

## TERMS OF REFERENCE

### Internship: Emerging Fundraising Intern

*Innovative Finance Hub, Office of Innovation*

*Duration: 26 weeks*

*Duty Station: Helsinki, Finland*

UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential. Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone. And we never give up.

### For every child, innovate...

UNICEF's Innovative Finance Hub, founded in 2022, aims to catalyze global capital in support of children to fill the SDG gap and radically accelerate progress towards the SDGs. We sit at a unique vantage point where an organization working on global issues meets the startup thinking, new ideas, and partners to turn this energy into scalable solutions.

We aim to understand and solve a pressing challenge: why is finance not working for children? On one hand, the funding gap to achieve the Sustainable Development Goals (SDGs) continues to grow (currently at over 4 trillion USD!), where children are particularly vulnerable to the educational, health, protection and climate challenges the SDGs try to address. On the other hand, children are seldom considered in the investment practices of investors, even the most responsible and socially conscious – even though virtually all companies have material impacts on children's lives, as consumers, through their employed parents and caregivers, as community members and as future leaders.

To continue our expanding work, the Innovative Finance Hub is looking for one (1) Emerging Fundraising Intern who will report to the Finance Manager, who provides overall leadership in Emerging Fundraising.

### How can you make a difference?

In support of the 2022-25 Strategic Plan, UNICEF has launched its Global Innovative Finance for Children (IF4C) Strategy and is ramping up coordinated endeavors to foster and promote the wider use of IF.

As part of this strategy, the Innovative Finance Hub works on two Pathways – Innovative Financing, and Emerging Fundraising (EF), where this internship will sit.

The EF Pathway focuses on leveraging the potential of new technologies to unlock fundraising innovation for the UNICEF global ecosystem. The main focus is on solutions, technologies, and business models that are new or yet to emerge for the global fundraising community.

The EF Pathway performs research, innovation, and incubation of solutions that open completely new domains and models for fundraising and unlock UNICEF’s fundraising potential. These solutions have the potential to transform the way development aid is done, bringing end-to-end transparency of transactions and purchases, a new level of efficiency in logistics, and enhanced and transformative donor experience.

The Intern will provide a broad support to EF Pathway projects. The expectation is to introduce the intern to UNICEF's work on Emerging Fundraising and involve him/her in support functions with the team, following a learning-by-doing model.

### Main Duties / Responsibilities

After a comprehensive onboarding, the Intern will be expected to perform support functions including:

- **Reporting Results:** As part of the EF Pathway team, the intern will be responsible for summarizing the team’s achievements and challenges. This involves compiling project information and creating concise reports that highlight key points about the projects.
- **Internal Communication:**
  - The intern will create a dedicated SharePoint site where team members can collaborate, share documents, and track project updates. This involves organizing folders, permissions, and ensuring smooth access for everyone.
  - The intern will also explore the possibility of creating newsletters to keep UNICEF stakeholders informed about the Emerging Fundraising Pathway’s activities. This could include project highlights, success stories, and relevant news.
- **Documentation:** The intern will assist in maintaining the Monday.com workspace used by the team. This involves organizing and categorizing documents related to Emerging Fundraising projects.
- **Research Tasks:**
  - The intern will conduct research to identify potential collaboration opportunities with Finnish universities and other institutions. This includes mapping their expertise, ongoing projects, and areas of interest related to Emerging Fundraising.
  - The intern will assist the EF team in various research tasks. This could involve gathering data, preparing background information, and contributing to concept notes and proposals.
- **Team Overall Support:** Team Overall Support: Given the diverse range of projects within the IF Hub, the intern may be called upon to assist with various tasks related to innovative finance, either directly or indirectly, as needed.

In the application, please indicate:

1. What is your current location?
2. Are you available to intern on site at the UNICEF Innovative Finance Hub in Helsinki?
3. When are you available to start?
4. How long are you available to intern for? Max 26 weeks

**To qualify as a champion for every child you will meet the following requirements...**

- Enrolled at a university at a Masters level, undergraduate level or a recent graduate (within the past two years) in Communications, Media, Information and Communications Technology, or a related field.
- Previous work experience, including internships, in the communications, media and technology field would be considered an asset.
- Demonstrated interest in working with frontier technologies like blockchains and artificial intelligence in fundraising. Solid understanding of distributed ledger technologies and their use cases, Web3, and other relevant technologies is desirable.
- Strong capacity to work effectively in inter-divisional teams.
- Excellent analytical, organizational, interpersonal and communications skills.
- Ability to conceptualize, plan and execute ideas as well as to manage projects.
- Fluency in English is required.

**Conditions**

- Individuals must have proof of medical insurance covering the time and location of their internship.
- This internship expects a full-time commitment.
- Individuals are expected to provide their own laptop.
- 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 travel and living expenses.
- Individuals are responsible for arranging any visa or immigration requirements.

**Applications must include:**

- Cover letter
- CV

UNICEF is committed to diversity and inclusion within its workforce and encourages qualified female and male candidates from all national, religious and ethnic backgrounds, including persons living with disabilities, to apply.

**Remarks:**

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.