**Planning, Monitoring and Reporting**

**Location:** Fiji

**Duration:** Initially 6 months with possible extension to 1 year

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| **Internship Title:**  *Monitoring and Reporting Officer* | **Requesting Section/Hiring Manager:**  *Planning Monitoring Reporting (PMR) unit* | | | **Duty Station:**  Home Based  Office Based |
| **Background and Purpose of Activity/Assignment:**  UNICEF Pacific is a multi-country office with mandate for 14 Pacific Island countries, based in Fiji and with field offices in Vanuatu, Kiribati, FSM, Samoa and the Solomon Islands. Our mission and mandate is to promote the rights and wellbeing of every child in the Pacific, in everything we do. Together with our partners in Cook Islands, Fiji, Kiribati, Marshall Islands, Federated States of Micronesia, Nauru, Niue, Palau, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu, we translate this commitment into practical action, focusing special effort on reaching the most vulnerable and excluded children, to the benefit of all children, everywhere.  The Planning, Monitoring and Reporting (PMR) unit works cross sectorally to primely support UNICEF programmes sections in planning, monitoring, and reporting activities, and to ensure alignment with global UNICEF and UN standards and processes. In the new multi-country programme structure, the PMR unit will be staffed with 6 staff with 1 dedicated to Monitoring, reporting directly to the Chief of PMR. | | | | |
| **Scope of Work:**  The purpose of this internship will be to provide practical training and experience to beginners specifically in data monitoring and reporting. Under the direct supervision of the Monitoring and Evaluation Officer, and the overall guidance from the Planning, monitoring and evaluation specified, the intern will undertake the following tasks:   * Support with the timely update to various global and regional data monitoring. * Support in the effective implementation of adopted eTools and Results assessment module (RAM) modules including the new Work planning Module. * Follow up with programme sections for timely submission of RAM reports and Core Standard Indicators (CSIs). * Support management of available information on national statistics and key indicators through databases for easy access and use. * Maintain the filing system for PME in the SharePoint document library. * Support the follow up with relevant countries on timely completion of data collection/ validation efforts * Support the PME team with any additional tasks as required. | | | | |
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| **Start Date:** | | **End Date:** | **Number of Days (working)** | |
| 01 Jan 2023 | | 30 June 2023 | Initially 6 months with possible extension to 1 year | |

**TERMS OF REFERENCE INTERNS**

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| **Work Assignment Overview** | | |
| Tasks/Milestone: | Deliverables/Outputs: |  |
| Support with the timely update to various global and regional data monitoring. | Programme monitoring | |
| Support in the effective implementation of adopted eTools and RAM modules including the Work planning Module | Programme monitoring | |
| Follow up with programme sections for timely submission of RAM reports and CSIs. | Program reviews and reports | |
| Support management of available information on national statistics and key indicators through databases for easy access and use. | Programme monitoring | |
| Maintain the filing system for PME in the SharePoint document library. | Knowledge management | |
| Support the follow up with relevant countries on timely completion of data collection/ validation efforts as needed. | Programme monitoring | |
| **Total estimated costs** |  | |
| **Minimum Qualifications required: Knowledge/Expertise/Skills required:**  Bachelors  Masters  PhD  Other   * University degree in social sciences or other relevant disciplines. Graduated within the past two years * Fluency in English is required. * Computer literacy and knowledge of Excel, Word, PowerPoint is required. * Have excellent academic performance as demonstrated by recent university or institution records. * Have no immediate relatives (e.g., father, mother, brother, sister) working in any UNICEF office; and   Have no other relatives in the line of authority which the intern will report to.   * Additional consideration will be given for any past experience. | | |
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