

## Terms of Reference

### Overview of IPPF

**Internship Title:** Intern - Programmes

**Location:** International Planned Parenthood Federation, South Asia Regional Office

**Model of Internship:** Hybrid (work from home and office)

**Duration:** 3-6 Months

**Supervisor(s):** Senior Sexual and Reproductive Health (SRH) Advisor

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[International Planned Parenthood Federation](#) (IPPF) is a locally owned, globally connected civil society movement that provides health services and champions sexual and reproductive rights (SRHR) for all, especially the under-served. IPPF's Member Associations (MAs) deliver sexual and reproductive health (SRH) services to millions of women each year, and the Federation aims to provide technical leadership to the wider sexual and reproductive health and rights (SRHR) community based on global expertise. IPPF provides SRHR services in 140+ countries and runs approximately 65,000 service points worldwide.

[IPPF South Asia Region \(SARO\)](#) works in 8 countries, to provide help, advice, services, and supplies relating to any aspect of sexual and reproductive health. These services are delivered through an IPPF- SARO Member Association (MA). IPPF SARO works in Afghanistan, Bangladesh, Bhutan, India, Iran, Maldives Nepal, and Sri Lanka with Member Associations and Collaborative Partners. MAs are IPPF/SARO-accredited organizations within their respective countries.

### Internship Overview

IPPF SARO, is seeking intern(s) in supporting programmes with Knowledge management, communications and dissemination activities of the RESPOND and other projects. The hybrid/remote internship allows young people to participate and advance IPPF's vision of SRHR.

### Roles & Responsibilities

Under the supervision of the Senior SRH Advisor and in coordination with the SARO RESPOND team, the intern will be engaged the following tasks:

- Knowledge management, communications and dissemination activities of the RESPOND and other projects
- Document and collate case stories from different project components with support from the project team.
- Writing success stories, human interest stories, and undertaking process documentation and lessons coming out of different project interventions for websites and publications.
- Creation of content for digital platforms and social media tools in English.
- Other activities as advised by the supervisor.

## Learning Opportunities

Exposure to regional global SRH programming, working across country-contexts.

## Person Specifications

1. Completed master's degree or in the final year of Masters studies in humanities, or in communications, journalism, international relations, or social sciences, or Its equivalent.
2. Rights-based and gender-sensitive perspective; supportive of a woman's right to choose and to have access to safe abortion services.
3. Ability to maintain confidentiality, awareness of and sensitivity to the multi-cultural environment in which IPPF operates.
4. Demonstrate an understanding of and commitment to safeguarding in local and international context.
5. Demonstrate a willingness to sign and adhere to IPPF's Code of Conduct and Safeguarding Policy.

## Stipend

As per organisational policy.

## Application

Interested applicants should submit their CV and/or cover letter that briefly outlines the area/s of interest and suitability, with the subject line "**Application for Intern - Programmes**" at [saro-recruitment@ippf.org](mailto:saro-recruitment@ippf.org)

**Closing date for receipt of applications: 15 November 2022.** We regret that only shortlisted applicants will be acknowledged.

IPPF endeavours to seek relevance to the interns regarding their needs and interests. Priority will be given to applicants from the SARO but young people outside the region are invited to apply. Applications are particularly welcome from candidates openly living with HIV/AIDS. IPPF SARO operates in an equal opportunity environment and actively encourages diversity. Candidates from all sections of the community are welcome to apply.

*IPPF is an Equal Opportunity Employer that values diversity and fosters a culture of inclusiveness. Applications are encouraged from women, candidates living with HIV, people with diverse SOGIESC and any other diverse lived experience from all South Asian countries.*

October 2022

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