



Terms of Reference
Intern, Gender & GBV Unit, UNFPA CO The Gambia

Job title:	Intern, Gender & GBV
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 Gender and GBV Specialist with specific working relations with other staff members.

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 and Operations Team to ensure effective support to UNFPA CO on various programmatic and operational 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 delivering excellence in programme results.

You would be responsible for:

The overall work will be with the Gender and GBV team. The intern will:

1. Support the Gender and GBV unit in implementing projects, liaising with partners and sub-contractees in ensuring effective implementation of each project.
2. Provide secretariate functions for the gender and peacebuilding unit and ensure documentation of minutes and follow up on action points from the meeting. Create, update, and maintain organized files and records
3. Prepare regular reports on the various projects managed by the unit and ensure proper filing of documentation.
4. Participate in various meetings such as the monthly case conferencing, prepare minutes, correspondence outcomes, decisions, and follow-ups on their implementation.
5. Initiate and support the implementation of the innovative programme within the unit
6. Support with preparing, editing, and formatting of documents and assist with administrative duties including correspondence to internal and external partners, etc.
7. Perform other duties as required.

The Candidate:

Candidate 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) Have recently graduated with a Bachelor's Degree and, if selected, must start the internship immediately.
- b) Must be 25 years or below
- c) Must be willing to learn and gain experience in Gender and GBV Programming.
- d) Fluency in English. Knowledge of other languages is an asset.
- e) Strong analytical and writing skills.
- f) 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.