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| UNICEF logo_CyanUnited Nations Children’s Fund (UNICEF Timor-Leste)Terms of Reference (TOR) for Internship in UNICEF Timor-Leste |
| **Name of Section:** Climate and Sustainable Environment, Programme  **Duration of Internship:** 1 September 2025- 27 February 2026  **Duty Station**: Dili, Timor-Leste  **Supervisor:** Sol Yi Park (Programme Specialist, Climate and Sustainable Environment) |
| **Organization mission and objectives**  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. |
| **Purpose of Assignment**  Timor-Leste is one of the most climate-vulnerable countries in Southeast Asia and the Pacific. The country experiences recurring and worsening climate-related hazards such as droughts, floods, landslides, and sea-level rise. These phenomena threaten children’s well-being by undermining food and water security, access to health and education, and protection from disasters.  UNICEF Timor-Leste is scaling up its Climate Smart Social Services and Infrastructure (C3SI) Programme to enhance the climate resilience of health, education, nutrition, WASH, and child and social protection services. The selected intern will support ongoing KOICA-funded C3SI project and other project preparation with technical, coordination, and advocacy tasks, working under the direct supervision of the Programme Specialist (Climate and Sustainable Environment).  **Task description**  Under the direct supervision of Programme Specialist, the intern will undertake the following tasks:   * Support the implementation and development of the Climate-Smart Social Services (C3S) portfolio * Support research and analysis on climate risks and vulnerability, climate-induced hazards, trends, existing capacities for climate information and early warning system, and other relevant topics; * Review and summarize national policy documents, reports, and datasets related to climate change; * Assist in organizing and documenting monthly Climate Change Task Force meeting; * Support the follow up with UNICEF teams to compile inputs on climate-related activities in pipeline and ongoing projects; * Contribute to the development of project documents, concept notes, and funding proposals; * Support the creation of knowledge products, infographics, and communication materials; * Assist in developing and designing training materials for staff and implementing partners; * Assist in organizing national consultations, capacity-building workshops, and other outreach events; include proposing agenda topics, identifying participants, preparation of documents, meeting minutes and presentations etc.; * Draft meeting minutes, reports, background documents, and presentations; * Support documentation of results, lessons learned, and promising practices; * Contribute to coordination efforts across UNICEF sections and with external partners; * Perform other relevant tasks as assigned.   **Remuneration**   * The internship allowance and travel costs will be covered by Seoul National University, Republic of Korea.   **Minimum qualification required**   * Enrolled in an undergraduate or graduate degree programme in Political Science, International Development, Environmental Science, or a related field focused on climate change.   **Knowledge/Expertise/skills required**   * Experience in climate change-related research, data analysis, or project management. * Experience in international organizations and/or large institutions is an advantage. * Strong proficiency in Microsoft Office, particularly Excel, is required. * Excellent written and verbal communication skills. * Strong teamwork, coordination, and organizational skills. * Fluency in English is required. |
| **Prepared by:**  Sol Yi Park, Programme Specialist |
| **Reviewed by:**  Maria De Araujo, Human Resources Officer |
| **Approved by:**  Patrizia DiGiovanni, Representative |