

TERMS OF REFERENCE

SECTION 1

Position Information

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| Position Title | Intern – Project Development and Reporting |
| Duty Station | Dar es Salaam, Tanzania |
| Job Family | Programme Support |
| 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 | Programme Coordinator |
| Number of Direct Reports | 0 |

SECTION 2

Organizational Context and Scope

BACKGROUND INFORMATION

Since 2004, IOM has been actively implementing humanitarian and development projects across Tanzania, including the mainland and in Zanzibar. By 2024 and with over 200 staff in five regions, including the main office in Dar es Salaam and sub-offices in Kasulu, Dodoma, Arusha, Kigoma, Zanzibar and Moshi (African Capacity Building Centre), IOM has proven expertise in humanitarian and development programming, in such areas as the humanitarian–development-peace nexus; protection of migrants; migration governance migration and health; migration, environment and climate change; immigration and border management; trafficking in persons; return and reintegration.

SUPERVISION

Under the overall supervision of the Chief of Mission (CoM) and direct supervision of the Programme Coordinator, and in close collaboration with the relevant units at the Country, Regional Office and Headquarters (HQ), the Intern will be responsible and accountable for supporting the coordination and development of concept notes and project proposals, donor report writing and institutional reporting in the fields of migration management, emergency response, as well as assisting with liaison activities with counterparts in the government, UN agencies and other relevant stakeholders in line with IOM’s regional and country strategies.

SECTION 3

Responsibilities and Accountabilities

1. Contribute to the development of results-based programmes and projects, concept notes and project proposals, in close coordination with the CoM, Project Managers, UNCT, relevant donors, government counterparts and project partners, by providing technical inputs and support that responds to emerging trends and priorities and that are in compliance with IOM and donor interests and requirements.
2. Review resource requirements, document programmatic needs, gaps and opportunities. Contribute to the alignment to IOM global, regional and country strategy during project development and donor reporting, including supporting and promoting use of Strategic Results Framework (SRF) global results and indicators.
3. Support the endorsement process for concept notes and project proposals. Support the Project Managers in drafting donor reports in close coordination with relevant units in the CO and RO in line with IOM policies, standards and internal procedures.
4. Research potential and realistic funding opportunities among government and non-government donors, review calls for proposals and collect donor information. Draft donor profiles and guidance notes on donor priorities, and assist with developing approaches to expand the IOM donor base.
5. Support effective working relationships with donor counterparts and project/programme partners, such as government authorities, diplomatic missions, and other relevant agencies and working groups.
6. In coordination with relevant Units in the CO, draft visibility and other resource mobilization materials and organize donor briefings and visits.
7. Support capacity building and training activities in the field of programme development, donor and institutional reporting and the roll-out of the SRF for CO’s staff through workshops and seminars.
8. In support of knowledge management, maintain accurate, updated and pertinent records of all correspondences, project development and donor and institutional reporting files, and related information in IOM’s relevant software application.
9. Perform such other duties as may be assigned.

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 at the country mission, regional office and Headquarters.

SECTION 4

Required Qualifications and Experience

EDUCATION

* 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 in International Relations, International Development, Political or Social Sciences, Migration Studies, Law.

EXPERIENCE

* Experience in supporting results-based project development and reporting, technical writing and editing, preferably in the international development/humanitarian sector;
* Work experience in donor relations and grant management for specific donors of IOM’s interest; and,
* Experience in the area of Disaster Risk Reduction would be a distinct advantage

SKILLS

* Good communication, writing and organizational skills; ability to prepare clear and concise reports;
* Basic knowledge of monitoring and evaluation concepts, approaches and methodologies;
* Confirmed experience in donor report writing in humanitarian and/or development settings;
* Experience with Results Based Management approach and other strategic planning approaches;
* Strong analytical and planning skills; capacity to establish working relationships with governmental authorities, national and international institutions and Non-Governmental Organizations;
* Capacity to supervise and train support staff; ability to work effectively and harmoniously with colleagues from varied cultures and professional background;
* Ability to work with accuracy under constraints and pressure; high sense of confidentiality, initiative and good judgment;
* Personal commitment, efficiency, flexibility, drive for results, creative thinking; and,
* Good level of computer literacy, including database applications.

SECTION 5

Languages

REQUIRED

For this position, fluency in English (oral and written) is required.

DESIRABLE

Working knowledge of French and/or Spanish.

SECTION 6

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

The incumbent is expected to demonstrate the following values and competencies:

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 an 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 |
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| 2nd Level Supervisor | Date |
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1. Competencies and respective levels should be drawn from the Competency Framework of the Organization. [↑](#footnote-ref-1)