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We are pleased to announce the following vacancy:

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INTERNSHIP OPPORTUNITY: VA JID 1801 UNFPA APRO

CLOSING DATE: **Monday, 15 January 2018, at 15.00 hours, Bangkok time**

POST TITLE: **Consultant on Adolescents and Youth**

CATEGORY: Individual consultant contract

DUTY STATION: Bangkok, Thailand

DURATION: The consultancy will be for 11 months during the period January to December 2018, on full time basis, working five days per week

ORGANIZATION UNIT: **Asia and the Pacific Regional Office**

### **Background and Overview**

UNFPA, the United Nations Population Fund, is the lead UN agency for delivering a world where every pregnancy is wanted, every birth is safe, and every young person's potential is fulfilled. UNFPA is on the ground improving lives in about 150 countries that are home to 80 per cent of the world's population. In these countries, the Fund is a catalyst for progress.

The UNFPA Strategy for Adolescents and Youth emphasizes that youth development must address the 'whole person' and calls for an integrated multi-sectoral set of policies and programmes that is grounded in the realities of young people's lives. The Strategy highlights that the choices and decisions that young people make, or are forced to make by others, about their sexuality, intimate relationships, marriage and childbearing will critically influence whether or not they can take full advantage of opportunities for education, employment and political participation.

UNFPA's core mandate is to protect and fulfil the rights of young people to good sexual and reproductive health outcomes, including HIV and situating these rights within the broader context of human rights and youth development

The UNFPA Asia Pacific regional programme includes initiatives on CSE (including gender equality and HIV prevention), adolescent pregnancy, youth policy and youth leadership and participation (including in peacebuilding and humanitarian contexts), legal advocacy on barriers to ASRH services (including for

young key populations), partnerships with SAARC and ASEAN and technical support to country office youth programmes

### **Key tasks and responsibilities:**

#### Quarter 1

- Rapid assessment of current CSE and adolescent pregnancy programmes in Asia Pacific region, based on review of country programmes, country SIS and reports, literature review, and interviews with UNFPA country offices for details of best practice and champions of CSE/adolescent pregnancy prevention
- Literature review of regional intergovernmental agreements on CSE and adolescent programmes e.g. LAC, ESA and interviews with regional UNFPA advisers regarding process
- Initial preparatory work for CSE and adolescent pregnancy consultation (invitation letters for participants and speakers for CSE meeting, liaison with programme assistant for booking of venue, preparation of save the date notice)
- Organization of quarterly IATT YKP meeting, including invitation emails, prepare UNFPA participation, minutes of meeting
- Organisation of quarterly APINY subgroup meeting on youth and peacebuilding, including invitation emails, UNFPA preparation notes,
- Organisation of interagency CSE coordination meeting, including invitation emails, minutes of meeting
- Development of master list of youth organisations, in coordination with UNESCO and support regular communications with youth networks (information on opportunities, UN youth activities, knowledge products)

#### Key deliverables Q1

- Report of rapid assessment of current UNFPA CSE and adolescent pregnancy programmes in Asia Pacific
- Literature review of regional intergovernmental agreements on CSE
- Master list of youth organisations

Subject to successful delivery of Q1 deliverables, the consultant will proceed to Q2

#### Quarter 2

- Update review of UNFPA ICT platforms on ASRH, and identify good practice in the region for ICT meeting
- Outline of joint UN communication strategy on CSE, in consultation with UN agencies
- Development of draft agenda, participant list and liaise with participants regarding preparations for the CSE meeting and ICT meeting
- Preparation for International Youth day including assisting communications team with articles, blogs, photos, videos and other social media outputs
- Organisation of quarterly IATT YKP meeting, including invitation emails, prepare UNFPA participation, minutes of meeting
- Organisation of quarterly APINY subgroup meeting on youth and peacebuilding, including invitation emails, UNFPA preparation notes, minutes of the meeting

