



WFP celebrates and embraces diversity. It is committed to the principle of equal employment opportunity for all its employees and encourages qualified candidates to apply irrespective of race, color, national origin, ethnic or social background, genetic information, gender, gender identity and/or expression, sexual orientation, religion or belief, HIV status, physical or mental disability.

Internship – Reporting RAM/M&E Unit WFP Bolivia Country Office

The World Food Programme (WFP) is the leading humanitarian organization saving lives and changing lives, delivering food assistance in emergencies, and working with communities to improve nutrition and build resilience. We are currently seeking to fill an intern position in the RAM/M&E Unit, based in La Paz- Bolivia.

BRIEF DESCRIPTION OF THE DIVISION:

The RAM unit (Research, Assessment and Monitoring) is in charge of carrying out very important tasks within the WFP office as it ensures proper field monitoring of the operations of the Bolivia Country Office. In addition, within this unit the work of Assessment of needs and targeting is carried out, generating analyzes that allow managers to make informed decisions regarding interventions. Market and economic analyzes are also conducted by monitoring local and global economic events that could have implications for WFP and the people we serve.

GENERAL INFORMATION

- **Title of Post: Internship**
- **Supervisor: M&E/RAM Coordinator**
- **Unit: M&E/RAM Unit**
- **Country: Bolivia**
- **Duty Station: La Paz**
- **Duration of internship: 8 months**
- **Expected Start Date: As soon as possible**

DUTIES AND RESPONSIBILITIES

1. Collate relevant information and data from media and local internal and external sources to facilitate and maximize the exchange of information and data flow between functional area networks in WFP, to provide operational awareness and understanding of events that may have humanitarian and/or operational impact
2. Collate and analyze the 'Essential Elements of Information', pertaining to the operational environment and available human, financial and physical assets in order to facilitate access to timely and accurate information used at country, regional and corporate level.
3. Support the preparation of Annual Country Report (ACR) for the Annual Reporting Exercise in collaboration with the country office program, monitoring & evaluation, logistics and resource management functions by coordinating to ensure coherence and quality of performance information.
4. Support the unit in the monitoring of emergencies and field operations when required.

5. Collect information from all units to draft country brief, daily operational brief, SITREP, briefing AD-HOC and other related reports.
6. Participates in quantitative and qualitative analysis of secondary and primary information.
7. Support in the systematization and processing of data.
8. Support the implementation of monitoring modules for the activities of the Country Office
9. Other tasks related to the unit as required.

QUALIFICATIONS AND EXPERIENCE

Education: Studies in Political Science, Economics, Statistics, Information Management or Journalism, Business Management, Social Sciences or other related.

KNOWLEDGE & SKILLS:

- Demonstrated interest and/or experience in food security, development assistance or other related areas.
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
- Also, experience/knowledge in gender issues will be valued.

WORKING LANGUAGES

Excellent written and spoken English is required (proficiency/level C).

Spanish working level

SUPERVISION (Level/Methods of Supervision)

Under the direct supervision of the coordinator of the M&E/RAM Unit, the intern will have the opportunity to work with WFP to gain experience with an international organization with a specific mandate focused on food and humanitarian assistance.

TRAINING COMPONENTS

Throughout their assignment WFP interns have access to an industry leading learning platform, weLearn. Depending on opportunities and availability of funds, he/she may participate in WFP workshops or seminars, as appropriate.

On the job training on basic data analysis and key food security monitoring and reporting.

LEARNING ELEMENTS

At the end of the assignment, the Intern should:

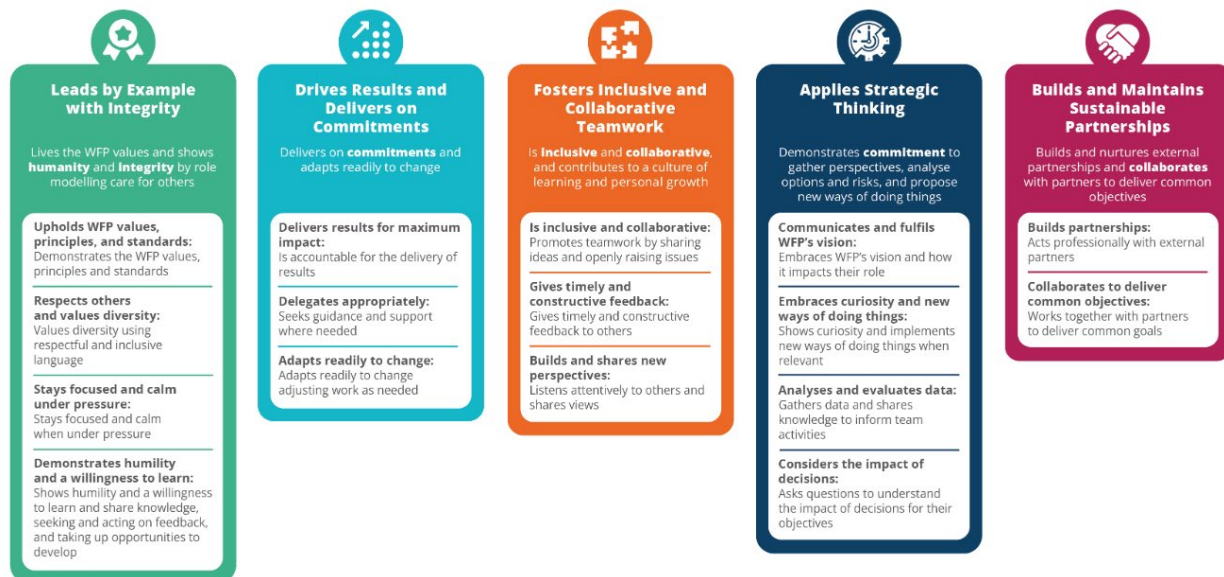
- Learning in the largest humanitarian organization worldwide.
- Gather experience in a field-based WFP operation.
- Strengthen skills in qualitative and quantitative data analysis.
- Acquire experience in knowledge management, project formulation, reporting and project management.

INFORMATION ON THE COUNTRY OF ASSIGNMENT

La Paz is the capital and the most important city of the country of Bolivia. With the neighboring city of El Alto, gathers around 1.6 million inhabitants. At 3800 meters over the sea level, La Paz enjoys a dry and temperate climate the most part of the year and is free of most typical tropical diseases. La Paz is known for being one of the safest capital cities in South America, its stunning landscapes, and its high altitude. The main international means of information and communication (cable TV, internet, international press etc.) are easily available in the city. It is a pleasant and good place to live which offers wide array cultural experiences such as museums and festivals as well as beautiful sceneries. As Bolivia in general, La Paz offers a multicultural and vibrant environment.

WFP LEADERSHIP FRAMEWORK

These are the common standards of behavior that guide HOW we work together to accomplish our mission.



Different expectations of behavior are defined depending on your grade and role/responsibilities within WFP.

All employment decisions are made on the basis of organizational needs, job requirements, merit, and individual qualifications. WFP is committed to providing an inclusive work environment free of sexual exploitation and abuse, all forms of discrimination, any kind of harassment, sexual harassment, and abuse of authority. Therefore, all selected candidates will undergo rigorous reference and background checks. No appointment under any kind of contract will be offered to members of the UN Advisory Committee on Administrative and Budgetary Questions (ACABQ), International Civil Service Commission (ICSC), FAO Finance Committee, WFP External Auditor, WFP Audit Committee, Joint Inspection Unit (JIU) and other similar bodies within the United Nations system with oversight responsibilities over WFP, both during their service and within three years of ceasing that service.

**Saving Lives
Changing Lives**