

## TERMS OF REFERENCE FOR INTERN

<b>TERMS OF REFERENCE (to be completed by Hiring Office)</b>	
Hiring Office:	UNFPA China Office
Purpose of Internship	<p>The United Nations Population Fund (UNFPA) is the United Nations sexual and reproductive health agency. Our mission is to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.</p> <p>UNFPA started working with the Chinese Government in 1979. UNFPA's Eighth Country Programme (2016-2020) of cooperation with the Government of China is aligned with current national priorities outlined in the 13th Five Year Plan for National Economic and Social Development for 2016-2020, and contributes towards comprehensive family planning and sexual and reproductive health programmes for vulnerable women and youth; gender equality and women's empowerment; and addressing demographic transition.</p> <p>UNFPA China facilitates South-South Cooperation promoting experience sharing and knowledge exchange between China and other developing countries. In addition, given the growing China's economy and the interest of its institutions including its national foundations, NGOs and private sector in fulfilling social responsibilities, UNFPA China CO is making efforts to strengthen partnerships with private sector and civil society institutions to leverage financial and non-financial support for the delivery of the UNFPA's mandate inside and outside of China.</p> <p><b>UNFPA China is searching for a full time intern to support the coordination and administration of partnership with the public and private sector.</b> Stipend of UN standard will be provided. The internship will provide the opportunity to learn about UNFPA's work at the country level including facilitation of South-South Cooperation with other developing countries.</p>
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p>The intern is expected to complete following tasks:</p> <ol style="list-style-type: none"> <li>1. Collect information and intelligence on targeted potential partners, regarding their mandate, objectives, scope of operations and binding laws or regulations for cooperation with the UN agencies;</li> <li>2. Translate relevant information into English or Chinese</li> <li>3. Participate in external meetings related to resource mobilization</li> <li>4. Assist in preparing documents for applying for the South-South Cooperation Assistance Fund (SSCAF) of China and monitoring the implementation of the ongoing projects of South-South collaboration</li> <li>5. Assist the Communication Team of the office as necessary.</li> </ol>

Duration and working schedule:	The intern is expected to work from 5 October 2020 – 28 February 2021. He/She will be closely working with the Partnerships colleagues and support the Communications Analyst based on required working schedule.
Place where services are to be delivered:	UNFPA China Office, Beijing
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Timely completion of the tasks given by the Assistant Representative and Partnerships Advisor including, but not limited to: prepare meeting agenda, meeting minutes, follow-up action list, collect relevant information, translating documents, draft fax and messages in communication related to resource mobilization and the tasks by the Communication Team as necessary.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The working documents and reports should be submitted timely in the format required.
Supervisory arrangements:	The Assistant Representative will supervise the intern's work.
Required documents	<b>Please provide CV, one letter of motivation to china.office@unfpa.org and copy: jiong@unfpa.org by 18 September 2020.</b>
Required expertise, qualifications and competencies, including language requirements:	<ol style="list-style-type: none"> <li>1. Education requirement: undergraduate or above</li> <li>2. Demonstrating/safeguarding ethics and integrity;</li> <li>3. Self-development, initiative-taking;</li> <li>4. Facilitating and encouraging open communication in the team, communicating effectively;</li> <li>5. Creating synergies through self-control;</li> <li>6. Capacity to work in a team as well as independently;</li> <li>7. Excellent knowledge of English and Mandarin (oral and written)</li> <li>8. Excellent computer skills (Word, Excel, PowerPoint etc.).</li> </ol>