



## UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

### TERMS OF REFERENCE

<b>Title:</b>	INTERN (Monitoring and evaluation)
<b>Main Duty Station and Location:</b>	Rabat
<b>Start (EOD):</b>	September 2019
<b>End (COB):</b>	December 2019

### **ORGANIZATIONAL CONTEXT**

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mandate of UNIDO is to promote and accelerate inclusive and sustainable industrial development in developing countries and economies in transition.

UNIDO delivers its services through the following four complementary and mutually supportive core functions: (a) technical cooperation activities; (b) analytical and policy advisory services; (c) standard-setting and compliance and (d) convening and partnership role.

The UNIDO Country Office (CO) in the Kingdom of Morocco is responsible for representing UNIDO in Morocco and promoting the Organization as an effective partner for development, and for this purpose, the CO maintains close contact with all local stakeholders at the country and regional levels as appropriate, including government institutions and international entities. The CO is further responsible for identifying national development and donor funding priorities in the country, and to support the formulation and monitoring of technical cooperation projects and programmes, in collaboration with the relevant technical departments and other appropriate organizational units.

The CO is also responsible for coordinating and reporting on UNIDO activities in the country, and providing inputs in to the development of regional strategies and policies

### **MAIN DUTIES:**

Under the supervision of the UNIDO Country Representative, and reporting to her, the intern will undertake the following duties:

<b><u>MAIN DUTIES</u></b>	<b>Concrete/ measurable Outputs to be achieved</b>	<b>Expected duration</b>	<b>Location</b>
Provide assistance to the office in performing research on strategic or operational topics.	Research performed on time and according to request	Continuous	<b>Rabat</b>
Assist in the organization of or participation to events and meetings, including planning, preparation of	Regular attendance of UNIDO at different events in secured	Continuous	<b>Rabat</b>

substantive materials, reporting, follow-up and preparing meeting minutes if required			
Support the CO in promoting and monitoring UNIDO Technical Cooperation (TC) activities in Morocco, through on-demand based specific reporting, attendance to meetings, assistance to project identification and development, assistance to resource and partnership mapping, support TC activities monitoring and evaluation	UNIDO's actions promoted	Continuous	<b>Rabat</b>
Support in collection and consolidation of the information and data for reporting within the UNDAF reports	UNIDO interventions and impact in the country are acknowledged	Continuous	<b>Rabat</b>
Support UNIDO engagement and inputs in UNDAF and other working groups	engagement of UNIDO in working groups is ensured and UNIDO interventions and impact in the country are acknowledged	Continuous	<b>Rabat</b>
Compiling best practices, lessons learnt, experience and stories on key thematic areas of UNIDO's interventions in Morocco		Continuous	<b>Rabat</b>
Provide assistance to the CO in capturing relevant data and information for strategic or operation means, at both country, regional and global level through media watch, content tracking and management, attendance, reporting, etc.	Requested data compiled		

## **MINIMUM ORGANIZATIONAL REQUIREMENTS**

### **Education:**

Advanced university degree in projects management, International Relations, Political sciences or other relevant disciplines.

### **Skill requirements:**

- Excellent communication and interpersonal skills to establish and maintain good working relationships with local counterparts, partner organizations and local private sector
- Good analytical skills as well as problem-solving and initiative-taking attitudes
- Excellent writing skills and computer literate

**Languages:**

Fluency in written and spoken English and French is required.

**REQUIRED COMPETENCIES**

## Core values:

1. We live and act with Integrity
2. We show Professionalism
3. We respect Diversity

## Core competencies:

1. We focus on Results and Responsibilities
2. We focus on People
3. We Communicate and earn Trust
6. We think outside the box and Innovate