

## Terms of Reference

<b>I. POSITION INFORMATION</b>	
Position title	Intern - Monitoring & Evaluation, Rwanda
Position grade	Intern of SGU-UNDP, Rwanda
Duty station	
Appointment type	Internship contract
Reports directly to	Monitoring & Evaluation Specialist
<b>VACANCY-SPECIFIC INFORMATION</b>	
Estimated closing date	25-Aug-2019
Estimated start date	15-Sep-2019
Estimated end date	3 months with the possibility of extension of 3 months
Internship Opportunity	
<b>II. ORGANIZATIONAL CONTEXT AND SCOPE</b>	
<p>The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. Anchored in the 2030 Agenda for Sustainable Development and committed to the principles of universality, equality and leaving no one behind, UNDP's purpose is to help countries achieve sustainable development by eradicating poverty in all its forms and dimensions, accelerating structural transformations for sustainable development and building resilience to crises and shocks.</p> <p>Rwanda is among eight pilot countries selected in January 2007 to implement the One UN Reform, which enables the UN System to provide a more effective and coherent response to the needs of the Government of Rwanda and its Development Partners. As part of the UN Country Team, UNDP works with other sister agencies to implement the "One UN – Delivering as One (DaO)" process. The UNDP Rwanda's assistance framework is guided by the United Nations Development Assistance Plan II (UNDAP II) 2018-2023, which is aligned</p>	

with the priorities of the Government of Rwanda, as identified in the National Strategy for Transformation (NST1; 2017-2024) and the new Vision 2050 of Rwanda. The UNDP in Rwanda, in conjunction with other UN agencies programmes, supports the work of the Government of Rwanda in finding and implementing solutions in the three focus areas together with the Millennium Development Goals: Poverty reduction, Environment and climate change, and Democratic Governance and Peace Consolidation.

The UNDP Rwanda Country Office has two programme units; Sustainable Growth Unit and Transformational Governance Unit as well as programme support units which include the Operations (Finance, HR, Procurement, and ICT), Management Support and Communications. In Rwanda, UNDP has been a long-term partner supporting the national development journey particularly in the area of poverty eradication, environment protection, access to justice, democratic governance and gender equality and women empowerment.

UNDP Rwanda Country Office provides both upstream and downstream support for inclusive and sustainable development at national and local levels. All program will contribute to ensuring the SDGs “Leave no one behind” pledge and empower all people particularly the most vulnerable across the different areas of support.

UNDP new country programme (2018-2023) centres on supporting Rwanda to consolidate the progress made over the past cycle and to address remaining gaps, notably in reducing poverty and inequality and securing a better quality of life for its people. This will be achieved by supporting the country’s efforts to structurally transform into a more diversified, competitive, inclusive, resilient and environmentally sustainable economy, bolstered by more capable, accountable, responsive and just governance institutions. In alignment with the NST (National Strategy for Transformation) and the United Nations Development Assistance Plan (UNDAP) 2018-2023, and guided by the corporate Strategic Plan, 2018-2021, the country programme is structured around two pillars: (a) inclusive and sustainable growth; and (b) transformational governance for sustainable development. To deliver impactful results in these areas, UNDP will expand its partnership base and continue acting as a catalyst to mobilize resources for key programmes. While building on foundations laid over the last programme cycles, the country office will enhance its focus, leverage its comparative advantages and strategically disengage from mature areas of cooperation already well-served by other development partners. The

Sustainable Development Goals have been firmly embedded in major national, sectoral and local development strategies during the last programme cycle. UNDP will focus on supporting priority sectors and institutions to implement integrated, evidence-based and cross-sectoral policies and programmes to achieve their respective goals while advocating the “leave no one behind” principle. The presence of the Sustainable Development Goals Centre for Africa in Rwanda offers opportunities for collaboration on research, advocacy and capacity strengthening, and for exchange of good practices on implementation, financing and monitoring of the Goals.

