

**TERMS OF REFERENCE FOR INTERN**

**Title: Programme Assitant, ADAP Knowledge management (paid internship)**

**Duration: 6 months**

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| **Child Safeguarding**  Is this project/assignment considered as “Elevated Risk Role” from a child safeguarding perspective?  YES NO If YES, check all that apply:  **Direct contact role** YES NO  If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:   |  | | --- | |  |   **Child data role** YES NO  If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):   |  | | --- | |  | |

**DUTY STATION/DURATION:**

*Duration: 6 months*

*Duty station: Dushanbe*

*Supervisor: ADAP Specialist*

*Reporting to: ADAP Specialist*

**BACKGROUND:**

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children’s rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society’s most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

UNICEF Tajikistan Second Decade program addresses the needs of adolescents and youth in the country while contributing to achievement of UNICEF global strategic vision on second decade and national priorities of Tajikistan. The program focuses on adolescent health, education, skills, protection and the rights of adolescents in meaningfully contributing to the society. Tajikistan’s population is young, with 70% of population under 30 years the country is at the early stage of demographic dividend, yet, is not able to benefit from it for economic growth and development. Despite increased access to education, children and adolescents are failing to improve learning and skills for life and work. Adolescents lack the skills required for successful transition from school to work life, cannot realize their full potential and maximize their contribution to their communities. 30% of young people aged 15-24 are NEET, 89 % of them being girls (LFS 2017). Lack of opportunities for meaningful participation and There is a lack of Adolescent focused health promotion and care especially mental health that need stregtehning to ensure complete development of its young people.

To address the barriers faced by young people and to benefit from the existing window of opportunity, UNICEF envisions and works to promote adolescent development and participation though its skills development for employability, youth friendly health promotion, education and participation program to be able to develop the young people of Tjikistan to their full potential though its .

The Programme Assistant (PA), ADAP Knowledge management, will be accountable for supporting evidence generation, data and ongoing research, documentation of good practises in UNICEF and mapping interagency programmes to enhance the smooth transition of ADAP section to the new CPD. The PA will contribute to showcasinf best practices in UNICEF second decade program and mapping best practises across UN agencies and International organisations for strengthening interagency coordination.

**PURPOSE:**

The PA will support documentation and data management and assist technical officers to showcase best practices driven by UNICEF and map best practises across other UN agencies and International organisations in the Adolescent Health, skills and participation area for strengthening interagency coordination, for leveraging resources and avoiding duplication of effort in the area of Adolescent Development in the country.

**DESCRIPTION OF THE ASSIGNMENT:**

Under the supervision and guidance ADAP Specialist, the PA will be responsible for executing a broad variety of tasks starting for development of documentation and data collection template, documenting best practices; mapping key program implemented by UN and other international agency and support interagency coordination; support gender focused initiatives such as Technology-for girls, and their skill development and mental health promotion to ensure its documentation for monitoring.

Key performance indicators include the timely and accurate performance of assigned activities. He/she will also be accountable for non-routine documentation such as briefing notes and humaninterest stories based on on going second decade program.

**KEY DELIVERABLES:**

* Knowledge management in ADAP section; document and develop materials including best practices and human interest stories.
* Assist and map initiatives for interagency coordination especially in the area of youth friendly health service.
* Develop a compilation *of Journeys of young people* by collecting case studies/ stories of young people who have benifited and supported by second decade programme. Including documentation/ profiling UPSHIFT/ skills development program alumni and their achievements in the last 5 years.
* Support research and other data collection process undertaken by the section as neded.

**Programs:**

**Adolescent Development and participation – Second decade program.**

**Tasks:**

* Documentation and developing materials including best practices and human interest stories.
* Update data management and data collection of ADAP including organising information in the shared drive (ADAP – knowledge management)
* Performs any additional assignments in ADAP as requested by supervisor.

**QUALIFICATION REQUIREMENTS:**

* Be enrolled in a post graduate degree programme or be a recent graduate in the area of health, anthropology, psychology, sociology, education or another relevant technical field;
* Be proficient in English and fluent in Russian/Tajik languages;
* Have strong academic performance as demonstrated by recent university or institution records or, if not available, a reference letter from an academic supervisor;
* Good documentation skills, judgment, initiative, high sense of responsibility, tact and discretion.
* Previous experience as volunteer, demonstrated leadership /intern in INGOs or UN is considered as advantage.
* Demonstrated cultural sensitivity and ability to establish harmonious working relations in a multicultural environment.
* Good computerskills and management of work using online platform.

**REQUIREMENTS:**

***Qualified candidates are requested to submit:***

1. Cover letter/application/CV.
2. Proof of enrolment in degree programme in an undergraduate or graduate school or if recent graduate copy of degree/diploma.
3. University or institution records showing strong academic performance or reference letter from an academic supervisor.
4. At least two references

Queries can be sent to [dushanbe@unicef.org](mailto:dushanbe@unicef.org) with the subject line “Programme Assistant*(intern)*”. Applications **must be received** in the system by **11/10/2021** on our website:

Travel costs and DSA will be covered in accordance with UN rules and regulations. No other remunerations apply.