

UNICEF Office of Research – Innocenti
Social and Economic Policy Unit (SEP) Unit

Terms of Reference

Contract type:	Internship
Duty station:	Florence, Italy
Application deadline:	4 August 2022
Duration:	Five months starting from Mid-August 2022, full-time

1. BACKGROUND AND PURPOSE OF INTERNSHIPS

UNICEF's Office of Research – Innocenti is looking for two interns for five months from Mid-August-Mid-January 2022. The positions are at the **Social and Economic Policy Unit** of the UNICEF Office of Research – Innocenti (Florence, Italy).

The Office of Research – Innocenti is UNICEF's dedicated research arm. It undertakes and commissions research on emerging or current issues of relevance for children in order to inform the strategic directions, policies and programmes of UNICEF, Governments and their partners. The Office explores emerging issues, identifies research gaps, brings together existing researchers, and supports or undertakes research and data collection to address critical questions and to inform policy dialogue and implementation at country level.

The purpose of the internships is to provide qualitative research assistance to (up to) two studies on gender and social protection in Ethiopia, undertaken under UNICEF's Gender-Responsive and Age-Sensitive Social Protection (GRASSP) research programme. The *first* study (*GRASSP Research Stream 3*) explores the political processes that have led to the integration of gender-sensitive features into the formal design of Ethiopia's flagship social protection programme, the Productive Safety Net Programme (PSNP). The *second* study (*GRASSP Research Stream 2*) examines how those gender-sensitive features were implemented in practice. Both studies draw on the analysis of a variety of qualitative data sources, such as secondary literature in form of official programme documentation, and primary data in the form of key informant and other interviews.

2. OBJECTIVES

The Social and Economic Policy Unit (SEP) Unit seeks to select two full-time interns to support the two studies on gender and social protection in Ethiopia (mentioned above). The interns will assist with: i) the coding and transcribing of qualitative data; (ii) qualitative analysis; and (iii) the write-up of the findings and production of externally facing outputs (e.g. synthesis reports).

3. MAIN RESPONSIBILITIES AND TASKS

The interns will perform the following activities

- 1) **Coding and transcribing of qualitative data:** Both interns will support the coding of the data of the second study (GRASSP RS2 PSNP Process evaluation). This includes applying a predefined coding frame to all data sources (e.g. from Key informant interviews, Focus Group Discussions, In depth Interviews), using Nvivo software. One of the interns will additionally assist with the transcription of key informant interviews (in English) of the first study (GRASSP RS3).

2) **Qualitative analysis**

One intern will assist with the data analysis of the first study. This involves employing an inductive approach to policy process tracing (or political anthropology) that reconstruct the interpretations, perceptions, beliefs and power relations among involved actors. The other intern will support the data analysis of the second study, conducting thematic and (critical) discourse analysis.

3) **Write-up of the findings and production of externally facing outputs**

Both interns will contribute to the production of written research documents of the two studies. This primarily includes the synthesis report, but can also include working papers, blog posts and policy briefs. This may involve undertaking literature and policy reviews, writing up findings, and editing.

4. **MINIMUM REQUIREMENTS AND COMPETENCIES**

The candidates should:

- Be enrolled in the last year of a master's or Ph.D. programme at an accredited institution or be a recent graduate (have graduated within the past two years) in (Development) Sociology or Anthropology, Politics, Gender Studies, Development Studies, International Relations, Public Administration, or other fields in Social Sciences related to the research projects.
- Be fluent and have excellent reading and writing skills in English.
- Have strong academic performance as demonstrated by recent university or institution records or, if not available, a reference letter from an academic supervisor.
- Have no immediate relatives (father, mother, son, daughter, sister, brother) working in any UNICEF offices in the world.
- Have comprehensive health insurance coverage for the entire duration of the internship (UNICEF does not arrange health insurance for interns).

Required competencies:

- **Technical** - strong experience in qualitative data analysis, in particular thematic AND (critical) discourse analysis **OR** inductive approach to process tracing (political anthropology).
- **Technical** - strong research and analytical skills and, ability to conduct critical literature reviews and policy reviews.
- **Technical** – strong experience in writing and organising qualitative transcripts.
- **Technical** - knowledge and command of coding software – such as Atlas.ti or Nvivo.
- **Communication** - effectively presents thoughts and ideas including complex technical concepts, in a clear, concise and readily understood manner, both verbally and in writing. Listens to and acknowledges others' perspectives and views.

- **Managing resources** – be efficient and effective. The candidate is comfortable with organizing and managing time and information to achieve defined goals and optimum results, working to strict deadlines.
- **Flexibility** - adapts to changing demands and circumstances.
- **Flexibility** - ability to work both independently and as part of a team.
- UNICEF's values of Care, Respect, Integrity, Trust, Accountability and Sustainability (CRITAS) and core competencies in Communication, Builds and maintains partnerships, demonstrates self-awareness and ethical awareness, Working with People, Drive for Results, innovates and embraces change, manages ambiguity and complexity, thinks and acts strategically. View our competency framework at: http://www.unicef.org/about/employ/files/UNICEF_Competerencies.pdf
- UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.

Desired:

- Experience in research on gender and social protection in the African context.
- Familiarity with top-down and bottom-up approaches to analysing policy processes.
- Experience in drafting research reports.

1. DURATION AND HOURS

Duration: 5 months, starting in Mid-August 2022.

Working hours: 9:00am-5:30pm (full-time), 5 days a week, home-based

2. TERMS OF THE INTERNSHIP

- The internship provides an all-inclusive monthly stipend of US\$1,200
- Interns may take up to 2.5 days per month off work for any reason, including for medical reasons.