**TERMS OF REFERENCE**

**UNAIDS - Republic of Korea Fellowship Programme - Seoul National University**

**UNAIDS, Data for Impact, Fellowship (Reporting and/or Estimates support) – 2027**

| **General Information** | |
|---|---|
| Title/Description | **Fellow: Reporting and/or Estimates support)** |
| Assignment Dates | 6 months – 1 April 2027- full time |
| Duty Station | Hybrid (in office, Nairobi)<br>and online from home office |
| Department /Unit | Programme/Data and Evidence practice |
| Name of Supervisor | **RWODZI, Desire Tarwireyi** - Officer (Knowledge Management and Organizational Learning) |

## Background

Within UNAIDS the Data and Evidence (DEV) team oversees the collection and analysis of epidemiological and programme data on the HIV response. The results from epidemiological estimation models and programmatic data reporting into the Global AIDS Monitoring (GAM) reporting system are compiled and analysed annually for a UNAIDS Global AIDS Update Report and updated release on UNAIDS websites and through other communication methods. This annual summary of the status of the epidemic is used widely by multiple stakeholders to advocate, mobilize resources, fund and programme for the HIV response.

In 2027 countries will submit data and updated national epidemic estimates through the online GAM reporting tool and Spectrum modelling platform by May 31, 2027. UNAIDS will review, compile and analyse these results to develop the content (text and figures) for the Global AIDS Update Report 2027 and for the AIDSinfo online website that will be released in the week of 20 November (ahead of the World AIDS Day).

We are looking for 1 or 2 interns/fellows capable of supporting one or both of the below task packages on data reporting and epidemic estimation.

## Tasks -- Reporting

Under the supervision of the UNAIDS Technical Officer, Programme Monitoring and Reporting, in the Data for Impact practice, the following tasks will be conducted:

1. Contribute to the review, analysis and visualization of country-submitted Global AIDS Monitoring indicator data:
    a. Clean submitted data, communicate with national rapporteurs and finalize 2026 data set
    b. Conduct analyses primarily using Excel, including creating figures
    c. Write descriptions and plot visualizations of findings

d. Suggest new data visualizations and infographics for the Global Report, including draft captions and source notes

2. Support the development and finalization of the 2026 Global AIDS Update report (the Global Report) by working with the report writing team to follow up on deliverables, providing regular status updates to the team and tracking and consolidating files versions as they move through different draft versions, copyediting and design.

3. Support a systematic literature review and analysis of available data and estimates on new HIV infections trends among key populations and of progress against a selected number of societal enablers indicators, using Google Scholar or similar databases, to provide context to Global AIDS Reporting; and share findings with the team to consider for inclusion in the Global Report.

4. Support the compilation of inputs from Global Report focal points for the drafting of **thematic and regional factsheets** and follow up on clearance, copyediting and design workflows towards their finalization.

5. Support the team to develop **PowerPoint slide decks** summarizing the key messages and graphics from the Global Report, including a core deck and tailored versions for different audiences as needed.

6. Support collaboration with UNAIDS' report writing and communications teams to track the identification, development and clearance of **feature stories** for the Global Report's launch.

## Tasks – Estimates support

Under the supervision of the UNAIDS Knowledge Management office in the Data and Evidence department, the intern will support activities related to HIV epidemic estimates in the 2026 round, with the following specific tasks:

1. Routine communications with countries supported by UNAIDS, including webinar invites, recording high-income country process preferences, country approval requests, and follow-up with UNAIDS country Strategic Information advisors on country activities and decisions.
2. Posting, editing and tracking of guidance materials and presentations on the HIV estimates process (on HIVtools.unaids.org). .
3. Update, communicate and track country-specific Excel-based recommendations for Spectrum model improvement and updating.
4. Analytical and other ad hoc support as needed to the Data and Evidence department.

# Required qualifications

**Education:** Recently completed (within the past 12 months) or currently enrolled in Master's degree (or equivalent) in public health, epidemiology, biostatistics, international relations, communication, or related field.

**Competencies:**

- UNAIDS Values
- Commitment to the AIDS response
- Integrity
- Respect for diversity

**Core competencies**

- Working in teams
- Communicating with impact
- Applying expertise
- Delivering results
- Driving change and innovation
- Being accountable

**Experience:** Strong writing and quantitative research skills, including ability to synthesize HIV literature and evidence, and knowledge of key concepts in public health and HIV/AIDS/Sexually Transmitted Infections or other infectious disease epidemiology. Good analytical skills and strong knowledge of Excel and PowerPoint. Experience working with tight deadlines and paying attention to detail are desirable

**Languages:** Excellent written and spoken English language, and good communication skills. Knowledge of French, Spanish, Russian or Arabic an asset.

## Skills that would be built during the internship

Project management, administration and communication skills for multi-stakeholder statistics and report development, managing and analysing programme/epidemiological data to extract useful and informative statistics and analyze trends, developing visualizations/infographics from those data, translating scientific evidence into advocacy messaging, balancing science and advocacy, writing and communicating to a diverse technical and non-technical audiences.

The UNAIDS Internship Programme encourages gender parity and the widest possible geographic and socioeconomic diversity amongst interns, who will be identified on the basis of merit.

## Eligibility:

**Applicants to UNAIDS's fellowship programme must at the time of application:**

- Be enrolled in or have completed a course of study, and have been awarded an undergraduate, graduate or postgraduate degree at a recognized educational institution within the past 18 months of starting their internship.
- Be at least 21 years of age.
- Be available for a minimum of 3 to a maximum of 6 months
- NOT hold any other working contract with an external entity for the entire period of the internship.
- Have a working knowledge of English