



Internship Announcement

MONITORING EVALUATION AND LEARNING INTERNS (8 Positions)

Location	:	Tanzania (1), Uganda (2), South Sudan (3), Liberia (1), Sierra Leone (1)
Application deadline	:	June 11 th 2021 (18hrs EAT)
Commencement	:	July 2021
Language required	:	English
Duration	:	6 Months
Type	:	International Placement

Background

BRAC is a global leader in providing opportunities for the world's poor in Asia and Africa.

With a holistic approach that uses a wide array of interventions including microfinance, education, healthcare, Food Security and Livelihoods, Youth Empowerment and more. BRAC invests in communities' own human and material resources, catalyzing lasting change in which the poor have the chance to seize control of their own lives. BI has a Monitoring team in each respective Country Office that ensures; verification of MIS data collected by program team and performance of Quarterly program monitoring.

Under the overall guidance of the Regional Program Quality Advisor-Africa, the M&E Interns will be supporting the M&E function in the respective Country Office, ensuring that the Country Programmes/projects maintains the strategic vision and that the activities result in the achievement of its intended outputs and immediate outcomes in a cost-effective and timely manner.

The M&E Interns will specifically be assisting in designing and implementing of M&E activities of the respective Countries, assisting the M&E Manager in preparing Quarterly M&E reports to monitor the programmes/projects activities on a regular basis, working with the databases and assist in collection & analysis of different data in relation to the project activities. As well as work in close collaboration with the project team and Country office programme.

BRAC International is seeking application from competent, dynamic and self-motivated individuals to fill the above mentioned position to offer a supportive role to the M&E teams to enhance the quality of BIs M&E procedures quality of programmes/projects design and implementation

Duties and Responsibilities

- Participate in developing and implementing the Country Programme result based M&E plan to generate regular information related to the progress of the program implementation.
- Support the development/review of Programs/Project Frameworks.
- Recommend further improvements in the logical frameworks.
- Support the review of BI's standardized indicators.
- Engage in defining of the respective Programmes/projects Key Performance Indicators (KPIs) including early outcome indicators
- Participate in designing data collection tools, templates, and assist in regular data collection or generation process.



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- Support and strengthen monitoring procedures to enhance data collection credibility and reliability through verification and compilation from the field as stipulated in the M&E plan.
- Engage in training M&E staff on tools, M&E ethics and procedures as per the M&E SOP
- Support the M&E team to enhance monitoring and data ethics
- Support designing of analysis plans and target driven analysis, report writing and results presentation
- Support Projects as needed in using data to inform active iteration activities
- Support in coordinating the design of learning agendas for all key programs, as well as ongoing use and updates
- Generate a brief of the M&E SOP to ease comprehension for the M&E teams
- Engage in digitalizing the M&E system (MIS development, designing tools using selected software)

Competencies

- Demonstrates integrity by modeling BRAC International values and ethical standards
- Promotes the vision, mission, and strategic goals of BRAC International
- Displays inclusiveness, gender and diversity sensitivity and adaptability
- Organizes and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources, and multiple reporting relationships
- Establishes, builds and maintains effective working relationships with staff and clients to facilitate the provision of support.
- Proven ICT skills, especially in the development of MIS software using database software
- Expertise in analyzing data using any of the following statistical software; STATA, SPSS,

Required Skills and Experience

Education:

- Final Year of Pursuing a University Master Degree in Economics, Development Studies, Public Health or a relevant study with at least sound knowledge in designing, and implementing M&E

Experience:

- Knowledge on writing reports, and designing tools for data collection, analysis and production of reports;
- Good interpersonal, communications, and facilitation skills.
- Knowledge of managing databases.
- Analytical knowledge including knowledge of Microsoft applications.

Language:

- Working knowledge of the English language along with writing and communication skills.

Intern requirements:



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- Interns will receive travel and accommodation allowance related to field operations based on the rate established by the respective Country Office duty station
- BI will not be liable for costs arising from accidents and/or illness or death incurred during the internship;
- Interns must provide proof of enrolment in a health insurance plan;
- Interns are not staff members and may not represent BI in any official capacity;
- Interns are expected to work full time but flexibility is allowed for education programmes;
- Interns are expected to engage in 60% travels to BIs operations in the field within the respective Country of assignment. Some operations are implemented in hard to reach areas
- Applicants should indicate which months they are available part- and/or full time and when they complete their studies;
- Interns need to incur costs namely; travel, VISA, accommodation, etc.
- BI will support the intern with visa processing based on the respective Country's VISA processing procedures and requirements

Safeguarding

BRAC is committed to safeguard its people and assets from any kind of harm, harassment and misconduct as guided by the safeguarding policy and code of conduct.

Under no circumstances can BRAC staff or any party associated with BRAC cause any harm (physical, emotional, sexual and cyber) to an individual or a group of people who are engaged with BRAC.

BRAC staff/interns and/or any party engaged with BRAC are under the duty to report any suspected misconduct or misbehavior (sexual harassment, intimidation, bullying, violence, discrimination, neglect and exploitation) through the respective Countries safeguarding numbers in the policy.

- Interns will be expected to read, understand, practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.

Application process

All application should be sent to Recruitment Africa BI: Email: recruitmentafrica.bi@brac.net