



Terms of Reference **Intern, Gender Unit, UNFPA Lao office**

Job title:	Intern
Location:	UNFPA, Lan Xang Avenue , Vientiane, Lao PDR.
Full/Part-time:	Full-time
Remote/In person:	In person
Duration:	18 to 24 weeks

The Position:

Under the direct supervision of the Gender Programme Lead within the Gender Unit, the intern will provide support in the areas of gender equality, gender-based violence, and sexual and reproductive health. The intern will be based in the UNFPA Lao office and work with the Gender Unit.

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.

Responsibilities:

The intern will provide support in implementing the 2025 Work Plan, along with various administrative, logistics and coordination tasks. Her/his responsibilities will include:

- Reviewing relevant documents and IEC materials;
- Drafting concept notes for workshops, meetings, and training;
- Taking notes and drafting minutes of meetings and events/workshops;
- Providing logistical and administrative support for technical workshops, missions, and other events organized by the programme and technical team;
- Preparing memos and other documentation;

- Assisting the gender unit in compiling and consolidating GBV data based on documentation forms included in SOPs (social, health and coordination) to inform the development of policies and interventions;
- Assisting the gender team in compiling and preparing quarterly narrative reports;
- Supporting coordination with the Japanese government, including preparing documents in Japanese
- Representing the Gender Unit in meetings with the UNFPA team and other relevant government partners as required
- Undertaking other relevant tasks as required

Qualifying for an Internship

Educational requirements

- Enrollment in a bachelor's or postgraduate degree program in development, administration and management, or a relevant social or political science discipline is preferred.

Experiences:

- Some experience in working with development agencies, including in volunteer capacity.
- Fluency in English. Knowledge of other languages is an asset.
- Strong analytical and writing skills.
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds.

Other eligibility requirements

- Demonstrate interest in the field of development;
- Demonstrate ability to adapt to new environments and to establish and maintain good working relations with individuals of different cultural backgrounds.

Learning Elements:

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

1. Increased understanding of the UNFPA and the Programme Division within UNFPA
2. Understand the UNFPA mandate and policies, including regional set-up
3. Understand and familiarize with UNFPA Governance and Executive Board
4. Understand UNFPA programme design and delivery mechanisms
5. Understand the dynamics of operational and programme support and communications to the field, and at the level of HQ
6. Learn UN technical language, working procedures, and coordination mechanisms
7. Write and formulate substantive documents
8. Network with UN colleagues
9. 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 stipend is based on 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.

UNFPA Work Environment:

UNFPA provides a work environment that reflects the values of gender equality, diversity, integrity and healthy work-life balance. We are committed to ensuring gender parity in the organization and therefore encourage women to apply. Individuals from the LGBTQIA+ community, minority ethnic groups, indigenous populations, persons with disabilities, and other underrepresented groups are highly encouraged to apply. UNFPA promotes equal opportunities in terms of appointment, training, compensation and selection for all regardless of personal characteristics and dimensions of diversity. Diversity, Equity and Inclusion is at the heart of UNFPA's workforce - click [here](#) to learn more.

Disclaimer:

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process and does not concern itself with information on applicants' bank accounts.

How to Apply

[Option 1] : Interested candidates please apply to the following web page:
<https://www.unfpa.org/jobs/global-internship-roster-0>

[Option 2]: Please email your applications to laos.office@unfpa.org

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