



WFP celebrates and embraces diversity. It is committed to the principle of equal employment opportunity for all its employees and encourages qualified candidates to apply irrespective of race, colour, national origin, ethnic or social background, genetic information, gender, gender identity and/or expression, sexual orientation, religion or belief, HIV status, physical or mental disability.

**Monitoring & Evaluation Fellow
Research, Assessment and Monitoring Unit
WFP Timor-Leste Country Office, Dili**

BRIEF DESCRIPTION OF THE DIVISION

The Research, Assessment and Monitoring (RAM) unit within the Timor-Leste Country Office is centre to all programmatic activities. During the last year, the unit has produced several key reports that showcase the current status of the country and build the basis for future programming. These include a Cost of diet, the Integrated Food Security Phase Classification, regular market monitor reports and coordination of WFP's annual reporting requirements.

GENERAL INFORMATION

- **Type of assignment: FELLOWSHIP**
- **Number of available positions: 1**
- **Country of assignment: Timor-Leste**
- **City of assignment: Dili**
- **Hiring Unit: Research, Assessment and Monitoring Unit**
- **Supervisor: Head of Monitoring & Evaluation**
- **Working arrangement: in person**
- **Duration of assignment: 12 months**
- **Expected Starting Date: July 2025**

DUTIES AND RESPONSIBILITIES

WFP Timor-Leste is in need to strengthen the team of Research, Assessment and Monitoring (RAM) with a focus on Monitoring & Evaluation (M&E) where their expertise will play a vital role in strengthening the team's capacity and ultimately, contribute to WFP's ability to ensure efficient and timely support to those in need.

Specifically, WFP intends for the colleague to contribute to:

- **Data Collection and Analysis:**

- Support primary and secondary data collection related to food security, nutrition, school feeding, livelihoods, and market trends.
- Assist in cleaning, organizing, and analysing datasets using tools such as Excel, SPSS, STATA, or R.
- Assist with reviewing and recording of data in corporate tools.
- **Reporting and Monitoring:**
 - Help in monitoring of activities being implemented by the activity managers and team.
 - Develop dashboards, infographics, and other visual aids to communicate findings effectively to stakeholders.
 - Draft reports, including monitoring bulletins, food security updates, market assessments, and vulnerability analyses.
- **Field Support:**
 - Support the organization and coordination of monitoring, assessments, including training enumerators and monitoring field data collection.
 - Conduct field visits to collect ground-level data and validate findings.
- **Capacity Strengthening**
 - Assist in building the capacity of local staff, cooperating partners and government counterparts through training on different aspects of monitoring including data collection, analysis, reporting, and visualization techniques.
- **Collaboration and Partnerships**
 - Coordinate with other WFP units (e.g., Nutrition, School feeding) to integrate M&E data into broader programmatic efforts.
 - Liaise with government agencies, NGOs, and other partners to share data and align on assessment methodologies.

STANDARD MINIMUM QUALIFICATIONS

- Be a Master's student or graduate for an advanced university degree in Social Science, International Development, Statistics, Monitoring & Evaluation, Development Economics, International Relations, Laws, Communications or other relevant field.
- Excellent written and spoken English is required (proficiency/level C). Working knowledge of another official UN language (French, Spanish, Arabic, Chinese, Russian plus Portuguese) is an asset.
- Excellent command of MS office
- International experience highly desirable.

TRAINING COMPONENTS

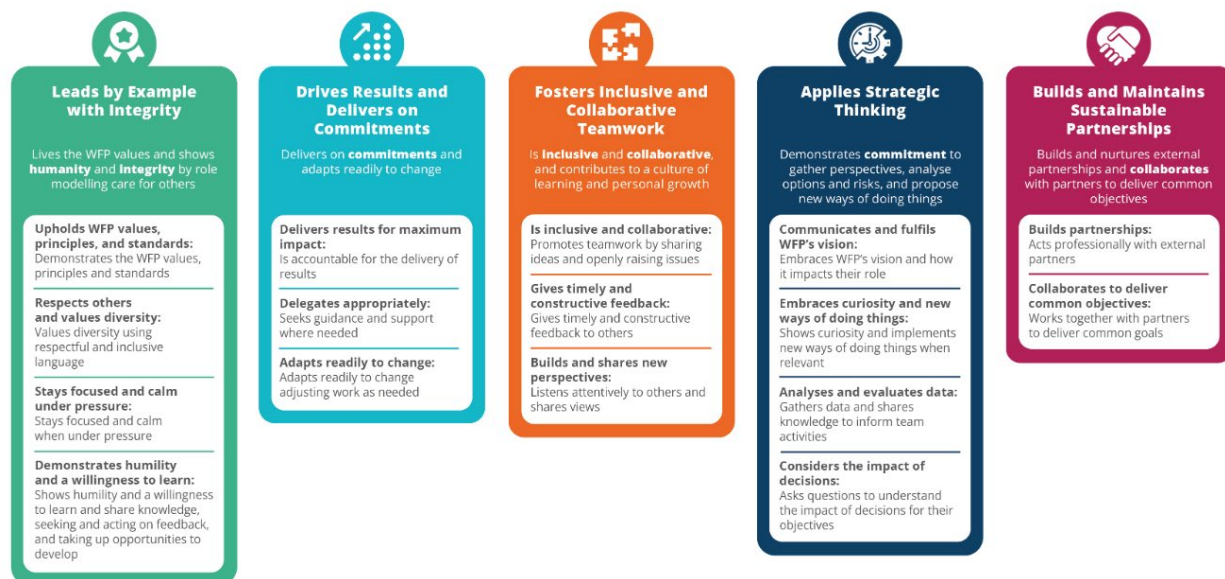
Throughout their assignment WFP Fellows have access to an industry leading learning platform, WeLearn. Depending on opportunities and availability of funds, he/she may participate in WFP workshops or seminars, as appropriate.

LEARNING ELEMENTS

At the end of the assignment, the Fellow should be familiar with the WFP Monitoring & Evaluation process and be proficient in the utilization of WFP tools. The Fellow will have participated in setting up Monitoring & Evaluations frameworks and will have supported the government of Timor-Leste to conceptualize an M&E system. The Fellow will also have gained knowledge in WFP's annual reporting requirements and will be able to support Country Offices to complete the yearly requirements. The Fellow will have gained in-depth experience in working in a multi-cultural team and in a very dynamic country.

WFP LEADERSHIP FRAMEWORK

These are the common standards of behaviour that guide HOW we work together to accomplish our mission.



Different expectations of behaviour are defined depending on your grade and role/responsibilities within WFP.

All employment decisions are made on the basis of organizational needs, job requirements, merit, and individual qualifications. WFP is committed to providing an inclusive work environment free of sexual exploitation and abuse, all forms of discrimination, any kind of harassment, sexual harassment, and abuse of authority. Therefore, all selected candidates will undergo rigorous reference and background checks. No appointment under any kind of contract will be offered to members of the UN Advisory Committee on Administrative and Budgetary Questions (ACABQ), International Civil Service Commission (ICSC), FAO Finance Committee, WFP External Auditor, WFP Audit Committee, Joint Inspection Unit (JIU) and other similar bodies within the United Nations system with oversight responsibilities over WFP, both during their service and within three years of ceasing that service.

**Saving Lives
Changing Lives**