

Scope Of Work

Internship:	Monitoring Learning & Evaluation Assistant intern
Location:	Tunis, Tunisia
Application Deadline:	March 11 th , 2023
Level of Effort:	7 Months
Start Date:	25 th March 2023
Region:	Tunis

Context

Ma3an is a seven-year (2018-2025) USAID-funded project with the goal to increase Tunisian youth civic engagement and economic empowerment to advance progress towards sustainable, inclusive development in Tunisia. Ma3an's objectives include: (1) Youth have improved access to skills, services, and opportunities for civic engagement and economic empowerment, and (2) Tunisian youth lead and meaningfully participate in activities to address youth and community priorities. In its remaining three years, Ma3an will capitalize on the strong foundation of youth leaders, safe spaces, and local partners in its 33 communities and will engage more youth and partners who can offer additional assets to ensure that a wide representation of Tunisia's most underserved youth can benefit from skills, services, and opportunities they need to secure their livelihoods and contribute to their communities. This includes working with local partners to set up and support a network of youth leaders who can cascade essential skills to their peers and who can propose and lead initiatives that respond to the challenges they are facing. Ma3an will also continue to build the capacity of youth system actors – including safe spaces, youth-serving and youth-led organizations, and youth-community collaboration mechanisms – to better prepare them to not only meet the needs of young people, but to effectively engage them as partners in their work. Ma3an will work with Tunisia's Ministry of Education (MoE) to update and enhance its Civic Education program in primary and secondary schools and to adapt and apply a Youth Community Service (YCS) program in school civic education clubs that is designed to support young Tunisians to gain civic knowledge, values, and skills by applying them on a community problem that they have prioritized.

Main tasks and responsibilities:

Under the direct supervision of the Monitoring, Evaluation and Learning (MEL) Director, the MEL assistant intern will:

- Support the MEL team in the monitoring aspects of activities implemented with local, national, and institutional partners
- Conduct basic data aggregation and analysis
- Ensure the correct implementation of the M&E data collection and reporting system, including instruments, forms, procedures, database, data quality assurance, etc.

- Support the MEL team in the tracking project site visits as necessary for monitoring and evaluation purposes in Tunisia.
- Collaborate with the Data Analyst in maintaining and updating USAID's Tunisia GIS Activity Location Spreadsheet
- Collaborate with the Data Analyst in maintaining and updating USAID's Development Information Solution (DIS)
- Performs other duties as assigned.

Requirements and skills

- Bachelor's degree or international equivalent in Business Administration or related field or an equivalent combination of relevant education and/or experience sufficient to perform the key responsibilities of the position.
- Demonstrated capacity in producing reports or knowledge products to document and share outputs.
- Previous experience with an international organization or NGO strongly preferred.
- Ability to work effectively in a highly collaborative team.
- Fluency in written and spoken French and/or Arabic and English.
- Excellent oral and written communication skills/ Proficient use of Microsoft Office and computer software skills.

Period of Performance

The assignment is to be undertaken within the estimated contract period of 7 months of the contract (renewable), from March the 25th, 2023 until October the 25th, 2023 under the supervision and support of the technical component leads of Ma3an.

Interested candidates should send their resume and a sample of reporting developed by the candidate to the following e-mail address: **Tunisia.Recruitment@fhi360.org** no later than March 10th, 2023.