



TERMS OF REFERENCE

SECTION 1

Position Information

Position Title	Intern, Monitoring and Evaluation
Position Grade	Other
Duty Station	Harare, Zimbabwe
Position Number	N/A
Job Family	Monitoring and Evaluation
Organizational Unit	Humanitarian Response and Recovery Unit
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Country Office
Position rated on	N/A
Reports directly to	Monitoring, Evaluation and Reporting Officer
Number of Direct Reports	N/A

SECTION 2

Organizational Context and Scope

BACKGROUND INFORMATION

The International Organization for Migration (IOM) has been present in Zimbabwe since 1985 and works closely with the Government of Zimbabwe and other partners to promote humane and orderly migration. Guided by the IOM Strategic Plan 2024 and the Regional Strategy for East, Horn and Southern Africa (2025–2029), IOM Zimbabwe implements programmes that contribute to humanitarian response, migration governance, resilience, and sustainable development, in alignment with the National Development Strategy 2 (2026–2030) and the United Nations Sustainable Development Cooperation Framework (UNSDCF).

The internship provides an opportunity to gain practical experience in monitoring and evaluation within an international humanitarian and development organization. The Intern will support M&E activities across the IOM Zimbabwe Mission portfolio, contributing to programme and projects monitoring, data management, reporting, information management, and organizational learning initiatives.

As part of the Mission's M&E function, the Intern may support programme units and cross-cutting initiatives across the portfolio, in accordance with operational priorities and programme needs.

SUPERVISION

Under the overall supervision of the Head of Programmes and the direct supervision of the Monitoring, Evaluation and Reporting Officer, the Intern will primarily support monitoring and evaluation activities contributing to mission-wide monitoring and evaluation initiatives.

The Intern will support the implementation of monitoring and evaluation activities across programme units, including routine project monitoring, field monitoring visits, results and indicator tracking, data collection and quality assurance, reporting, information management, and knowledge management. The Intern will also contribute to the preparation of internal and donor reports, monitoring tools, presentations, dashboards, and other programme information products; support evaluations, assessments, and learning initiatives; liaise with programme teams to compile, verify, and consolidate project information; and perform other monitoring and evaluation-related tasks as assigned.

Through close mentoring and on-the-job learning, the Intern will gain practical experience in monitoring and evaluation methodologies, results-based management, humanitarian and development programming, reporting, programme coordination, and evidence-based programme management within the IOM context.

SECTION 3

Responsibilities and Accountabilities

- **Support the implementation of monitoring and evaluation activities** across the IOM Zimbabwe Mission portfolio through routine monitoring, field visits, beneficiary tracking, and verification of project activities and outputs.
- **Support the collection, validation, analysis, and management of programme data** to ensure data quality and reliability through data cleaning, indicator tracking, and maintenance of monitoring databases, dashboards, and reporting trackers.
- **Contribute to programme reporting** to support evidence-based decision-making and donor compliance through the preparation of donor reports, situation reports, periodic updates, presentations, dashboards, factsheets, and other programme information products.
- **Support the development and implementation of M&E tools and processes** to strengthen programme performance monitoring through the preparation and updating of data collection tools, indicator tracking matrices, monitoring plans, and other M&E resources.
- **Assist in evaluations, assessments, and organizational learning activities** to generate evidence and improve programme quality through data compilation, quality assurance, documentation of lessons learned, good practices, success stories, and programme achievements.
- **Coordinate with programme teams and relevant stakeholders** to facilitate timely and accurate monitoring and reporting by compiling, verifying, and consolidating project information and following up on reporting requirements.
- **Support knowledge management and information management initiatives** to improve information sharing and programme visibility through organizing programme documentation, maintaining information repositories, and preparing communication and knowledge products.
- **Perform other monitoring and evaluation-related duties** to support effective programme implementation as assigned by the supervisor.

Expected Deliverables

The Intern will contribute to the timely production and maintenance of:

- Programme monitoring reports and field visit reports.
- Indicator tracking matrices and results monitoring tools.
- Programme databases, reporting trackers, and dashboards.
- Inputs for donor reports and internal reporting products.
- Data quality assessments and verification exercises.
- Lessons learned, success stories, and knowledge products.
- Presentations, factsheets, and programme information materials.
- Mission-wide monitoring and evaluation documentation and records.

TRAINING COMPONENTS AND LEARNING ELEMENTS

The Intern will gain experience in working in an international multicultural environment, within the United Nations system.

- Gain practical experience in M&E, results-based management, data management, reporting, and information management within humanitarian and development programmes.
- Develop an understanding of IOM's programme cycle, monitoring and evaluation frameworks, donor reporting requirements, and evidence-based programme management.
- Strengthen analytical, communication, and coordination skills through collaboration with programme teams and participation in monitoring activities and field missions.
- Interact with colleagues across IOM Zimbabwe, Regional Office, Headquarters, and other IOM Missions, gaining exposure to the Organization's global operations and professional networks.

SECTION 4

Required Qualifications and Experience

EDUCATION

- Be enrolled in a master's degree programme at Korea University, Graduate School of International Studies

EXPERIENCE

- Demonstrated interest in humanitarian assistance, international development, migration, or other relevant fields through academic, volunteer, or extracurricular activities is desirable.
- Demonstrated ability to work effectively in a multicultural team environment, manage multiple tasks, and deliver high-quality outputs within established timelines.
- Previous experience or academic exposure in monitoring and evaluation (M&E) is an asset.

SKILLS

- Strong analytical and organizational skills.
- Good written and verbal communication skills.
- Strong attention to detail and ability to meet deadlines.
- Ability to work effectively in a multicultural team environment.
- Willingness to learn and take initiative.

SECTION 5

Languages

REQUIRED

For this internship, fluency in English is required (oral and written).

SECTION 6

Competencies¹

The incumbent is expected to demonstrate the following values and competencies:

VALUES - All IOM staff members must abide by and demonstrate these five values:

- **Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- **Integrity and transparency:** Maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- **Professionalism:** Demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.
- **Courage:** Demonstrates willingness to take a stand on issues of importance.
- **Empathy:** Shows compassion for others, makes people feel safe, respected and fairly treated.

CORE COMPETENCIES - Behavioural indicators - Level 1

- **Teamwork:** Develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- **Delivering results:** Produces and delivers quality results in a service-oriented and timely manner. Is action oriented and committed to achieving agreed outcomes.
- **Managing and sharing knowledge:** Continuously seeks to learn, share knowledge and innovate.
- **Accountability:** Takes ownership for achieving the Organization's priorities and assumes responsibility for own actions and delegated work.
- **Communication:** Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

SECTION 7

Signatures

1 st Level Supervisor	Date
Sangsun Kwon, Monitoring, Evaluation and Reporting Officer	Click here to enter a date.
2 nd Level Supervisor	Date
Rita Gwarada, Head of Programmes	Click here to enter a date.

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.