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## REQUEST FOR APPLICATIONS - INTERN TO SUPPORT PIND'S PLANNING, MONITORING AND EVALUATION DEPARTMENT

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### BACKGROUND

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The Foundation for Partnerships Initiatives in the Niger Delta (PIND Foundation) is a Nigerian non-profit organization established in 2010 with initial funding from Chevron Corporation to promote peace and equitable economic growth in Nigeria's Niger Delta region by forging multi-sectoral and multi-stakeholder partnerships at the regional, national and international levels. To achieve our mission, we work closely with numerous partners to implement collaborative market-based, community-owned programs to mitigate conflicts and boost economic opportunities for local businesses, ensuring that economic progress occurs in a systemic, inclusive and sustainable manner.

With an overarching goal of increasing income and employment in the region, the Foundation has two distinct but interrelated program areas, and enablers. They are:

- An economic development (ED) program focused on generating opportunities for pro-poor market development and employment generation.
- A peace-building (PB) program that strengthens conflict resolution mechanisms for enabling integrated peace and economic growth
- The enablers: PIND's program delivery is enabled by an integrated approach that encompasses capacity building, advocacy, communications, gender, and social inclusion.

PIND's Planning, Monitoring and Evaluation department supports managers of these programs to develop periodic plans, measure changes and ensure accountability. The Economic Development Program, housed in the Warri Economic Development Centre (EDC), comprises four core project areas - Market Systems Development (MSD), Access to Energy (A2E), Delta Youth Employment Project (DYEP) and Capacity building/GMoU Communities; with each project consisting of multiple interventions. All these projects have strategic targets to deliver, the results of which are supplied by their component interventions. Consequently, the PM&E department supports these projects in planning their interventions, and monitoring/ evaluating the outcomes and impacts, of the interventions.

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### PURPOSE OF THE ASSIGNMENT

The purpose of this project is to engage an intern in the Warri EDC to support the Planning, Monitoring and Evaluation Coordinator to improve the quality of PM&E deliverables and support to the Economic Development Program.

### SPECIFIC OBJECTIVES

The key objectives of this internship are:

- i. Support research activities – data entry and coding of data collection tools in electronic format for data collection using handheld devices; towards the establishment of baselines, outcome monitoring, and impact assessment
- ii. Review field reports from the implementing partners.
- iii. Support case study development efforts – participate in investigation of story line for case studies/success stories.
- iv. Support data quality assurance exercises for all field data – quality assure the data trackers for data reported in periodic reports.
- v. Upload verified indicator results on PIND’s Integrated Platform (PIP)
- vi. Collate confirmed programme beneficiaries contact information and crosscheck for consistency/ eliminate duplicate entries.
- vii. Overall support to monitoring of activities, to guarantee quality implementation of interventions by program officers.

### SCOPE OF WORK

S/N	Description of activities	Associated Deliverables (Codes)
T1.	Support research activities	<ul style="list-style-type: none"> <li>• Baselines for new interventions are established</li> <li>• Outcome monitoring for all interventions are regularly supported</li> <li>• ED Program’s results successfully measured and reported periodically.</li> </ul>
T2.	Review field reports from the implementing partners.	<ul style="list-style-type: none"> <li>• Field reports from the implementing partners are reviewed and feedback provided to improve the performance of service providers and co-facilitators.</li> </ul>

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T3.	Support case study development efforts	Compelling stories/cases identified and documented.
T4.	Support data quality assurance exercises for all field data	Successfully assure quality of field activities and programs outputs to improve progress reports – review field data trackers across sectors.
T5.	Upload verified indicator results on PIP	Successfully upload quarterly indicator results on PIP
T6.	Collate confirmed programme beneficiaries contact information and crosscheck for consistency/ eliminate duplicate entries.	Updated beneficiary database.
T7.	Overall support to monitoring of activities	Provision of ancillary supports to the PM&E functions to enhance M&E system, planning processes, and evidencing.

Added to the above, interns will be expected to submit a monthly report of activities undertaken and results achieved.

### **DURATION AND LOCATION**

The internship engagement will be for 12 months. The intern will be based at PIND’s office in Warri, Delta State and may be required to make field visits across the Niger Delta.

### **COSTS**

The Intern will be provided with monthly phone credits and monthly stipends to assist in logistics expenses in accordance with PIND’s internship policy. PIND will be responsible for all travel logistics that may arise during the period and will make provision work tools to enable the intern to perform the tasks stated above.





## QUALIFICATIONS

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Applicants must possess:

- A minimum of BSc/BA/HND in Statistics, Mathematics, Economics or other related field of studies.
- Good time management and organisational skills.
- Computer literacy with strong analytical and numerical skills.
- Basic understanding of databases.
- Excellent knowledge of MS excel for data analysis

## HOW TO APPLY

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A letter of interest describing how you will contribute to the objectives of this engagement and CV should be emailed to [internships@pindfoundation.org](mailto:internships@pindfoundation.org) with “PM&E Intern\_LastNameFirstName” as the subject of your email, not later than August 5th, 2021.

Only complete applications will be reviewed and only shortlisted candidates would be contacted. Interviews and writing tests will be conducted for successful applicants

### Non-Discriminatory Clause:

Foundation for Partnership Initiatives in the Niger Delta (PIND) provides equal opportunity in employment and engagement for all persons, vendors, and contractors, and prohibits unlawful discrimination and harassment in all aspects of contractual engagement or employment because of age, sex, gender, marital status, disability, nationality, race, religion or any other factor.

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