

Terms of Reference

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| Job title: | Intern, ESEAOR Programmes & Performance |
| Location: | Kuala Lumpur Office – young people residing in Malaysia Remote - young people residing in other Asia-Pacific countries |
| Hours: | Flexible |
| Duration: | 3-6 months |

IPPF ESEAOR

The International Planned Parenthood Federation - East & Southeast Asia and Oceania Region (IPPF-ESEAOR) is one of the six regional offices of IPPF and a leading provider and advocate of reproductive health and rights (SRHR). IPPF-ESEAOR serves as the secretariat for twenty-two Member Associations (MAs) and three collaborative partners. It supports MAs in strategic planning, programme development and operations, monitoring and evaluation, resource mobilisation, financial accountability, volunteer development, capacity building, knowledge management, quality of care and clinic management information system. IPPF-ESEAOR also facilitates partnerships between its MAs and government agencies, non-governmental organisations, civil society, and UN (United Nations) agencies in SRHR within and across the region.

Internship Programme

IPPF ESEAOR invites students and young people¹ from the Asia and the Pacific Region to apply as interns. IPPF values young people's contribution to its work and makes every effort to provide learning opportunities to young people from the region a priority.

General objective

Empower young people in sexual and reproductive health and rights (SRHR) leadership and programming for advancing IPPF into a sustainable youth-centred organisation.

Specific objectives

- To advance IPPF ESEAOR intern engagement that empowers the young people mainstream youth-centred approach across the Federation.
- To offer an enabling environment that inspires young people to enhance and enrich their knowledge through exposure to practical work.
- To provide interns with a deeper understanding of SRHR and enhance their knowledge and skills on rights-based programming.

¹ Applicants aged up to 30 years are eligible for this internship programme.

- To create spaces for youth-led programming on SRHR.
- To provide young people opportunity and experience in working in an international non-government organisation that is multi-cultural and working across many countries.

Key Responsibilities

Responsibilities will include supporting the programme and performance team members in one of the following areas/projects. The intern and the regional office will jointly decide the areas.

- a. Investing in youth leadership and regional youth network – meaningful youth engagement
- b. Youth-led programming in sexual and reproductive health and rights – comprehensive sexuality education and adolescent and youth health services
- c. Increasing capacity in SGBV programming, including services
- d. Innovative pathways to client-centred abortion care – telemedicine, self-care, accompaniment, harm reduction
- e. Capacity sharing and collaboration on Digital Health
- f. Improving Quality of Care in Sexual and Reproductive Health Services
- g. New initiatives for emerging issues to continue on our strive to become a thought leader for SRHR
- h. Strengthening MA capacity to improve Data Management and Culture
- i. Development of Secretariat and MA Business Plans for the period 2023-2025

A work plan with concrete milestones and outputs for the duration of the internship and learning opportunities will be defined. Interns are encouraged to develop a personal project based on their areas of interest during their internship.

Person Specification

- Working knowledge of IPPF's issues (e.g., sexual, and reproductive health and rights, adolescent sexual and reproductive health and rights, comprehensive sexuality education and gender equality) (E)²
- Ability to write for a range of audiences, including professionals, young people, and other organisations (E)
- Ability to communicate and work closely with internal and external stakeholders, contributing to effective team and partnership working (E)
- Proactive and know how to combine creativity and efficiency.
- Excellent written and oral communication skills (E)
- Excellent IT literacy and social media skills (E)
- Self-motivated, flexible with an ability to plan, manage and prioritise a busy workload (E)
- Proficiency in English (D)

IPPF endeavours to supply the experience relevant to the interns' needs and interests. Priority will be given to applicants from the ESEAOR region, but young people outside the

² E = Essential; D = Desired

region may also be considered. Applications are particularly welcome from candidates openly living with HIV/AIDS. IPPF ESEAOR operates in an equal opportunity environment and actively encourages diversity. Candidates from all sections of the community are welcome to apply.

IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Learning Elements

The internship will allow young people to gain hands-on experience and integrate careers related to their SRHR experience with IPPF. In addition, the internship will enable them to pursue their personal and professional development through challenging work assignments.

Interns are expected to submit a detailed report at the end of the Internship period to IPPF ESEAOR detailing experiences, challenges, projects initiated, and outcomes of the internship.

The intern will have a supervisor for support, guidance, and mentoring.

Financial aspects

Interns do not receive a salary or other form of remuneration from IPPF ESEAOR. The costs associated with an intern's participation in the programme will be shouldered by themselves. However, they will receive a stipend to help cover basic daily expenses related to the internship, if not financially supported by any institution or programme

Application

Interested applicant needs to send a CV and cover letter that briefly outlines the area/s of interest and availability to **Pauziah Ali**, pali@ippf.org. Senior HR Officer, with a **subject line "Internship application: Programme and Performance" by 25 March 2022.**

Due to the volume of applications received, only shortlisted candidates will be contacted for an interview.