

**TERMS OF REFERENCE**

**Title: Project Assistant (Intern), Disability Inclusion**

**Duration: 3 months**

**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: 3 months with possibility of extension*

*Duty station: Dushanbe*

*Supervisor: Child Protection Officer*

*Reporting to: Child Protection Officer*

**BACKGROUND:**

UNICEF involved international company to come up with comprehensive Communication for Social Change Strategy to promote the social inclusion of persons with disabilities, with major focus on children and women with disabilities. The Strategy is for five years starting from 2017 to 2022. Since then UNICEF Tajikistan closely worked with government partners, Organizations of Persons with Disabilities (OPDs), research organizations and media companies to implement this Strategy. Based on the recent end line Study on Knowledge, Attitude, Behavior and Practices for social inclusion of children and women with disabilities UNICEF is running media campaign and new materials developed on issues identified in and line study.

Media campaign and community mobilization interventions are developed and implemented in close consultation with the members of the Thematic Result Group and cross-cutting issues are identified to develop media materials and the content of the community mobilization campaigns.

Hence, UNICEF Tajikistan Protection Environment Section is planning to hire an Intern to support ongoing Disability Inclusions Campaign.

**PURPOSE:**

The Project Assistant (intern) is accountable for supporting Disability Campaign and Disability Inclusion thematic result aimed at successful completion of the current disability campaign and planning for the final phase of the disability inclusion campaign.

**DESCRIPTION OF THE ASSIGNMENT:**

Under the supervision and guidance of Child Protection Officer, Project Assistant (intern) is responsible for executing a broad variety of routine tasks for Disability portfolio in Protective Environment Section requiring full knowledge of UNICEF programmatic interventions on disability inclusion. Project Assistant provides support in the application of established rules and procedures as well as in typical, non-specialized support work. Key performance indicators include the timely and accurate performance of assigned activities. In terms of communication, he/she is accountable for the exchange of routine, and less frequently non-routine, information with counterparts within UNICEF.

**KEY DELIVERABLES:**

**Disability Inclusion Campaign**

* Monitor ongoing Disability Inclusion Campaign, liaising with colleagues from Communication Section and the media company.
* Provide inputs for FB Page on “Har Yaki mo Tavono”.
* Facilitate dissemination of the end line Knowledge, Attitude, Behavior and Practices for social inclusion of children and women with disabilities and possible organsition of the round table to present the results (subject to COVID-19 situation in the country and funding availability).
* Proposes the new ideas based on available evidence as input to the new media materials and community mobilization content.
* Communicates routine and some non-routine information pertaining to the work of the team.

**Disability Thematic Result Group**

* + Liaise with other programme colleagues to update the Disability Thematic Groups Matrix
  + Support for carrying out brief session with members of the Disability Thematic Groups aimed at creation of synergies between the progarmme.

**Other duties**

* + - Support for facilitation of online and face to face meetings on disability related issues
    - Provide translation of the small size documents, when need be.

**QUALIFICATION REQUIREMENTS**:

* Be enrolled in a degree programme in an undergraduate or graduate school, or be a recent graduate on social work, disability, law or other relevant fields;
* 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;
* Expertise in programme work, previous experience as volunteer/intern in INGOs or UN is considered as advantage.
* Good judgment, initiative, high sense of responsibility, tact and discretion.
* Demonstrated cultural sensitivity and ability to establish harmonious working relations in a multicultural environment.

**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 reference letters

Queries can be sent to [dushanbe@unicef.org](mailto:dushanbe@unicef.org) with the subject line “*Project 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.