

## RESEARCH INTERN TOR- Lusaka, UNICEF Zambia CO

<b>Title</b>	Planning and Monitoring Intern
<b>Purpose</b>	To Support the PME team
<b>Expected fee</b>	1022 USD/6 month
<b>Location</b>	Lusaka
<b>Duration</b>	6 months
<b>Reporting to</b>	Chief, PME

### Background:

Interns can be a significant asset to the organisation since they can potentially offer excellent academic credentials, including the most recent thinking and research tools. They also often have practical work experience directly related to their specialisation. By exposing such individuals to the work of UNICEF, we can broaden their exposure to international development work generally, and opportunities in research and evidence generation. Their potential to contribute to UNICEF and its mandate during the internship and in their future professional activities is significant. This TOR follows UNICEF's 2012 Administrative Instruction on UNICEF's internship programme (CF/AI/2013-002).

### Objectives/Target

Under the direct supervision guidance and mentoring from Chief Planning, Monitoring and Evaluation, the PME Intern will learn on the job and provide technical, operational and administrative assistance throughout the planning, monitoring, evaluation process preparing, executing, managing and implementing a variety of technical and administrative tasks to contribute to evaluation planning, implementation, oversight and reporting to ensure that evaluations are carried out according to schedule and that results and recommendations are implemented and followed up.

### Major duties/responsibilities and output expectations

1	Provide support as necessary to the process of developing and monitoring Annual Work Plans, including reporting on progress of results during mid-year and annual reviews.
2	Provide support as necessary in organising and managing annual/mid-year/mid-term/end term country programme reviews ensuring consistency with objectives and goals set out in the CPD and contribute to the Annual Management Plan.
3	Monitor follow-up actions based on management decisions resulting from Country Office programme performance monitoring, including budget performance
4	Support the programme sections to effectively monitor and report on the intersectoral programme results, cross sectoral programme component results to facilitate programme coherence and convergence where appropriate.
5	Provide support throughout the evaluation process by executing/administering a variety of technical, operational and administrative transactions, preparing related materials/documentations and complying with organizational processes and

management systems, to support evaluation results-based planning (RBM) and monitoring and assessing results.
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## **Qualifications and experience**

### **Education**

1. Studies in Business Management, Development programmes, Economics and finance, Information technology or related field
2. Have excellent academic performance shown through university records
3. Good command of English as a Working language.
4. Bachelor's degree required

### **Work experience**

6 months professional experience (including internships or volunteer work) is an asset

### **Skills and Competencies:**

1. Candidate should be skilled in organizational, data analysis and dissemination skills
2. Candidate should possess good writing and analytical skills
3. Candidate should possess good communication and organisational skills
4. Candidate should possess ability to work well in a diverse team
5. Training in Monitoring & Evaluation is an advantage
6. Understanding of data and research landscape is an asset
7. Planning and budgeting skills is an asset

### **Learning elements**

This position is based in a dynamic Program Monitoring and Evaluation (PME) team and the intern will interact with PME officers and specialists and other programme specialists in UNICEF, government, and other development partners. This position offers excellent learning opportunities in understanding PME principles in a multi-sectoral environment.

**Only shortlisted applicants will be contacted for next level of the recruitment process.**

### **Fees and Honorarium**

According to UNICEF's internship program administrative instruction, no compensation will be provided. Where appropriate, interns may be reimbursed for travel expenses incurred during official travel authorised by UNICEF. A monthly stipend enough to cover transport costs of in Zambian currency shall be paid for the internship duration (6 months).

Only shortlisted applicants will be contacted for next level of the recruitment process

### **Evaluation**

Evaluation will be done at the end of the internship by the supervisor, and intern and a copy of the evaluation will be provided to the intern and the original submitted to HR.

**Workplace and Duration**

The duty station will be in Lusaka. The internship will be for-6 months.