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# Food and Agriculture Organization of the United Nations

### **Terms of Reference for Interns**

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| **Job Title:** MEL Intern |  | | | | |
| **Division/Department:** Representation |  | | | | |
| **Location:** Monrovia |  | | | | |
| **Linkage to Strategic Objectives** |  | | | | |
| **Expected Start Date of Assignment:** |  | **Duration:** | 6 months | |
| **Report to:**  National MEL Specialist  **Direct Supervision of:** To be assigned |  | | | |
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| General Description of task(s) and objectives to be achieved | | | | | |
| |  | | --- | | **Background:**  The Food and Agriculture Organization of the United Nations (FAO) contributes to the achievement of the 2030 Agenda through the FAO Strategic Framework by supporting the transformation to MORE efficient, inclusive, resilient, and sustainable agrifood systems, for better production, better nutrition, a better environment, and a better life, leaving no one behind.  The main aim of the FAO country offices, which are headed by an FAO Representative, is to assist governments in developing policies, programmes, and projects to achieve food security and reduce hunger and malnutrition, to help develop the agricultural, fisheries, and forestry sectors, and to use their environmental and natural resources sustainably. Under the overall supervision of the FAO Representative in Liberia, and the guidance of the Assistant FAOR Programme, the Assistant FAOR Administration, the Operations Specialist and the FAO Liberia teams, the MEL Intern will support the National MEL Specialist to monitor progress of projects activities and tracking outputs to ensure that the delivery of the programmes is on track. He/she will perform the following specific responsibilities:  **Duties and Responsibilities:**  The MEL Intern will work in close collaboration with the National MEL Specialist, and FAO program team in the Monrovia Office to support the implementation MEL related functions. In line with the activities plan as prescribed by the MEL Specialist to support project’s results tracking through data collection, analysis and reporting. The intern will perform the following specific duties and responsibilities.   * Assist the MEL Specialist to implement a viable MEL tracking system for the individual project. * Assist in developing and implementing MEL plans and frameworks * Support data collection, verification, and analysis * Assist in reviewing and compiling field assessment reports, baseline studies, etc. * Support capacity building of staff and partners on MEL concepts and tools * Contribute to knowledge management and communications activities * Help prepare monitoring reports, progress reports, and evaluation reports * Follow up with project leads in compiling evidence of output achievement including means of verifications for key performance indicators. * Support the MEL Specialist to setup the project logical framework in the FPMIS System and share results with the project team. * Review the project activities to ensure alignment with the logical framework; * Share feedback on the project performance against its results, targets, and work plan; * Assist the MEL Specialist in tracking beneficiaries for all FAO interventions. * Assist with the development of consolidated reports as required. * Participate in meetings to provide updates on the MEL-related functions as maybe required. * Produce monthly performance reports and share with the M&E Specialist; * Conduct field activities as may be required- monitoring; * Perform any other professional duties and responsibilities as assigned by the supervisor. | | | | | | |
| key performance indicators | | | | | |
| **Expected Outputs**: | | | | Required Completion Date: | |
| * Result tracking system for all projects is updated * Update project beneficiary tracking system; * The logical framework of all projects is reviewed and aligned to the FPMIS * Consolidated reports (month, quarterly, and annually) | | | | October -March 2025 | |
| **REQUIRED COMPETENCIES** | | | | | |
| **Minimum requirements:**  Candidates must be enrolled in an under-graduate or post-graduate degree programme in a bona fide educational institution in social sciences, international development, statistics, or a closely related field, or recent graduates of such an institution.  Working knowledge (proficient – level C) of English  **Additional/desirable requirements:**  Knowledge of MEL concepts, methodologies, and tools  Strong analytical and research skills  Proficiency in Microsoft Office, especially Excel  Experience with data analysis software is an asset  Understands the main processes and methods of work regarding the position, possesses basic knowledge of organizational policies and procedures relating to the position, and applies them consistently in work tasks. Demonstrates good knowledge of information technology and applies it in work assignments.  Self-development, initiative-taking;  Acting as a team player and facilitating teamwork  Facilitating and encouraging open communication in the team, communicating effectively  Learning and sharing knowledge and encourage the learning of others. Willingness to abide by all UN Policies and particularly FAO. | | | | | |
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