



FHI 360 Jamaica Internship Program Terms of Reference: Monitoring & Evaluation Intern

Applications due: November 18, 2018

LOCAL PARTNER DEVELOPMENT

Local Partner Development (LPD) is a five-year initiative that is being implemented by FHI 360 and is funded by USAID. It became effective in February 2017 and will run through February 2022. LPD's activities will form part of USAID's commitment to improve the performance of its partner organizations in Jamaica and thereby improve the ability of Community Renewal Programme communities to withstand, alleviate, and respond to threats to citizen security. LPD plans to work with a select group of USAID/Jamaica's local partners to improve their organizational performance and financial sustainability, while also working to improve the enabling environment in which civil society organizations (e.g., non-governmental organizations and community-based organizations) and social enterprises operate. Partners benefiting from LPD will include civil society organizations, social enterprises, government entities, and quasi-governmental agencies that have worked with USAID/Jamaica's Office of Citizen Security or support similar goals.

FHI 360/LPD INTERNSHIP PROGRAM

LPD is committed to the professional development of final year undergraduate students, graduate students and recent graduates¹ who are interested in working in a non-profit organization. Our internship program offers a dynamic and stimulating learning environment in which our interns can deepen and broaden their technical grasp of social issues while contributing to our mission. This internship program seeks to support young Caribbean professionals to better position themselves to take advantage of future job placements in international development by building relationships with experienced professionals in the field.

This particular internship opportunity is for a final year undergraduate student or current graduate student interested in pursuing a career in the Monitoring & Evaluation of development projects. The intern will get the opportunity to gain: practical, guided and hands-on experience with meaningful tasks associated with the monitoring and evaluation of a development project; exposure to the working environment of an international non-governmental organization; and a better understanding of issues related to the organizational strengthening of civil society organizations (including non-governmental, charitable and community-based organizations), governmental and quasi-governmental organizations, and social enterprises.

DUTIES AND RESPONSIBILITIES

The selected intern, under the supervision of the Senior Monitoring & Evaluation Manager and with her guidance, will formulate a customized work plan based on the intern's available work hours and LPD's current work needs. This work plan must include items from two of the task sets specified in the table on page 2 and may potentially include items from all of them.

¹ Throughout this document, a "recent graduate" is a person who graduated from an accredited academic program at a tertiary institution in 2017 or 2018.

Tasks	Expected Outputs
Data entry, cleaning and analysis (quantitative and/or qualitative, as skills and needs allow)	Development of data analysis skills; potential exposure to new software or deepening of experience with software packages used in data analysis (e.g. Microsoft Excel, NVivo, Power BI, STATA)
Providing support for the management of the LPD Monitoring & Evaluation Database, to include data entry, data queries and report creation	Development of database management skills and technical skills associated with successful monitoring & evaluation; exposure to Microsoft SharePoint
Drafting and editing e-mails, reports and technical manuals, to potentially include: (i) write-ups of data analysis, (ii) project reporting requirements, and/or (iii) training manuals	Development of communication skills
Providing support to LPD's Assessment Working Group as they: i) modify capacity and performance assessment tools for programmatic use, ii) determine appropriate methodologies for assessment facilitation, and iii) carry out training sessions on the proposed tools and methodologies	Development of skills related to the creation and localization of monitoring & evaluation tools; exposure to and development of project management techniques; exposure to and development of facilitation techniques
Compiling best practices and lessons learnt on key thematic development areas	Development of analytical and communication skills; development of skills associated with improving development project learning as a result of monitoring and evaluation efforts

QUALIFICATIONS

Minimum:

- Current final year undergraduate, graduate student (in any year of a graduate program) or recent graduate (who graduated from an accredited tertiary institution in 2017 or 2018), preferably in a social science, language- or mathematics-related field
- Availability to work a minimum of 16 hours per month
- Strong detail orientation and organizational skills
- Willingness to learn
- Excellent command of the English language (written and verbal)
- Proficiency with Microsoft Word, Microsoft Excel, and Microsoft PowerPoint
- Basic quantitative data analysis skills (understands and can create descriptive/summary statistics and basic charts)
- Ability to work under pressure and adapt to a multicultural working environment
- Ability to work in teams and individually
- Interest in/knowledge of social issues
- Enthusiasm and professionalism
- Jamaican citizen

Desired:

- Basic qualitative data analysis skills (coding, etc.)
- Exposure to low literacy environments and awareness of their impact on data collection techniques

EDUCATION

At a minimum, applicants should be final year students in pursuit of a bachelor's degree. Students who are currently enrolled in a master's program or who have graduated with a bachelor's or master's degree during 2017 or 2018 may also apply.

COSTS

FHI 360 will incur no costs related to salary for the intern but will cover the transportation costs through a travel and meal stipend.

DURATION OF INTERNSHIP

January 14, 2019 – April 18, 2019

WORK HOURS

The selected intern is expected to work a minimum of 16 hours per month, to a maximum of 40 hours per month, as agreed upon by the intern and the FHI 360 team.

Once the proposed work schedule contains at minimum 16 hours per month, the intern will not be placed under any pressure to work additional hours. The provided letter of reference will state the total number of hours worked during the course of the internship.

HOW TO APPLY

Send a CV and cover letter to jamaicalpinfo@fhi360.org by November 18, 2018, 11:59PM. The email subject line should be "M&E Intern."

OTHER RELEVANT INFORMATION

FHI 360 commits to providing a letter of reference and dedicated supervisor for the intern(s).

The selected intern must sign and adhere to a confidentiality agreement in which he/she will commit to keep confidential all unpublished information made known during the course of the internship. The selected intern is not permitted to publish any reports or papers on the basis of information obtained during the course of the internship, except with the prior written approval and authorization of FHI 360.

ABOUT FHI 360

FHI 360 is a non-profit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in health, education, nutrition, environment, economic development, civil society, gender, youth, research, technology, communication and social marketing — creating a unique mix of capabilities to address today's interrelated development challenges.