Terms of Reference

Internship

Programme Unit

UNHCR, the UN Refugee Agency, is offering a full-time internship with the **Programme Unit** at **UNHCR** ***Malawi***.

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**: Programme Monitoring Intern

**Internship Location**: Lilongwe, Malawi

**Division/Section/Service: Programme**

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

**Contract** **Type**: **Internship (Full time[[1]](#footnote-2))**

**Closing** **date for application**:

**Start** **date**: July 2025

Organizational context

The High Commissioner for Refugees (UNHCR) is mandated by the United Nations to lead and coordinate international action for the worldwide protection of refugees and the resolution of refugee problems. UNHCR’s primary purpose is to safeguard the rights and well-being of refugees. In its eﬀorts to achieve this objective, the Oﬃce strives to ensure that everyone can exercise the right to seek asylum and ﬁnd safe refuge in another State, and to return home voluntarily. By assisting refugees to return to their own country or to settle permanently in another country, UNHCR also seeks lasting solutions to their plight. UNHCR’s Executive Committee and the UN General Assembly have authorized involvement with other groups. These include former refugees who have returned to their homeland; internally displaced people; and people who are stateless or whose nationality is disputed. The Oﬃce seeks to reduce situations of forced displacement by encouraging states and other institutions to create conditions which are conducive to the protection of human rights and the peaceful resolution of disputes. In all of its activities, it pays particular attention to the needs of children and seeks to promote the equal rights of women and girls. The Oﬃce works in partnership with governments, regional organizations, international and non-governmental organizations. It is committed to the principle of participation, believing that refugees and others who beneﬁt from the organization’s activities should be consulted over decisions which aﬀect their lives.

Dzaleka Refugee Camp situated some 45km from the capital of Malawi was initially designed for 10,000 – 12,000 refugees and asylum-seekers, however, there are currently over 55,000 forcibly displaced individuals living in a congested environment on a 224-hectare piece of land.

The position

Within the delegated authority and under the supervision of Associate Programme Oﬃcer or his/her designated mandated representative(s), the Programme Monitoring Intern will assist in providing support and guidance on monitoring protection and solutions strategies and in the coordination with other sections/units to ensure harmonized monitoring approaches. The incumbent will work in line with the overall UNHCR directions which crucially require working with partners, including with the forcibly displaced individuals, governmental institutions and the private sector, ensuring that programme monitoring is approached as per UNHCR’s Strategic Directions, Global Strategic Priorities (GSPs), Global Compact for Refugees (GCR), and corporate positions on SDGs.

The Intern is expected to have contacts within the Organization and outside the duty station, as well as with partners and other stakeholders related to programme monitoring. He/she is expected to work in line with the multi-functional team (MFT) approach as defined within the Program Chapter, ensuring the participation of relevant stakeholders in all phases of the Program Management Cycle.

Duties and responsibilities

* Assist the supervisor in the development and implementation of UNHCR’s system for monitoring protection and solutions strategies and results (impact, outcomes, outputs) in cooperation with relevant teams.
* Support the collection of monitoring data, including data from partners, primary, secondary, qualitative, quantitative and disaggregated in close collaboration with evaluation, data and IM staff.
* Support the MFT in planning and conducting monitoring activities and support the planning of monitoring visits, the documentation of findings and the follow up to monitoring recommendations.
* Compile, review and analyse monitoring reports and data of partners and teams, ensuring quality assurance and compliance with established policies, guidelines, procedures and standards. Generate monitoring and progress reports on a regular basis
* Follow up on any changes in the operations and monitoring plan, verify baselines, targets and actuals contributing to the soundness of Operations Plan and enhancement of data quality.

Minimum qualifications required.

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

* 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/UNESCO](https://whed.net/home.php)[[2]](#footnote-3); and
* Have completed at least two years of undergraduate studies in a field relevant or of interest to the work of UNHCR[[3]](#footnote-4) such as Economics; Business Administration; Social Sciences; International Relations or another relevant field.
* 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.

[[4]](#footnote-5)Desirable qualifications and skills

* *MS-Monitoring & Evaluation*
* *IT-Computer Literacy*
* *DM-Data Management*
* *PG-Planning*
* *PG-Programme Management*
* *PG-Results-Based Management*
* *PG-Assessments and Surveys*
* *IT-Microsoft Excel*

Conditions

It is a full-time role with working hours starting from 7:30 am to 5 pm, Monday to Thursday and 8 am to 1:30 pm Friday (40 hours per week). The successful candidate will be assigned to support the team in ***Lilongwe Malawi***.

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

Lilongwe is a medium-sized, peaceful and green city. It has limited opportunities in terms of shopping and entertainment, but the surrounding countryside and especially Lake Malawi provide good opportunities for holiday and weekend trips. Lilongwe has a small but lively expatriate community, which makes it easy to settle in. Housing options are limited but most of UN staﬀ is able to ﬁnd suitable accommodation within a few months after arrival.

In general terms there is a very basic infrastructure as well as leisure and recreational facilities. Basic supplies are available in major cities. Good schools are available in Lilongwe. Lilongwe is a Family duty station categorized as a B. There have been reports of some incidents of criminality and assaults in Lilongwe, UNDSS has designated certain areas of Lilongwe where UN staﬀ can live in. In general, with some minor precautions, it is possible to have a normal lifestyle.

How to apply

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

Obligations

Aquiring 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.

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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.

1. Part-time is at 50% [↑](#footnote-ref-2)
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. [↑](#footnote-ref-3)
3. For internships, completed university degree is not a requirement [↑](#footnote-ref-4)
4. [↑](#footnote-ref-5)