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

**Evaluation Section**

**Location:** Thailand

**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**

These Terms of Reference (TOR) are for the contracting of a Bangkok-based intern to provide overall support to the evaluation function in the region. The EAPRO evaluation section is responsible for development of the regional evaluation strategy, action plans, priorities, and undertake quality assurance for a wide range of evaluations and evaluative activity taking place each year. The head of the section is the Regional Advisor - Evaluation (RA-Ev). The section focuses on the promotion of an enabling environment to conduct high quality evaluations and providing timely access to evaluation information for decision making. EAPRO and the associated 14 UNICEF CO commission independent evaluations, usually conducted in collaboration with external consultants, and undertakes evaluation capacity development within the region. The UNICEF evaluation function will help guide the work of UNICEF as its new strategic plan is rolled out in support of the Sustainable Development Goals (SDGs), overcome the COVID pandemic bottlenecks created, suggest course corrections – and to inform Government policies and strategies designed to reach the SDGs and reduce equity gaps for children.

**How can you make a difference?**

The overall purpose of the assignment is to support the EAPRO’s evaluation function to achieve objectives and targets established in the Regional Evaluation Strategy, and associated evaluation related workplans in the Regional Office. Specifically, the intern will provide support to the planning, management, implementation and dissemination of the evaluations as assigned by the Regional Adviser – Evaluation (RA-E) to the intern.

Work Assignment: Under overall guidance from RA-E, the intern will undertake the following tasks:

* Gather key background documents to support assinged evaluations
* Support and/or guide consultants in using SharePoint, access all relevant documentation.
* Support/follow up on the ethical review process of all ongoing evaluations
* Follow up on each evaluation calendar
* Examine, review and comment upon interim products and drafts report; consolidate comments by all reviewers for transmission to the evaluation teams (ET)
* Support the commissioning of evaluation report editing and formatting for publication.
* Support all relevant activities related to National Evaluation Capacities Development.

Provide support in the management of ad-hoc evaluative work as stipulated in the Regional work plan:

* Gathering research evidence, and other inputs to support evaluations, including design and support to colleagues in online polling, surveying, and rapid data collection
* Support the programme team to regularly report on progress and implementation of activities
* Organize evaluation workshops as required
* Support research on specific topics, when needed

c) Other assignments as may be assigned to her/him

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

* Enrolment in an undergraduate/graduate degree programme of a recognized institution, in information management, international relations, political science, social sciences, public administration or another field related to UNICE’s mandate
* Ability to plan and organise work
* Resourcefulness, initiative, enthusiasm and detail-oriented
* Ability to work in a multi-cultural team environment
* Very good computer skills including knowledge and experience in all Microsoft Office software (PowerPoint, Word, Excel, Outlook, etc)
* Tech-savvy with knowledge of social networking tools, etc., is an asset
* Positive attitude and eagerness to learn
* Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

**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.