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

**Private Sector Partnership**

**Location:** Mongolia

**Duration:** 9 months

**Private Sector Partnerships Intern**

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, *passion***

The UNICEF Mongolia country office works in close partnership with Government of Mongolia, NGOs and local communities to ensure the realisation of the rights of every child in Mongolia.

The UNICEF Internship Programme offers eligible/qualified students at both Headquarters and country offices the opportunity to acquire direct practical experience in UNICEF's work under the direct supervision of experienced UNICEF staff. This internship is for the purpose of acquiring organizational knowledge of rules, regulations and processes to supplement academic and theoretical knowledge.

Businesses play a crucial role in the ability of UNICEF to deliver results for children. Through strategic engagements, and leveraging the sector’s own activities, UNICEF Mongolia can raise vital revenue for the advocacy of children’s rights, and to protect and respect those rights.

UNICEF Mongolia will seek to maximize contributions from businesses to achieve results for children and young people. To this end, partnerships will be expanded and strengthened to include the business-for-results portfolio, with an assessment conducted to determine the potential of private sector fundraising.

UNICEF Mongolia will work with the private sector to harness its power, reach and influence for children. To achieve this, the country office will apply different PSE approaches particularly, the strategic partnerships with the private sector will be expanded, with a focus on businesses with relevance for achieving results for children, including in terms of corporate social responsibility and shared-value partnerships. It is important to select the approach that is most appropriate to a particular outcome. Furthermore, through strategic engagements, and leveraging the sector’s own activities, UNICEF can raise vital revenue for the advocacy of children’s rights, and to protect and respect those rights.

**How can you make a difference?**

The internship’s purpose is to support Country office Representative and Partnership’s team in deepening collaboration with key private sector stakeholders and helping to provide an interface for environmental scanning, knowledge exchange, resource mobilization, and policy influence within the scope of assignment.

The intern’s tasks with a focus on partnership engagement with private sector shall include, inter alia:

* Supports the implementation of the new Country Programme, the Country Programme Management Plan and Private Sector Engagement strategy;
* Supports an update of the private sector’s mapping and analysis by contributing to a database of key contacts and to UNICEF's base of knowledge on partnership and resource mobilization;
* Supports partnerships team to seek and promote new partnerships and resource mobilization
* Supports the development of donor proposals by providing technical support in review of programme logical frameworks, and in preparation of project/programme briefs and compilation of relevant information for donor visits;
* Contributes to the development of communications products to enhance UNICEF's visibility and influence with existing and prospective partners and key stakeholders by providing analysis of the current environment and trends and formulating recommendations for strategy approaches and message development. Works closely with UNICEF's colleagues to ensure that policy advocacy and outreach is strongly grounded in the experience and insights of the programmes that UNICEF's supports.
* Documentation the partnership journey with the private sector by through capture of lessons learned and good practices.
* Maintain appropriate knowledge management system aligned with the SOPs to support the documentation of the partnership’s results, storage and sharing.
* Performs other related duties as assigned by the supervisor to ensure the success of the team as needed.

The intern will work under the direct supervision of Partnerships officer and provide additional support to programme sections.

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

* + An advanced university degree (Master’s or higher) in Business management, Development studies, International development, Corporate Social Responsibility or other relevant field;
  + Professional experience in Business management and building partnerships and/or corporate social responsibility
* Experience in organizing events or conferences;
* Research, data analysis, data visualization and information management skills;
* Flexibility, teamwork skills, professional and personal integrity;
* Excellent written and oral communication skills;
* Knowledge of Microsoft Teams and SharePoint and Zoom including conferencing
* Have no immediate relatives (e.g. father, mother, brother, sister) working in any UNICEF office; and Have no other relatives in the line of authority that the intern will report to.​​​​​​​
* Additional consideration will be given for any past experience.
* Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

**Duration:** 9 months

**Duty Station:** Ulaanbaatar, Mongolia

**What the intern will learn**

* Understanding of the UN systems and process;
* Overview of the Mongolian private sector landscape and business engagement and UNICEF’s relationships with the private sector and business associations;
* Exposure to wide range of issues, affecting women, children and young people;
* Internal processes and inter-divisional collaboration in a large humanitarian organisation;
* Inter-agency and cross-sectoral collaboration in a humanitarian context;
* Working in a multicultural and multilingual team.

**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.