**UNICEF Europe and Central Asia Regional Office**

**Social Policy Programme**

**Terms of Reference - Internship**

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.

**Programme Background**

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. Child-focused public investments enhance children’s opportunities to fulfill their potential, but also leads to sustained growth and stability of societies and countries.

Within the scope of UNICEF mandate, the social policy programme articulates UNICEF’s work around child poverty, social protection, public finance and local governance, providing programmatic, analytical and technical support. In this respect, one key objective of UNICEF’s work is to support national stakeholders to design and implement social policies in a way that reduces child poverty and deprivation, and provides services of sufficient coverage and quality to address the development needs of child, adolescent, and youth populations.

UNICEF’s social policy portfolio includes the following areas:

* Child-Sensitive Social Protection;
* Shock Responsive Social Protection, including humanitarian cash transfers;
* Disability Sensitive Social protection;
* Child Poverty analysis and advocacy;
* Public Finance for Children (PF4C); and
* Local Governance, including decentralization and urban planning.

**Organizational Context**

This position is part of Social Policy regional team for Europe and Central Asia, headquartered in Geneva (Switzerland), with outposts in Budapest and Istanbul. The position’s supervisor will be the Social Policy Specialist (Public Finance), outposted in Istanbul (Türkiye). The internship will be conducted remotely. The intern will regularly liaise with the supervisor, and any other staff in the team, depending on the specific workstream. The intern could be invited for other regional meetings, of meetings with country offices, depending on the tasks.

**Purpose of the Job**

The overall purpose of this position is to support and contribute to expand UNICEF Social Policy work, in Europe and Central Asia, with focus in the areas of knowledge management, communication and networking, maintaining relationships with country offices and reporting.

**Key functions and related duties/tasks**

1. ***Regional socio-economic and PFM data***

* Continue the collection and analysis on global and regional socio-economic and PFM and local governance trends (e.g., economic growth and/or contraction, depopulation) that have the potential to impact upon the quantity, quality, and sustainability of spending in child sectors and on child poverty and deprivation.

1. ***Regional Social Policy knowledge platform***

* Contribute to the mapping of knowledge spaces, re-design and set-up a regional knowledge platform for social policy
* identification and selection of the most appropriate materials, including from country offices
* Monitor the utilization of the platform and provide support to users

1. ***Social Policy regional meetings and capacity development plan***

* Support the set-up and logistics of regional calls, webinars and online workshops, supporting the preparation of the agenda and the presentations, participation and managing the online platform

1. ***Communication and networking***

* Contribute to managing structured relationships with country offices, monitoring and following-up on the Social Policy works
* Contribute to improving regional communication, using different tools, as appropriate
* Contribute to posting on the regional network of practitioners

**With this Internship**

1. You will be part of UNICEF’s Social Policy team,
2. Directly contributing to one of the fastest expanding social policy programmes,
3. Learning and working on potentially 27 countries in the Europe to Central Asia Region
4. Making your contribution to reach *every child*.

During the tenure of the assignment, the intern will be exposed to continuous learning and training opportunities. Upon starting the internship, together with the supervisor, the intern will develop an Induction and orientation plan, using UNICEF orientation guidelines, to guide his/her learning during the assignment. The plan will include elements of self-study, briefing, meeting, on-the-job training, and participation in a number of learning/training workshops relevant to the intern’s area of work.

**Modality**

Remote, full-time/part-time, xx xxxx 2025 - xx xxxx 2025

**Qualifications and competencies**

- Academic path in public policies, public finance, economics, econometrics, social policies, social sciences or related field, with interest in communication, advocacy.

- High motivation to contribute to the work of an international organization; interest in the region;

- Knowledge and use of MS Office and related software; interest to research/innovate on working and communication tools, especially AI tools, and open source software

- Good presentation and communication skills;

- Fluency in a language relevant to the ECA region (e.g., Russian) is an advantage

- Ability to work in a team, delivering on deadlines

- Capacity to deliver under pressure

**Core Values**

• Care

• Respect

• Integrity

• Trust

• Accountability

February 2025