#### Key deliverables Q2

- Report of review of UNFPA ICT platforms
- Outline of joint UN communication strategy on CSE
- Draft agenda of CSE and ICT meeting

Subject to successful delivery of Q2 deliverables, the consultant will proceed to Q3

#### Quarter 3

- Support UNFPA contribution to joint initiative on International Youth Day
- Liaise with presenters for CSE and ICT meeting, quality checking presentations and coordinating presenters during the workshops
- Prepare CSE and ICT meeting report
- Organisation of quarterly IATT YKP meeting, including invitation emails, prepare UNFPA participation, minutes of meeting
- Organisation of quarterly APINY subgroup meeting on youth and peacebuilding, including invitation emails, UNFPA preparation notes, minutes of the meeting

#### Key Deliverables Q3

- International Youth Day initiative implemented
- CSE and ICT meeting report

Subject to successful delivery of Q3 deliverables, the consultant will proceed to Q4

#### Quarter 4

- Preparation of webinar on joint CSE communication strategy
- Organisation of quarterly IATT YKP meeting, including invitation emails, prepare UNFPA participation, minutes of meeting. Final report coordinated for 2018
- Organisation of quarterly APINY subgroup meeting on youth and peacebuilding, including invitation emails, UNFPA preparation notes, minutes of the meeting

#### Key deliverables Q4

- Webinar on CSE joint communication organised and supported.
- 2018 report of IATT YKP
- Short briefs on UNFPA Asia Pacific positioning on 1) Youth Peace and Security, 2) Young key populations and 3) Comprehensive Sexuality Education (electronic word document)

### **Organizational Setting**

The consultant is expected to work full time basis at UNFPA Regional Office in Bangkok. The consultant will report to UNFPA APRO Adviser on Adolescents and Youth.

### **Deliverables expected from the consultant:**

Monthly deliverables – to be agreed with supervisor with reports at monthly briefing sessions

Quarterly deliverables as outlined above.

**Expected travel:**

Several travel missions foreseen, with prior approval of Regional Director, Regional Deputy Director or Adviser on Adolescents and Youth.

**Qualifications and Experience:**

- University degree in sociology, international relations, community development, public administration, or other related field.
- Four years of relevant, professional working experience in youth related programmes and development in the context of Asia-Pacific Region.
- Substantive knowledge and practical experience in youth policies, programme and development, gender, sexual and reproductive health rights, innovation and communications, research and analytical skills, young key populations, humanitarian and peacebuilding.
- Experience with working with youth networks, innovation and communications highly desirable
- Excellent communication and writing skills.
- Familiarity with UNFPA's work and mandate is highly desirable.
- Fluency in English

Other Desirable Skills: Initiative, strong conceptual and analytical abilities, sound judgment, strong communication and advisory skills, ability to create and sustain networks and advocacy, facilitation and liaison skills, negotiation skills, administrative and management skills, leadership skills, strong interest in development work, especially the mission of the United Nations Population Fund and dedication to the principles of the United Nations.

**How to apply:**

Candidates should submit the following documents:

1. An application letter which states the candidate's motivation to apply for this internship
2. A curriculum vitae, and
3. A completed United Nations Personal History (P 11)

All the above documents must be sent by e-mail to [vac-robangkok@unfpa.org](mailto:vac-robangkok@unfpa.org) .

The P11 is available on the UNFPA websites at <http://www.unfpa.org/resources/p11-un-personal-history-form>

Please quote the Vacancy number **VA JID 1801- Consultant on Adolescents and Youth, UNFPA Asia and Pacific Regional Office**. **The deadline for application is: Monday, 15 January 2018, at 15:00 Bangkok time.**

UNFPA will only be able to respond to those applications in which UNFPA has a further interest.

UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply.

Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.

**Date Issued: 20 December 2017**

**Date Closed: Monday, 15 January 2018, at 15:00 hours, Bangkok time**