|  |  |
| --- | --- |
|  | **UNITED NATIONS CHILDREN’S FUND** **INTERNSHIP ToR** |

**Education Cannot Wait**

**Location:** NYHQ

**Duration:** 12 months

UNICEF works in some of the world’s toughest places, to reach the world’s most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential. Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.  And we never give up.

**For every child, education…**

Education Cannot Wait (ECW) is the first global multilateral fund dedicated to supporting education for children and youth in countries affected by wars, disasters and crises. It was launched at the World Humanitarian Summit in 2016 by a broad coalition of international aid agencies and public and private donors to usher in faster and more sustainable education responses in crises settings. ECW inspires political commitment to financing education in humanitarian contexts, catalyzes financial resources, facilitates joint programming between humanitarian and development actors, empowers local partners and seeks to strengthen quality and accountability.

ECW is hosted by UNICEF. The Fund is administered under UNICEF’s financial, human resources and administrative rules and regulations, while operations are run by the Fund’s own independent governance structure that provides strategic guidance and oversight to its investments. ECW’s day-to-day activities are carried out by a Secretariat under the direction of the ECW Director.

**How can you make a difference?**

**Purpose of the Post**

Under the guidance and the direct supervision of the Chief of Strategy, Planning and Accountability, the intern will provide technical and operational assistance to various aspects of ECW’s strategic planning, risk management and innovation work. This will be done through the application of theoretical and technical skills in research, information management, and data collection/analysis/presentation. The intern’s work will be critical to the successful delivery of ECW’s new Strategic Plan 2023-2026 (launched on 20 September 2022).

The learning agenda of this internship will be an increase in: knowledge of how the global Education in Emergencies and Protracted Crises (EIEPC) sector operates; familiarity with internal UN institutional reporting, strategic planning and policy development processes; experience with UN risk and safeguarding management processes relevant to the EiEPC sector; and experience with UNICEF procurement processes.

The intern will work full-time based at the ECW Secretariat in New York.

**Internship Main duties:**

* **Data management:** Assist the unit to more efficiently and effectively collect, analyse and organize data.
* **Strategic planning**: Support the monitoring of the 2023 ECW Annual Workplan – this involves assisting with the analysis of progress against Workplan indicators and assisting in the quarterly review exercise.
* **Strategy development**: Conduct research and data analysis on Education in Emergencies-related matters, projects, international standards, and new trends, in order to keep the section abreast of recent developments, and to integrate data in position papers or other strategic documents.
* **Policy development**: Support various policy processes set up to deliver the commitments made in ECW’s Strategic Plan 2023-2026. This includes supporting a consultant-led workstream on how ECW can mainstream climate throughout its work.
* **Risk management:** Support the Risk and Compliance Manager and Senior Safeguarding Specialist to gather data, maintain the risk and safeguarding databases and dashboards, undertake data analysis and contribute to position papers on safeguarding and risk management.
* **Acceleration Facility [from Summer 2023]**: Support the smooth delivery and management of procurement processes/contracts used to allocate funding through ECW’s Acceleration Facility – one of ECW’s three investment windows which is responsible for producing global public goods for the Education in Emergencies and Protracted Crises sector.
* **Cross-cutting support:** As required, undertake a range of logistical/operational activities to support the team. This includes taking meeting minutes, maintaining information management systems, preparing tools and templates, drafting presentations and supporting on procurement processes.

**To qualify as an advocate for every child you will have…**

* An advanced university degree (Master’s or higher).    
  *\*A first University Degree in a relevant field combined with 2 additional years of professional experience may be accepted in lieu of an Advanced University Degree.*
* Have an academic background in any of the following:
* Education, including early childhood development
* Quantitative analysis: data analysis, impact evaluation, applied statistics
* Human rights/humanitarian affairs/international development/public policy/law/social sciences or related fields
* Project management or related fields
* A minimum of ***two years*** of relevant professional experience.
* Developing country work experience and/or familiarity with emergency is considered an asset.
* Strong written communication skills – the ability to write to synthesize complex information into plain English reports and meeting minutes.
* Proficiency with Microsoft Excel, Word, Outlook, PowerPoint and Adobe PDF.
* Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.
* Have an excellent academic performance as demonstrated by university records.

**For every Child, you demonstrate...**

UNICEF's values of Care, Respect, Integrity, Trust, and Accountability (CRITA).

To view our competency framework, please visit [here](https://www.unicef.org/careers/media/1041/file/UNICEF%27s_Competency_Framework.pdf).

UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

UNICEF offers [reasonable accommodation](https://www.unicef.org/careers/unicef-provides-reasonable-accommodation-job-candidates-and-personnel-disabilities) for personnel with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the recruitment process and afterwards in your assignment.

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.

**Remarks:**

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to selected candidates who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their contracts.