



INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Monitoring & Evaluation Intern
Sector of assignment:	Capacity Development
Organizational unit:	Management Support Unit
Country and Duty Station:	Philippines
Internship duration:	9 months
Supervisor's name:	Marian Theresia Co
Supervisor's title:	Monitoring & Evaluation Analyst

II. CORPORATE BACKGROUND:

UNDP works in about 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. We help countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development results.

UNDP is working to strengthen new frameworks for development, disaster risk reduction and climate change. We support countries' efforts to achieve the new Sustainable Development Goals, which will guide global development priorities through 2030. The key 2030 Agenda principle of leaving no one behind and stamping out inequality is at the core of everything we do.

UNDP focuses on helping countries build and share solutions in three main areas:

- Sustainable development
- Democratic governance and peacebuilding
- Climate and disaster resilience

In all our activities, we encourage the protection of human rights and the empowerment of women, minorities and the poorest and most vulnerable.

III. INTERNSHIP OFFICE BACKGROUND:

As a development partner of the Government of the Philippines for over forty years, UNDP has been working to ensure a better life for the Filipino people, with a special focus on vulnerable groups. UNDP helps the government deliver on the Philippine Development Plan and the Sustainable Development Goals by developing capacities at the national and local levels and bringing global resource, expertise, and experience to the Philippines.

UNDP supports the Philippines by strengthening institutional capacity to deliver targeted programs that ensure no one is left behind; assisting the country's structural transformation to low-carbon and climate-resilient development; and addressing the key drivers of conflict and instability.

III. DUTIES:

Under the general supervision of the Monitoring and Evaluation (M&E) Analyst, the M&E Intern will provide support services for the effective and timely preparation of M&E information for the new UNDP Country Programme 2019-2023. These support services involve consolidating and reviewing results data from programme and project M&E documents and regularly updating the Portfolio Results Monitoring dashboard on Power BI. The M&E Intern will also provide research and logistical support for the conduct of M&E workshops at the CO.

The M&E Intern works in close collaboration with Programme, Operations, and MSU teams in the CO, and may be required to engage with project staff and staff of other UN Agencies.

Specifically, the intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	Support the implementation of the UNDP Philippines M&E Strategy <ul style="list-style-type: none">Support in consolidating and reviewing progress data from programme and project M&E documents and from reports published by UNDP partnersMigrate data to the Portfolio Results Monitoring dashboard on Power BISupport in the review and quality assurance of Results Frameworks at the design phase of projects	60%
2	Support the conduct of M&E capacity building activities <ul style="list-style-type: none">Provide research and logistical support for the conduct of bi-monthly M&E workshops with CO staff and partnersProvide support to the design of the M&E capacity development plan for UNDP project partners	30%
3	Other: <ul style="list-style-type: none">Support other/ad hoc activities as seen relevant and needed.	10%

IV. REQUIREMENTS AND QUALIFICATIONS

Education:

Candidates must meet one of the following educational requirements:

- currently in the final year of a Bachelor's degree; or
- currently enrolled in a Master's degree; or
- have graduated no longer than 1 year ago from a master's degree or equivalent studies.

Field of study: **Economics, Statistics, Development Studies, Social Sciences** or equivalent.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
- Knowledge of Power BI, Tableau, or other data visualization and analytics software is an advantage**

Language skills:

- Fluency in English** required;
- Knowledge of other UN languages is an advantage.

Other competencies and attitude:

- Interest and motivation in working in an international organization;
- Good analytical skills in gathering and consolidating data and research for practical implementation;

- Outgoing and initiative-taking person with a goal oriented mind-set;
- Communicates effectively when working in teams and independently;
- Good in organizing and structuring various tasks and responsibilities;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Responds positively to feedback and differing points of view;
- Consistently approaches work with energy and a positive, constructive attitude.

V. INTERNSHIP CONDITIONS

- UNDP internships are not remunerated. All expenses connected with the internship will be borne by the intern or her/his sponsoring entity;
- UNDP accepts no responsibility for costs arising from accidents and/or illness or death incurred during the internship;
- Interns are responsible for obtaining necessary visas and arranging travel to and from the duty station where the internship will be performed;
- Interns are not eligible to apply for, or be appointed to, any post in UNDP during the period of the internship;
- Interns must provide proof of enrolment in health insurance plan;
- Interns are not staff members and may not represent UNDP in any official capacity;
- Interns are expected to work full time but flexibility is allowed for education programmes;
- Interns need to obtain financing for subsistence and make own arrangements for internship, travel, VISA, accommodation, etc.