



## INTERNSHIP TERMS OF REFERENCE

### I. IDENTIFICATION OF THE POST

Title: **GENDER, MONITORING AND EVALUATION INTERN**

Sector of assignment: **UNDP Country Programme Areas (Environment, Governance, Basic Social Services)**

Organizational unit: **Environment and Sustainable Development Unit (ESDU)**

Country and Duty Station: **Sao Tome and Principe UNDP Country Office**

Internship duration: **9 months**

Supervisor's name: **Maria Teresa Mendizabal**

Supervisor's title: **Program manager**

### II. CORPORATE BACKGROUND:

UNDP works in about 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. We help countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development results.

UNDP is working to strengthen new frameworks for development, disaster risk reduction and climate change. We support countries' efforts to achieve the new Sustainable Development Goals, which will guide global development priorities through 2030. The key 2030 Agenda principle of leaving no one behind and stamping out inequality is at the core of everything we do.

UNDP focuses on helping countries build and share solutions in three main areas:

- Sustainable development
- Democratic governance and peacebuilding
- Climate and disaster resilience

In all our activities, we encourage the protection of human rights and the empowerment of women, minorities and the poorest and most vulnerable.

### III. INTERNSHIP OFFICE BACKGROUND:

UNDAF is composed of three groups of results: Social Cohesion, Economic Development and Resilience, and Democratic Governance. During 2018, the total resources devoted by UNDP amounted to \$ 6.5 million. The areas contributing to the achievement of the Country Program results are: development of legal framework, strategies, action plans and budgets aligned with the national development strategy; national ownership in the diagnosis of SDG indicators and the monitoring matrix. It is an area of focus that has mobilized the effort and commitment of most institutions to promote alignment between the National Development Strategy and various government initiatives and corporate partners to reduce duplication, efforts that result in inefficient use of scarce resources. It is in this capacity that capacity-building actions in strategic planning for key institutions, such as the National Statistical Institute (macroeconomic analysis, applied econometric analysis, data collection and analysis, econometric finance) and the Planning Branch continued in 2018.

The country has good coverage of health services (93.3% of the population within an hour of walking from a health center). The three programs (TB, HIV and Malaria), supported by UNDP, are organized at all levels of the health system with a national coordination unit within the National Endemic Center (CNE). With the support of

UNDP, the government has resulted in a commitment of partners (Portuguese and Brazilian cooperation, UNFPA, UNICEF, WHO) to finance the activities of the three diseases.

In the area of economic growth, UNDP support to the legal framework for the energy and water sectors and support for forest management capacity development has helped to strengthen the conditions for attracting private and public investment. public and national capacities for the sustainable management of natural resources. The investment in technical capacity building of beneficiaries and partner institutions has made it possible for the target groups (small farmers, small traders -women, young people) to be better equipped and organized to diversify and increase their livelihoods. Also, the group of artisanal fishermen and the general population have increased their security by improving climate information mechanisms.

**DUTIES:**

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	Advice and support the UNDP CO programmes and projects on gender-related issues, focusing on achievement of the following results: <ul style="list-style-type: none"> <li>• Conduct reviews of strategies, proposals and grants developed and provide timely input and recommendations for gender integration, and subsequent implementation.</li> <li>• Advise on gender policies and trends, and their relevant linkages to the projects activities</li> <li>• Develop a methodology for mainstreaming gender approaches into the projects implementation</li> </ul>	50%
2	Provide leadership in the establishment of a robust M&E system for impact assessment of the project’s outputs and activities and document the significant outcomes that influence the project’s beneficiaries as well as stakeholders. <ul style="list-style-type: none"> <li>• Develop a solid M&amp;E system for capturing the impact of the project’s different interventions; Introduction of performance indicators/success criteria, targets and milestones.</li> <li>• Facilitate the implementation of the M&amp;E system of the projects including an efficient and effective flow of information as well as the synergy and partnership – at the national and sub-national levels.</li> <li>• Support to monitoring of the projects with a gender sensitive lens, identification of problems and issues, development of solutions.</li> </ul>	50%

**IV. REQUIREMENTS AND QUALIFICATIONS**

**Education:**

Candidates must meet one of the following educational requirements:

- currently in the final year of a bachelor’s degree; or
- currently enrolled in a master’s degree; or
- have graduated no longer than 1 year ago from a master’s degree or equivalent studies.

- **Field of study:** Social sciences, Monitoring and Evaluation, Gender Issues, Project management, Public administration, Business Administration, Law or related areas.

**IT skills:**

- Knowledge and a proficient user of Microsoft Office productivity tools;
- Advance knowledge of spreadsheet and database packages, experience in handling of web-based management systems.

**Language skills:**

- Fluency in English and working knowledge of Portuguese are mandatory. French is an asset.

**Other competencies and attitude:**

- Interest and motivation in working in an international organization;
- Good analytical skills in gathering and consolidating data and research for practical implementation;
- Outgoing and initiative-taking person with a goal-oriented mind-set;
- Communicates effectively when working in teams and independently;
- Good in organizing and structuring various tasks and responsibilities;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Responds positively to feedback and differing points of view;
- Consistently approaches work with energy and a positive, constructive attitude.

**V. INTERNSHIP CONDITIONS**

- UNDP internships are not remunerated. All expenses connected with the internship will be borne by the intern or her/his sponsoring entity;
- UNDP accepts no responsibility for costs arising from accidents and/or illness or death incurred during the internship;
- Interns are responsible for obtaining necessary visas and arranging travel to and from the duty station where the internship will be performed;
- Interns are not eligible to apply for, or be appointed to, any post in UNDP during the period of the internship;
- Interns must provide proof of enrolment in health insurance plan;
- Interns are not staff members and may not represent UNDP in any official capacity;
- Interns are expected to work full time, but flexibility is allowed for education programmes;
- Interns need to obtain financing for subsistence and make own arrangements for internship, travel, VISA, accommodation, etc.