



International Organization for Migration (IOM)

The UN Migration Agency

## Call for Applications

Position Title: **Monitoring and Evaluation Intern (Regional Project Support)**  
Duty Station: **Homebased (Bangkok, Thailand)**  
Type of Appointment: **Internship Contract, 6 months**  
Closing Date of Vacancy: **31 October 2023**  
Expected Start Date: **As soon as possible**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments, the private sector, and migrants.

### Context

The IOM Regional Office for Asia and the Pacific (ROAP) in Bangkok, Thailand, covers 40 countries across the Asia and Pacific region: <https://www.iom.int/asia-and-pacific>. ROAP's key responsibilities are to formulate regional strategies, processes and programmes in line with the overall priorities and policies of the Organization and to provide strategic and programmatic guidance and support to countries within its region. Six Regional Thematic Units are based at ROAP to fulfill this responsibility, covering issues including Emergency and Post Crisis and Disaster Risk Reduction, Labour Migration and Human Development, Immigration and Border Management, Migration Health, Migrant Protection and Assistance and Counter Human Trafficking and Migration, Environment and Climate Change. IOM activities that cut across these areas include the promotion of international migration law, research, policy debate and guidance, protection of migrants' rights, migration health and the gender dimension of migration.

The Regional Project Support Unit (RPSU) coordinates and facilitates RO support to country offices (COs) in project development, M&E, and project reporting.

### Supervision and Internship Modality

Working under the overall supervision of the Regional Project Development Officer (RPDO), and the direct supervision of the Regional Monitoring and Evaluation (M&E) officer in IOM Regional Office for the Asia and the Pacific in Bangkok the intern will support the RPSU for the smooth implementation of ongoing work.

This internship is home-based, applicants from any location are welcome to submit their application. The intern will have to keep ROAP office hours (8am – 5pm Bangkok time) and exceptions may be possible in the rare case.

### Core Functions/Responsibilities:

The successful candidate will have the following duties and responsibilities:

1. Assist in creating and updating a repository of Monitoring and evaluation tools for use by country and regional projects.
2. Assist in the analysis and visualization of data on M&E trends to enable RPSU, country offices, and RO management to make informed decisions on ongoing projects.
3. Assist the Regional M&E Officer to track planning, conduct and use of evaluations in the region.
4. In consultation with the Regional M&E Officer and the M&E focal points, assist country offices in using the IOM internal Project Information and Management Application (PRIMA) to plan, conduct and use evaluations including updating the evaluation information in PRIMA.
5. Assist in planning and tracking of M&E capacity building calendar, as well as completing and maintaining of M&E training database.

#### IOM Regional Office for Asia and the Pacific

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6. Assist in capacity building on data capture and analysis for routine monitoring data using excel and other data analysis tools, including developing and orienting staff on data visualization systems including Power Bi and excel.
7. Assist in consolidating simple guides for retrieval, collation and use of data from institutional platforms for monitoring and reporting purposes.
8. Support RPSU to improve knowledge management by creating and maintaining a repository of knowledge products from M&E processes and assist in disseminating of such information to relevant audience in collaboration with regional communication unit and country offices.
9. Assist in developing and administering survey tools for M&E processes in the region.
10. Assist in drafting and finalization of ROAP PRIMA Quarterly monitoring reports.
11. Assist with any other duties as required in the Regional Support Unit.

### Training components and learning elements

- Gain in-depth knowledge of migration and displacement portfolio across Asia and the Pacific.
- Access opportunity to attend and assist in organizing workshops, meetings and/or webinars with internal and external counterparts and engage with staff at national and regional offices.
- Strengthen writing and information presentation skills, reinforcing learning.
- Utilize access to Staff Development and Learning online training courses and tools and take opportunities to develop skillsets and consolidate understanding as they arise.
- Understand IOM and UN administrative systems and processes.
- Discuss career planning and strategies for humanitarian and/or development work with IOM.

### Eligibility and Selection

The Internship Programme aims at attracting talented students and graduates who have a specific interest in, or whose studies have covered, areas of relevance to IOM programmes and activities. Interns must be between 20 and 36 years old and should have less than two years of relevant working experience. The Internship Programme is open to candidates of any nationality. Candidates with lived experience as a migrant are strongly encouraged to apply.

### Required Qualifications and Experience:

- Recently graduated with bachelor's degree, professional qualification or an equivalent from an accredited academic institution in statistics, research, Political or Social Sciences, Law, International Development, Public Administration, Business Administration, or a related field.
- Able to adapt to an international, multicultural, multilingual environment.
- Advanced English writing and communication skills and able to work in a team.
- Familiarity with computer programs, including MS Office 365 programs (Word, Excel, Access, PowerPoint, Publisher) via SharePoint and OneDrive, as well as MS Teams.
- Familiarity with data analysis and visualization programs particularly Power Bi will be considered an advantage.
- Webpage as well as database development and management skills an advantage.
- Advanced English writing and communication skills.

### Language:

Fluency in English is required. Any other languages spoken in Asia and the Pacific will be an added advantage.

### Required Competencies

### Behavioral:

The successful candidate is expected to demonstrate the following values and competencies:

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## Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- 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.

## Core Competencies – behavioural indicators

- 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 action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

## General Information

- a) Interns are granted stipend as per IOM policy as a partial contribution to accommodations and living expenses. Interns benefiting from an internship allowance or scholarship granted by his/her university or other sponsoring body that includes financial remuneration or credits for coursework will not be eligible for the stipend.
- b) Before commencing work, successful candidates will be required to obtain a fit-to-work medical certificate from his/her doctor and submit vaccination records.
- c) Intern are responsible to manage their own resources to perform this responsibility, like Computer, dedicated internet connectivity.
- d) IOM only covers the Intern against occupational accidents and illnesses under the Compensation Plan (CP), free of charge, for the duration of the assignment. IOM does not provide evacuation or medical insurance for reasons related to non-occupational accidents and illnesses. The Intern is responsible for his/her own medical insurance for non-occupational accident or illness and will be required to provide written proof of such coverage before commencing work.
- e) Any work produced by interns during their internship within the framework of the duties assigned to them should be used for academic purposes exclusively. All economic and moral rights (copyright) pertaining to such work will remain the exclusive property of IOM.
- f) Interns are bound by staff confidentiality rules pertaining to their duties in IOM.

## How to Apply:

Interested candidates are invited to submit their applications via e-mail to [ROBangkokHR@iom.int](mailto:ROBangkokHR@iom.int) . Please include the reference code **ROBKK-CFA 23-004** followed by your full name in the subject line and mention your preferred duration as mentioned above.

## Applications should include:

- **Cover letter** that communicates relevant skills as well as medium to long-term goals and how this internship is expected to contribute towards achieving these goals (max 1pg)
- **Curriculum vitae** including experience that showcases time-management, multi-tasking, and multi-cultural experience whether in the service sector or retail (max 2pgs)

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- Duly completed **IOM Personal History Form**  
(Can be downloaded from <http://thailand.iom.int/>);
- **2-3 writing samples** (max 30pgs combined)

**Applicants will be contacted only if under serious consideration for the internship assignment.**

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