

## UNICEF Myanmar Country Office

### Terms of Reference

Part 1. General Information	
Internship:	Social Protection Intern
Section, Duty Station:	SPCRM, Yangon, Myanmar
Supervisor:	<i>Social Policy Officer (NO2)</i>
Duration of the Assignment:	<i>20 weeks - 24 weeks (Beginning of August 2022– end of January 2023)</i>
Conditions:	<i>Full time on-site (with certain parts possibly remote, subject to discussion)</i>
Part 2. Assignment	
<p><b>Background</b></p> <p>The purpose of the UNICEF internship programme is to provide a framework by which students pursuing or having recently completed a tertiary education are assigned to UNICEF offices to enhance their education experience through practical work assignments; to expose them to the work of the UNICEF; and to provide UNICEF offices with the assistance of qualified students or recent graduates specialized in various professional fields.</p> <p><b>Scope</b></p> <p>Under the general guidance of the supervisor, the incumbent is responsible for providing support to implementation of UNICEF humanitarian Maternal and Child Cash Transfer (MCCT) program. This internship will allow the intern to contribute to the humanitarian MCCT program by concrete outcomes. This will also be an opportunity for the intern to be exposed to different streams of work of UNICEF Social Protection and cash transfer work for UNICEF in general.</p> <p><b>Main tasks and responsibilities</b></p> <ul style="list-style-type: none"> <li>• <b>Support the partnership arrangement:</b> Partnership agreement with implementing partners (NGO, CSO) and ongoing process to have long term agreement with Financial Service provider will be supported by intern especially the documentation process and administrative support whenever required.</li> <li>• <b>Support in program participants registration and Humanitarian Cash Operation and Program Ecosystem (HOPE-MIS-Management Information System):</b> The intern will be supporting the beneficiary registration process through InForm platform in collaboration with implementing partners and up and running of HOPE in country.</li> <li>• <b>Support in the analysis and data visualization of social protection data:</b> The intern will be supporting the analysis and data visualization of the PDM data for two rounds of PDM in year 2022 (July and December).</li> <li>• <b>Support in implementation of humanitarian MCCT:</b> The intern will support the documenting and keep tracking all partner reports and monitoring Direct Cash Transfer to the implementing partners. The intern will also support the plus components of the cash transfer program to link with cash and health, nutrition, WASH services.</li> <li>• <b>Support on other work of the Humanitarian MCCT program as necessary.</b></li> </ul>	
Part 3. Profile	
<p><b>Eligibility &amp; Minimum requirements</b></p> <p>To be considered for the internship, applicants have to meet the following requirements:</p>	

- Enrolment in a degree programme in an undergraduate or graduate school or be a recent graduate within 2 years in following areas: e.g., international development, Social Sciences, development studies, Business Administration, Public Administration, Public Policy or related social sciences.
- Development work experience would be desirable and an added advantage but not a prerequisite.
- Experiences in mobile based data collection via KOBO, ODK, InForm applications, excel database, analysis is an asset.
- Proficiency in English is required.
- Strong academic performance as demonstrated by recent university or institution records or, if not available, a reference letter from an academic supervisor.
- No immediate relatives (e.g., father, mother, brother, sister) working in any UNICEF office.
- A minimum of two years of relevant professional work experience is desired.
- Experience of working in any humanitarian and development field is considered as an asset.
- Strong willingness to learn on the job is required.

#### How to apply:

- If you recognize yourself from the above and wish to make a difference for every child; you are requested to apply through online. Only completed online applications will be eligible for further review. When you apply, please attach the following:
  - Your CV and a cover letter in English to state the majors/areas of your study and the reason for application;
  - Include two letters of recommendation (can be from employers, internships, university professor, etc.);
  - Attach a proof of excellent academic performance/transcript through recent university or institution records;

Please further note that the successful candidate will require to further provide proof of having medical insurance at the time of communicating for the job offer.

Only qualified applicants will be short-listed and notified for further screening and interview.

#### ➤ Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

#### Competencies

- Builds and maintains partnership
- Demonstrates self-awareness and ethical awareness
- Drive to achieve results for impact
- Innovates and embraces change
- Manages ambiguity and complexity
- Thinks and acts strategically
- Works collaboratively with others

#### Part 4. Conditions


- UNICEF provides a stipend and contributes to travel if applicable
- Interns may take up to 2.5 days per month off work for any reason, including for medical reasons
- Interns shall observe all applicable rules, regulations, instructions and procedures and directives of UNICEF.
- There is no expectancy of employment at the end of the internship

#### Part 5. Signatures

**Phyu Phyu Win, Social Policy Officer**  
Supervisor Name and Title

Phyu Phyu Win Digitally signed by Phyu Phyu Win  
Date: 2022.07.19 15:02:13 +06'30'  
(Signature)


**Vu Manh Hong, OiC Chief of SPCRM**  
Chief of Section Name and Title

 Digitally signed by Vu Manh Hong  
DN: dc=org, dc=unicef, ou=EAPR,  
ou=MAM, ou=Lacrs, cn=Vu Manh  
Hong, email=vmhong@unicef.org  
Date: 2022.07.19 15:24:35 +06'30'  
(Signature)

**Fawzia Hoodbhoy, OiC Deputy Representative- Programme**  
Deputy Representative- Programme Name and Title

Fawzia Hoodbhoy Digitally signed by  
Fawzia Hoodbhoy  
Date: 2022.07.19  
15:39:04 +06'30'  
(Signature)

**Emmanuel Ngalaba, OiC Representative**  
Representative Name and Title

  
(Signature)