

## Health Intervention Guidelines Development Internship Terms of Reference

### ORGANISATION BACKGROUND

ChildFund Australia is an independent international development organisation that works to reduce poverty for children in developing communities. ChildFund Australia is a member of the ChildFund Alliance – a global network of 11 organisations which assists almost 32 million children and their families in 70 countries. We partner to create community and systems change which enables children and young people in vulnerable situations, to assert and realise their rights. We directly manage and implement programs with a range of local partners in Cambodia, Laos, Myanmar, Papua New Guinea, Timor-Leste, Vietnam, and other countries in the Pacific. We also manage projects delivered by partner organisations throughout Asia, Africa, and the Americas. At ChildFund Australia, we want every child and young person to be able to say: “I am safe. I am educated. I contribute. I have a future.”

### DOCUMENTATION OF EVIDENCE-BASED HEALTH INTERVENTIONS

At ChildFund, we are committed to improving the health and well-being of children and communities across Asia and Pacific regions. Our approach to healthcare is based on a strong foundation of evidence-based and highly impactful interventions. These interventions are carefully designed to address the specific health challenges unique to each region where we operate. They serve as powerful tools to promote sustainable health outcomes for women, children, young people and communities.

As part of our ongoing commitment to excellence, ChildFund seeks to methodically document these interventions in the form of comprehensive health intervention guidelines. These health intervention guidelines will serve several critical purposes:

- **Standard framework:** They will establish a standardised framework for all ChildFund's health interventions.
- **Clarity and objectives:** They will thoroughly outline the objectives, components, implementation procedures, expected outcomes etc. of each health intervention.
- **Consistency:** These guidelines will ensure the consistent and high-quality implementation of health interventions, benefiting both ChildFund and our implementing partners, extending their impact beyond current health projects.
- **Future replication and scale-up:** These guidelines will enable successful replication and scale-up of interventions as needed in the future.
- **Training tool:** They will serve as essential training resources for our health project staff and partner organisations, should we choose to incorporate these interventions into future projects or to evaluate quality of implementation of the interventions in current projects.
- **Stakeholder engagement:** These guidelines will be a tool for communication and engagement with external stakeholders, including donors, community members, and partner organisations.
- **Cross-country knowledge sharing:** They will enable cross-country knowledge sharing and collaboration, encouraging innovation and learning from one another's experiences.
- **Resource for funding:** They will be a valuable foundational resource, supporting our grant proposals and funding applications, underlining the robustness and effectiveness of ChildFund's health interventions.

## OBJECTIVE

The goal of this internship is to offer a highly motivated postgraduate student a valuable opportunity to engage themselves in the development of health intervention guidelines. To achieve this, the intern will actively collaborate with respected ChildFund health specialists within the regions, evaluate existing practices, consolidate available information for each intervention, and competently translate these information and insights into well-structured and comprehensive health intervention guidelines.

## SCOPE OF WORK

During the internship, the selected intern will be expected to:

- Conduct a desk review of available documents/existing practices in the sector and propose an evidence-based structure for ChildFund's health intervention guidelines.
- Collaborate with in-country health specialists and health advisor to identify and gather information on each ChildFund key health intervention.
- Compile and produce information and insights into clear, comprehensive health intervention guidelines.
- Ensure that guidelines adhere to best practices, global health standards, and are easy to use by the target audience.
- Seek input and feedback from health specialists and health advisor, as needed.

## DELIVERABLES

The intern is expected to produce the following deliverables:

- A well-structured and formatted suite of health intervention guidelines (total number of guidelines to be confirmed)
- Progress meetings with supervisor at regular intervals, outlining development progress.
- A final report summarising the internship experience, challenges faced, and lessons learned.

## DURATION

The internship will be for 6-8 weeks with an engagement of 1 to 2 days per week (subject to intern's availability). Tentative timeframe for this internship is November-December 2023 and can be negotiated with the best candidate. The specific start and end dates and commitment per week will be confirmed upon selection.

## LOCATION

The internship location is flexible, with a preference for the intern to be occasionally present at ChildFund Australia office (can be discussed upon selection).

## REPORTING AND SUPERVISION

The intern will report to Nusrat Jahan (Health Advisor, ChildFund Australia [njahan@childfund.org.au](mailto:njahan@childfund.org.au)) and work closely (online) with the health specialists in ChildFund Papua New Guinea, ChildFund Laos, ChildFund Vietnam, and ChildFund Timor-Leste as well as Health Advisor at ChildFund Australia.

## **BENEFITS AND SUPPORT**

The intern will:

- Receive invaluable guidance and mentorship from public/health professionals at ChildFund.
- Gain first-hand experience in the international development sector and the opportunity to develop insights into best practices in public health.
- Build meaningful connections and actively participate in collaborative efforts within ChildFund.
- Create a discrete piece of work that will be useful to demonstrate their experience for future employment.

## **QUALIFICATION**

The ideal candidate for this internship should have the following qualifications and skills:

- Currently enrolled in or have just completed a relevant master's degree program in Public Health/Health Service Management/Global Health/International Development.
- Strong research and analytical skills.
- Excellent written and verbal communication skills.
- Ability to work independently and with supervisor.
- Ability to collaborate with health specialists in-country.
- Proficiency in Microsoft Office suite.
- Knowledge of health-related issues in the Mekong and Pacific region is an advantage.

## **APPLICATION PROCESS**

Interested candidates are requested to submit the following documents:

- A brief cover letter explaining why they would be a good fit for this internship.
- Updated resume.
- Contact information for at least two academic and/or professional references.

## **SELECTION PROCESS**

Shortlisted candidates will be invited for an online/face to face interview after which the final selection will be made.

## **DEADLINE FOR APPLICATION**

All applications must be submitted by **10 October 2023**.