United Nations Children's Fund
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TERMS OF REFERENCE

Innovation Data and Knowledge Intern

Division: Office of Innovation
Location: In person (Stockholm, Sweden)
Duration of Internship: 6 months
Part-time or Full-time: Full-time internship
Start Date: December 2026

Background

For every child...innovate

UNICEF has a 70-year history of innovating for children. We believe that new approaches, partnerships and technologies that support realizing children's rights are critical to improving their lives.

The **Office of Innovation** is a creative, interactive and agile team within UNICEF. We sit at a unique intersection, where an organization that works on major global issues meets start-up thinking, technology and partners that turn this energy into scalable solutions.
UNICEF's Office of Innovation creates opportunities for the world's children by focusing on where new markets can meet their vital needs. We do this by:

- Connecting youth communities (or more broadly—anyone disconnected or under-served) to decision-makers, and to each other, to deliver informed, relevant and sustained programmes that build better, stronger futures for children.
- Provoking change for children through an entrepreneurial approach—in a traditionally risk averse field—to harness rapidly moving innovations and apply them to serve the needs of all children.
- Creating new models of partnership that leverage core business values across the public, private and academic sectors to deliver fast and lasting results for children. The Office of Innovation specifically looks to form partnerships around frontier technologies, such as drones and UAVs, blockchain, 21st-century skills, urban technologies, new banking tools, wearables and sensors, and 3D printing, that exist at the intersection of $100 billion business markets and the needs of 1 billion people—and to identify how they can grow and scale profitably and inclusively.

We are an interdisciplinary team around the world tasked with identifying, prototyping and scaling new technologies and practices. With our partners, we focus on convening and collaborating on new and different low- and high-tech solutions by:

- Looking at the two- to five-year horizon to evaluate emerging and trending technologies, and to see how UNICEF can work with the private sector to do better business while improving essential services for children;
- Investing in early-stage solutions that show strong potential to positively impact children in the zero- to two-year future, including the Venture Fund, which invests in open-source technology solutions from start-ups based in UNICEF's programme countries;

- Identifying proven solutions that can be implemented at national scale in multiple countries – taking the ideas that help thousands in one country, bringing them to dozens of countries across multiple sectors, and impacting the lives of millions of children.

About the Insights & Evidence Team

This internship is with the Insights & Evidence Team, Systems & Services section, in UNICEF's Office of Innovation (OOI). We act as UNICEF's innovation intelligence function, helping the organization understand what works, what doesn't, why, and where innovation can generate the greatest impact for children.

To do this, we combine evidence generation, data analytics, knowledge management, market intelligence and innovative approaches to monitoring, evaluation and learning (MEL). We also explore new frontiers in how knowledge and evidence can be generated and used, including the potential of AI-enabled approaches. Our work equips UNICEF Country Offices and partners to make evidence-informed decisions, learn faster, and identify and scale the innovations that deliver results for children.

Main Duties and Responsibilities:

How might we use AI, automation and emerging technologies to better connect knowledge, uncover insights and improve the way we work? That is one of the questions you will help us explore. We are looking for a curious, technically minded intern with an eye for design to join the Knowledge Management and Data Analytics function within the Insights & Evidence Team at UNICEF's Office of Innovation (OOI).

You will work alongside innovation and knowledge management practitioners, with opportunities to prototype and test your own ideas and to gain skills in systems thinking and human-centered design in a global organization. You will experiment with AI-enabled solutions, automate workflows and explore ways to better connect and streamline existing knowledge and data systems. We work in a build-test-learn way, moving quickly from ideas to minimum viable products and iterating based on real-world use. The position will suit a student or recent graduate with a technical background and experience or an interest in UI/UX or visual design.

Key areas of work

Under the guidance of the Knowledge Management and Data Analytics Lead, you will:

Prototype and test

- Help design, prototype and support the roll-out of an innovation knowledge system that enables OOI to better capture, organize and share innovation insights.
- Contribute to prototyping and testing AI-enabled tools to support knowledge management and Monitoring, Evaluation and Learning (MEL) for innovation.
- Identify opportunities to connect existing systems and support data integration.

- Support the development of data and knowledge solutions for specific innovation teams or Country Offices.

Work with users

- Conduct user research for selected data and knowledge projects, document the findings and suggest possible improvements.
- Produce user guides, demos and short how-to materials, and help run hands-on sessions.

Support reporting and knowledge products

- Collect and organize data from OOI and other UNICEF offices for OOI's innovation reporting cycles.
- Contribute to dashboards, factsheets and other data and knowledge products for OOI, UNICEF and partners.

Scan the horizon

- Follow emerging technologies, industry practice and new methods relevant to knowledge management and data analytics, and share findings with the team through occasional short briefs or demos.

What you will gain

- Hands-on technical experience with AI, automation and data integration.
- Practical experience applying human-centered design and systems thinking to a real product.
- Opportunities to learn from a diverse team of innovation practitioners.
- Room to take initiative and see your work put into practice.
- Insight into how UNICEF uses innovation and evidence to improve results for children.

Requirements/Educational Background

- Enrolled in an undergraduate or graduate programme, or graduated within the past two years, in Computer Science, Data Science, Information Systems, Economics, Business Administration, Service Design or related field
- Basic programming knowledge and an interest in using AI and automation to build practical solutions
- Data literacy and an analytical approach to problems
- A good eye for visual design and an interest in UI/UX
- Strong organizational and time-management skills
- Good communication skills and ability to work effectively in a diverse, multicultural team
- Working knowledge of Microsoft 365 (SharePoint, Excel, PowerPoint, Teams)

Desirable

- Python or another programming language, including AI-assisted coding tools
- Familiarity with low-code and data visualization tools such as Airtable, Power Apps or Power BI
- Experience with APIs, workflow automation (e.g. Power Automate) or data integration

- Exposure to service design or human-centered design methods
- Experience in visual design using Figma, Adobe Creative Cloud, Canva or AI-assisted design tools

The candidate must show commitment to UNICEF's core values of **care**, **respect, integrity, trust, accountability** and **sustainability**. For more information on **UNICEF core values**, click here.

Languages

Excellent written and spoken English is required and essential.
Proficiency in another UN language is an asset (French, Russian, Arabic, Spanish or Chinese).

Conditions

- Age: Interns must be at least 18 years old.
- Have good academic performance as demonstrated by recent university or institution records.
- Have no immediate relatives (e.g. father, mother, brother or sister) working in any UNICEF office.
- Have no other relatives in the line of authority to which the intern will report.
- Individuals must have proof of medical insurance covering the time and location of their internship.
- Ability to engage in this internship on a full-time basis.
- Individuals are expected to provide their own laptop and internet connection.
- Selected candidates will receive a monthly stipend, unless they are already receiving support for the internship from a third party.
- Individuals must fund their own travel and living expenses.

UNICEF is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, Indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

Employment: There is no expectancy of employment at the end of the internship