



**TERMS OF REFERENCE FOR THE RECRUITMENT OF AN INTERN ON Gender and Inclusion Intern**

<b>Hiring Office:</b>	<b>UNFPA Liberia</b>
<i>Purpose of Internship:</i>	<p><b>Background</b></p> <p>UNFPA, the United Nations Population Fund, is the United Nations sexual and reproductive health agency. UNFPA promotes gender equality and empowers women, girls, and young people to take control of their bodies and their futures.</p> <p>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's strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations and individuals to "build forward better", while addressing the negative impacts of the Covid-19 pandemic on women's and girls' access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.</p> <p>In a world where fundamental human rights are at risk, we need principled and ethical professionals, who embody these international norms and standards, and who will defend them courageously and with full conviction.</p> <p>The internship is an opportunity for UNFPA to contribute to the development of the professionals needed to transform, inspire and deliver high impact and sustained results.</p> <p><b>Purpose of the Internship</b></p> <p>The Gender and Inclusion Intern will support the UNFPA Country Office engagement with the Liberia Youth Voices for Accelerating the ICPD assisting in gender inclusion and in advancing respect for diversity and inclusion, especially how to tailor information and communications for persons with disabilities.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p><i>S/He will specifically:</i></p> <ul style="list-style-type: none"> <li>• Assist the Gender Specialist to tailor GBV prevention and response information for persons with disabilities</li> <li>• Support UNFPA engagements around the 16-days of activism against Gender Based Violence by working closely with the Ministry of Gender, Children and Social Protection and the youth coalition in collaborating efforts for the commemoration of the 16 days of activism</li> <li>• Ensure that the implementation of the Liberia Youth Voices for Accelerating advocacy plan includes persons with disabilities and other marginalised groups.</li> </ul>

	<ul style="list-style-type: none"> <li>Assist the Gender Specialists in attending internal and external meetings related to gender and inclusion.</li> </ul>
<i>Duration and working schedule:</i>	The Internship is for 1 month, and the successful candidate will work according to the working schedule at UNFPA Liberia (Mondays to Fridays).
<i>Location:</i>	The Intern will be based in Monrovia.
<i>Supervision, Monitoring and progress control, including reporting requirements:</i>	<p>The intern will work under the primary supervision of the Gender Specialist and interact daily with other UNFPA Liberia colleagues.</p> <p>The supervisor will evaluate the Intern at the end of the internship. A copy of the evaluation will be provided to the intern, and the original will be submitted to Human Resources.</p>
<i>Expected travel:</i>	The Intern may be required to travel out of the Duty Station (Monrovia) and in this case UNFPA will cover travel related expenses including as per travel policy.
<i>Required expertise, qualifications, and competencies, including language requirements:</i>	<p>The Intern must be a youth who is a National or foreign resident in Liberia with the following qualifications:</p> <p><i>Education</i></p> <ul style="list-style-type: none"> <li>Currently enrolled in or have completed a first degree in Studies in education, gender or the social sciences or related field</li> <li>Have excellent academic performance shown through university records.</li> </ul> <p><i>Experience</i></p> <ul style="list-style-type: none"> <li>At least 6 months of experience working with diverse youth organisations in Liberia</li> <li>Good knowledge and understanding working on gender equality and on diversity and inclusion of persons with disabilities</li> </ul> <p><i>Skills and Competencies</i></p> <ul style="list-style-type: none"> <li>Good communication and organizational skills.</li> <li>Ability to work well in a diverse team.</li> </ul> <p><i>Key Competencies</i></p> <ul style="list-style-type: none"> <li>Fluent in English communication skills, both written and verbal</li> <li>Time management.</li> <li>Attention to detail.</li> <li>Creativity and innovation.</li> </ul>
<i>Inputs/services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</i>	<p>The Intern will be provided with needed office space, laptop, and Internet connectivity while in the office.</p> <p>S/He is expected to bring along their cell phone for communication.</p> <p>Once approved, the Intern will receive entry passes to the ONE UN House premises during the internship.</p>
<i>Other relevant information or</i>	The successful applicant will be required to start asap.

<i>special conditions, if any:</i>	A monthly stipend for transport costs shall be paid for the internship duration.
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***Please note that this post is a National Post and applicants of either sex are encouraged to apply. Preference will be given to equally qualified women candidates. UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Please submit all fraudulent notices, letters or offers to the UNFPA fraud hotline at <http://www.unfpa.org/help/hotline.cfm>***

**HOW TO APPLY**

Candidates should submit their applications indicating the post, attach an updated CV, and a completed **United Nations Personnel History Form (From P.11)** obtainable from the UNFPA website at [www.unfpa.org](http://www.unfpa.org). **ALL APPLICATIONS, WITH RELEVANT ATTACHMENTS, SHOULD BE EMAILED TO:** neblett@unfpa.org and mulumba@unfpa.org

*The deadline for submission of application is 25 November 2024.* UNFPA will only respond to applicants who will meet the stated requirements.