



SAVING LIVES
CHANGING LIVES

MONITORING & EVALUATION INTERN

Location: Nairobi, Kenya
Grade: Intern
Duration: 6 months

ABOUT WFP

The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. The mission of WFP is to help the world achieve Zero Hunger in our lifetimes. Every day, WFP works worldwide to ensure that no child goes to bed hungry and that the poorest and most vulnerable, particularly women and children, can access the nutritious food they need.

For its efforts to combat hunger, for its contribution to bettering conditions for peace in conflict-affected areas and for acting as a driving force in efforts to prevent the use of hunger as a weapon of war and conflict, WFP was awarded the Nobel Peace Prize in 2020.

JOB PURPOSE

The Monitoring and Evaluation unit has corporate knowledge on related processes and provides guidance to other units on application of methodologies, tools and processes on a daily basis.

The Intern will be provided with a great opportunity to acquire practical work experience; to have access to wide range of internal online training courses; and have access to wide range of field level operations.

STANDARD MINIMUM QUALIFICATIONS

Currently enrolled in the university and have completed at least two years of undergraduate studies; currently enrolled in a graduate programme (Master's degree) from a recognized university; or have graduated from an undergraduate or graduate programme within the last 6 months, preferably in Monitoring and Evaluation, Development Studies, Economics, Agriculture Economics Statistics, Food Security, Nutrition or other closely relevant field or equivalent.

- Training and/or experience utilizing computers including word processing, spreadsheet, and other software packages. Proficiency in Excel and fair knowledge of pivot tables. Office 365 proficiency an added advantage.
- Knowledge and experience in using quantitative analysis techniques.

KEY ACCOUNTABILITIES (not all-inclusive)

- Under the supervision of supervisor, assist with the design and development of data collection monitoring tools.
- Under the supervision of supervisor, assist in coordination and support of monitoring activities.
- Participate in field monitoring activities.
- Support in drafting regular monitoring reports.
- Assist in follow up with field offices on timely submission of reports and data
- Assist in reviewing field monitoring reports, baseline studies, and evaluation reports.
- Support in compilation of documentation for any upcoming activities.
- Work closely with Business Transformation Unit (BTU) to ensure M&E folder is migrated to shared point.
- Compile minutes for M&E meetings.
- Support the M&E in providing technical support to staff members for all M&E related activities.
- Carry out other duties and responsibilities related to M&E as assigned by the supervisor.

Language:

Fluency in both oral and written English