



## Terms of Reference

**Position:** Internship in LACRO

**Duration:** 4 months (15 August 2024 - 15 December 2024)

**Time:** The work will be full time with an expected amount of approximately 40 hours per week (5 Days per week) as agreed

**Where:** Regional Office for Latin America and the Caribbean based in Panama

Under the direct supervision and guidance of the Regional Monitoring and Evaluation Adviser and Regional Programme Specialist (Planning), the intern will assist in the area of M&E and programme, specifically with the technical assistance and knowledge management platforms, through collaborative work between LACRO and COs.

A results work plan of the Internship and learning opportunities will be agreed upon. Regular meetings and close coordination processes will lead to a beneficial environment for the intern.

### Tasks and responsibilities

- Contribute to update LAC systems and tools for improving M&E, oversight and KM, following the corporate M&E and KM policies, standards, and guidance;
- Support the M&E area in the use of the Dashboard 2.0 power BI, to oversee the performance and results of UNFPA's work in the region.
- Support the functioning of the Regional Support Platform, updating information and uploading products in the platform.
- Review documentation related to the CO's performance in the Region and support quarterly and annual reporting.
- Maintain an updated regional KM platform to increase the generation and dissemination of knowledge and evidence in the region, contributing to identification and dissemination of good practices..

### Qualifications and Experience

1. Enrolled in a University degree, preferably in social or political science, economy, social development, international relations, public administration and development policies.
2. Fluency in English and Spanish.
3. Demonstrated ability to effectively use a computer and software programs such as Google suite.
4. Experience with data analysis, statistical packages and other software will be an asset.
5. Ability to think logically and work precisely with attention to detail.
6. Ability to write clearly and concisely in a professional manner.



7. Ability to communicate effectively.
8. Ability to teamwork in a multicultural environment.
9. Good organization skills.
10. Initiative, sound judgment

### **Learning Elements**

Upon completion of the assignment the Intern should be able to:

1. Understand the UNFPA mandate and policies in M&E, KM and support the provision of technical assistance in the LAC Region.
2. Better understand the UN system and the UN Reform.
3. Learn the technical language and working procedures of an International Development Organization.
4. Work as a team member in a multicultural setting.

- This internship is designed to foster professional growth and development in the Un system. The intern will receive a monthly stipend.