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TERMS OF REFERENCE FOR INTERNSHIPS AT THE WHO NON-COMMUNICABLE DISEASES GLOBAL COORDINATION MECHANISM PROGRAM FOR MEDICAL STUDENTS IN IFMSA

Location: Geneva, Switzerland

Duration: 3 to 6 months (flexible)

Expected Date of Joining: Interns can be allocated for the above duration within the following period **Nov 2017 – Dec 2019**

BACKGROUND

The International Federation of Medical Students Associations (IFMSA) was founded in 1951 as an organization of the medical students, for the medical students, and by the medical students. For more than 60 years, IFMSA was led and run by medical students worldwide. The Federation has not only been a dynamic platform of opportunities for the future physicians but has also served as their voice at the international level.

IFMSA is the world's oldest and largest independent organization representing associations of medical students internationally. It currently maintains 130 National Member Organizations from more than 120 countries across six continents with over one million students represented worldwide. IFMSA is recognized as a non-governmental organization within the United Nations system and the World Health Organization and as well, it works with the World Medical Association.

The WHO GCM/NCD

What is the GCM/NCD? The GCM/NCD is a global Member State-led coordinating and engagement platform, established in 2014 by the World Health Assembly to help counteract the growing global health threat of noncommunicable diseases (NCDs)

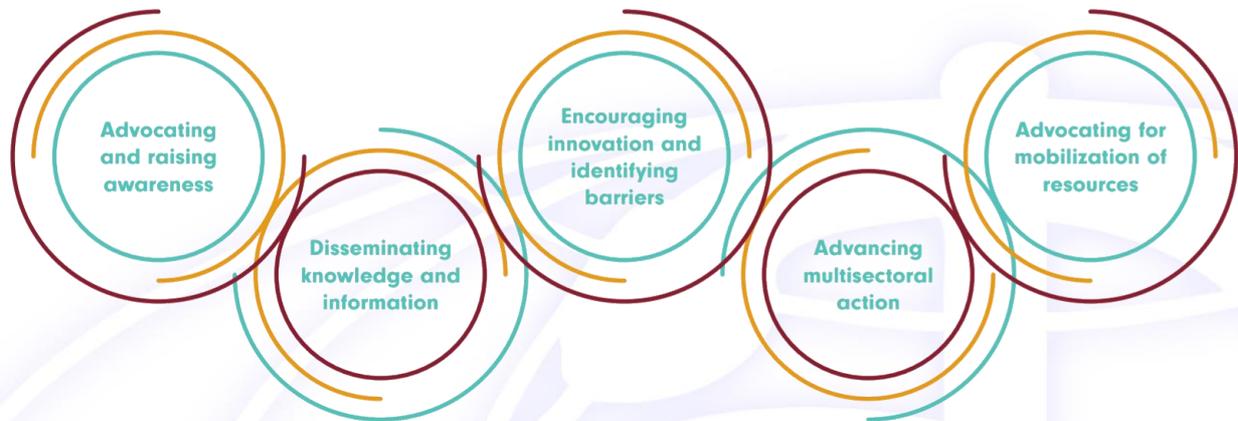
What does the GCM/NCD do? The GCM/NCD contributes to accelerating the implementation of the WHO Global Action Plan for the Prevention and Control of Noncommunicable Diseases 2013-2020, and the NCD-related Sustainable Development Goal (SDG) targets by fostering high-level NCD commitments through multisectoral and multistakeholder engagement at local, national, regional and global levels. The GCM/NCD connects and convenes a diverse group of 327 participants comprising WHO Member States, United Nations organizations and non-State actors around a shared goal to support countries to reduce premature mortality and unnecessary suffering from NCDs.



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How does the GCM/NCD work? The GCM/NCD convenes stakeholders to address its five functions:



ACTIVITIES OF THE GCM/NCD

Global multi-stakeholder dialogue meetings

Through these forums, key stakeholders discuss strategies aimed at helping countries to realize their political commitments, and supporting national efforts to develop and implement domestic solutions and mobilize resources to prevent premature deaths from NCDs.

Global Communications Campaign

The campaign aims to raise awareness and demonstrate the feasibility of achieving the nine voluntary global NCD targets and the NCD-related targets of the 2030 Agenda for Sustainable Development.

Working Groups

Composed of leading technical experts nominated by Member States, the Working Groups meet regularly throughout the year to produce reports with actionable recommendations to accelerate implementation of national actions to combat NCDs. Each Working Group is co-chaired by high-level Member State representatives appointed by the WHO Director-General in consultation with Member States.

Publications and knowledge dissemination

Outputs include the reports of Working Groups and multi-stakeholder dialogue meetings, numerous policy briefs and background papers, and academic publications in peer-reviewed journals. The GCM/NCD disseminates NCD tools and research carried out by WHO staff in the NCD cluster and other relevant departments through the NCD tools web page and the NCD global portal.

Integrated country support

Support is provided by all three levels of WHO, in collaboration with the United Nations Interagency Task Force on the Prevention and Control of NCDs, and certain non-State actors, to help countries fast-track progress towards the nine voluntary global targets for NCDs by 2025 and the NCD-related SDG targets by 2030 and beyond.



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Communities of Practice

An online portal hosts a number of networks of technical and non-technical experts, focused on the implementation of actions on diverse NCD areas.

Webinars

These have proved an efficient platform to engage participants and disseminate knowledge and information about different aspects of and innovative solutions to address NCDs.

