

TERMS OF REFERENCE

SECTION 1

Position Information

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| Position Title | Intern - Monitoring and Evaluation |
| Duty Station | Djibouti city, Djibouti |
| Job Family | Programme |
| Organizational Unit | Programme Support Unit |
| Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position? | Country office |
| Reports directly to | Head of PSU |
| Number of Direct Reports | 0 |

SECTION 2

Organizational Context and Scope

BACKGROUND INFORMATION

The International Organization for Migration (IOM), established in 1951, is the principal intergovernmental organization dedicated to promoting humane, safe, and orderly migration for the benefit of all. IOM plays a key role to support the achievement of the 2030 Agenda through different areas of intervention that connect both humanitarian assistance and sustainable development.

The 2030 Agenda for Sustainable Development recognizes that migration is a powerful driver of sustainable development, for migrants and their communities. Migration brings significant benefits in the form of skills, strengthening the labour force, investment and cultural diversity. It supports growth by contributing to the improvement of communities in countries of origin through the transfer of skills and financial resources.

IOM contributes to the government of Djibouti’s efforts to manage migration more effectively through a wide range of projects aligned to IOM Migration Governance Framework, the Sustainable Development Goals (SDGs), the United Nations Sustainable Development Cooperation Framework (UNSDCF) and the Global Compact for Migration (GCM), partnering with authorities, UN entities, civil society and private sector.

Positioned strategically at the crossroads of Africa and the Arabian Peninsula, with a mere 16-kilometer maritime passage to Yemen, the Republic of Djibouti is a pivotal point in the Eastern Route—a perilous journey embarked upon by tens of thousands of men, women, and children in search of a better life. The country faces unique challenges and opportunities linked to migration and has increasingly become a transit as well as destination country for movements across the Gulf of Aden and beyond.

IOM Djibouti’s approach is centred on supporting humanitarian response and protection in close collaboration with the Government of the Republic of Djibouti. It is driven by [evidence-based data](https://dtm.iom.int/djibouti) and collaborative partnerships, including the private sector, with the aim to promote the [Global Compact for Migration](https://www.iom.int/global-compact-migration) objectives. Projects in IOM Djibouti cover the fields of migrant protection, climate change and migration, labour mobility, emergency response, border management, to the benefit of both migrants and host communities, contributing to the broader goals of peace and prosperity.

SUPERVISION

Under the overall supervision of the Chief of Mission or the Head of Programmes and direct supervision of the Head of PSU, the Intern will assist in the monitoring and evaluation of the projects and support the programme team with data collection, processing, and reporting with evidence-based recommendations. She/he ensures completion, accuracy, reliability, and timeliness of the required data.

SECTION 3

Responsibilities and Accountabilities

1. Support routine data collection, data analysis and timely monitoring of the planned activities across all regions;
2. Directly contributes to tracking and monitoring the statistics and programme indicators on a regular basis and provide feedback to the implementing partners and the programme teams;
3. Perform field visits to monitor the implementation of the Project activities;
4. Contributes to quality of the data by applying data quality assurance protocol and methods for providing the program clean, complete, and up to date data;
5. Supports additional analysis of data and information on different variables when needed;
6. Share and discuss M&E findings and compiled data with relevant program staff to inform program activities;
7. Strengthen and create standard data collection tools for the M & E activities as required;
8. Work with the AAP community feedback mechanism to identify ways of integrating the data generated into existing reporting mechanisms;
9. Facilitate trainings to the staff and implementing partners on planning, monitoring and evaluation;
10. Support the development of project monitoring plan of projects;
11. Provide overall support to IOM and donor monitoring activities;
12. Supports identification and formulation of lessons learned from evaluations and studies to be integrated into broader country office;
13. Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment;
14. Any other related tasks as may be required or assigned by the supervisor.

TRAINING COMPONENTS AND LEARNING ELEMENTS

The Intern will gain experience in working in an international multicultural environment, within the United Nations system.

* Gain experience in organization, management, and international cooperation activities.
* Gain a better understanding of IOM’s work, as an inter-governmental organization in the field of Migration, and work on formulating and editing institutional strategies, priorities and workplans.
* The Intern can also access online training courses at the disposal of all IOM staff.
* The Intern will have the possibility to interact with IOM staff within Headquarters and IOM Missions.

SECTION 4

Required Qualifications and Experience

EDUCATION

Required degree level: Bachelor's degree

* Area of education/degree in: project management, international development, international relations, public administration or relevant field

EXPERIENCE

* Experience in data collection, management and analysis
* Experience in project development and implementation
* Demonstrated interest towards migration issues and/or development or crisis-affected contexts
* Experience in working with communities and partners
* Experience working in the UN or other international development organization is an asset
* Accuracy and professionalism in document production and editing.

SKILLS

* Strong writing and research skills;
* Excellent communication and analytical skills;
* High degree of judgment and initiative, ability to work with a high degree of independence within assigned areas;
* Strong interpersonal and teamwork skills; and,
* Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development.
* Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel.
* Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment.

SECTION 5

Languages

REQUIRED

For all applicants, fluency in French is required (oral and written).

DESIRABLE

Working knowledge of English.

SECTION 6

Competencies[[1]](#footnote-1)

VALUES - All IOM staff members must abide by and demonstrate these five values:

Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

Integrity and transparency: Maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.

Professionalism: Demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Courage: Demonstrates willingness to take a stand on issues of importance.

Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

CORE COMPETENCIES - Behavioural indicators – Level 1

Teamwork: Develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.

Delivering results: Produces and delivers quality results in a service-oriented and timely manner. Is action oriented and committed to achieving agreed outcomes.

Managing and sharing knowledge: Continuously seeks to learn, share knowledge and innovate.

Accountability: Takes ownership for achieving the Organization’s priorities and assumes responsibility for own actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

NOTES

Eligibility and Selection

In general, the Internship Programme aims at attracting talented students and graduates who:

a) have a interest in, or whose studies have covered, areas relevant to IOM programmes and activities;

b) are either enrolled in the final academic year of a first university degree programme

(minimum Bachelor’s level or equivalent) or have graduated in the last 12 months.

* Only shortlisted candidates will be contacted, and additional enquiries will only be addressed if the candidate is shortlisted.
* Please consider the cost of living in the duty station prior to applying.

SECTION 7

Signatures

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| --- | --- |
| 1st Level Supervisor | Date |
|  | Click here to enter a date. |
| 2nd Level Supervisor | Date |
|  | Click here to enter a date. |

1. Competencies and respective levels should be drawn from the Competency Framework of the Organization. [↑](#footnote-ref-1)