

TERMS OF REFERENCE
FOR A SOCIAL POLICY INTERN

Subject: Social Policy Intern (SPSPR Section)
National/International: International
Duration: 3 Months based in Maputo
Supervisor: Social Policy Manager

1. Background

The Social Policy, Social Protection and Research Section (SPSPR) of UNICEF Mozambique implements a wide variety of programmes in areas that are fundamental for the realization of children outcomes in the country. Within the scope of SPSPR fall activities related to social protection financing, such as the preparation of an investment case for Social Protection in Mozambique complete with two deep-dives on the financing of an expansion for the Child Grant and on the costing of PROSAS (the country's social welfare officers programme). In addition, SPSPR is also supporting the impact evaluation of the Basic Social Subsidy Programme – of which the Child Grant is a component – in partnership with the ASPECT facility and UNICEF Innocenti.

2. Objective of the Internship

SPSPR is seeking an enthusiastic, hard-working, and flexible intern to support the section in the two activities mentioned above and in additional areas as required. The candidate will perform a variety of tasks, including quality assurance of key deliverables, data compilation, report writing, information gathering, liaison with partners and consultants.

MAIN DUTIES & RESPONSIBILITIES

- Assist data compilation, organization, and capturing for reporting and data visualization.
- Review submissions of deliverables produced by consultants and partners.
- Support data collection, cleaning, consolidation and analysis.
- Participate in the design of research instruments and datasets.
- Assist in drafting internal and external correspondence, as needed.
- Assist in the preparation of missions, meetings and other activities related to ongoing consultancy assignments.
- Other ad-hoc activities related to day-by-day work of the section.

DELIVERABLES

- Data is captured, compiled, organized, as required.
- Datasets and research instruments are designed and finalized, as required.
- Consultants and partners' deliverables are reviewed and feedback on quality is provided.
- Logistical and administrative support to missions, meetings and events is provided.
- Ad-hoc tasks are carried out.

This will be a full time internship; the duration is anticipated to be for 3 months from date of commencement.

a) Conditions of Intern:

- **Health/Medical insurance:** Individual is required to hold valid health/accident insurance covering the internship duration. UNICEF accepts no responsibilities for costs arising from accidents and/or illness incurred during the internship whether on or off UNICEF premises.
- **Employment:** There is no expectancy of employment at the end of the internship.
- **Visa:** UNICEF is not responsible for obtaining any necessary visas.

b) Facilitation

UNICEF will provide all necessary administrative, logistical, communication support according to guidelines for supporting Interns.

c) **Requirements for Intern: Key Competencies, Skills and Experience**

- Be enrolled in a graduate programme or have graduated within the past two years, in the field of Social Science or related field.
- Sound knowledge of Microsoft Word, Excel, and PowerPoint.
- Applicants must be at least 18 years old.
- Have excellent academic performance as demonstrated by recent university or institution records.
- Outstanding interactive skills with multidisciplinary groups and organizational skills.
- Fluency in English is required. Knowledge of local language is considered as an asset.
- 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.

d) **Payments**

Costs for the internships programme will be fully met by the Partner Organisation/University.

Other Internship Costs and Payment Modalities

Daily subsistence Allowance (DSA) for field missions outside Maputo will be paid in terms of UN guidelines. Costs for accommodation, meals and incidentals shall not exceed applicable UN daily subsistence allowance (DSA) rates, promulgated by the International Civil Service Commission (ICSC).