**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Data Analyst Intern

Sector of assignment: Data Analysis, Reporting, Research

Organizational unit: UNDP/NCE/FACS team

Country and Duty Station: Panama

Expected duration: 9 months

Expected starting date: June 2023

Supervisor’s name: FACS MEAL Officer

Supervisor’s title: Monitoring, Evaluation and Learning Officer

**II. CORPORATE BACKGROUND:**

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:**

The United Nations Development Programme (UNDP) has recently developed a strategy for Food and Agricultural Commodity Systems (FACS) to focus its vision and enhance its support to transform FACS. FACS are fundamental to the sustainable development of the 170 countries UNDP supports. FACS are often the largest contributor to their economies; food and nutrition is fundamental for citizen health; and FACS have a key role to play in achieving the SDGs. Yet, FACS are in crisis and need to be radically transformed to become more sustainable.

UNDP´s Vision for FACS 2030 is, through partnerships, to transform food and agricultural commodity systems into resilient; equitable; healthy, inclusive; environmentally, socially, and economically sustainable systems. Working on FACS will contribute to not only recovery from the COVID19 crisis, by creating sustainable and resilient livelihoods for many along the FAC supply chains, but also to preventing further zoonoses from emerging in the future. This will require a change in the current paradigm of agricultural production focussing on maximizing productivity to a new paradigm based on diversified agroecological systems which work simultaneously on achieving economic, environmental, social, and health outcomes, with smallholders as a key part of the solution in their role as the engine of economic development.

A UNDP FACS team and practice have been established within the Nature, Climate and Energy team of UNDP to support the implementation of the UNDP FACS strategy. Its global objectives, targets and delivery strategies are based on inclusive and sustainable growth and development – combining governments and markets in agriculture through public-private partnerships and democratic dialogue processes. The FACS  team leads several global initiatives, including supporting the World Bank with the implementation of the Food Systems, Land Use and Restoration (FOLUR) Impact Program (IP), financed under GEF-7. The Programme is designed to promote sustainable integrated landscapes and efficient food value chains at scale, through encouraging transformation to more environmentally sustainable production practices and more resilient landscapes. The FACS team also works in close collaboration with various governments, including the Government of Sweden and the State Secretariat for Economic Affairs of Switzerland (SECO).

The UNDP FACS Monitoring, Evaluation, Accountability and Learning (MEAL) team plays a key role in the delivery of the UNDP FACS strategy, through:

1. Developing innovative, system-informed and participatory MEAL frameworks and tools (i.e., the Signals of Change Framework, and the [Causality Assessment for Landscape Interventions](https://www.undp.org/facs/causality-assessment-landscape-interventions)), and promoting and supporting their adoption in the context of relevant projects, programmes and portfolios
2. Providing broader MEAL advice and support to initiatives in the UNDP FACS portfolio (e.g., on learning- focused approaches to monitoring and evaluation, qualitative and quantitative methods for outcome monitoring, and the wider development of logical frameworks), including through needs assessment, diagnostics, and co-creation of targeted solutions
3. Encouraging sensemaking, learning and knowledge sharing on:
4. Innovative, system-informed and/or participatory MEAL approaches for portfolios and interventions working with FACS, including through managing a dedicated community of practice, facilitating learning sessions, and compiling/developing and publishing emerging knowledge and insights
5. How food and agricultural commodity systems change, and how development interventions can support a positive transformation, including through preparing and facilitating reviews at portfolio and initiative/project level
6. Gathering, processing, and sharing with relevant (internal and external) stakeholders the latest information on progress, achievements, risks, and challenges at portfolio level (this includes information on how gender mainstreaming and social and environmental safeguards are being addressed at all relevant levels), including to support decision-making, learning and communications at portfolio level, and comply with corporate and other reporting requirements.

**III. DUTIES:**

The Intern/Fellow will assist in the following duties and responsibilities:

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| **No** | **Duties and responsibilities** | **% of time** |
| 1 | **Support in maintaining up-to-date information on progress, achievements, risks and challenges at portfolio level to support decision-making**   * Support gathering, processing and sharing the latest information on progress, achievements, risks and challenges at portfolio level (see [FACS impact book](https://undp.sharepoint.com/:w:/s/gcp/EUw1ZDPlWR9JoP_vVBCRZmkByAHfxjqTFqA8bhusmvlSfA?e=qRnKLg)) * Support GCP phase II project management and coordination - incl. through developing and updating a risk monitoring plan, SES management measures, gender action plan and their integration in pillar workplans. * Support the follow up of deliverables of the ongoing research project with students at the University of Michigan, aimed at unpacking results from ongoing and past interventions aimed at promoting more sustainable commodity sectors through effective collaborative action. * Support the Systems Monitoring Learning and Evaluation initiative funded by the Gates Foundation as needed. * Support in the development/implementation of digital tools or dashboard to support data collection. * Support in any other reporting requirement. | **75%** |
| 2 | **Support learning and knowledge sharing on system-informed MEAL approaches**   * Support the coordination of learning sessions at project/initiative level and support learning reviews at portfolio level as relevant. * Support the member’s outreach and coordination of events of the Monitoring, Learning and Evaluation Community | **25%** |

**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: Development Studies or other relevant study area, such as Social Sciences, Environmental Studies, Economics, Global Development, Data Science or any other related field.

**IT skills:**

* Mastery of MS Office package, especially Microsoft Excel;
* Experience with GIS and handling geospatial data is an advantage;
* Experience with developing dashboards in Excel, Power Bi or other data visualization software is an advantage.

**Language skills:**

* Fluent English and Spanish

**Other competencies and attitude:**

* Excellent writing and editing skills;
* Interest and motivation in working in an international organization;
* Good analytical skills in gathering and consolidating data and research for practical implementation;
* Strong qualitative and quantitative data collection, analysis, and visualization skills;
* Outgoing and initiative-taking person with a goal-oriented mind-set;
* Good in organizing and structuring various tasks and responsibilities;