



Terms of Reference

Intern - Maternal Health and Family Planning

Job title:	Intern, Maternal Health and Family Planning
Location:	UNFPA, The Gambia 5 Kofi Annan Street, Cape Point Bakau
Full/Part-time:	Full-time (approximately 40 hours per week)
Duration:	Six Months (with possibilities for an extension)

The Position:

The Intern position is located at the UNFPA Country Office, UN House 5 Kofi Annan Street, Cape Point and reports to the Programme Analyst Sexual and Reproductive Health with specific working relations with other Programme staff.

Though NOT a staff of UNFPA, the Intern will work as part of a team, led by the UNFPA Representative. The Intern will work in close collaboration with the Programmes Team to ensure effective support to UNFPA CO on various programmatic issues.

About UNFPA and How You Can Make a Difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA expands choices and possibilities for women and young people to lead healthy and productive lives. UNFPA's new strategic plan (2022-2025), focuses on accelerating progress towards the attainment of the three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results. We need interns who are INNOVATIVE, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

You would be responsible for:

The overall work will be with the SRH and FP team. The intern will:

1. Support drafting of working documents related to sexual and reproductive health including maternal health
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3. Collecting, analyzing, and reporting on data relating to FP, SRH and other related issues.
4. Provide technical and programmatic support on sexual and reproductive health and family planning related issues to CO Implementing partners
5. Contribute to the implementation of UNFPA Strategic Plan 2022-2025 and 8th Country Programme 2017-21 (extended)
6. Partake in the preparation of learning afternoons (webinars) for country office staff, and related skill development initiatives.
7. Initiate and support the implementation of innovative programme ideas on maternal health and family planning
8. Support to editing and formatting of documents and assist with administrative duties including correspondence to internal and external partners, photocopies etc.
9. Support UNFPA supplies management through regular completion of shipment tracker
10. Perform other duties as required.

The Candidate:

Candidates for this internship programme will be selected competitively with a view to integrating into the work of and matching with the needs of the organization.

Applicants at the time of application should meet one of the following requirements:

- a) Be enrolled in a postgraduate degree programme (such as a master's programme);
- b) Be enrolled in the final academic year of a first university degree programme (such as bachelor's degree or equivalent preferably in a health-related field);
- c) Have recently graduated with a university degree (as defined in (a) and (b) above) and, if selected, must start the internship within one-year of graduation.

Students must have written and spoken proficiency in English.

Your Experiences:

- Some experience in working with development agencies, including in volunteer capacity.
- Fluency in English. Knowledge of other languages an asset.
- Strong analytical and writing skills.
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds.

Learning Elements:

Upon completion of the assignment, and depending on its duration, the Intern will gain the following knowledge assets:

1. Increased understanding of the UNFPA and the UNFPA Country Programme
2. Understand the UNFPA mandate and policies, including regional set-up
3. Understand and familiarize with UNFPA Governance and Executive Board
4. Understand UNFPA programme design and delivery mechanisms
5. Understand the dynamics of operational and programme support and communications in the field
6. Learn UN technical language, working procedures, and coordination mechanisms
7. Write and formulate substantive documents
8. Network with UN colleagues
9. Work experience as a team member in a multicultural setting

Financial Aspects:

Interns do not receive a salary or any other form of remuneration from UNFPA. The costs associated with an intern's participation in the programme must be assumed either by the nominating institution, which may provide the required financial assistance to its students, or by the students themselves, who will have to meet living expenses as well as make their own arrangements for accommodation, travel and other requirements. However, they receive a stipend to help cover basic daily expenses related to the internship, if not financially supported by any institution or programme, such as a university, government, foundation, or scholarship programme. In addition, applicants must have medical insurance for the duration of the internship. Proof of insurance will need to be submitted before the internship begins. UNFPA does not provide medical insurance for interns.