is required and essential.
Proficiency in any other UN languages is an asset (French, Russian, Arabic, Spanish, Chinese).

**Conditions**

* Age: Interns must be at least 18 years
* Have good academic performance as demonstrated by recent university or institution records.
* Have no immediate relatives (e.g. father, mother, brother, sister) working in any UNICEF office.
* Have no other relatives in the line of authority which the intern will report to.
* Individuals must have proof of medical insurance covering the time and location of their internship.
* Ability to engage in this internship on a full-time basis.
* Individuals are expected to provide their own laptop, access to internet connection and place to work.
* Selected candidates will receive a monthly stipend (unless already in receipt of any support for the internship from a third party).
* Individuals must fund their own living expenses.
* This internship is remote, meaning individuals undertake this work from their chosen location.
* No travel is required.

**Employment:** There is no expectancy of employment at the end of the internship.