**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: M&E and Communications Intern (International Intern)

Sector of assignment: Crisis Prevention and Recovery

Organizational unit: UXO (Unexploded Ordnance) Unit

Country and Duty Station: Lao PDR, Vientiane

Expected duration: 9 months

Expected starting date: 1 July 2023

Supervisor’s name: Ms Minyoung Kim

Supervisor’s title: Head of UXO Unit, UNDP, Lao PDR

**II. CORPORATE BACKGROUND:**

United Nations Development Programme (UNDP) works in about 170 countries and territories, helping to eradicate poverty, reduce inequalities and exclusion, and build resilience so countries can sustain progress. As the UN’s development agency, UNDP plays a critical role in helping countries achieve the Sustainable Development Goals.

**III. RECEIVING OFFICE BACKGROUND:**

**UNDP Lao PDR:**

Guided by the global [UNDP Strategic Plan (2022 – 2025)](https://www.undp.org/publications/undp-strategic-plan-2022-2025) and [UNDP Country Programme Document (CPD) for Lao PDR (2022 – 2026)](https://www.la.undp.org/content/lao_pdr/en/home/library/country-programme-document-for-lao-pdr--2022-2026-.html), UNDP in Lao PDR works closely with the line Ministries, mass organizations, civil society, development partners, and the private sector at both national and international levels in pursuit of the national socio-economic development priorities defined in Lao PDR’s five-year National Socio-Economic Development Plan (NSEDP) and Sustainable Development Goals (SDGs). The UNDP’s work is strongly focused on the provision of policy advice and technical support to the Government of Lao PDR in the design and implementation of national legislation and strategies across four broad Priority Pillars – (1) inclusive growth and reduced inequalities, (2) UXO clearance and risk education, (3) natural resources, climate change and disaster risk reduction, as well as (4) effective, responsive, and accountable governance.

UNDP has a long history of working in Lao PDR. UNDP’s comparative advantage has been its ability to work closely with a very broad range of government and local-level institutions at all levels. The new UNDP country programme is aligned with the 9th NSEDP and is anchored in UNDP’s long-term partnership with the Government of more than three decades. The new programme builds on the achievements of the previous CPD that saw the incorporation of the SDGs into the national planning architecture. It will aim to support Lao PDR recover from the economic and social impacts of the COVID-19 pandemic and continue its transition from Least Developed Country (LDC) status, with a particular emphasis on supporting inclusive growth and reducing inequality.

**UNDP Lao PDR, UXO Unit:**

Lao People’s Democratic Republic (Lao PDR) is, per capita, the most heavily bombed country in the world. More than forty years after the end of the 1964-1973 Indochina Conflict, Unexploded Ordnance (UXO) remains a major humanitarian and socioeconomic challenge to the country, causing deaths and injuries, limiting access to potentially productive land, and adding substantial costs to processes of development. The Government of Lao PDR has been active in the process of clearance since shortly after the conflict. Lao PDR has advocated for the Convention on Cluster Munitions (CCM) and hosted the first Meeting of States Parties in 2010. It also embraced the UXO issue as a key development matter by locally establishing the Sustainable Development Goal 18 (SDG18), “Lives Safe from UXO”.

The National Strategic Plan for the UXO Sector in the Lao PDR 2021 - 2030, “The Safe Path Forward III” (SPFIII) details the objectives of the Government and its development partners over the forthcoming period where the aim is to reduce the humanitarian and socio-economic threats posed by UXO. A focus of the document is the need to ensure strong integration with development mechanisms particularly at a provincial level and to ensure actions are focused on community level priorities for the facilitation of development.

UNDP support to the UXO sector in Lao PDR has focused in two axes, notably: 1) support to strengthening the capacity and technical competency of the National Regulatory Authority, to be able to oversee and steer the sector in pursuance of national strategic goals and obtaining Lao PDR’s unique UXO Action Sustainable Development Goal, SDG 18: Lives Safe from UXO. 2) To provide capacity support for survey and clearance, through support to UXO Lao and the Humanitarian teams of the Lao People’s Army (Unit 58), thus hastening progress towards clearance in impacted communities.

