

**TERMS OF REFERENCE FOR INTERN**

**Title: Programme Assistant, Adolescent engagement and participation (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 **[x]** NO If YES, check all that apply: **Direct contact role [ ]** YES **[x]** 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:

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**Child data role [ ]** YES **[x]** 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):

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**DUTY STATION/DURATION:Dushanbe**

*Duration: 6 months*

*Duty station: Dushanbe*

*Supervisor: ADAP Officer, Participation*

*Reporting to: ADAP Officer, Participation*

**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 hinders the empowerment and fulfilment of the basic rights of adoelscents. More than 93% od adoelscents do not know any rights and only 16% of them take part in community meetings (ABS 2017). 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.

**PURPOSE:**

Programme Assistant, Adolescent engagement and participation, is accountable for operational support and assistance to engage adolescents from different strata of the society and enhance the functionality of the Young Person Advisory Group (YPAG) for the office.

**DESCRIPTION OF THE ASSIGNMENT:**

Under the supervision and guidance ADAP Particpation Officer, the Programme Assistant (PA) will be responsible for executing a broad variety of tasks starting for development of young people profiles of those selected as YPAG members to assistance in development of the plan of work for YPAG, assistance in organisation and conducting information sessions for the YPAG members, assistance in organisation of various consultation with YPAG and various sections of UNICEF Programming. The PA will also support documenting variuos activities engaging the YPAG and documentation of the adolescent participation component of UNICEF programming. He/she will also be accountable for non-routine documentation such as human interest stories, case studies and good practises of young people participation and engagement. .

**KEY DELIVERABLES:**

* Document describing the process and activities of the YPAG;
* Minimum 3 Human interest stories and case studies pertaining to Adolescent participation and engagement;
* Assist and support the capacity building for YPAG.

**Programs**

**Support for Young People Advisory Group day to day activities within ADAP and UNICEF programming.**

* Develop a profile of YPAG members selected by UNICEF.
* Assist in minute taking of YPAG meetings, consultation with different sectors of UNICEF
* Support organisation of training and information sessions for YPAG members, support in organisation of YPAG meetings and activities, development of YPAG activities.
* Support documentation and story writing of YPAG activities and other meeting with Young People within UNICEF programming.
* Performs any additional assignments in ADAP as requested by supervisor.

**QUALIFICATION REQUIREMENTS:**

* Be enrolled in a degree programme in an undergraduate or graduate school, or be a recent graduate in the filed of 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;
* Previous experience as volunterr/intern in INGOs or UN is considered as advantage.
* Good documentation skills, judgment, initiative, high sense of responsibility, tact and discretion.
* Demonstrated cultural sensitivity and ability to establish harmonious working relations in a multicultural environment.
* Good skills in using basic computer program for documentation, presentation and such office work and ability to work with 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 with the subject line “Programme A*ssistant (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.