**TERMS OF REFERENCE FOR INTERNSHIP**

**Title: Monitoring and Evaluation Intern**

**Organizational Unit: UNHCR**

**Duty station: KIBONDO**

**Contract Type: Internship**

**Duration: 6 months**

**Expected start date: July 2023**

**Background information/Organizational Context**

UNHCR Field Office Kibondo is geographically located in Kibondo District, Kigoma region, found in North-Western Tanzania. The office was opened in October 2015 following the Burundi crisis in April 2015 resulting in the displacement of Burundian refugees to neighbouring countries in Rwanda, DR Congo, and Uganda including Tanzania.

In Tanzania, at the time of the initial influx, Burundian refugees were originally hosted in Nyarugusu camp inhabited by 60,000 Congolese refugees and later, Nduta and Mtendeli camps which used to be former refugee camps, reopened in October 2015 and January 2016 respectively. Some relocation from Nyarugusu started with an effort to decongest the Burundian site in Nyarugusu and transfer the Burundian refugees to Nduta camp. This happened continuously in 2015 until Nduta camp finally reached its maximum capacity. In April 2016, the relocation to Nduta was completed and the remaining Burundian refugees coming from Nyarugusu were sent to Mtendeli camp.

Facilitated voluntary repatriation started in 2017 upon expression of willingness and informed decision making by refugees who requested to be supported to return to their country of origin.

In 2021 after some normalcy returning to Burundi following the presidential election in 2020 which ushered in a new president, increase in facilitated voluntary repatriation activity led to a decrease in the refugee population prompting to the consolidation of Mtendeli with Nduta refugee camp. Refugees from Mtendeli camp were relocated to Nduta and Mtendeli subsequently closed. Voluntary Repatriation is guided by the 2001 Tripartite Agreement between UNHCR, Tanzania, and Burundi. Working with the Governments of Tanzania and Burundi, and with the international community’s support, UNHCR and partners in Tanzania have helped over 144,000 Burundian refugees to voluntarily return since 2017. UNHCR supports voluntary returns as an important durable solution and ensures that returns are based on the principles of voluntariness and informed decisions and take place in safety and dignity.

Currently **247,442** individuals in **59,389** households are recorded as people we serve to UNHCR in Tanzania. Burundians, constitute the majority of the entire refugee population with more than 67% of them living in two camps in Kibondo (Nduta) and Kasulu (Nyarugusu),in Kigoma villages and old settlements as well as in Dar Es Salaam. The second largest group (constituting 27% of the overall population) come from the Democratic Republic of Congo (DRC), having fled to Tanzania in 2001, and reside in the Nyarugusu camp.

The Monitoring and Evaluation Intern will be based in the Field, reporting to and be guided by the Associate Program Officer. S/he may receive indirect guidance from other sections and units relevant to the country programme(s) or to global quality assurance standards. UNHCR’s Manual, UNHCR's corporate and regional strategic priorities, operation plans and other relevant institutional rules and regulations will guide the work of the Monitoring and Evaluation Intern.

The Monitoring and Evaluation Intern will provide support on monitoring protection and solutions strategies and coordinate with the other sections/units to ensure harmonized monitoring approaches at all levels and throughout the UNHCR Operations Management Cycle. S/he will work in line with the overall UNHCR directions which crucially require working with partners, including with persons of concern, governmental institutions, and the private sector, ensuring that programme monitoring is approached as per UNHCR’s Strategic Directions, Global Strategic Priorities (GSPs), Global Compact for Refugees (GCR), and corporate positions on SDGs.

The incumbent is expected to have contacts within the Organization and outside the duty station, as well as with partners and other stakeholders related to programme monitoring. S/he is expected to work very closely with the Members of the Multi-Function team (MFT). The incumbent is expected to work in line with the multi-functional team (MFT) approach as defined within the Program Chapter, ensuring the participation of relevant stakeholders in all phases of the Program Management Cycle.

Under the supervision of the Associate Programme Officer, provide support on all activities related to Monitoring and Evaluation of the Multi Year Strategy at Field Office Kibondo (2023-2025) including working in collaboration with the MFT and partners to strengthen the monitoring systems for effective delivery of protection solution and strategy implementation.

**Duties and Responsibilities**

* Support the development and implementation of UNHCR’s system for monitoring protection and solutions strategies and results (impact, outcomes, outputs) in cooperation with relevant teams and promote a results-based monitoring culture throughout the operation and the Operations Management Cycle.
* Support the development of Theories of Change and related Results Frameworks and the measurability of multi-year protection and solutions strategies and annual plans. Support evaluation planning for Results Frameworks.
* Contribute to the development and implementation of monitoring plans across all implementation modalities (partnerships, direct implementation, and operational partners), ensuring consistency and coherence of UNHCR’s monitoring activities and ownership of the Multi-Functional Teams.
* Support setting up monitoring systems and indicator tracking, guiding teams on data collection methodologies and sources, age, gender and diversity aggregation and data reporting and sharing based on agreed protocols and standards, in close collaboration with evaluation, data and IM staff.
* Support coherence on monitoring standards, plans, tools, indicators, and resources across UNHCR and project partners and ensure that monitoring actions are grounded in protection and solutions principles and approaches.
* Support senior management on monitoring findings and possible course-correcting actions, keep track of management decisions and follow-up actions and communicate monitoring findings to key stakeholders.
* Cooperate and coordinate with partners and stakeholders to facilitate coherence of monitoring approaches and indicators across multi-partner initiatives and engage in UN fora on monitoring (UNSDCF, HRP, RRP etc.), ensuring coherence and avoiding gaps and overlaps.
* Support processes to link monitoring to the operation’s evaluation and risk management plan.
* Contribute actively to innovative solutions for monitoring and to UNHCR’s global community of practice on monitoring, facilitating the exchange of lessons learned across countries and regions.
* Perform other related duties as required.

**Minimum qualifications required**

* University degree required.
* Fluency in English required; a second UN language will be an advantage.

**Eligibility**

To be considered for an internship, candidates must meet the following eligibility criteria:

* Recent graduate (those persons who completed their studies within two years of applying) or current student in a graduate/undergraduate school programme from a university or higher education facility accredited by UNESCO; and
* Have completed at least two years of undergraduate studies in a field relevant or of interest to the work of the Organization.

**NOTE:** An individual whose father, mother, son, daughter, brother or sister is a staff member of UNHCR, including a Temporary Appointment holder is not eligible for an internship.

**Allowance**

Interns will receive an allowance to partially help to cover the cost of food, local transportation and living expenses.

**To Apply:**

(the operation does not need to fill this part, it will be filled afterwards by the sponsoring institution)

The UNHCR workforce consists of many diverse nationalities, cultures, languages, and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation, and gender identity.

UNHCR does not charge a fee at any stage of its recruitment process (application, interview, meeting, travelling, processing, or training.

We welcome applications from candidates with a refugee or stateless background.