**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: M&E and Data Visualization Intern

Sector of assignment: Project Management

Organizational unit: UNDP

Country and Duty Station: Geneva, Switzerland

Expected duration: 6 months

Expected starting date:

Supervisor’s name: Shanthi Karuppiah

Supervisor’s title: Project Management and Coordination Specialist

**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:**

The UNDP Sustainable Finance Hub brings together UNDP’s financial expertise to harness public and private capital for the Sustainable Development Goals (SDGs)- supporting governments, investors and businesses in reaching climate, social impact and sustainability targets. Its work drives systemic change towards a sustainable financial architecture that benefits people and the planet.

UNDP’s Insurance and Risk Finance Facility is charting new pathways to build resilience, incentivize growth and safeguard development. Housed within UNDP’s Sustainable Finance Hub, the Facility is using insurance and risk transfer to increase the financial resilience of countries, communities, households, businesses, nature and food systems.

Under the guidance of the M&E team, the intern will be supporting the IRFF at the country, regional and global levels, and will have the opportunity to:

* Collaborate with cross-functional teams, providing exposure to broader organizational strategies and M&E best practices.
* Work on a project that contributes directly to improving the M&E processes
* Gain hands-on experience with industry-leading tools such as PowerBI, SharePoint, and PowerApps
* Learn the structure, mechanisms, policies and practice areas of UNDP;
* Participate in dedicated trainings and UNDP online learning tools;
* Strengthen data analysis and visualization skills
* Develop understanding of results monitoring and reporting
* Assist in other related duties as required

**III. DUTIES:**

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| --- | --- | --- |
| **No** | **Duties and responsibilities** | **% of time** |
| 1 | **Data Collection and Management**  **Core Duties:**   * Support the M&E team in the collection, review, and clean-up of reporting data from country projects using tools like SharePoint, PowerApps, and other data management platforms. * Ensure data integrity and consistency by maintaining detailed records and documentation.   **Additional Opportunities:**   * Develop and refine standard operating procedures (SOPs) for data collection and cleaning. * Assist in setting up automated data pipelines to streamline data gathering processes. | **30%** |
| 2 | **Data Analysis & Visualization**  **Core Duties:**   * Improve existing visualizations or develop new ones in PowerBI to represent results reporting data effectively.   **Additional Opportunities:**   * Create interactive dashboards that facilitate real-time data analysis. * Explore and integrate other visualization tools or techniques to enhance data storytelling. * Conduct trend analysis and statistical evaluations to identify patterns and insights. | **30%** |
| 3 | **Research and Reporting Support**  **Core Duties:**   * Assist in compiling and preparing detailed reports that summarize data findings and insights.   **Additional Opportunities:**   * Develop visual and written content for presentations * Engage in periodic review meetings to discuss findings and contribute to decisions. | **30%** |
| 4 | **Other Duties as Required**  **Core Duties:**   * Provide support with ad-hoc tasks and projects as needed by the M&E team or other teams   **Additional Opportunities:**   * Contribute creative ideas during team discussions to identify and implement process enhancements. * Support critical project phases and busy reporting cycles, ensuring continuity and high-quality deliverables. | **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: Development Studies or equivalent.

**IT Skills:**

* Strong research skills, as well as a solid understanding of sustainable development principles and practices
* Knowledge and a proficient user of Microsoft Office productivity tools;
* Knowledge of PowerBi, PowerApp and Sharepoint is an asset

**Language skills:**

* Fluency in English is required;
* Knowledge of another UN language is an advantage.

**Other competencies and attitude:**

* Have a keen interest in the work of the UN and the UNDP and demonstrate a commitment to its statement of purpose and to the ideals of the UN.
* Strong interest in, and knowledge of, global development and the work of international organisations.
* Interest in Monitoring, Evaluation and Learning
* Good organizational and time management skills.
* Strong research skills and ability to identify relevant information
* Strong analytical, reporting and writing abilities
* Ability to work under tight deadlines;
* Innovative and creative approach to tasks;
* Able to work independently.
* Ability and desire to work in a team;
* Excellent interpersonal skills;
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
* Openness to change and ability to receive/integrate feedback