



Terms of Reference

Intern, Monitoring and Evaluation (M&E)

Job title:	Intern
Location:	UNFPA, Kathmandu, Nepal
Full/Part-time:	Full-time
Remote/In person:	In person
Duration:	24 weeks

Internship offering is limited to candidates applying from within the duty station of the hiring unit.

The Position:

Under the direct supervision of the M&E Specialist, UNFPA, Kathmandu, Nepal, the intern will support the M&E team in the areas of SRHR, Gender and Humanitarian programs.

A work-plan with achievements for the duration of the Internship and learning opportunities will be agreed upon. Periodic progress meetings will lead to a beneficial environment for the Intern enhancing her/his skills and capacity in areas related to UNFPA's mandate.

About UNFPA and How You Can Make a Difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations, and individuals to "build forward better", while addressing the negative impacts of the COVID-19 pandemic on women's and girls' access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results. We need interns who are exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

You would be responsible for:

1. Gathering data from the Implementing Partners (IP) and verifying that the WPR's attachments align with the IP's WPR.
2. Ensuring that standardized reporting templates are used by each IP and ensuring that all IPs use disaggregated data in accordance with UNFPA reporting requirements.
3. Gathering the WPR and attachments for the IP in the appropriate folders, keeping track of data, and conducting necessary follow-up and monitoring
4. Assessing the GESI reach of each IP using a disaggregated GESI trend and compare it with GESI data from prior years.
5. Assessing Disability Reach via Gender and Inclusion Analysis.
6. Conduct at least 2 field visits with Data Quality Assessment (DQA) and data verification at three levels, including participatory interviews.

7. Updating and documenting policy-related work by each quarter and for each output area.
8. Collecting minutes from Technical Working Group (TWG) meetings and analyzing the information by each output area.
9. Updating Field monitoring mission matrix and follow up as required
10. Create a safe working environment by developing respectful and safe organizational culture and supporting practices
11. Other responsibilities as given by supervisor

Qualifying for an Internship

All interns must meet the following educational and other eligibility requirements:

Educational requirements

Have recently graduated with a university degree (such as bachelor's degree in public health or equivalent) if selected, must start the internship within one-year of graduation

Other eligibility requirements

- a. Demonstrate interest in the field of sexual and reproductive health and reproductive rights
- b. Demonstrate ability to adapt to new environments and to establish and maintain good working relations with individuals of different cultural backgrounds.

Experiences

- Some experience in working with development agencies, including in volunteer capacity.
- Fluency in English and Nepali language.
- Having prior experience using Excel, SPSS, Epi-data etc. would be desirable
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds.

Learning Elements:

Upon completion of the assignment, and depending on its duration, the Intern will gain the following knowledge assets:

1. Increased understanding of the UNFPA and its Programs
2. Understand the UNFPA mandate and policies
3. Understand UNFPA programme design and delivery mechanisms
4. Network with UN colleagues
5. Work experience as a team member in a multicultural setting

Financial Aspects:

Interns do not receive a salary or any other form of remuneration from UNFPA. The costs associated with an intern's participation in the programme must be assumed either by the nominating institution, which may provide the required financial assistance to its students, or by the students themselves, who will have to meet living expenses as well as make their own arrangements for accommodation, travel and other requirements. However, they receive a stipend to help cover basic daily expenses related to the internship, if not financially supported by any institution or programme, such as a university, government,

foundation, or scholarship programme. The stipend is based on the intern's agreed place of work, which may be different from the duty station of the hiring office in cases of remote arrangements.

In addition, applicants must have medical insurance for the duration of the internship. Proof of insurance will need to be submitted before the internship begins. UNFPA does not provide medical insurance for interns.

UNFPA Work Environment:

UNFPA provides a work environment that reflects the values of gender equality, diversity, integrity and healthy work-life balance. We are committed to ensuring gender parity in the organization and therefore encourage women to apply. Individuals from the LGBTQIA+ community, minority ethnic groups, indigenous populations, persons with disabilities, and other underrepresented groups are highly encouraged to apply. UNFPA promotes equal opportunities in terms of appointment, training, compensation and selection for all regardless of personal characteristics and dimensions of diversity. Diversity, Equity and Inclusion is at the heart of UNFPA's workforce - [click here to learn more](#).

Disclaimer:

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process and does not concern itself with information on applicants' bank accounts.

How to Apply

Interested candidates please apply to the following web page:

<https://nepal.unfpa.org/en/vacancies>

Due to the volume of applications received, only shortlisted candidates will be contacted for an interview.