Terms of Reference

Internship

Programme Team

UNHCR, the UN Refugee Agency, is offering a full-time internship with the Assessments, Monitoring and Evaluation Team under the Programme Unit at UNHCR Jordan.

Established in December 1950, UNHCR is a global organization dedicated to saving lives, protecting rights and building a better future for asylum seekers, refugees, returnees, internally displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. UNHCR currently operates in over 130 countries, using its long expertise to protect and care for millions.

**Title**: Monitoring & Evaluation Intern

**Internship Location**: Khalda, Amman, Jordan

**Division/Section/Service:** Programme unit, Assessments, Monitoring and Evaluation Team

**Duration (length of internship)**: 6 months

**Contract Type**: Internship (Full time)

**Closing date for application**: tbc

**Start date**: 1 July 2025

# Organizational context

This internship is offered in assessment, monitoring and evaluation team, situated within the Programme Unit of UNHCR Jordan. The team covers assessments, monitoring and evaluation, among which the flagship Socio-Economic Survey of Refugees in Jordan, which is central to our work. In summer 2025, UNHCR Jordan will be undertaking a new iteration of the survey, which assesses refugee living conditions, access to services, consumption patterns, coping capacities and vulnerabilities on behalf of all sectors of the Interagency1. As such, UNHCR works closely with its partners of the interagency as well as with the World Bank and World Food Programme, to use the data collected for poverty modelling, the update of

1 These are Health, WASH, Basic Needs and Food Security, Protection, Education, Shelter, and Economic Empowerment and will include Durable Solutions.

the targeting approach for cash transfer programmes, food security analytics and understanding the general vulnerabilities of refugees registered with UNHCR in Jordan.

By joining the team at this point in time, the intern will be exposed to the value chain of organizing and executing a large-scale household survey, data analysis as well as report writing and validation of results. More recently, the team has taken on responsibility for monitoring and reporting of UNHCR Jordan’s results – either achieved through own implementation or through funded partners, or the impacts together with operational partners working in Jordan. The intern will have the opportunity to contribute to thematic areas to strengthen data literacy linked to our results framework, to support the office in showcasing the impacts of its work.

# Duties and responsibilities

The intern will be tasked with supporting on analysis, analytical products and contributing to enhancing the use of the collected data in many facets of UNHCR Jordan’s work.

* Contribute to technical documentation of key decision making throughout the process – this may include:
  + updating a list of key indicators with their disaggregation,
  + documenting changes to survey versions as decisions are made,
  + tracking inputs from relevant thematic colleagues as part of a validation process of the findings,
* Contribute to analysis of data from a thematic area corresponding to one of the sectors of the Interagency,
* Contribute to production of 2-page product highlighting key facts,
* Potentially dedicated analytical support on a specific thematic area (e.g. GBV, Protection, Durable Solutions).

# Minimum qualifications required.

In order to be considered for an internship, candidates must meet the following eligibility criteria:

* Area of studies in: Econometrics, Statistics, Data Science, Social Sciences, Applied Economics, or any other quantitative background. If tertiary studies were not in these areas, demonstrated practical work experience in the areas can be accepted,
* Be either a recent graduate (having completed their studies within two years of applying) or a current student in a graduate/undergraduate school programme from a university or higher education facility accredited by IAU/UNESCO2, and
* Have completed at least two years of undergraduate studies in a field relevant or of interest to the work of UNHCR3.
* Candidates with previous UNHCR Internship experience must not have exceeded the maximum total cumulative full-time internship duration of eight (8) months.

**NOTE:** An individual who bears the relationship of parent, child or sibling or step-parent, step- child or step-sibling to a current UNHCR staff member or affiliate is not eligible for an internship.

# Desirable qualifications and skills

* Fluency in Microsoft 365 (Microsoft Word, PowerPoint, Excel) is required;
* Experience using statistical coding in R (preferable) or Python (Acceptable);
* (Desirable) previous experience with humanitarian data, otherwise an affinity for data with experience from other contexts;
* Good documentation skills with ability to write and synthesise potentially large amounts of information into coherent document;
* Willingness to learn and curiosity;
* Ability to explain complicated concepts without using jargon;
* Excited to contribute to team-work.

# Conditions

It is a full-time role with working hours starting from 9 am to 5 pm, Sunday to Thursday (37.5 hours per week). The successful candidate will be assigned to support the team in ***Amman, Jordan***.

Internships normally last two to six months with the possibility of extension up to eight months for full-time internships and twelve months for part-time internships.

# How to apply

The selected candidate will receive a link to the UNHCR recruitment portal to create a profile.

2 In the education section of the application, please make sure that your school is selected from the list of accredited higher education institutions when creating a profile in UNHCR Recruitment Portal - Workday. To do this, click on the magnifying glass next to Select School, then select Contains next to Description, type in the name of the school, click Look up and finally click on the result.

3For internships, completed university degree is not a requirement

# Obligations

Acquiring and renewing current visas, residence permits including all associated costs, obtaining medical certification and compliance with taxation requirements (if applicable), are the responsibility of the intern.

The selected candidate will need to provide UNHCR with a proof of funding from the sponsoring institution (if applicable), health insurance coverage applicable to the assigned internship location and a certificate of good health from a qualified medical practitioner certifying their fitness for work, as well as travel. In the event the candidate is not able to produce the required certificate, they will not be admitted to the Internship Programme.

**Allowance and Travel:** The Sponsoring Institution shall provide non-reimbursable financial support in the form of a stipend/scholarship/allowance/etc. for the period of internship with UNHCR. Travel expenses to and from the internship location shall be the responsibility of the respective sponsoring institution. UNHCR is not responsible for any renumeration for the intern during the internship period.

If you are a person with a disability and you expect you may face challenges during the recruitment process, you can indicate it in your application form.

There are options to select any health conditions you may have and outline any necessary adjustments related to disabilities during the recruitment phases. Providing this information is optional. It will be treated as strictly confidential and used only for the purpose of finding out how to better assist you during the recruitment process.

Adjustments for candidates with disabilities will be provided as best as possible and as needed upon request.

All candidates will be assessed based on meeting the requirements for each vacancy in relation to experience, skills, and education.

UNHCR does not charge a fee at any stage of its recruitment process (application, interview, meeting, travelling, processing, or training).

We welcome applications from candidates with a refugee or stateless background.

The UNHCR workforce consists of many diverse nationalities, cultures, languages, and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation, and gender identity.