

TERMS OF REFERENCE FOR LOCAL INTERNSHIP

Interns (two) for Child Rights Monitoring and Evaluation unit

<p align="center">The interns are expected to work from home with regular short visits to the office for face to face meetings as needed.</p> <p>Duty Station: Yerevan, Armenia Supervisor: Monitoring & Evaluation (Child Rights Monitoring) Specialist Time-frame: from 1 June 2021 to 31 August 2021 (3 months, part-time engagement) - The internship is subject to extension for 1 or 2 more month.</p>		
<p>Purpose of Activity/Assignment:</p> <p>Under the supervision of the Child Rights Monitoring/Monitoring and Evaluation (CRM/M&E) Specialist, the interns will be engaged in the process of desk research, preparing documents and finding information and data to support the unit in the work including studies and evaluations being conducted, as well as coordination work related to the changes in the child rights related legislation.</p> <p>The UNICEF hiring unit staff is committed to providing the intern with the training, guidance and support necessary to complete the below duties and responsibilities effectively and within the internship period. This will include, but not be limited to, scheduled meetings to assess output progress.</p>		
<p>Scope of Work:</p> <p>UNICEF in Armenia cooperates with a wide range of actors and partners, including children and their families, ministries, local governments, parliamentarians, non-governmental organizations, the mass media, regional and international organizations and professionals working with children, for the implementation of child rights and their protection in the country. The Child Rights Monitoring and Evaluation unit in UNICEF Armenia focuses on the updates of the situation of children and women in the country, report on the situation of child rights, evaluations and studies, including the evaluation of the national policy and programmes for the children with disabilities in Armenia, sectorial studies on different aspects of child rights, including social protection, child protection, healthcare, nutrition, education etc. The unit also supports in coordinating legal and policy changes for ensuring child rights implementation and protection in a coordinated manner and monitoring of child rights in Armenia.</p> <p>Under the supervision of the CRM/M&E Specialist, the interns will be engaged in the process of desk research, preparing documents and finding information and data to support the unit in their work including studies and evaluations being conducted, as well as coordination work related to the changes in the child rights related legislation. In addition to these tasks, ad hoc tasks might be requested to support the general work of the unit.</p> <p>The UNICEF hiring unit staff is committed to providing the intern with the training, guidance and support necessary to complete the below duties and responsibilities effectively and within the internship period. This will include, but not be limited to, scheduled meetings to assess output progress.</p>		
<p>Benefits to Intern</p> <p>As part of the CRM/M&E unit at UNICEF office in Armenia, the interns will be introduced to work across other programmes of the organization. The interns will learn about and participate in research, policy and programme discussions. The interns will get a better sense of how UNICEF office operates in Armenia and worldwide.</p>		
<p>Work Assignment overview Task/Milestone:</p>	<p>Deliverables/ Outputs</p>	<p>Timeline:</p>

Desk research for finding relevant materials on child rights legislation, case law, soft law, standards and best practices;	Desk research reports, briefs	Ongoing	
Prepare analytical matrixes with key findings and recommendations related to child rights, situation of children and other related issues in Armenia;	Analytical matrixes on child rights, situation of children in Armenia	Ongoing	
Edit texts as necessary;	Edited materials	Ongoing	
Translate texts from and into English and Armenian if needed	Translated materials	Ongoing	
Participation in working meetings and discussions related to the task	Meeting minutes	Ongoing	
Providing support on additional tasks as required.	n/a	Ongoing	
Minimum Qualifications required:		Knowledge/Expertise/Skills required:	
<input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other		<u>Qualifications or specialized knowledge/Work experience</u> <ul style="list-style-type: none"> - Be enrolled in an undergraduate or graduate degree programme or have graduated within the past two years in the area of Law, Public Policy, Political or Social Science. - Good command of application of software such as, Microsoft Office applications, Excel, Word, PowerPoint. - Strong research and analytical skills and ability to synthesize concepts and material into clear and concise thoughts - Strong writing skills and ability to present complex information in a concise and understandable manner. - Knowledge SPSS, Stata, R or any other data analysis software is an advantage. - Experience in the areas of justice for children, child rights, child protection, personal data protection is an advantage. - Experience in articles or publications is an advantage. - Ability to work well as part of a team. <u>Language Proficiency</u> <ul style="list-style-type: none"> - Good knowledge of Armenian (written and spoken) - Good working proficiency in English (written and spoken) - Knowledge of Russian in an asset <u>Other requirements and Eligibility</u> <p>Selected Interns must be at least 18 years old and should submit</p> <ul style="list-style-type: none"> - Verification from the college or university that the intern is currently enrolled in undergraduate or graduate degree programme or is a recent graduate (2 years after degree completion is considered as recent). It should also state the expected graduation date. - Copy of the most recent official transcript showing strong academic performance. - One letter of signed recommendation on letterhead or from professional email address. - The intern should use his/her personal computer during the length of the internship. 	

	<p>- UNICEF will not be responsible for costs arising from accidents and/or illness incurred during the intern's service, whether on or off UNICEF premises. Therefore, the selected candidate must provide proof of enrolment in a health/accident plan prior to start his/her work with the Section. If accepted, the intern will be required to provide a copy of health insurance coverage and to fill out the relevant UNICEF forms on conditions regarding service as an intern.</p>
<p>Procedures and logistics: The deadline for the submission of applications is 30 May 2021. Applications should include:</p> <ul style="list-style-type: none"> • Cover letter; • CV with links to any social media pages that you have managed or content produced; • Proof of bachelor's degree and/or proof of enrolment in a degree programme and up to date university transcript; • Incomplete applications will not be considered. <p>All qualified applicants should apply online, using the UNICEF E-Recruitment system and following the online application link.</p> <p>Incomplete applications will not be considered.</p>	