OBJECTIVES

This internship request is for bright, enthusiastic and hardworking interns to join the WHO Global Coordination Mechanism on Noncommunicable diseases team **for a 3-6 month period in 2017-2018** and support specific elements of the **GCM work plan 2017-2018**. The objectives of this internship are as follows:

1. To familiarize the intern about the constitution, history and work of the World Health Organization.
2. To provide a general understanding about the work of the Global Coordination Mechanism and United Nations Task Force on the Prevention and Control of NCDs (GCM/NCD) and its role within the Noncommunicable Diseases and Mental Health Cluster.
3. To introduce specific work of the GCM/NCD that includes the inclusion of NCDs in other programmatic areas and the alignment of international cooperation with national plans on NCDs, dialogue on international cooperation for NCDs and knowledge management and sharing pertinent to the WHO Global NCD Action Plan 2013-2020.

EXAMPLES OF DUTIES/TASKS

The **intern will perform a range of tasks**, which can include a selection from the below but are not limited to these:

- Literature review on inclusion of NCD into other programmatic areas and on how to align international cooperation on NCDs with national plans.
- Assist in identification of resources and partners, commissioning and collation of policy briefs and background documents (information notes, fact sheets and discussion papers) before, during and after the meetings of the working groups.
- Support the review and update content of the cooperate WHO GCM/NCD website and portal (under development); create and update relevant web pages; prepare content for the GCM/NCD web pages; e.g. on the inclusion of NCDs into other programmatic areas (NCD in SDG), multisectoral action at country level and alignment of international plans with national plans, NCD and health literacy, Ncds & Gender, NCDs and Youth.
- Assist with the collation of research and information
- Support the development of documents including background papers
- Assist in drafting reports
- Compile meeting documents in preparation of meetings for posting on the GCM/NCD website.

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- Assist in the implementation of an agreed framework for the establishment of communities of practice
- Assist in the establishment and management of a web-based platform with the different content referred to in the two work plans
- Support the work of knowledge exchange and dissemination in accordance to the WHO GCM/NCD work plans
- Support the development and implementation of a global communications campaign for a world free of the burden of NCDs, including continued development and dissemination of its two web sites: <http://www.gcmportal.org/ncds-and-me/> and <http://www.who.int/beat-ncds/en/>
- Assist in the preparation of country visits of the Integrated Support team with the whole of organisation and officials in the countries
- Support in social media and communications planning and strategy
- Support with Graphic design and desktop publishing
- Support the collating of an image gallery
- Capturing new stories for the NCDs&Me microsite (see above)
- Help in mobilizing relevant and selected participants to conduct 12 country case studies
- Support the conceptualization of side event at key for a like the UN General Assembly and the UN High Level Political Political Forum, UN Commission on the Status of Women

REQUIREMENTS

- This Internship opportunity is open to medical students who belong to IFMSA National Member Organizations.
- Such a Medical Student:
 - Should be aged between 20 to 34 years old
 - Must be enrolled in a course of study (graduate or post-graduate) at a university or equivalent institution towards the completion of a formal qualification, or
 - Must have excellent oral and written skills in English (a necessary requirement)
 - Should have good understanding of the field of NCDs
 - Should have the ability to produce results within deadlines and work well under pressure, be flexible and independent and possess problem solving skills
 - Should be proficient in Microsoft Word, Excel, PowerPoint, and social media
 - Must possess a passport of a WHO Member State.
 - Desirable: basic knowledge of graphic design and experience in using social media and developing advocacy campaigns
- Interested students should submit a Letter of Motivation, a detailed CV (no more than 1 page) explaining why he/she is interested in the WHO NCD/GCM, and an Enrolment Letter from their University, along with a Membership Certification from their national member organization of IFMSA. Recommendation letters from references are optional but welcome. These documents form their application.

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OPERATIONAL GUIDELINES

- Interns shall be selected based on their application by the WHO NCD/GCM and will be particularly concerned with the work of the department they have chosen and all the expectations thereto
- A minimum duration of 3 months' internship is desirable and up to a maximum of 24 weeks.
- Starting and ending dates of internships will be agreed upon between selected applicants and the WHO NCD GCM
- WHO internships are not paid. Travel costs, travel arrangements (including visas), and living accommodations are the responsibility of the intern or their sponsoring institution.
- Persons related to a WHO staff member, e., son/daughter, brother/sister are not eligible for an internship.
- Interns may participate only once in the WHO Internship Programme.
- Interns do not have the status of WHO staff members and shall not represent the Organization in any official capacity.
- WHO Interns are not eligible for appointment to any position within WHO for a period of three months following the end of their internship. Any employment with WHO at that point in time shall be subject to established recruitment and selection procedures.

RESPONSIBILITIES AND ROLES OF THE IFMSA INTERN

The IFMSA Intern will be charged with the following roles and responsibilities:

- Follow the appropriate application procedures and adhere to strict guidelines of the Internship program as stipulated in the Terms of Reference
- Should be flexible; independent; possess problem solving skills; have an interest in volunteer work; appreciate and respect other cultures, languages and social norms; possess a great deal of social networking skills and initiative.
- Upon arrival in WHO, the Intern should adhere strictly to the laws, rules and regulations surrounding the Internship program, work within the confines of his allotted community and pay particular attention to any restrictions whatsoever
- Submit a detailed report at the end of the Internship period to IFMSA detailing experiences, challenges, projects initiated as well as outcomes of the internship
- Interns must be freed for any other duties in IFMSA or other entities during their internship.

COMMUNICATION

The main focal point involved in this Internship program for medical students from IFMSA is the Liaison Officer to the World Health Organization (lwho@ifmsa.org)



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