### **III. RESPONSIBILITIES AND ACCOUNTABILITIES**

#### **Duties and Responsibilities**

Under the overall supervision of the Head of Sustainable Growth Unit, and the direct supervision of the M&E Specialist, the incumbent will be responsible for supporting the Monitoring and Evaluation practice of the unit projects.

- Contribute to the regular and continuous M&E of the unit, focusing on monitoring the compliance with UNDP corporate and national requirements, as well as other monitoring exercises as required (e.g. delivery tracking).
- Review the programme documents and annual work plans, ensuring the indicators and deliverables of narrative reports from the implementing partners are in line with the baseline/end line information defined in the documents.
- Assist in Secretariat works of Result group 1 (Socio-economic transformation) of ONE UN Rwanda, writing minutes and following up with communication, etc.
- With the guidance of the supervisor, participate in the design of the methodology, the construction of data collection tools, and the analysis of the collected data and the final reporting against project indicators.
- Assist in updating Strategic Plan and Integrated result and resource framework (IRRF) and Atlas project management module.

- Follow up, update and document project and donor profile.

#### IV. REQUIRED QUALIFICATIONS AND COMPETENCIES

##### EDUCATION

- Current enrollment in a graduate school programme in Development Economics, International Development, Public Policy, Political Science, Statistics, or a related field.
- Current enrollment in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent).
- Have graduated with a university degree (as defined above) and, if selected, must start the internship within one-year of graduation.

##### COMPETENCIES

The intern is expected to demonstrate the following competencies:

##### **Corporate:**

- Commitment to UNDP's mission, vision and values;
- Cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Respect for the principles of the United Nations Charter and the UNDP Statement of Purpose.
- Demonstrated interest and motivation in the field of development;
- A desire to work with people with a different language, national and cultural backgrounds

##### **Functional:**

- Exemplary planning and organizational skills with a high degree of detail orientation;
- Strong electronic communication skills including writing, summarizing and editing short items;
- Skilled working with data management and analysis;
- Experience working with data analysis and visualization tools (e.g. R or Stata) a plus;

<ul style="list-style-type: none"> <li>• Strong organizational skills and the ability to multi-task;</li> <li>• Attention to detail is crucial;</li> <li>• Ability to work independently;</li> <li>• Responsible, responsive and enthusiastic.</li> </ul>	
<b>V. LANGUAGES</b>	
Required (specify the required knowledge)	Advantageous
Working knowledge in written and spoken English.	Knowledge of French or Kinyarwanda would be an asset.
<b>VI. CONDITIONS</b>	
<p><b>Condition</b></p> <ul style="list-style-type: none"> <li>• UNDP internship programme does not provide a salary or remuneration for the internship;</li> <li>• UNDP accepts no responsibility for costs arising from accidents and/or illness or death incurred during the internship.</li> <li>• All the expenses connected with the internship will be borne by the intern, sponsoring government or institutions;</li> <li>• The intern must provide proof of enrollment in a health insurance plan;</li> <li>• UNDP accepts no responsibility for costs arising from accidents and/or illness or death incurred during the internship;</li> <li>• Interns are not eligible to apply for, or be appointed to, any post in UNDP during the period of the internship;</li> <li>• Interns are not staff members and may not represent UNDP in any official capacity.</li> </ul> <p><b>Eligibility and Selection</b></p> <p>Applicants to the UNDP internship programme must at the time of application meet the following eligibility requirements:</p> <p>(a) Be enrolled in a graduate school programme (second university degree or equivalent,</p>	

or higher);

(b) Be enrolled in the final academic year of a first university degree programme (minimum bachelor's level or equivalent);

(c) Have graduated with a university degree (as defined in (a) and (b) above) and, if selected, must start the internship within one-year of graduation.

(d) Proof of University enrollment.

(e) Proof of Medical clearance

(f) Proof of Medical Insurance

(g) CV

(h) UNDP internship application form duly filled

Send a current CV and cover letter explaining your motivation for the internship on this email [offers.rw@undp.org](mailto:offers.rw@undp.org)

Please Note that only applicants selected for an interview will be contacted.