|  |
| --- |
| UNICEF logo_CyanUnited Nations Children’s FundTerms of Reference (TOR) for Internship in UNICEF PNG |
| **Name of Section:** Climate and Sustainable Environment, Programme  **Duration of Internship:** 1 February 2026- 31 July 2026  **Duty Station**: Port Moresby, Papua New Guinea  **Supervisor:** Joungwon Yun (Programme Manager, 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**  Papua New Guinea (PNG) has a predominantly young population, with over 60 per cent of the population under the age of 25. Young people face growing health, social, and development challenges, including rising non-communicable diseases (NCDs), misinformation, limited access to youth-friendly services, and weak platforms for meaningful participation in decision-making.  UNICEF PNG is strengthening youth engagement across programmes, with a particular focus on Youth Participatory Action Research (PAR) under the Health for Life (H4L) Project, a three-year initiative supporting NCD prevention and healthy living in partnership with Government and UN agencies, including WHO, UNDP, UNFPA, and civil society actors.  The Youth Intern will support UNICEF PNG’s Advocacy and Communication Section, providing cross-sectoral assistance to youth engagement, communications, and participatory research initiatives. The assignment will contribute to the design, coordination, documentation, and communication of youth-led evidence and advocacy, including support to PAR planning, safeguarding integration, youth-friendly data collection, and visibility of youth voices in national policy and advocacy spaces.  The intern will work under the direct supervision of the Advocacy & Communication Specialist, with technical guidance from relevant programme sections (Health, WASH, Education, Child Protection).  **Task description**  Under the overall guidance of the Advocacy & Communication Specialist, the Youth Intern will support programme implementation and coordination through the following tasks:  **Youth Engagement and Participatory Research**   * Support planning and coordination of Youth Participatory Action Research (PAR) activities under the Health for Life (H4L) Project. * Assist in the development of PAR documentation, including research frameworks, concept notes, tools, timelines, and briefing materials, with mentoring support from technical focal points. * Support coordination with programme sections, schools, community partners, and facilitators involved in PAR pilots (e.g. SSS schools, KOICA-supported schools, church and community partners). * Assist with documentation of youth perspectives, lessons learned, and emerging insights, ensuring ethical and safeguarding considerations are applied.   **Safeguarding and Quality Assurance**   * Support the integration of child and youth safeguarding measures across PAR activities, including risk identification, mitigation measures, youth-friendly language, and referral pathways. * Assist with coordination with safeguarding focal points and consolidation of safeguarding-related documentation.   **Communications and Advocacy**   * Support the development of youth-focused communication products, including social media content, briefs, stories, and advocacy materials aligned with UNICEF branding and visibility requirements. * Assist in documenting youth voices and participatory processes for internal and external communications, including inputs for reports, presentations, and donor updates. * Support youth engagement initiatives linked to national advocacy platforms, including alignment with priorities of the Parliamentary Committee on Children and Youth (PCCY), where relevant. * Coordination, Monitoring, and Administration * Provide logistical and administrative support for meetings, consultations, workshops, and youth engagement events. * Prepare meeting notes, track follow-up actions, and support coordination with partners and internal teams. * Support basic data organization and documentation related to PAR and youth engagement activities, in coordination with ICT and programme teams. * Perform other relevant tasks as assigned to support youth engagement, research, and communication initiatives.   **Remuneration**   * The internship allowance and travel costs will be covered by Seoul National University, Republic of Korea.   **Minimum qualification required**   * Currently enrolled in an undergraduate or graduate degree programme at a recognized tertiary institution in one of the following fields: Communications, Social Sciences, Public Health, International Development, Youth Studies, Political Science, or a related discipline. * Good academic standing, as demonstrated by recent academic records.   **Knowledge/Expertise/skills required**   * Strong interest in youth engagement, participatory research, health promotion, or social development. * Experience or academic exposure to qualitative research, youth participation, community engagement, or advocacy is an asset. * Strong written and verbal communication skills in English. * Ability to produce clear, engaging content for digital and social media platforms. * Good organizational skills and ability to manage multiple tasks with attention to detail. * Proficiency in Microsoft Office applications (Word, Excel, PowerPoint). * Ability to work collaboratively in a multicultural team environment. |
| **Prepared by:**  Communication Team |
| **Reviewed by:**  Agnes Gargyan, Human Resources Officer |
| **Approved by:**  Veera Mendonca, Representative |