

## **Internship, Research Facilitation and Knowledge Management Team UNICEF Office of Research - Innocenti, Italy**

Contract Type: Paid Internship

Duty Station: Florence, Italy

Application Deadline: 22 February 2019

Phone Interviews: Week commencing 25 February 2019

Duration: 25<sup>th</sup> March to 25<sup>th</sup> September 2019

(Full-time preferred. Part-time options could be discussed)

Some slight flexibility in dates possible.

### **1. PURPOSE OF THE POSITION**

UNICEF's Office of Research-Innocenti (Innocenti) is looking for a full-time intern for up to six months in 2019. The position is in the Research Facilitation and Knowledge Management team of the UNICEF Office of Research – Innocenti (Innocenti) based in Florence, Italy.

Innocenti is UNICEF's dedicated research arm. Its prime objectives are to improve international understanding of issues relating to children's rights and to help facilitate full implementation of the Convention on the Rights of the Child across the world. The Office aims to set out a comprehensive framework for research and knowledge within the organization. Working with partners including National Committees and research institutes, research activities are conducted with a view to make advocacy and policies for children more evidence informed. The Office actively promotes high standards for research, including through the development of tools and training, and adopts a broad range of innovative communication methods to influence public debates and share best evidence and insights to the benefit of children.

The purpose of this position is for an intern to assist with the 2019 'Best of UNICEF Research' exercise.

'Best of UNICEF Research' is an annual exercise undertaken by Innocenti to collect, share and recognise the research that takes place within UNICEF. Research in UNICEF is carried out and commissioned by Country Offices, Regions, Headquarters and, increasingly, by National Committees and is often undertaken with external partners.

This annual exercise calls upon all relevant sections of UNICEF to submit their best examples of high-quality research carried out either directly by UNICEF or with partners and completed in the past two years. Specifically, as part of this exercise, Innocenti is interested in receiving research that is:

- Likely to have an impact on national, regional or global policies for children, including national strategies and legal frameworks;
- Innovative and explores how programmes on the ground can be enhanced towards improved results, with respect to equity, effectiveness and efficiency, and the participation of children;
- Contributes to national, regional or global advocacy efforts in a way that has shifted programme horizons or explores a neglected area of children's lives deserving of further inquiry; and
- Developing a robust or innovative methodology.

Innocenti screens all submissions for eligibility and assesses them according to standard criteria. A shortlist of the highest rated pieces (approx. 10-12 finalists) is shared with an external review panel, who identify the top pieces deserving of additional recognition.

## 2. OBJECTIVES

This internship is to support the 'Best of UNICEF Research 2019' exercise. The intern will assist the Research Facilitation and Knowledge Management team in the overall management of the exercise including keeping track of all entries, allocating internal reviewers to different research pieces, managing the project intranet pages, providing regular updates to entrants, overseeing the screening and assessment of the submitted research, setting up the external review panel, coordinating the publication of a booklet on the top-ranked submissions, helping in communication and promotion of the publication and other possible visibility-raising events and writing a 'facts & figures' and 'lessons learned' document based on information collected from the submissions at the end of the exercise in order to improve future rounds. A more detailed workplan will be agreed and drawn up at the beginning of the internship.

The intern will be supported to strengthen and demonstrate good project management and organisational skills. They will develop UNICEF Core Competencies in Communication, Working with People and Driving for Results. They will also develop Functional Competencies in Deciding and Initiating Action (taking responsibility for actions and projects, taking the initiative and working under their own direction where appropriate); Relating and Networking (building wide and effective networks and relationships across UNICEF staff and with external partners) and Analysing (analysing numerical and other data to identify pattern, trends and relationships and to develop further understanding of the issues).

In addition to development of these competencies, the intern will also increase their understanding of the way that research is conducted in an international UN organisation and how both ethical evidence generation and quality assurance are attained. They will gain broad exposure to the science communication process of a high-profile publication including project conceptualisation, peer review, conflict resolution, through to writing and editing evidence summaries, fact-checking, design, promotion, social media engagement and tracking research impact. They will also get a chance to apply their own specialist technical expertise and/or to develop theoretical expertise in the child rights area. The internship would suit an individual considering a career in science communication, research management, child rights or the UN system.

