

LIBERIA ACCOUNTABILITY AND VOICE INITIATIVE (LAVI) Monitoring & Evaluation (M&E) Intern

PROJECT BACKGROUND: The Liberia Accountability and Voice Initiative (LAVI) is a five-year USAID-funded project intended to strengthen multi-stakeholder partnerships to advocate for and monitor policy and accountability reforms. It aims to increase the influence of citizens and media in the governance of public goods and services, as well as to create more effective, accountable, and inclusive governance in Liberia. Under the LAVI project, the Monitoring, Evaluation, and Learning (MEL) team is responsible for the technical implementation of the Project's Component 4 (Ensure that Learning and Methodologies are Shared and Applied by Other Development Actors). The MEL team also has full responsibility for all aspects of the project's monitoring, evaluation and learning requirements. A key component of this is the verification of activities implemented under Components: 1) Strengthening Horizontal and Vertical Linkages among Actors Engaged in Similar Issues; 2) Organizational capacity of targeted CSOs to participate in issue-based reforms increased; and 3) Promoting the Development of Ongoing Capacity Development Services on the Local Market, respectively.

LOCATION: Monrovia, Liberia

PERIOD OF PERFORMANCE: Full time for 6 months, with possibility for extension.

SCOPE OF WORK: The M&E Intern will be responsible for supporting the MEL Assistant and MEL Specialist in the monitoring and verification processes related to Components 1, 2, and 3; and will be involved in the quarterly reporting of M&E updates. The M&E Intern will participate in the following LAVI M&E activities:

- Support and participate in M&E data verification and entry processes;
- Participate in MEL documentation and editing;
- Participate in collection and compilation of the project activity information and data;
- Assist in the maintenance of files and folders related to the LAVI Partner activities;
- Assist in the drafting component weekly updates and quarterly reports;
- Contribute to the project success story ideas; and
- Implement other duties as assigned the MEL Manager.

The end objective for the M&E Intern program is to build to local capacity to provide a solid understanding of core M&E components,

QUALIFICATIONS: LAVI project is seeking candidates with the following qualifications:

- Must be a recent college/university graduate (in the past 3 years);
- Able to work effectively in team environment, and with minimum supervision;
- Able to work under pressure in fast-paced professional working environment;
- Detail oriented, well organized, and responsive;
- Ability to treat confidential information with due care;
- Quick learner and takes initiatives;
- Punctual and reliable with a commitment to learning and self-improvement;
- Strong written and verbal (English) communication skills; and
- Basic computer skills (able to use Microsoft Word, Excel, and PowerPoint)

At the end of contract period, the Intern will need to submit a brief report on their observations, learning, and experiences.

- I. **HOW TO APPLY:** If you are interested, please send the following to LAVIrecruitment@dai.com by February 16, 2019.

- α. CV
- β. A cover letter that explains (1) why you are interested in the LAVI program and Capacity Development team and (2) why you are best suited for this internship?
- χ. Name of three professional, academic, or community service references

Note that a small stipend will be provided.

USAID LAVI values diversity and inclusion and strongly encourages WOMEN and persons from marginalized groups to apply