

TERMS OF REFERENCE
Communications Intern
April 2023

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Hiring Office	Sub-regional Office for the Caribbean (SROC), Jamaica
Background:	<p>The English and Dutch speaking countries and territories within the purview of the UNFPA Sub-regional Office for the Caribbean are diverse in size, population, language, economic and social development, and geographical landscape. These 22 countries and territories are estimated to be home to 7.5 million people with the largest concentrations in Jamaica (2.9 million), Trinidad and Tobago (1.4 million), Guyana (0.8 million) and Suriname (0.6 million).</p> <p>The countries in the sub-region are mainly Small Island Developing States and the area is rich in natural resources such as bauxite, gold and natural gas, and is a global leader in the tourism industry. At the same time, the sub-region is characterized by a fragile ecosystem that is quickly devastated by natural and man-made disasters such as hurricanes and earthquakes. There are challenges of high external migration, limited economic diversification, an aging population, high youth unemployment, high levels of crime and violence, including gender based violence, and high adolescent pregnancy rates.</p> <p>Most of the countries in the region have accumulated huge debts over the years, which challenge the countries' ability to pursue national and global sustainable development imperatives, which has been compounded by the global COVID-19 pandemic. Governments in the region have adopted strict policy measures to counter the impact of COVID-19, and to contain the spread of the virus, in the form of quarantine measures and closure of borders. These measures, however, resulted in a skyrocketing of commodity prices in the countries, a massive decrease in tourism receipts, which have been coupled with reductions in foreign direct investment, and remittances. Economists have argued that COVID-19 has the potential to reverse the gains made towards the achievement of Agenda 2030, and this becomes a major risk for the countries of the sub-region in which economies are reporting declining growth rates.</p>
Purpose of Internship	The intern will assist with production of the UNFPA Quarterly Newsletter and drafting documents such as press releases and other relevant articles. He/she will also provide support with posting on UNFPA Caribbean's social media platforms.
Scope of work:	<ol style="list-style-type: none"> 1. Upload articles to the UNFPA Caribbean Website for the UNFPA Quarterly newsletter in a timely manner 2. Add articles to the Mailchimp software for the UNFPA Quarterly newsletter. 3. Assist with drafting editorials, human interest stories, press releases and media advisories 4. Review documents and publications and provide feedback 5. Share ideas/ inputs for engagement with UNFPA stakeholders such as the media, partners and donors. 6. Provide support for partnership and resource mobilization activities as necessary

<p>Duration and working schedule:</p>	<p>Based on the UN's internship policies the hours will need to be completed over a six-week period. The internship can be extended for up to 9 months. The intern will be paid a stipend based on UN policies and guidelines. The start date for this internship is May 15, 2023.</p>
<p>Place where services are to be delivered:</p>	<p>The intern will work from the UNFPA Subregional office in Kingston Jamaica. There will be an initial meeting with him/her at the UNFPA office. Additional meetings, where necessary will be held mostly virtually. Work is to be submitted electronically.</p>
<p>Background and Experience</p>	<ol style="list-style-type: none"> 1. Excellent written and oral communication skills 2. Ability to work independently and in a team 3. Final academic year student pursuing a first degree in Media and Communications or related field. 4. Proficiency using and access to desktop publishing software such as the Adobe graphic design suite (Photoshop, InDesign, Illustrator) and other design software such as Canva. 5. Familiar with using communications for behaviour change and engagement 6. Familiar with video editing software such as Adobe Premiere 7. Proficiency using Mailchimp. 8. Familiar with uploading content to a website
<p>Supervisory arrangements:</p>	<p>The Communications Intern will report directly to Communications and Partnerships Specialist at the UNFPA SROC in Jamaica.</p>