## 3. MAIN RESPONSIBILITIES AND TASKS

The intern will work under the supervision of Kerry Albright, Chief, Research Facilitation and Knowledge Management or delegate at the Office of Research - Innocenti in Florence, Italy. The main responsibilities/tasks will include:

- Agree a workplan and planning of the 'Best of UNICEF Research 2019' project phases with the project supervisor.
- Monitor and follow up each phase interacting with Country Offices/Regional Offices/National Committees/Headquarter divisions, the External Review Panel and Innocenti colleagues.
- During the **screening** phase: Keep track of all submissions and create a database of entries, screen all submissions to determine if they meet the selection criteria, assist with identifying assessors (both internal and external), organize all submissions into clear categories for review.
- During the **internal assessment** phase: Distribute all submissions to review groups, monitor review process and provide assistance as needed, participate in reviewing the submitted research, collate all results and communicate them to the submitting offices and divisions, produce a 'facts & figures' summary of the key features of the 2019 research submissions.

- During the **external assessment** phase: Coordinate selection of the top (10-12) pieces and organize the review process by the external experts panel, communicating regularly with the submitting offices and divisions.
- During the **publication and communication** phase: Work with the Communications team to support and answer queries during the writing, design, copy-editing and publication process, prepare a story for the UNICEF intranet and support and identify external promotion channels including through social media, send results and feedback to submitting offices and divisions and compile a lessons-learned report of the Best of UNICEF Research 2019 process.

Throughout the internship, opportunities might arise to contribute to other ongoing projects of the Research Facilitation & Knowledge Management team or of Innocenti research teams more broadly, according to his/her availability.

#### 4. MINIMUM REQUIREMENTS AND COMPETENCIES

The candidate should:

- Be enrolled in an undergraduate, graduate or Ph.D. degree programme at an accredited institution, preferably in the Social Sciences, Public Administration, International Relations, Public Health, Education, Development Communication or other fields related to the work of UNICEF or be a recent graduate (have graduated in the past two years);
- Be proficient in English. Knowledge of one other UN working language will be an advantage (Arabic, Chinese, French, Russian, Spanish).
- Have a strong academic performance as demonstrated by recent university or institution records or, if not available, a reference letter from an academic supervisor.
- Have no immediate relatives working in any UNICEF Office.
- Have a visa, if required, which allows the applicant to complete an internship in Italy (UNICEF does not arrange visas for interns).
- Have comprehensive health insurance coverage for the duration of the internship.

Required competencies:

- Technical – strong research and analytical skills and ability to synthesize concepts and material into clear and concise thoughts.
- Technical - excellent understanding and knowledge of software such as, but not limited to, Microsoft Office applications, Excel, Word, PowerPoint, etc.; basic statistical analysis and reporting skills (percentages, means, and drawing of charts);
- Technical - ability to extract key facts and gather information from texts in one or more of the following thematic areas: health, HIV/AIDS, water and sanitation, nutrition, education, child protection, social inclusion, or research that cuts across a number of thematic areas/disciplines.
- Managing resources – be self-sufficient. The candidate should be comfortable organizing and managing time and information to achieve defined goals and optimum results, working to strict deadlines.
- Communication - effectively presents thoughts and ideas including complex technical concepts, in a clear, concise and readily understood manner, both verbally and in writing. Listens to and acknowledges others' perspectives and views.
- Flexibility - works effectively on multiple assignments simultaneously and adapts to changing demands and circumstances.
- Ability to work both independently and as part of a team.

Desired:

- Knowledge of SharePoint software and experience with strategic use of social media

- Experience of communicating scientific concepts in a simple way to non-specialists
- Knowledge and experience of the academic peer review process.
- Additional consideration will be given to any past professional experience.

## 5. DURATION AND HOURS

Working hours: 9:00am-5:30pm (flexible based on agreement), Full-time: 5 days a week (Part-time by arrangement).

Duration: 6 months, to start preferably on 25<sup>th</sup> March 2019. A slight flexibility in dates is acceptable.

## 6. STIPEND

This internship foresees an all-inclusive monthly internship stipend of \$1,000 to contribute towards living expenses. Accommodation and additional living expenses must be covered by the intern or the sponsoring entity. UNICEF accepts no responsibility for the medical insurance of the intern or costs arising from accidents and illness incurred during the internship. Interns have to demonstrate a proof of medical insurance prior to the beginning of the internship. Interns are personally responsible for obtaining necessary visa covering the entire period of their internship.

## 7. DISCLAIMER

UNICEF is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all national, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of our organization.