



Terms of Reference

Intern, UNFPA GCC, Sultanate of Oman

Job title:	Intern for ICPD Encyclopedia and AYF
Location:	UNFPA GCC Office, Muscat
Full/Part-time:	Full-time
Remote/In person:	In person
Duration:	3 months (October to December 2023)

The Position:

Under the direct supervision of the Assistant Representative, UNFPA GCC office, the intern will support to carry out the research and provide assistance for developing the ICPD encyclopedia and provide logistical and administrative support for the upcoming Arab Youth Forum.

A work-plan with achievements for the duration of the Internship and learning opportunities will be agreed upon. Periodic progress meetings will lead to a beneficial environment for the Intern enhancing her/his skills and capacity in areas related to UNFPA's mandate.

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'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.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results. We need interns who are exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

You would be responsible for:

Carrying out the research and provide assistance for developing the ICPD encyclopedia and to provide logistical and administrative support for the upcoming Arab Youth Forum.

For the ICPD encyclopedia, the intern will support the project lead expert on several tasks as required, especially during the project's planning stage. The tasks include assisting to provide the foundation for the lead experts work through research and supporting the development of a population related encyclopedia framework.

On the other hand, the intern is also expected to assist with the effective planning, organizing and execution of the Arab Youth Forum by supporting the office programme and operations team and the forum taskforce as needed and as specified in the below scope of work;

ICPD Encyclopedia:

It is globally recognized that fulfilling the rights of women and girls is central to development. One of the first manifestations of this realization goes back to the adoption of the International Conference on Population and Development Programme of Action (ICPD PoA), a remarkable global consensus that placed individual dignity and human rights at the heart of sustainable development. Almost 30 years later, the world has seen remarkable progress: a 25% increase in the global contraceptive prevalence rate around the world, adolescent births have declined steeply, and the global maternal mortality ratio has fallen. But progress remains slow and uneven. The number of man-made humanitarian crises have increased with devastating impact on those most vulnerable. The socio-economic impacts of COVID-19, climate change, global economic instability, rising inequality, migration and rising geopolitical tensions are reversing vital and significant development gains.

To ensure advocacy of the ICPD and its thematic development areas, and more importantly safeguard global free access to information to all, the UNFPA GCC is planning to collaborate with academic partners and expert authors from around the world to develop an encyclopedia on ICPD that will cover the pillars on Population and Development, Sexual Reproductive Health and Rights, HIV/ AIDS, Gender Equality and Equity, Gender Based Violence, Women Empowerment, Youth, Elderly, Migration, etc.

Intern's Scope of Work- ICPD Encyclopedia;

1. Meetings (virtual or in-person) with the lead expert (project manager), and the UNFPA FP.
2. Draft a project work plan, in close coordination with the lead expert and the UNFPA FP.
3. Conduct research to identify experts as co-authors/ panel members from all around the world. The panel members will also recommend the subjects and more experts to contribute to the articles of the encyclopedia.
4. Develop a database of co-authors/panel members, reach out and liaise with them to know their interest and availability to engage in the project.
5. Conduct researches to identify suitable templates for the encyclopedia in consultation with the lead expert.
6. Draft the outline of the encyclopedia integrating the ICPD pillars, in close collaboration with the lead expert and the UNFPA FP.
7. Research assistance for relevant statistical indicators according to the guidance of the lead expert for developing a holistic document.
8. Regular meetings with the lead expert, the task force and the UNFPA FP to update on the progress in line with the work plan.

Arab Youth Forum:

UNFPA is committed to promoting the rights and well-being of young people globally. As part of the ongoing efforts in the Arab region, UNFPA Arab States Regional Office is organizing the fourth edition of the Arab youth forum in the Sultanate of Oman, with a primary focus on climate change, aiming to engage

and empower young people as advocates for climate action and sustainability. The forum is also aimed at empowering and engaging youth to address critical issues related to reproductive health, gender equality, and youth leadership.

This year, the Youth Forum has been merged with the Regional Conference of Youth (RCOY) MENA under the title “Arab Youth Forum 2023”. The joint event will be led by UNFPA Arab States Regional Office (UNFPA ASRO), the Regional Conference of Youth (RCOY) MENA hosting organizations (Act Sustainable, Basmetna Gheir Oman and youthinkgreen (YTG) Egypt) the Government of Oman, and in collaboration with other UN agencies and partners. The Arab Youth Forum is one the main activities led by the Regional Centre of Excellence for Youth (CoEY) in the Arab Region hosted by the Government of Tunisia. This 4th edition of the forum will be take place in Muscat, Sultanate of Oman mid-November 2023. A total of 250 participants are expected at this event, including but not limited to 200 young people from several Arab countries and Oman.

Intern’s Scope of Work- Arab Youth Forum;

1. Assist the organizers in arranging accommodation for young participants, speakers, panelists, etc.
2. Liaise with hotels for arranging transportation for participants, including airport transfers if applicable.
3. Assist in coordinating catering services, including meals and refreshments during the forum.
4. Assist in making sure that the audiovisual equipment and technical setup needed for presentations and workshops are available.
5. Distribute materials, help set up the participant registration counter, and offer assistance to participants as required.
6. Assist in documentation using photography and videography and coordinating with media outlets for coverage as required.
7. Assist in managing the registration desk for participants, distribute materials, and provide assistance to the participants as needed.

Qualifying for an Internship

The intern must meet the following educational and other eligibility requirements:

Educational requirements

- Completed Bachelors/ Master’s degree in the field of Population & Development, Statistics, Demography or related fields from a recognized university in Oman
- OR
- Currently enrolled in the final year of a bachelor’s degree; OR pursuing a master’s degree, both from a recognized university in Oman in the aforesaid areas.

Other eligibility requirements

- Demonstrate ability to adapt to new environments and to establish and maintain good working relations with individuals of different cultural backgrounds.

- Highly proficient in oral and written communication skills in both Arabic (native Arabic speakers) and English languages is a must.
- Excellent organization, time management, interpersonal, communication and teamwork skills.
- Knowledge of statistical analyses, research methodologies and drafting reports.
- Knowledge of fertility and reproductive health issues
- Proficiency in Microsoft Office Suite Products (word, excel etc.); and Knowledge of statistical software packages (SPSS or STATA) is required
- Knowledge in infographics is desirable.
- Strong organizational skills and attention to detail, with the ability to manage multiple tasks.
- Proficiency in using Microsoft Office applications (Word, Excel etc.).
- Experience in logistic support for big events will be considered.

You Have: A solid academic background in population studies or demography and with logistical and administrative skills.

Learning Elements:

Upon completion of the assignment, and depending on its duration, the Intern will gain the following knowledge assets:

1. Understand the UNFPA mandate, and policies, including regional and national set-up
2. Understand UNFPA programme design, delivery mechanisms and logistics/administrative procedures.
3. Learn UN technical language, working procedures, and coordination mechanisms
4. Develop research skills and to write and formulate substantive documents and reports.
5. Network with UN colleagues
6. 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. The amount of the stipend varies according to the intern's agreed place of work, which may be different from the duty station of the hiring office in cases of remote arrangements. 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.

Due to the volume of applications received, only shortlisted candidates will be contacted for an interview.