

UNICEF ESARO Terms of Reference

Part 1. General Information	
Internship:	<i>Intern - Research and Innovation</i>
Funded by:	<i>Partner Institution</i>
Section, Duty Station:	Evaluation, Nairobi
Supervisor:	<i>Violeta Leiva</i>
Duration of the Assignment:	<i>6 months (fulltime)</i>
Conditions:	<i>In-person</i>
Part 2. Assignment	
<p>Background</p> <p>UNICEF, also known as the United Nations Children's Fund, is a United Nations agency responsible for providing humanitarian and developmental aid to children worldwide. The agency is among the most widespread and recognizable social welfare organizations in the world, with a presence in 190 countries and territories.</p> <p>In June 2018, UNICEF's Executive Board approved the revised Evaluation Policy of UNICEF. This policy sets out the purpose and use of evaluation in UNICEF, provides definitions, norms and standards and outlines governance arrangements and accountabilities as well as performance standards for the evaluation function. It aims to increase the quality, independence, credibility and utility of evaluative evidence for learning, decision making and accountability, which in turn support better results for children.</p> <p>The UNICEF's Eastern and Southern Africa Regional Office (ESARO) provides technical support to UNICEF country teams and partners in 21 countries across the region. It supports UN Coherence efforts and processes in the region, as well as country offices' resource mobilization efforts.</p> <p>UNICEF's key priorities in the region include young child survival and development, children and AIDS, basic education and gender equality, child protection, and emergency preparedness and response. A range of cross-cutting interventions support these priorities, including external communication, fundraising, social and behavior change (SBC), monitoring and evaluation, and supply and logistics.</p> <p>One of the key accountabilities of the Evaluation Section at UNICEF ESARO is to provide support to develop and conduct of quality evaluations. The revised Evaluation Policy called for an increase in coverage, variety and quality of evaluations. To facilitate successful implementation of the policy, ESARO is increasing its technical capacity to meet its accountabilities.</p> <p>The purpose of the UNICEF internship programme is to provide an opportunity for students pursuing or having recently completed a tertiary education to enhance their experience through practical work assignments, exposure to UNICEF work, and to provide UNICEF offices with the assistance of qualified recent graduates.</p> <ul style="list-style-type: none"> • Location: The internship will be at UNICEF ESARO, based in Nairobi, Kenya. • Duration: The Internship requires a full-time commitment of 6 months. The intern will work five days per week. 	

- Expenses: The intern under the fellowship agreement will receive a stipend from the fellowship partner. For UNICEF funded internships, the intern will receive 70% of the net monthly salary of the GS level 3 step 1 in Nairobi duty station¹.

Main tasks and responsibilities

While working at the ESARO Evaluation Section, under the direct supervision of the Evaluation Specialist, the UN Intern will undertake the following tasks:

- Support conduct of evaluations and research on priority themes for the regional office.
- Support data compilation, analysis and visualization of evaluation results.
- Support drafting and design of regional advocacy outputs including briefing notes, presentations, and technical guidance on relevant evaluation topics.
- Support collaboration and engagements with other UN Agencies through active involvement on the United Nations Network for Evaluation in Sub-Saharan Africa (UNNESSA).
- Support efforts to scale up use of innovations and digital methods in evaluations, developing digital content to promote the use of new instruments and methodologies within the region.
- Support capacity building efforts on evaluation use and enhanced participation of children and young people in evaluations.
- Assist in planning and organization of regional meetings and webinars.
- Perform any other related tasks as may be assigned by the team.

Part 3. Profile

Eligibility & Minimum requirements

To be considered for the internship, applicants have to meet the following requirements:

- Fellow under one of the UNICEF Fellowship agreements, or enrolled in a degree programme in an undergraduate or graduate school, or recent graduate (in previous 3 years).
- Proficiency in English required. French and Portuguese would be an advantage.
- Strong academic performance as demonstrated by recent university or institution records
- Familiarity in conducting research, and academic background in statistical methods and data analysis.
- Have no immediate relatives (e.g. father, mother, brother, sister) working in any UNICEF offices; and have no other relatives in the line of authority which the intern will report to.

Competencies

- Builds and maintains partnership (L1)
- Demonstrates self-awareness and ethical awareness (L1)
- Drive to achieve results for impact (L1)
- Innovates and embraces change (L1)
- Manages ambiguity and complexity (L1)
- Thinks and acts strategically (L1)
- Works collaboratively with others (L1)

View our competency framework at:

https://www.unicef.org/careers/media/1041/file/UNICEF%27s_Competency_Framework.pdf

¹ General Salary Scales for Kenya: https://www.un.org/Depts/OHRM/salaries_allowances/salaries/nairobi.htm

Part 4. Conditions

- In accordance with UNICEF's guidelines, all interns must receive a stipend.
- There is no expectancy of employment at the end of the internship.
- UNICEF will not be responsible for costs arising from accidents and/or illness incurred during the intern's service, whether on or off UNICEF premises. Therefore, the selected candidate must provide proof of enrollment in a health/accident plan prior to start his/her work. If accepted, the intern will be required to provide a copy of health insurance coverage and to fill out the relevant UNICEF forms on conditions regarding service as an intern.
- Interns are responsible to obtain visa for the duration of the internship as applicable. UNICEF may provide relevant documents such as the proof of internship.
- Interns may take up to 2.5 days per month off work for any reason, including for medical reasons.
- Interns shall observe all applicable rules, regulations, instructions and procedures and directives of UNICEF.

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.

Guidelines for preparation here: <https://www.unicef.org/careers/get-prepared-apply>

Part 5. Signatures

Approved by:

[Name]
[Title], Section Head
 Click or tap to enter a date.
 Date

[Name]
[Title], Deputy Regional Director
 Click or tap to enter a date.
 Date