

# Sponsored traineeship programme of UNESCO

# Terms of Reference

**GENERAL INFORMATION**

**Traineeship in : Programme Monitoring and Evaluation**

**Duration ::** One (01) to two (02) years.

**LieuPlace ::** Apia, Samoa (the Independent State of)

**UnitéUnit**: *division, section, unité* (*division, section, unit*) **:** UNESCO Office for the Pacific States (FU/API)

**Superviseur (nom, titre)Supervisor** (Name, Title)  **::** Nisha, Director of Office and UNESCO Representative to the Pacific States

**DESCRIPTION of the Sponsorship TRAINEESHIP**

**Background:**

UNESCO is seeking to recruit a trainee to assist its Office for the Pacific States. The Office supports the UNESCO Members States in the Pacific to build their human and institutional capacities in the fields of Communication and Information, Culture, Education, Natural Sciences, and Social and Human Sciences. This work is coordinated with the National Commissions for UNESCO and in cooperation with the UNESCO Regional Bureaux, other UN Agencies, regional organizations for the Pacific, educational institutions and civil society. The Office will be looking at entry-points for partnership with the private sector too. This post is located in the Director’s Office of FU/API. For more, visit: [Website](http://www.unesco.org/new/en/apia/home), [Facebook](https://www.facebook.com/UNESCOPacific/), [Twitter](https://twitter.com/UNESCO_Pacific).

*Purpose:* The trainee is required to support the UNESCO’s work and learn from the experiences related to the web and social media communications, donor relationship building, promotion of the Office’s work in the region. The trainee would be the Office’s focal point for United Nations Country Team’s Communication Group.

*Supervision:* The trainee will be supervised by the Director of the Office and supported by through a range of practices, including:

* Through discussions, regular meetings and feedback in line with the planned performance outcomes and activities that will be established soon upon joining the Office;
* Including the trainee in the Office’s Programme and Admin and Finance meetings, held once a month and other programmatic cooperation and collaboration working sessions;
* Holding a performance discussion close to the end of year and giving the trainee an opportunity to present their technical report of achievement in UNESCO in the UNESCO via the UNESCOMMUNITY.

**Specific Tasks:**

The incumbent will be primarily engaged in supporting the implementation of activities through planning, monitoring, evaluation (PME) and reporting activities. S/he will specifically be working to:

1. *Planning:*

* Support planning of result-based projects, workplans, programmatic procurement and implementation.
* Support writing of result-based proposals.
* Contribute to develop project performance indicators; monitoring and evaluation (M&E) frameworks; and Results Monitoring Plan.
* Establish/refine monitoring systems and tools to measure project progress.

1. *Monitoring:*

* Overall, ensure development of all monitoring, evaluation and reporting deliverables.
* Provide support all M&E data collection, analysis and reporting, including on performance indicators by staff and partners.
* Develop, track and update the Results Monitoring Plan to monitor the achievement of indicator targets and examine project or activity progress towards desired outcomes and impact

1. *Evaluation:*

* Contribute to the design and implementation of evaluation initiatives
* Act as the evaluation focal point.
* Utilize critical inputs, feedback, and assessments from evaluation partners to inform changes in programme approaches and proposals.
* Coordinate evaluations with partners and vendors, including design, data collection, management and analysis.
* Work with staff to collect information through online surveys, electronic interviews and/or beneficiaries.
* Conduct quantitative and qualitative data analysis and write reports.

1. *Reporting:*

* Manage all inputs and changes to the Results Monitoring Plan including setting out specific quantifiable performance indicators and targets for overall objectives.
* Write half yearly, annual and biennial reports.
* Contribute to newsletters and office communication.

**Required Qualifications**

**Education ::** Master’s degree or equivalent.

**DisciplinesDisciplines ::** Development planning; planning, monitoring and evaluation; or social or natural sciences, cultural studies, human rights, or public policy with specialisation in development planning; planning, monitoring and evaluation.

**Compétences linguistiquesLanguage skills ::** English

**Compétences et aptitudesCompetencies and skills:** **:** The following qualifications are required:

*Skills and Competencies:*

* One or two years of experience in PME and reporting and/or related activities;
* Strong analysis and report-writing skills;
* Ability and willingness to work as a member of a team with people of different social, cultural and religious backgrounds, different gender, different professional experiences, and diverse political views
* Ability to integrate a gender perspective into tasks and activities;
* Ability to assess the situation and react rapidly, taking appropriate action;
* Capability to translate events and informaiton into concise and accurate oral and written reports;
* High level of fluency in the English language, both oral and written;
* Very well-versed in using ICT, including Office applications, internet, intranet, etc.

*Core values*

* Commitment: Actively contributes to achieving organizational goals
* Integrity: Acts in consistency with the Organization's core values and organizational principles
* Diversity: Respects others and values their diverse perspectives and contributions
* Professionalism: Takes initiative, responsibility and applies careful judgment

*Core competencies*

* Accountability: Takes responsibility for own action and delegated work
* Communication: Actively works to achieve clear and transparent communication with colleagues and with stakeholders of the Organization
* Teamwork: Works effectively with others on common goals and fosters a positive, trust-based working environment
* Innovation: Develops ideas and approaches when required
* Result focus: Assumes accountability for the delivery of agreed results
* Planning and organizing: Works towards the achievement of goals in a structured and measured manner
* Knowledge sharing and improvement: Keeps abreast of new development and facilitates exchange
* Flexibility: Responds positively and effectively to changing circumstances in the interest of the Organization

**Learning Objectives**

The traineeship will provide an opportunity for selected candidate to:

* build practical skills and develop experience working in an international organization;
* gain exposure to the international development effort;
* develop an understanding of UNESCO’s development priorities and challenges;
* understand United Nations related communication and collaboration processes;
* develop specific skills in project, activity and event planning and development;
* meet a range of United Nations Organizations and understand their work; and
* gain experience that is useful to live and work in isolated locations.

This, in turn, would enrich UNESCO with trainees’ unique inputs and perspectives. The experience will also help the office improve its support to the trainees.

**Additional Information**

* No travel on official duty is foreseen for the trainee.
* Trainee would have leave as per the office procedures for the trainees.
* Apia and surrounding villages where the trainee may choose to leave are safe. However, precaution and compliance with the UN Safety and Security rules, procedures and guidelines are to be maintained at all times.
* Cost of living in Samoa is high. Trainees and volunteers are expected to live in manner that is similar to that of ordinary Samoan and are advised to manage money wisely.
* Mobile phone and internet connectivity work well in most parts of the country.
* Trainees and volunteers are placed in a low cost guest house when they arrive after which they could choose a place they want to live in. Places available on rent are generally furnished with basic furniture. Trainees and volunteers normally live and it is advisable to live in a shared house or guesthouse in a place closer to UNESCO staff members or not far from the office.
* Buses are the common means of transport, have reasonably priced fares, and run frequently from 6:00 to 18:00 hours. Buses to rural villages are often crowded and generally uncomfortable but usually reliable. Taxis are easily available.
* Social life of most Samoans revolves around the church, and the household. Village life is generally relaxed. Trainees and volunteers tend to mix easily with their local counterparts as well as develop their own to-do weekend and holiday lists.
* Samoa is not formal about dressing but inappropriate casual wear and behaviour would affect how trainees and volunteers are received. It is advised that the trainees and volunteers wear shirt or t-shirt, lava lava (a wraparound skirt for men), minimum knee-length shorts, short-sleeved shirts or tops, mid-length or long skirt / dresses, etc.