**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Quality Assurance Support Intern

Sector of assignment: M&E – Risk Management

Organizational unit: Programme

Country and Duty Station: Amman - Jordan

Expected duration: 6-9 months

Expected starting date: March 2025

Supervisor’s name: Majida Alassaf

Supervisor’s title: Deputy Resident Representative

**II. CORPORATE BACKGROUND:**

The United Nations Development Programme (UNDP) is the UN’s leading agency working to eradicate poverty, reduce inequalities, and build resilience in communities. Operating in over 170 countries and territories, UNDP supports governments and partners in achieving the Sustainable Development Goals (SDGs) through integrated solutions that address governance, climate change, inclusive economic growth, and crisis response. Leveraging its global network and expertise, UNDP helps advance sustainable development by fostering innovation, strengthening institutional capacities, and driving inclusive partnerships.

**III. RECEIVING OFFICE BACKGROUND:**

UNDP’s Country Programme in Jordan aims to enhance the nation's inclusivity and resilience to achieve national priorities aligned with the 2030 Agenda. The Jordan Country Office Programme focuses on key national priorities, including Governance and Peace, Inclusive Growth and Sustainable Livelihoods, Environment, Renewable Energy, Climate Change, Financing for Development, and SDG impact.

UNDP’s Social and Environmental Standards (SES) underpin UNDP’s commitment to mainstream social and environmental sustainability in all programmes and projects to support sustainable development.

The objectives of the SES are to:

• Strengthen the social and environmental outcomes of Programmes and Projects

• Avoid adverse impacts on people and the environment

• Minimize, mitigate, and manage adverse impacts where avoidance is not possible

• Strengthen UNDP and partner capacities for managing social and environmental risks; and

• Ensure full and effective stakeholder engagement, including through a mechanism to respond to complaints from project-affected people.

To ensure the consistent delivery of high-quality projects and services, Project Quality Assurance is carried out at three stages of each project (Design, Implementation and Closure).

This role will provide support to UNDP Jordan’s Central Team for strengthening quality management systems and ensuring compliance with corporate and donor requirements, while fostering an environment of continuous improvement.

**III. DUTIES:**

The Intern/Fellow will assist in the following duties and responsibilities:

|  |  |  |
| --- | --- | --- |
| **No** | **Duties and responsibilities** | **% of time** |
| 1 | **Project Quality Assurance (QA) Support**   * Assist in maintaining and updating the Project Quality Assurance (QA) checklist to ensure alignment with corporate standards. * Track the timely submission of project documents (e.g., concept notes, proposals, and reports) for quality assurance reviews. * Coordinate with relevant teams to address quality assurance findings, ensuring required risk management plans are completed on time. * Maintain records of QA reviews, ensuring compliance with corporate archiving policies. | **40%** |
| 2 | **Social and Environment Screening Support**   * Support the preparation and submission of Social and Environmental Screening for projects. * Liaise with project teams to gather necessary information for completing SES checklists and risk matrices. * Assist in preparing reports and presentations on the progress of SES assessments and compliance. * Maintain a repository of all SES-related documents and track their approvals. | **40%** |
| 3 | **Other:**   * Support other/ad hoc activities as seen relevant and needed to support the office M&E function. | **20%** |

**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: **social Sciences** or equivalent.

**IT skills:**

* Knowledge and a proficient user of Microsoft Office productivity tools;
* Knowledge on Enterprise Resource Management Systems.

**Language skills:**

* Proficiency in English is required.
* Knowledge of Arabic is an advantage.

**Other competencies and attitude:**

* Interest and motivation in working in an international organization;
* Good analytical skills in gathering and consolidating data and research for practical implementation;
* Outgoing and initiative-taking person with a goal-oriented mind-set;
* Communicates effectively when working in teams and independently;
* Good in organizing and structuring various tasks and responsibilities;
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
* Responds positively to feedback and differing points of view;
* Consistently approaches work with energy and a positive, constructive attitude.