 The position is preferred to be based in the UNDP Lao PDR Country Office in Vientiane.

**III. DUTIES:**

Under the supervision of the Head of UXO Unit, the M&E and Communications fellow will be responsible for supporting effective internal and external communications, outreach and advocacy activities, and UXO sector publications, and contributing to the strengthening of M&E practices among Implementing Partners (IPs) including the National Regulatory Authorities for the UXO/Mine Action Sector (NRA) and National Unexploded Ordnance Programme (UXO Lao). The fellow will provide communications, reporting, and M&E support to Unit team members and projects to ensure UNDP Lao PDR can fulfill its mandate in providing technical and programmatic support to the Government of Lao PDR.

The Fellow will assist in the following duties and responsibilities:

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| **No** | **Duties and responsibilities** | **% of time** |
| 1 | ***Support for IP M&E & Reporting capacity building***   * Support capacity building in Monitoring & Evaluation for Implementing Partner (IP) staff at the NRA and UXO Lao through coaching, mentoring, workshops, and formal on-the-job training * If necessary, undertake field trips with key staff and support them in the systematic collection of data to monitor the progress of the project; | **%**  **40** |
| 2 | ***Support for M&E and Reporting within the UXO Unit***   * Support the regular monitoring and results-based reporting of the progress and achievement in line with the results framework of the United Nations Sustainable Development Partnership Framework (UNSDPF) 2022-2026; * Review and edit reports, including sector and donor reports of the UXO Unit; * Review and edit publications of the UXO Unit projects, including research papers of the UXO Unit; * Support the organizing of events, such as joint field monitoring missions among UNDP and IPs | **%**  **30** |
| 3 | ***Support UXO Unit / IP communications***   * Support drafting, editing and reviewing of communication materials for a variety of media outlets as well as online platforms according to the [UXO Programme Communication & Visibility Action Plan (2023-2025)](https://undp.sharepoint.com/:w:/s/UXOPortfolioLaoPDR-AchievingSDG18/EZKsk0mg7qxCn4n5kljlwF0BPCNdBalxekW29E8hTWT9dQ?e=Sc1Di5); * Support capacity building in advocacy & communication for Implementing Partner (IP) staff at the NRA and UXO Lao through coaching, mentoring, workshops, and formal on-the-job training; * Support drafting meeting agendas and minutes; | **%**  **20** |
| 4 | Perform other functions as may be assigned by supervisor consistent with qualifications and experience. | **%**  **10** |

**Results and Expected Outputs**

* Development of IP capacity in M&E skills through coaching, mentoring and formal on-the-job training
* Contribution to joint field monitoring missions and reports, as needed;
* Contribution to review and editing of results-based reporting in line with the results framework of UNSDPF 2022-2026, UXO sector reports, and donor reports of the UXO Unit;
* Review and editing of publications and research papers of the UXO Unit;
* Support for event organizing, as needed;
* Support for development of articles, blog stories, captions and visual content for SNS postings to improve project visibility;
* Support drafting, editing and reviewing of meeting agendas and minutes;
* Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment; and
* A final fellowship completion report.

**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 postgraduate programme (such as a Master’s programme or higher); or
* have graduated no longer than 1 year ago from a university degree or equivalent studies.

Field of study: University degree in Communications, International Relations, Development Studies, Peace and Conflict Studies, Social Science, Humanitiesor equivalent.

**IT skills:**

* Knowledge and a proficient user of Microsoft Office productivity tools;
* Skilled usage of computers, software packages and competence in producing high quality presentations, reports, and data visualization is a strong asset.

**Language skills:**

* Fluency in English (Exceptional written and oral communication, editing and proofreading skills in English);
* Knowledge of Lao is an advantage.

**Other competencies and attitude:**

* Interest and motivation in working in an international organization;
* Previous experience working in a developing country context;
* Good analytical skills in gathering and consolidating data and research for practical implementation;
* Experience supporting research and report writing, development project management or support especially related to donor compliance, M&E, and reporting;
* Experience with media and communications;
* 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;
* Familiarity with technical subjects of UXO and UXO/Mine action sector in Lao PDR or related topics is an advantage.