**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**Trainee: Mobilising research and policy-making**

**GENERAL INFORMATION**

**Duration:** 12 months

**Location:** UNESCO Office in New Delhi

**Organizational Unit**: Social and Human Sciences (SHS)

**Supervisor:** Juan Pablo Ramírez-Miranda, Programme Specialist in Social and Human Sciences, UNESCO Office in New Delhi

**DESCRIPTION OF THE TRAINEESHIP**

The UNESCO Office in New Delhi, India, implements UNESCO's mandate in six countries in South Asia (Bangladesh, Bhutan, India, Maldives, Nepal and Sri Lanka).

The Social and Human Sciences (SHS) sector focuses on mobilizing research and policymaking to support human rights, social transformations, social inclusion and intercultural dialogue amongst young women and men, with an overall priority on gender mainstreaming and gender equality. It also seeks on building policies through a participatory process with stakeholders, focusing especially on the fields of youth; supporting youth development, sports, civic engagement, the prevention of violence and promoting human rights at the national and local level. The Sector supports the cluster countries in their achievement of the Sustainable Development Goals (SDGs), particularly goals 5 and 16.

Under the overall authority of the Director of UNESCO Office in New Delhi, and under the direct supervision of the Programme Specialist for Social and Human Sciences, the trainee shall provide assistance in the development and implementation of Social and Human Sciences projects and activities, with a particular focus on Human Rights and Gender Equality.

Particularly, the trainee will have the following duties and responsibilities:

* Assist in the implementation and monitoring of projects of the Social and Human Sciences sector relating to human rights, social inclusion, youth, and gender equality.
* Assist in project proposal development and identification of funding opportunities, particularly relating to human rights and social inclusion, that are in line with the UNESCO's overall global priories as outlined in its Medium-Term Strategy, and Global Strategy for Gender Equality, as well as responding to issues in the countries under the responsibility of the UNESCO Office in New Delhi.
* Provide assistance in the coordination of project planning and implementation, report writing, and project management.
* Assist with the overall communications of the Sector, including but not limited to the production of communication materials for fundraising and advocacy, as needed.
* Liaise with regional partners involved in the implementation of the UNESCO Social and Human Sciences Unit Program, including government agencies, NGOs, research institutions and others, as required;
* Identify, study and produce documents on topics relating to human rights, social inclusion, youth, and gender equality, that are of relevance to the sector's current Programmes as well as its future work.
* Carry out any other tasks that may be assigned by the Programme Specialist for Social and Human Sciences and the Director of UNESCO Office in New Delhi.

**REQUIRED QUALIFICATIONS**

**Education:** Advanced university degree (Masters or equivalent) in human rights, sociology, political science, communications for development, development economics, gender equality or any other social sciences-related field.

**Subjects:**

* Up to date knowledge on human rights issues, international and regional human rights mechanisms and practices, and experience on mainstreaming a rights-based approach.
* Knowledge and experience in communication for development, results-based communication, and knowledge on tools and practices for the development of communication materials.
* Experience in the development and implementation of programmes or projects related to social inclusion, youth empowerment or mainstreaming gender equality would be an asset.

**Language skills:** Excellent written and spoken English. Knowledge of French would be an asset.

**Competencies and skills:**

* Excellent analytical and research writing skills.
* Excellent communication skills (spoken, written) and able to exchange information on complex issues related to human rights.
* Excellent organization and planning skills, including the ability to organize own work priorities and deadlines.
* Willingness to work in a team and strong interpersonal skills and ability to establish and maintain effective working relations with people in a multicultural environment.

**LEARNING OBJECTIVES**

After the assignment, the trainee will have:

* Acquired an in-depth knowledge of SHS programs relating to Human Rights and Social Inclusion in the context of the cluster countries of the UNESCO Office in New Delhi.
* Increased their skills to engage and cooperate with diverse stakeholders from a number of different backgrounds, including UN agencies, government and NGOS, particularly in the fields of human rights, youth, social inclusion and gender equality.
* Gained extensive project management experience, assisting the implementation of the current SHS portfolio relating to rights, youth, sports and social inclusion policy, as well as familiarity with programme design and implementation across UNESCO sectors, namely education, sciences, culture and communication and information, and the UN system.
* Strengthened his/her analytical, communication, negotiation and interpersonal skills, particularly in a multicultural environment.
* Gained extensive project development and fundraising skills, including the ability to identify potential project partners.

**ADDITIONAL INFORMATION**

All of UNESCO’s work is based on Human Rights and the Organization implements its work with gender equality as a global priority, as well as a Results-based approach. It is expected that the trainee will familiarize her/himself with these UNESCO approaches and implement them through her/his work.