**TERMS OF REFERENCE**

**SOP/PD/DRP-2018-005**

INTERNSHIP

UNICEF NYHQ, PD & DRP

Internship: Intern on Child Protection Results Reporting and Communications

Reports to: Sumaira Chowdhury

Dates: 9 January 2020 - 30 June 2020

Section: Child Protection Section

Location: Office based in NYHQ

Is travel expected during this Internship? Travel is not envisioned.

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Purpose and Objective:

The [**UNICEF Strategic Plan 2018–2021**](https://www.unicef.org/about/execboard/files/2017-17-Rev1-Strategic_Plan_2018-2021-ODS-EN.pdf) (SP) details UNICEF’s future direction and strategic priorities over the coming four years. The SP provides a vehicle to support the **2030 Agenda for Sustainable Development** and responds to its call to ‘leave no one behind’. It seeks to protect children from violence and exploitation, with a specific focus across development and humanitarian contexts on reducing violence in all its forms, eliminating harmful practices, and enhancing children’s access to justice. UNICEF has identified three outputs, strongly anchored in a rights-based approach to programming, to contribute towards the achievement of **Goal Area 3** outcome, ‘Every child is protected from violence and exploitation’.[[1]](#footnote-1)

Thematic funding provides an opportunity to facilitate financing of UNICEF’s programmes in a more strategic and flexible manner to achieve the results of the 2018-2021 SP. The arrangement with donors entails production of one consolidated report, the Global Annual Results Report (GARR), which highlights global results for children, progress and challenges against the planned results in the SP. In addition to the GARR, and related to the reporting on results, UNICEF Child Protection provides inputs annually to other UNICEF corporate reports, namely the Programme Division Annual Report (PDAR), Executive Director Annual Report (EDAR) and Humanitarian Annual Results Report (HARR). Representing the second year of reporting under the 2018-2021 Strategic Plan, it is expected that the 2019 GARR (Goal Area 3) will follow the same format as the 2018 GARR (Goal Area 3).

The **purpose** of this internship is to provide the opportunity and space for an intern to learn about child protection areas of work and to contribute to the Child Protection Section’s advocacy, policy and reporting, primarily through the corporate reporting process (EDAR, PDAR, HARR with a focus on GARR).

The specific **objectives** of this internship are the following:

* Support the development of consolidated information that will feed into UNICEF corporate results report (i.e. EDAR, PDAR, GARR and HARR).
* Review the UNICEF Country Office Annual Reports and draft a consolidated matrix of country good/promising practices, publications and examples around child protection data work, research, study, RBM, monitoring, evaluation, and cross-cutting issues.
* Support the development and dissemination of key resources for tracking Primero[[2]](#footnote-2) progress against targets, communications to the field including dynamic formats, videos and infographics, and programme monitoring against SP targets are available

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Main duties and responsibilities:

Under the guidance of the Senior Adviser Child Protection, the intern will support the Planning and Evidence Building Team (PEB), Child Protection Section (UNICEF Headquarters Programme Division), on the tasks listed below. The intern is not expected to deliver on results listed below on his/her own but rather to contribute to those results. Below are illustrative tasks.

In particular, the intern will work with the following staff members on a daily basis:

Approximately 2-3 days a week: Sophie Flynn, Child Protection Specialist (Advocacy and Policy Dialogue)

Approximately 1-2 days a week: Eri Dwivedi, Child Protection Specialist (Planning and Monitoring)

Approximately 1 day per week: Robert MacTavish (Primero Project Lead, Child Protection IMS)

