



## Terms of Reference

### Monitoring and Evaluation Intern, PME Unit, UNFPA PSRO

<b>Job title:</b>	<b>Intern, Monitoring and Evaluation</b>
<b>Location:</b>	<b>UNFPA, Pacific Sub Regional Office, Suva, Fiji</b>
<b>Full/Pat-time:</b>	<b>Full-time (approximately 40 hours per week)</b>
<b>Duration:</b>	<b>6 months</b>

#### The Position:

Under the direct supervision of the Monitoring and Evaluation Specialist UNFPA PSRO, the intern will support the Programme team in the planning, monitoring and evaluation of the UNFPA Pacific Sub Regional Programme 2018-2022 (which covers 14 PICTs) and its various sub programmes including the Transformative Agenda (covering 6 countries<sup>1</sup>) and other programme funds that will be mobilized during the current cycle.

A work-plan with achievements for the duration of the Internship and learning opportunities will be agreed upon. Periodic progress meetings will lead to a beneficial environment for the Intern enhancing her/his skills and capacity in the monitoring and evaluation of the thematic areas under the SRP6 including SRH, Gender and population and development.

#### About UNFPA and How You Can Make a Difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA expands choices and possibilities for women and young people to lead healthy and productive lives. UNFPA's new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

In the Pacific, this translates to the focus of the sub regional programme (SRP6) where the goal of the programme is to achieve universal access to sexual and reproductive health and reproductive rights and reduce maternal mortality and morbidity to accelerate progress on the ICPD/SDG agenda, and to improve the lives of women, adolescents and youth in Pacific Island Countries and Territories.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results. We need interns who are exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

#### You would be responsible for:

The Monitoring and Evaluation intern will be responsible for providing planning, implementation, monitoring, reporting, evaluation and indicator database management **support** for the SRP6 programme outcome areas comprising, SRH, Family Life Education, Gender Equality, Health System response to VAW, data availability and demographic intelligence. The M&E support will also entail liaison with operations, programme and technical teams including the research officers and will focus on M&E support for the SRP6 sub programmes particularly the Transformative Agenda's demand and supply for SRH services and

---

<sup>1</sup> TA Countries – Kiribati, Fiji, Samoa, Solomon Islands, Tonga, Vanuatu)

information particularly for family planning and the enabling environment for Pacific people to access and benefit from quality SRH especially contraceptive choice.

### ***Planning***

1. Review and quality assure the interventions and activities in the country and regional AWP to ensure that they are strongly linked to the PSRO standard output indicator list finalized and defined in the PSRO metadata.
2. Ensure PICTs, including both the regional and national implementing partners are informed and share the same understanding on the definitions of the programme indicators for PSRO and support them in its collection where required.
3. Ensure baselines and targets in AWPs are populated in the PSRO database and also reflected in the AWP documents of implementing partners
4. Provide support on the SIS MyResults planning for PSRO and programme countries
5. Provide M&E support for resource mobilization and project proposals

### ***Implementation***

6. Support and contribute to the implementation of the M&E Plan for PSRO as outlined in the Pacific SRPAP
7. Assist in the implementation of RBM Training, M&E capacity building and support for countries and also internally for UNFPA PSRO

### ***Monitoring and Reporting***

8. Assist Programme Team on the quality assurance of Annual Quarterly Work Plan Progress Reports in GPS and indicator milestones quarterly monitoring in SIS MyResults
9. Contribute to Country and PSRO Country Programme Meetings via the monitoring matrix update
10. Assist in ensuring baseline and targets data for the indicators are collected consistently as per the M&E Plan schedule of M&E activities i.e. surveys, polls, document reviews and data mining.
11. Contribute to Country and PSRO Country Programme Meetings via the monitoring matrix update
12. Assist in the input, entry and management of the PSRO master indicator database
13. Provide assistance to the development of PSRO annual reports to UNFPA HQ, APRO, UNCT and UNPS outcome groups and subgroups including reports to donors as outlined in DARTS

### ***Evaluation***

14. Provide support to the M&E Specialist in the management of high quality evaluative activities and the SRP6 Programme Evaluation in 2021 to inform the development of the next SRPD for the next cycle
15. Assist the M&E Specialist in the implementation, tracking, follow up and update of the Management response to the recommendations of evaluations and in particular from the SRP6 evaluation and the TA.

### ***Other***

16. Support the M&E Specialist on other PME functions required
17. Carry out any other additional tasks assigned by the Programme Team and Senior Management

## **You Have:**

**Your Education:** Active enrolment or recent completion of a Master's level degree programme in social science, economics, public health, public administration or related field.

## **Your Experiences:**

- Some experience in working with development agencies, academic institutions including in volunteer capacity in the field of results based management, monitoring and evaluation, indicators, statistics and or research methodologies.
- Relevant computer skills especially MS Office excel
- Strong data analysis and analytical writing skills.
- Knowledge of database management applications and/or including statistical software
- Good interpersonal, networking and communication skills
- Willingness to contribute and work as part of a team; and
- Flexible and open to learning and new experiences
- Fluency in English.

## **Learning Elements:**

Upon completion of the assignment, and depending on its duration, the M&E Intern will gain the following knowledge assets:

1. Increased understanding of the UNFPA PSRO's Sub Regional Programme Document 2018-2022
2. Understand key RBM and M&E principles and practices within UNFPA and relevant policies and procedures related to Programme Monitoring, Reporting and evaluation
3. Understand the UNFPA planning, monitoring and evaluation tools and guidelines
4. Understand the UNFPA mandate and policies, including regional set-up
5. Understand the coordination of planning, monitoring and evaluation of the programme and sub programmes within a multi-country set up
6. Understand the dynamics of operational and programme support and communications to the field, and at the level of HQ
7. Learn UN technical language, working procedures, and coordination mechanisms
8. Write and formulate substantive documents
9. Network with UN colleagues and M&E Professionals
10. Work experience as a team member in a multicultural setting

## **Financial Aspects:**

Interns do not receive a salary or any other form of remuneration from UNFPA. The costs associated with an intern's participation in the programme must be assumed either by the nominating institution, which may provide the required financial assistance to its students, or by the students themselves, who will have to meet living expenses as well as make their own arrangements for accommodation, travel and other requirements. However, they receive a stipend to help cover basic daily expenses related to the internship, if not financially supported by any institution or programme, such as a university, government, foundation, or scholarship programme. The amount of the stipend varies according to the duty station. In addition, applicants must have medical insurance for the duration of the internship. Proof of insurance will need to be submitted before the internship begins. UNFPA does not provide medical insurance for interns.

## How to Apply

Please email your applications including a brief statement on your interest in the internship programme, Internship Application Form and a completed P11 form to [vacanciespsro@unfpa.org](mailto:vacanciespsro@unfpa.org) before **COB 20<sup>th</sup> November, 2020** with the title *“Internship – Monitoring & Evaluation”*.

Application form and P11 template can be obtained from the UNFPA PSRO website by clicking: <https://pacific.unfpa.org/en/vacancies>

Due to the volume of applications received, only shortlisted candidates will be contacted for an interview.