**Terms of Reference**

(Intern from the Republic of Korea)

**Assignment title:** Gender, Adolescent and Disability Inclusion Intern

**UN Host Entity:** UNICEF Cambodia (Phnom Penh Office)

**Hiring Manager:** Adolescent Development and Gender Specialist

**Duration:** 6 months (March 2026 to August 2026)

**Context:**

Cambodia is a lower-middle-income country in Southeast Asia that has achieved notable economic growth over the past two decades, leading to significant reductions in poverty and improvements in health and education outcomes. However, progress has been uneven, with persistent disparities affecting children and vulnerable populations, particularly in rural, remote, and urban poor communities. Key challenges include child malnutrition, learning poverty, limited access to quality health and education services, child protection risks, gender inequality, stigma to people with disabilities, and vulnerability to climate change and shocks.

Cambodia is a young country with great potential with 35.6% of its population is under 18, with 51% being adolescent girls. However, existing systems do not fully support marginalized groups, such as those with disabilities and ethnic minorities, in reaching their potential. UNICEF works closely with the Royal Government of Cambodia and partners to support equitable access to essential services, strengthen systems for children, and promote inclusive, sustainable development in line with national priorities and the Sustainable Development Goals.

**Task Description**

Under the supervision of Adolescent Development and Gender Specialist, the intern will support UNICEF Cambodia’s work on **multi-sectoral gender equality, adolescent development and participation (ADAP) and disability inclusion**, with a focus on evidence generation, programme support, and coordination:

1. **Programme Support and Analysis**
   * Support the integration of gender equality, ADAP and disability inclusion across UNICEF programme sectors (health and nutrition, education, child protection, social policy, WASH, climate change, emergency).
   * Assist in reviewing programme documents, workplans, and reports to ensure alignment with UNICEF’s plans and strategies on gender equality, ADAP and disability inclusion.
   * Contribute to basic data analysis and mapping of gender- ADAP- and disability-related indicators using available datasets and programme information.
2. **Research, Knowledge Management and Documentation**
   * Conduct desk reviews and background research on gender equality, ADAP and disability inclusion in Cambodia, including national policies, strategies, and relevant international frameworks.
   * Support the documentation of good practices, lessons learned, and case studies related to inclusive and gender-responsive programming.
   * Assist in developing briefing notes, presentations, summaries, and knowledge products for internal and external use.
3. **Coordination and Partnership Support**
   * Support coordination with UNICEF programme sections, government counterparts, civil society organizations, and partners working on gender equality, ADAP and disability inclusion.
   * Assist in organizing meetings, workshops, consultations, and learning events, including preparation of agendas, participant lists, and meeting notes.
   * Support engagement with Organizations of Persons with Disabilities (OPDs) and women-led or youth-led organizations, as appropriate.
4. **Monitoring, Reporting and Learning**
   * Assist in tracking progress of gender equality, ADAP and disability inclusion related activities against workplans and indicators.
   * Support the compilation of inputs for donor reports, programme updates, and internal reporting.
   * Contribute to documenting challenges, gaps, and opportunities to strengthen inclusive and gender-responsive programming.
5. **Advocacy and Communications Support**
   * Support the development of advocacy and communication materials that promote gender equality, ADAP and disability inclusion, including factsheets, briefs, and social media content.
   * Assist in ensuring that communication products are inclusive and accessible, in line with UNICEF guidelines.
6. **Other Duties**
   * Perform any other related tasks as required by the supervisor in support of UNICEF Cambodia’s priorities on gender equality, ADAP and disability inclusion.