**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: M&E Intern

Sector of assignment: Inclusive Digital Economies

Organizational unit: United Nations Capital Development Fund

Country and Duty Station: Tanzania, Dar es Salaam

Expected duration: 6 months

Expected starting date: 1st July 2025

Supervisor’s name: Tian Zhang

Supervisor’s title: Programme Analyst

**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:**

As a hybrid development and finance organization with a unique capital mandate, the UN Capital Development Fund is positioned to act as a catalyst in high-risk markets, particularly in Least Developed Countries, Small Island Developing States, and fragile/conflict-affected countries.

These environments often face significant barriers to attracting private and public capital, hampering the pace and scale of progress to achieving meaningful development outcomes.

UNCDF stands out as the only non-credit-rated UN entity with the capacity to deploy blended finance solutions, de-risk investment and unlock private and public capital at the last mile.

**III. DUTIES:**

The Intern/Fellow will assist in the following duties and responsibilities:

|  |  |  |
| --- | --- | --- |
| **No** | **Duties and responsibilities** | **% of time** |
| 1 | **Monitoring**  Here are three monitoring tasks that an intern could assist with:   * Gather and organize project-related data from reports, surveys, or partner updates. Assist in cleaning and analyzing data to track progress against key performance indicators (KPIs). * Assist in coordinating field visits, collecting feedback from beneficiaries or stakeholders, and compiling observations into summary reports for program teams. * Support the creation and maintenance of M&E dashboards, update performance tracking sheets, and assist in drafting monitoring reports by visualizing key findings. | **30%** |
| 2 | **Startup Follow-up & Communication Support**   * Regularly engage with startups in the PesaTech accelerator through calls, emails, or surveys to understand their challenges, needs, and progress. Summarize findings for the program team. * Assist in creating content for social media platforms, highlighting startup milestones, success stories, and program activities to enhance visibility and engagement. | **30%** |
| 3 | **Evaluation and reporting**   * Support partners in baseline and endline data collection and analysis * Support with first draft reports for donors and headquarters * Attend industry events, workshops and meetings and share minutes | **15%** |
| 4 | **M&E framework**   * Contribute to UNSDCF mid-year reviews. * Assist in updating M&E tools, templates, and frameworks to align with program objectives, ensuring consistency in data collection and reporting. * Help document lessons learned, best practices, and case studies from the PesaTech accelerator to contribute to program improvements and future planning. | **15%** |
| 5 | **Other:**   * 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 postgraduate programme (such as a Master’s programme or higher); or
* have graduated no longer than 1 year ago from a university degree or equivalent studies.

Field of study: Economics , development study or equivalent

**IT skills:**

* Knowledge and a proficient user of Microsoft Office productivity tools;

**Language skills:**

* 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.