

TERMS OF REFERENCE

MDV-TOR/2015/21 dated 10 November 2015

Internship- Population and Development

1. **Background**

Under the joint UN Programme on Low Emission Climate Resilience Development (LECReD), UNFPA Maldives supports the Atoll and Island Councils of Laamu Atoll to establish and manage their data and knowledge systems.

UNFPA has been working closely with National Bureau of Statistics and other sectorial ministries to establish data standards and broker easy access to available local level data for the Councils. Additionally we are supporting the establishment of an administrative data entry and management portal and the strengthening of the data management capacity of the Councils. The programme, commenced on November 2013 is expected to be completed by November 2016.

2. **Purpose**

The intern will provide administrative and logistical support to the project and acquire direct exposure to the field of population and development and the work of UNFPA in the Maldives.

3. **Work Setting:**

- (a) **Location:** based in Male', Maldives. Possibility of field travel to Laamu Atoll is an advantage.
- (b) **Duration:** 2 months with the possibility of extension for up to 6 months.
- (c) **Timing:** full-time basis (the intern is expected to work during normal working hours).
- (d) **Briefing and debriefing arrangements:** the intern will be briefed and supervised by the National Programme Associate, UNFPA.
- (e) **Qualifications:**
 - Completion of secondary education;
 - Written and spoken proficiency in English and Dhivehi;
 - Proficient in computer skills, especially use of Microsoft Word and Excel;
 - Interested in the field of development;
 - Ability to adapt to new environments and to establish and maintain good working relations with individuals of different cultural backgrounds.
- (f) **Basis:** UNFPA internships are performed strictly on a non-remunerative basis.

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4. Specific role and expected contribution;

Intern:

Support to the following processes is expected from the Intern:

- Reviewing and updating project files to ensure required documents are in place;
- Drafting of letters, scanning and sending them to partners;
- Following-up on activities and payments;
- Arranging travel logistics;
- Documenting discussion of monitoring visits
- Any other project related tasks, as agreed.

UNFPA Maldives:

- Supervise and guide the intern;
- Facilitate necessary documents and contacts;
- Prepare a written evaluation of the intern's performance at the end of the internship period.

5. Specific Conditions

Interns are not staff members of UNFPA and does not enjoy the privileges and immunities accorded to the United Nations and its officials.

Interns shall:

- Not represent UNFPA in any official capacity;
- Observe all applicable rules, regulations, instructions, procedures and directives of UNFPA;
- Provide the substantive unit with a copy of all materials prepared by them during the internship;
- Respect the impartiality and independence required of UNFPA and the United Nations and shall not seek or accept instructions regarding the services performed under the internship from any Government or from any authority external to the United Nations;
- Interns may not communicate at any time to the media or to any institution, person, Government or any other external source any information which has become known to them by reason of their association with UNFPA, that they know or ought to have known has not been made public.
- Refrain from any conduct that would adversely reflect on UNFPA or the United Nations and will not engage in any activity which is incompatible with the aims and objectives of the United Nations.

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6. Application Guidelines

Persons who are eligible for and interested in an internship with UNFPA must submit an application by email (send to maldives.office@unfpa.org, copied to ahashim@unfpa.org) with the following documents:

- A completed and signed UN Personal History Form (P-11);
- A brief statement (one to two pages) describing their interest in performing an internship with UNFPA.