

INTERNSHIP TERMS OF REFERENCE

ICCRROM (International Centre for the Study of the Preservation and Restoration of Cultural Property) is an intergovernmental organization with headquarters in Rome, Italy. Founded by UNESCO in 1956, it is the only institution of its kind with a worldwide mandate to promote and improve the conservation of all types of cultural heritage through training, information, research, cooperation and advocacy.

The internship programme was launched in 2002 to meet the growing number of young professionals seeking to gain exposure to the activities of an Intergovernmental Organization specifically concerned with the diverse aspects of cultural heritage. Since then over 150 interns from a third of our 137 Member States have carried out an internship and benefitted from the unique opportunity of interacting with staff, research fellows and heritage professionals on subject matters of their interest.

*PROGRAMME/PRIORITY AREA/SERVICE: **STRATEGIC PLANNING***

In line with the ICCROM's third Strategic Direction, *Strengthening and Transforming ICCROM for the Future*, the Strategic Planning Unit is launching a suite of new initiatives, to enhance the efficiency and effectiveness of ICCROM, and to promote sustainability and people-centred approaches throughout the organisation. These initiatives are grouped in 4 main categories:

- GREEN ICCROM
- OUTCOMES-FOCUSED & DATA-INFORMED ICCROM
- SMART ICCROM
- PEOPLE-CENTRED ICCROM

Accordingly, the Strategic Planning unit seeks interns who have strong skills in research, data handling and analysis, and graphic visualisation to assist with these initiatives.

Under the supervision of a staff member, the intern is called upon to provide assistance aimed at enhancing the overall activities of the Strategic Planning Unit. More specifically the intern shall contribute to:

1. Research

Assist in information gathering, research and analysis for the above mentioned strategic initiatives.

2. Data curation and analysis

Assist in the collection and management of data (including updating and maintaining existing data resources and assisting in the development of new ones). Undertake data analysis and assist in the preparation of periodical reports.

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3. Development of tools

Assist in the development of new smart tools (e.g. e-forms, standardized online questionnaires and other templates) for each of the strategic initiatives.

4. Dissemination

Collaborate in producing necessary communication materials, to support awareness-raising campaigns at ICCROM and embed the strategic initiatives within the organizational culture.

Please kindly note that the above terms of reference are solely indicative of the type of tasks that could be entrusted to the intern. These are subject to being modified or could remain unvaried based on the needs of the programme/project/service at the time of the internship.