

## Terms of Reference

### Overview of IPPF

**Internship Title:** Intern - SRH Programmes & Organizational Learning & Evaluation

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

**Model of Internship:** Hybrid (WFH or Office or a Combination)

**Duration:** 3-6 Months

**Supervisor(s):** Senior Technical Advisor, Organizational Learning and Evaluation

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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 regional-level research, learning, and evaluation for building regional-level SRH knowledge products and research. The hybrid/remote internship allows young people to participate and advance IPPF's vision of SRHR.

### Roles & Responsibilities

1. Undertake research and documentation on thematic SRH areas (abortion, comprehensive sexuality education, reproductive and maternal health, gender-based violence, family planning etc).
2. Collate data points and review national policies and health systems for supporting the development of knowledge products and identify SRH health at country and regional levels.
3. Carry out desk research and synthesis of secondary evidence; support developing research tools and analysis of secondary data.
4. Supporting developing capacity-building collaterals and resources on thematic areas and new service delivery models like self-care, telemedicine, and another innovative programming.

5. Updating and mapping SRH stakeholders, donors, organizations, and community-based groups for advancing and collaborating on innovative programming, and advocacy for expanding SARO's outreach portfolio.
6. Produce knowledge, research and policy briefs and other products synthesising data points for building a comprehensive regional profile of IPPF SARO across humanitarian and development contexts.
7. Support in drafting of scientific manuscripts/programmes or research abstracts for submission to peer-reviewed journals/international conferences.
8. Undertake other duties as directed by the supervisor.

### Learning Opportunities

1. The internship will allow young and aspiring public health practitioners and researchers to gain hands-on experience in programme design, evaluation, capacity building and integrate careers related to their SRHR experience with IPPF.
2. The internship helps personal and professional development through challenging work assignments with close mentorship support and a regional experience.
3. The internship will provide the interns with hands-on experience in undertaking research, capacity building,
4. Interns are expected to submit a detailed report at the end of the Internship period to SARO detailing experiences, challenges, projects initiated, and deliverables of the internship.
5. The interns will be provided with an experience certificate and recommendation letter on performance and deliverables for future opportunities.

### Person Specifications

1. Knowledge of either [SRHR issues](#)<sup>1</sup> with a focus on vulnerable and marginalized groups including but not limited to young people, person living with disabilities, indigenous women, SOGIESC and other intersectional identities)<sup>2</sup>
2. Interest in the South-Asia region and public health programming, research, documentation, and communication- across humanitarian and development contexts for SRH.
3. Ability to write for a range of audiences, including professionals, young people, and other organisations
4. Ability to communicate and work closely with internal and external stakeholders, contributing to effective team and partnership working
5. Proactive and know how to combine creativity and efficiency. Self-motivated, flexible with an ability to plan, manage and prioritise a busy workload
6. Excellent written and oral communication skills, IT literacy and proficiency in English for knowledge generation.

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<sup>1</sup> Knowledge of SRHR issues is preferred but not mandatory but understanding of public health is a must

7. Rights-based and gender-sensitive perspective; supportive of a woman's right to choose and to have access to safe abortion services.
8. Understanding of development issues, especially Sexual and Reproductive Health and Rights in Humanitarian Settings.
9. Ability to maintain confidentiality, awareness of and sensitivity to the multi-cultural environment in which IPPF operates.
10. Demonstrate an understanding of and commitment to safeguarding in local and international context.
11. Demonstrate a willingness to sign and adhere to IPPF's Code of Conduct and Safeguarding Policy.

## Stipend

Interns do not receive a salary or other form of remuneration from IPPF SARO. The costs associated with an intern's participation in the programme will be shouldered by themselves.

## Application

Interested applicant needs to send a CV and cover letter that briefly outlines the area/s of interest and suitability, and availability at [saro-recruitment@ippf.org](mailto:saro-recruitment@ippf.org) with a subject line "**Application for Intern - SRH Programmes & OLE**" by 15 November 2022.

**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.*

*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.*