

TERMS OF REFERENCE

SECTION 1

Position Information

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| Position Title | Intern – Planning, Monitoring and Evaluation |
| Duty Station | Bangkok, Thailand |
| Job Family | M&E |
| Organizational Unit | Planning, Monitoring and Evaluation Unit |
| Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position? | Regional Office for Asia and the Pacific, |
| Reports directly to | Regional Planning, Monitoring and Evaluation Officer (RPMEU) |
| Number of Direct Reports | 0 |

SECTION 2

Organizational Context and Scope

BACKGROUND INFORMATION

The IOM Regional Office for Asia and the Pacific (ROAP) in Bangkok, Thailand, covers 40 countries across the Asia and Pacific region: <https://www.iom.int/asia-and-pacific>. ROAP’s key responsibilities are to formulate regional strategies, processes and programmes in line with the overall priorities and policies of the Organization and to provide strategic and programmatic guidance and support to countries within its region. Six Regional Thematic Units are based at ROAP to fulfill this responsibility, covering issues including Emergency and Post Crisis and Disaster Risk Reduction, Labour Migration and Human Development, Immigration and Border Management, Migration Health, Migrant Protection and Assistance and Counter Human Trafficking and Migration, Environment and Climate Change. IOM activities that cut across these areas include the promotion of international migration law, research, policy debate and guidance, protection of migrants' rights, migration health and the gender dimension of migration.

The newly created Regional Planning, Monitoring, and Evaluation Unit (RPMEU) operating under the Deputy Regional Director (DRD) for Operations is responsible for ensuring effective planning, monitoring and evaluation, support and sharing of critical learning to the Regional Office (RO) and its Country Offices (COs). The RPMEU supports the strategy and planning coordination, as well as monitoring and evaluation efforts, through an institutional lens and as an extension of IOM Headquarters (HQ), in line with IOM’s Strategic Priorities to 1) save lives and protect

SUPERVISION

Under the overall supervision of the Deputy Regional Director (Operations), and direct supervision of the Regional Planning, Monitoring, and Evaluation officer(RPMEO), the incumbent will assist the Regional Planning, Monitoring, and Evaluation Unit (RPMEU) in supporting country offices to develop and rollout out M&E tools and processes; and to ensure timely dissemination of quality M&E information to IOM project managers, Chiefs of Mission and regional staff.

SECTION 3

Responsibilities and Accountabilities

1. Assist the RPMEO in consolidating data for the Regional Strategy Results Framework baselines and targets and tracking the ROAP Workplan.
2. In consultation with the RPMEO and the M&E focal points, assist country offices in using the IOM internal Project Information and Management Application (PRIMA) for project monitoring
3. Assist in tracking implementation status of projects in the region.
4. Assist in analysis, drafting and finalization of M&E data for the ROAP periodic monitoring reports.
5. Assist in managing the M&E capacity building database and calendar.
6. Support RPMEU to improve knowledge management by creating and maintaining a repository of knowledge products from M&E processes and assist in disseminating such information to relevant audiences in collaboration with the regional communication unit and country offices, and monitor staff exchanges on the M&E community of practice platform.
7. Assist in creating and updating a repository of Monitoring and evaluation tools for use by country and regional projects.
8. Perform other duties as may be assigned.

TRAINING COMPONENTS AND LEARNING ELEMENTS

* The Intern will gain experience in working in an international multicultural environment, within the United Nations system.
* Gain experience in organization, management, and international cooperation activities.
* Gain a better understanding of IOM’s work, as an inter-governmental organization in the field of Migration, and work on formulating and editing institutional strategies, priorities and workplans.
* The Intern can also access online training courses at the disposal of all IOM staff.
* The Intern will have the possibility to interact with IOM staff within Headquarters and IOM Missions.

SECTION 4

Required Qualifications and Experience

EDUCATION

* University degree statistics, research, Monitoring and Evaluation, Public Health or related fields such as social sciences and anthropology;

EXPERIENCE

* Experience in project management, especially in data collection for progress monitoring;
* Experience in the usage of office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and data analysis; and,
* Knowledge and experience working with excel spreadsheets;
* Experience with data collation and analysis and interpretation;
* Excellent analytical and strategic thinking skills;
* University degree statistics, research, health or related fields such as social sciences and anthropology;
* Knowledge and experience working with excel spreadsheets;
* Experience with data collation and analysis and interpretation;
* Ability to work in multicultural environment;
* Ability to work under pressure and with minimum supervision;
* Hard working and initiative taking;
* Knowledge of, or experience in Asia and Pacific is desired;

SKILLS

* Excellent analytical and strategic thinking skills;
* Good interpersonal and communication skills
* Solid computer skills, including proficiency in MS Office package (Office, Excel, Power Point, access, Outlook, internet and Email);
* Solid skills in computer data analysis and visualization programs, (e.g. PowerBI, GIS ARC, Stata, SPSS);
* Flexibility, tolerance and capacity to work in a team;
* High sense of responsibility, dedication and honesty;
* In depth knowledge of the broad range of migration related subject areas dealt with by the Organization; and,
* Knowledge of UN and bilateral donor programming.
* Knowledge of financial rules and regulations.
* Knowledge of International Public Sector Accounting Standards (IPSAS).

SECTION 5

Languages

REQUIRED

For this position, fluency in English is required (oral and written).

SECTION 6

Competencies[[1]](#footnote-1)

The incumbent is expected to demonstrate the following values and competencies:

VALUES - All IOM staff members must abide by and demonstrate these five values:

Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

Integrity and transparency: Maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.

Professionalism: Demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Courage: Demonstrates willingness to take a stand on issues of importance.

Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

CORE COMPETENCIES - Behavioural indicators – Level 1

Teamwork: Develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.

Delivering results: Produces and delivers quality results in a service-oriented and timely manner. Is action oriented and committed to achieving agreed outcomes.

Managing and sharing knowledge: Continuously seeks to learn, share knowledge and innovate.

Accountability: Takes ownership for achieving the Organization’s priorities and assumes responsibility for own actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

NOTES

Eligibility and Selection

In general, the Internship Programme aims at attracting talented students and graduates who:

a) have a interest in, or whose studies have covered, areas relevant to IOM programmes and activities;

b) are either enrolled in the final academic year of a first university degree programme

(minimum Bachelor’s level or equivalent) or have graduated in the last 12 months.

* Only shortlisted candidates will be contacted, and additional enquiries will only be addressed if the candidate is shortlisted.
* Please consider the cost of living in the duty station prior to applying.

SECTION 7

Signatures

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| --- | --- |
| 1st Level Supervisor | Date |
|  | Click here to enter a date. |
| 2nd Level Supervisor | Date |
|  | Click here to enter a date. |

1. Competencies and respective levels should be drawn from the Competency Framework of the Organization. [↑](#footnote-ref-1)