

TERMS OF REFERENCE

SECTION 1

Position Information

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| Position Title | Intern – Programme Support |
| Duty Station | Nairobi |
| Job Family | Programme Support |
| Organizational Unit | Programme Support Unit |
| Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position? | IOM Somalia |
| Reports directly to | Head of Programme Support Officer |
| Number of Direct Reports | 0 |

SECTION 2

Organizational Context and Scope

BACKGROUND INFORMATION

The International Organization for Migration (IOM) is the UN Migration Agency. With 175 member states and 8 observing states, it is committed to the principle that humane and orderly migration benefits migrants and society. Established in 1951 and now active in over 400 field locations worldwide, IOM works with partners, government and civil society to:

1. Assist in meeting the operational challenges of migration and mobility.
2. Advance understanding of migration issues
3. Encourage social and economic development through migration; and
4. Uphold the human dignity and well-being of migrants and mobile populations.

Within IOM, the Monitoring and Reporting team in the programme support unit (PSU) is responsible and accountable for supporting the coordination and facilitation of project development, donor and institutional reporting in the fields of migration management, emergency response, stabilization and durable solutions in Somalia, in line with IOM global, regional and country strategies including the Strategic Results Framework (SRF).

SUPERVISION

Under the overall supervision of the Chief of Mission (COM) in Somalia and direct supervision of the M&E coordinator (PSU), and in close coordination with the Regional Monitoring and Evaluation and Risk Management Officer at the Regional Office and relevant Units at Headquarters, the intern will be responsible for supporting aspects of projects/programmes/strategy Monitoring and Evaluation (M&E), the development and implementation of the M&E system to strengthen monitoring and evaluation activities, data collection and analysis, reporting, to facilitate learning and recommend continuous improvements, where necessary.

SECTION 3

Responsibilities and Accountabilities

1. Maintain and adjust the overall project/programme/strategy Monitoring and Evaluation framework in close coordination with Programme Managers, and Head of Programme Support Unit, the COM, the M&E coordinator and the Information Management (IM) officer.
2. Prepare monthly, quarterly, or annual project/programme/strategy reviews, participatory impact assessments, process and operations monitoring, real time, midterm and final evaluations and lessons learned workshops, while monitoring compliance of M&E arrangements with donor/UN/RO/HQ requirements.
3. Contribute to Monitoring and Evaluation support activities assigned to other staff to facilitate comprehensive and detailed coverage of project/programme/strategy M&E activities through all stages of implementation.
4. Ensure a proper use of IOM’s Project Information and Management Application (PRIMA) for monitoring, reporting and evaluation.
5. Contribute to assessing risks and identify new ones during the regular monitoring of project activities, and where appropriate ensure that associated Project Risk Register Matrix, Risk Treatment plans are monitored and regularly reviewed.
6. Collaborate with IOM units, Implementing Partners and UNCT on both quantitative and qualitative monitoring aspects to provide relevant information for performance management, donor reporting, and evaluations of project/programme/strategy activities, as well as for complying with IOM’s institutional monitoring and reporting requirements, including IOM’s Strategic Results Framework (SRF), PRIMA and the Institutional Questionnaire (IQ).
7. Contribute to and facilitate the regular sharing of M&E findings with relevant stakeholders and other IOM offices and departments, and that M&E data/reports are discussed in the appropriate forum in a timely manner, including to clarify discrepancies and clear gaps.
8. Review the availability and quality of existing social and economic data related to the project/programme/strategy area, the methods for collecting them and the degree to which they can provide baseline statistics and reference for project/programme/strategy monitoring and evaluation.
9. Participate in the development of projects/programmes in the framework of IOM global strategies, the SRF, CO’s Strategy, Consolidated Appeal and other strategic plans, in coordination with the programme, operational and resource management staff. Verify that budgets include necessary resources for M&E activities, including for conducting evaluations.
10. Keep abreast of developments in IOM’s Evaluation and Monitoring and Results-Based Management (RBM) functions to ensure compliance with IOM strategies and institutional monitoring and reporting requirements, including for the SRF, the IQ, PRIMA, and other regional M&E planning tools.
11. 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 will acquire technical knowledge in reporting, development, and M&E frameworks related to emergency, transition, recovery, resilience and migration governance programming.
* The Intern can also access online training courses at the disposal of all IOM staff.
* The Intern will have the possibility to interact with the multi-stakeholder constituents, as well as with the internal and external partners involved in organization and implementation of capacity building communications and knowledge sharing activities.

SECTION 4

Required Qualifications and Experience

EDUCATION

* University degree in Political or Social Science, Business Administration, International Relations, Law or a related field from an accredited academic institution

EXPERIENCE

* Experience in writing and editing information materials and reports;
* Experience in data collection and data analysis;
* Experience in in humanitarian and development sector is an advantage; and
* Work experience in the region is an advantage.

SKILLS

* Good communication, writing and organizational skills; ability to prepare clear reports;
* Strong analytical and planning skills;
* Ability to work effectively and harmoniously with colleagues from varied cultures and professional background;
* Ability to work with accuracy under constraints;
* High sense of confidentiality, initiative and good judgment; ·
* Personal commitment, efficiency, flexibility, drive for results, creative thinking; ·
* Good level of computer literacy, including database applications.

SECTION 5

Languages

REQUIRED

* For this Position, fluency in English is required (oral and written);

DESIRABLE

* Working knowledge of Somali is an advantage.

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 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)