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| Illustration of Tasks |
| Expected result 1: Consolidated draft inputs are available to feed into corporate reports (EDAR, PDAR, GARR, HARR) |
| Support the drafting and/or editing of results content, fact-checking and proof-reading of Child Protection Section corporate reports and briefing materials.  |
| Help identify, capture, synthesize and synthesize lessons learned, country case studies, partner profiles and regional result summaries/highlights, to facilitate the corporate reporting process, including drawing on COARs (specified above). |
| Support the preparation of materials for the Global Results Briefing to donors (including PowerPoint presentation and short-form brochure).  |
| Review UNICEF photo library/other multimedia sources and maintain a repository of photos for use in corporate reports (especially GARR), documentation and presentations across all Child Protection programme areas.  |
| Expected result 2: Consolidated matrix of country good/promising practices and examples around data work, research, study, RBM, monitoring, evaluation, and cross-cutting child protection related issues is available for further analysis and report writing, to feed into corporate results reports (EDAR, PDAR, GARR, HARR).  |
| Conduct review and analysis of country office annual reports on the topic of data, research, study, RBM, monitoring, evaluation and cross-cutting child protection related issues (including armed violence):1. Review country annual reports and conduct initial keyword search
2. Synthesize information into a matrix agreed with CP Specialist
3. Analyze results in order to produce insights into country efforts
4. Work with CP specialist and report writer to draft materials for Thematic Report on Child Protection
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| Support knowledge management within the Child Protection Section, as necessary. |
| Expected result 3: Key resources for tracking Primero progress against targets, communications to the field, and programme monitoring against SP targets are available. |
| Support the refinement and implementation of the Primero Communications Plan including the social media feeds (Instagram, Yammer, Twitter, TikTok) videos, infographics, global broadcast message, quarterly newsletter and list-serve. |
| Develop and maintain the resources outlined in the plan, create and share at least 1 post per week. |
| Support with the event planning for Primero meetings, launches, and internal and external events. |
| Support the development and management of contract monitoring and deliverables tracking tools for the Primero SharePoint site, and products for their visualization. |

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Benefits to Intern:

* The intern will have the opportunity and space to learn about child protection areas of work through hands on experience in analyzing UNICEF results for 2019 and to contribute to the Child Protection Section’s advocacy, policy and reporting, primarily through the corporate reporting process (EDAR, PDAR, HARR and GARR). The experience of contributing to the development of the annual corporate reports is valuable as these are the main external reports that capture UNICEF work around the world, demonstrate UNICEF accountability to donors and partners; and are widely used for advocacy and partnership purposes from the country level to the global level.
* The intern will have the opportunity to participate in a donor briefing session of the global annual results reporting, which will bring together a host of public sector and private sector partners.
* The intern will have the opportunity to engage in one of UNICEF’s most promising new technology that aims to improve and extend existing Information Management Systems (IMS) which are central to the efficient and secure delivery of child protection services.[[3]](#footnote-3)

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

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Minimum Requirements: (Standard for ALL internship advertisement):

• Letter of verification from the college or university that the intern is currently enrolled in an undergraduate school and has completed at least two years of full-time studies at a university or equivalent institution towards the completion of an undergraduate degree (if the candidate is 18 years old, this replaces the two-year bachelor’s completion requirement); or, Graduate Degree Program (i.e., Master’s, PhD). It should also state the expected graduation date. Recent graduates are allowed until 2 years after degree completion.

• Copy of their most recent official transcript showing excellent academic performance

• Copy of Identification Card (ID)

• One letter of signed recommendation on letterhead or from professional email address

*Note: Individuals are responsible for arranging any visa or immigration requirements. UNICEF is not responsible for obtaining any necessary visas.*

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Qualifications: (Academic, Language, etc):

* Enrolment in an undergraduate (Bachelor's), Master's, graduate or Ph.D. degree programme or have graduated within the past two years with study in a relevant field, such as human rights, demography, social sciences, statistics, or development;
* English mother tongue or equivalent;
* Demonstrated outstanding drafting, writing skills in English language and ability to convey policy messages in a clear and concise but sensitive way;
* Experience using social media platforms (Twitter, Instagram, TikTok) required;
* Experience in using data visualization tools including Tableau, Infogram and PowerBI is an asset;
* Experience in using video editing tools such as Adobe Premiere, Final Cut, KineMaster or Corel VideoStudio an asset;
* Experience coordinating and organizing large events an asset.

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1. These are a) Countries have strengthened child protection systems for prevention and response services to address violence against children; b) Countries have strengthened prevention and protection services to address harmful practices (FGM/C and child marriage); and c) Countries have improved systems to protect children that come in contact with the law and to treat them in accordance with international standards. [↑](#footnote-ref-1)
2. Primero is an open source software application that helps partners securely collect, store, manage, and share data for protection-related incident monitoring, case management, and family tracing and reunification. <https://www.primero.org/> [↑](#footnote-ref-2)
3. The Child Protection Section within the Programme Division (PD) of UNICEF HQ is leading the development of open source software called Primero (see: www.primero.org). Primero is an application that supports protection-related case management, incident monitoring, and family tracing and reunification. [↑](#footnote-ref-3)