

## **Terms of Reference (TOR) for Recruitment of Monitoring and Evaluation (M&E) intern**

Job Title: Monitoring and Evaluation (M&E) intern

Reports to: Monitoring and evaluation intern

Work Location: Nairobi

Duration: Six months (Renewable)

### **About Siasa place**

Siasa Place is an NGO formed in 2015 that aims to create an enabling environment for youth mainstreaming into our body politic.

Our vision is to influence people who normally shy away from politics and change their mindsets by highlighting the correlation between politics and day to day living. Additionally active citizenry participation, having an inclusive platform for people with the will to lead, educating on the functions of a leader and responsibilities of voters.

Our mission is to inform and engage on how politics directly affects the society through relatable communications.

### **Job Overview and Summary:**

Working under the supervision and guidance of the Monitoring & Evaluation (M&E) officer, the M&E intern will be based in Nairobi and work in different parts of the country. The M&E intern will work closely with all program staff in the to implement commitments; improve program quality through enhanced data management systems and processes supporting Siasa place. The intern will support the M&E officer in managing day-to-day M&E tasks arising in the Field Office and providing technical support to field teams to ensure effective project implementation.

### **Responsibilities:**

- Receive and maintain clean data source documents from field staff.
- Ensure proper filing and storage of M&E documents, including questionnaires, monitoring reports, datasets, among others.
- Keep the M&E database up-to-date and support program staff prepare periodic high quality reports.
- Assist program staff during survey planning and implementation, especially preparing needed logistics and participating in data collection and cleaning.
- Maintain confidentiality and observe data protection and other associated guidelines.
- Support M&E officer in the compilation of Monthly, Quarterly, Biannual, and annual reports by providing timely, accurate, and updated data.
- Support project teams to prepare activity reports and documentation of best practices, lessons learned, assessment reports.
- In collaboration with the M&E Officer, develop data templates to capture and store data in a mild form.
- Key in data from source documents into computer files.
- Transfer data from paper formats into computer files or database systems using keyboards and recorders.

- Verify data by comparing it to source documents.
- Update existing data
- Retrieve data from the database or electronic files as requested.
- Sort and organize paperwork after entering data to ensure it is not lost.
- Process data for use by, among other things disaggregating by gender, age, or any additional description as required by end-users.
- Organize the transferred data into relevant formats and computers files or database systems using appropriate IT.
- Maintain and operate the project database records.
- Supervise staff and enumerators on data collection and handling.

### **Qualifications and Requirements:**

- Have interest in monitoring and evaluation
- Undergraduate degree or Diploma in Monitoring and Evaluation, Project Management, Statistics, Demographics, or any other relevant field.
- Can demonstrate that they have interest in program monitoring and evaluation

### **Skills and Competencies:**

- English fluency required (verbal and written).
- Ability to manage, track and report on program data; proficiency with Excel in monitoring and analyzing data.
- Strong writing and communication skills, including familiarity with writing funder reports, SOPs, and other program management documents.
- Ability to work independently in a fast-paced environment and meet strict deadlines.
- Excellent critical thinking skills; ability to multi-task.
- Knowledge of Electronic Data collection tools.

### **How to Apply**

The applications (CV and Cover letter) should be submitted to [support@siasaplace.com](mailto:support@siasaplace.com). Quoting position title: M&E intern. Closing Date: **19/05/2023**

