**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: M&E and Reporting Intern

Sector of assignment: Monitoring, Evaluation, and Reporting

Organizational unit: Crisis Prevention and Crisis Response (CPCR) Programme

Country and Duty Station: UNDP Lebanon, Beirut

Expected duration: 6-9 months

Expected starting date: March 1, 2025

Supervisor’s name: Raghed Assi

Supervisor’s title: CPCR Programme Manager

**II. CORPORATE BACKGROUND:**

UNDP works in about 170 countries and territories, helping to eradicate poverty, reduce inequalities and exclusion, and build resilience so countries can sustain progress. As the UN’s development agency, UNDP plays a critical role in helping countries achieve the Sustainable Development Goals.

**III. RECEIVING OFFICE BACKGROUND:**

UNDP has been operational in Lebanon for nearly six decades, since 1960, working in partnership with the government of Lebanon, development partners, UN agencies, civil society, and local communities, contributing to inclusive growth, sustainability, and efficient democratic governance.

The UNDP Crisis Prevention and Crisis Response Programme (CPCR) supports the Government of Lebanon in strengthening Lebanon’s resilience to threats posed by conflicts and disasters. The Programme works in several thematic areas, including policy support on disaster risk management, improving living conditions for Palestinian Refugees in Palestinian Gatherings, supporting the post recovery efforts in the area next to the port of Beirut, and supporting the most urgent needs of the Lebanese host communities, while at the same time bridging its interventions to longer term development to strengthen the humanitarian development nexus.

UNDP helps host communities, actors and (unions of) municipalities to sustain crucial service delivery and stability by:

1. boosting support to productive sectors and income-generating activities (including micro, small and medium enterprises and start-ups), including women-led initiatives.
2. prioritizing solar (and other renewable energy) solutions to reduce operating costs and enable municipalities and unions of municipalities to provide basic services, such as solid waste, wastewater and water management.
3. ensuring a conflict-sensitive and inclusive process with the ulterior goal of building peace and enhancing stability and good governance in host communities.
4. Enhancing the capacities of local authorities to engage in area-based planning and consider different scenarios that respond to the needs of host, refugee and IDP populations.

**III. DUTIES:**

The Intern/Fellow will assist the Crisis Prevention and Crisis Response (CPCR) programme in monitoring, evaluation, reporting, and donor engagement. The role will involve working closely with programme and projects teams to ensure that projects effectively track progress, meet reporting requirements, and contribute to UNDP’s corporate frameworks. The following are the duties and responsibilities:

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| **Duties and responsibilities** | **% of time** |
| * Support donor reporting by reviewing CPCR (progress and annual) projects’ reports, ensuring accuracy, clarity, and alignment with UNDP and donor requirements. * Assist in drafting the Results-Oriented Annual Report (ROAR) by gathering, analysing, and organizing key programme data, ensuring that achievements and challenges are effectively captured. * Ensure proper reporting on UNDP platforms, verifying that projects update indicators, achievements, and results frameworks in-line with corporate requirements. * Contribute to drafting and reviewing donor proposals by ensuring that outcomes, activities, risks, and expected results are clearly articulated. * Maintain up-to-date risk registers for CPCR projects on Quantum, ensuring that risks are continuously assessed, and mitigation measures are properly documented. * Support project reviews, including mid-term and final evaluations, by assisting in reviewing evaluation reports, tracking recommendations, and supporting the development of management responses and follow-up actions. * Support the preparation of mandatory UNDP compliance documents, including Social and Environmental Standards Procedures (SESPs), Project Quality Assurance (PQA) assessments, and other requirements outlined in UNDP’s Programme and Operations Policies and Procedures (POPP). * Support the organization and documentation of CPCR programme review meetings, lessons learned, and donor appraisal missions, while conducting desk research and compiling best practices to enhance projects’ implementation and knowledge management. * Support CPCR Admin work processes. * Support other/ad hoc activities as needed. | **100 %** |

**IV. REQUIREMENTS AND QUALIFICATIONS**

**Education:**

Candidates must meet one of the following educational requirements:

* currently enrolled in a postgraduate programme (such as a Master’s programme or higher); or
* have graduated no longer than 4 year ago from a university degree or equivalent studies.

Field of study: **development related field, political science, social science** or equivalent.

**IT skills:**

* Knowledge and a proficient user of Microsoft Office productivity tools;
* Experience with data visualization tools (Power BI) is an asset.
* Familiarity with M&E software is desirable.

**Language skills:**

* English is required;
* Knowledge of Arabic 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.