**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: M&E and Reporting Intern

Sector of assignment: Monitoring, Evaluation, and Reporting

Organizational unit: Governance & Reform (G&R) Programme

Country and Duty Station: UNDP Lebanon, Beirut

Expected duration: 6-9 months

Expected starting date: March 1, 2025

Supervisor’s name: Gaelle Kibranian

Supervisor’s title: G&R Programme Analyst

**II. CORPORATE BACKGROUND:**

UNDP works in about 170 countries and territories, helping to eradicate poverty, reduce inequalities and exclusion, and build resilience so countries can sustain progress. As the UN’s development agency, UNDP plays a critical role in helping countries achieve the Sustainable Development Goals.

**III. RECEIVING OFFICE BACKGROUND:**

UNDP has been operational in Lebanon for nearly six decades, since 1960, working in partnership with the government of Lebanon, development partners, UN agencies, civil society, and local communities, contributing to inclusive growth, sustainability, and efficient democratic governance.

The UNDP Lebanon's Governance and Reform programme, focuses on rebuilding trust between Lebanon’s State and its citizens through:

1. **Advocating for and Supporting Lebanon’s Reform Agenda**: UNDP works with various partners to translate the reform agenda into policies, strategies, and plans. This includes green, climate-proof economic development, anti-corruption measures, electoral reform, digital governance, public administrative reform (PAR), and civil service reform.
2. **Inclusiveness and Participation**: The programme emphasizes the economic and political empowerment of all people in Lebanon, ensuring inclusiveness and participation.
3. **Supporting the Private Sector**: UNDP collaborates with the Government to ensure that the reform agenda unlocks the private sector’s potential as a driver of development.
4. **Justice and Security Sector Reform**: This is a priority intervention, with ongoing support for the Justice and security sector reform.
5. **Anti-Corruption Measures**: UNDP supports the National Anti-Corruption Commission in implementing an integrated approach to preventing and combating corruption.
6. **Electoral Cycle Support**: UNDP accompanies the electoral cycle, providing support before, during, and after elections.
7. **Digital Governance**: In collaboration with the Government, UNDP advocates for and supports the implementation of digital governance mechanisms.
8. **Oversight Institutions**: UNDP works with oversight institutions like the Central Inspection Bureau, Court of Accounts, and the Civil Service Board to increase their efficiency and effectiveness.
9. **Parliamentary Support**: As part of the United Nations Country Team’s Parliamentary Strategy, UNDP supports the Parliament’s oversight and legislative functions.

This comprehensive approach aims to address the various challenges Lebanon faces and promote sustainable development and governance reforms.

**III. DUTIES:**

The Intern/Fellow will assist the G&R programme in monitoring, evaluation, reporting, and donor engagement. The role will involve working closely with programme and projects teams to ensure that projects effectively track progress, meet reporting requirements, and contribute to UNDP’s corporate frameworks. The following are the duties and responsibilities:

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| **Duties and responsibilities** | **% of time** |
| * Support donor reporting by maintaining and updating the reporting schedule, and requirements, and following up accordingly on different inputs. Reviewing G&R (progress and annual) projects’ reports, ensuring accuracy, clarity, and alignment with UNDP and donor requirements. * Assist in corporate reporting requirements by gathering, analysing, and organizing key programme data, ensuring that achievements and challenges are effectively captured. * Ensure proper reporting on UNDP platforms, verifying that projects update indicators, achievements, and results frameworks in-line with corporate requirements. * Contribute to drafting and reviewing donor proposals by ensuring that outcomes, activities, risks, and expected results are clearly articulated. * Maintain up-to-date risk registers for G&R projects on Quantum, ensuring that risks are continuously assessed, and mitigation measures are properly documented. * Support project reviews, including mid-term and final evaluations, by assisting in reviewing evaluation reports, tracking recommendations, and supporting the development of management responses and follow-up actions. * Support the preparation of mandatory UNDP compliance documents, including Social and Environmental Standards Procedures (SESPs), Project Quality Assurance (PQA) assessments, and other requirements outlined in UNDP’s Programme and Operations Policies and Procedures (POPP). * Support the organization and documentation of G&R programme review meetings, lessons learned, and donor appraisal missions, while conducting desk research and compiling best practices to enhance projects’ implementation and knowledge management. * Support G&R Admin work processes. * Support other/ad hoc related tasks and activities as needed. | **100 %** |

**IV. REQUIREMENTS AND QUALIFICATIONS**

**Education:**

Candidates must meet one of the following educational requirements:

* 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: **development related field, political science, social science** or equivalent.

**IT skills:**

* Knowledge and a proficient user of Microsoft Office productivity tools;
* Experience with data visualization tools (Power BI) is an asset.
* Familiarity with M&E software & ERP systems is desirable.

**Language skills:**

* 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.