

VACANCY ANNOUNCEMENT

Monitoring & Evaluation Internship – ICT for Monitoring & Evaluation (12 months)

Organisational Context

GCERF (Global Community Engagement and Resilience Fund) is a young foundation based in Geneva. GCERF funds community-based projects that aim to strengthen the resilience of those communities against violent extremism. GCERF currently funds programmes in Bangladesh, Mali, Nigeria and Kosovo and is about to start supporting programmes in Kenya.

Programmes benefitting from GCERF's main funding mechanism are coordinated by large local non- governmental organizations (NGOs) who lead a consortium of local NGOs and Community-Based Organizations (CBOs) that implement the program they have designed together. Approval for funding is based on strict strategic and technical criteria. Once funded, programmes are subject to rigorous monitoring and evaluation by GCERF. GCERF is also in the process of launching a new funding mechanism which is similar to a small-grants programme.

GCERF is currently funded by thirteen donor countries and the European Union. The Board includes representatives of donor countries, countries where programmes are being implemented, civil society, the private sector, think tanks and other foundations. The team in the Secretariat is still small (about 30 altogether) and is professionally and culturally diverse.

GCERF has just celebrated its three-year anniversary and is still very much shaping itself, continuously improving its objectives, approaches and processes and starting multiple new initiatives.

GCERF believes that interns make an essential contribution to its work and interns are invited to take part in all activities of the team they are part of and of GCERF in general. The GCERF Secretariat is organised into four units: the Executive Office, the Operations Unit which is in charge of making and managing grants, the External Relations Unit and the Corporate Services Unit.

Organisational Setting

The GCERF Operations unit is a technical unit in charge of all grant operations. Two of its key responsibilities are 1- grant making (selection of grantees and programme proposals followed by the negotiation of a grant agreement) and 2- grant management (management of grant performance once the grant agreement has been signed). The Operations unit consists of three regional teams and a technical team.

The Monitoring & Evaluation (M&E) internship is part of the technical team of the Operations unit.

Purpose of Position

The M&E intern supports the implementation of the *M&E Work Programme*¹ by contributing to the development of IT application in order to simplify and expedite data collection and storage.

Reporting Relationships

The M&E intern is supervised by the Senior Performance Monitoring and Evaluation Advisor (SPMEA) as part of the technical team within the Operations Unit in. The SPMEA provides specific guidance on each task listed below.

Accountabilities & Responsibilities

The intern is expected to contribute to GCERF's regular, accurate and efficient grant performance monitoring and reporting by supporting the development of IT applications to simplify and expedite data collection and storage.

Specifically:

- Contribute to the design and launch of an ICT application to simplify and expedite quantitative and qualitative data collection, analysis and reporting (including possibly hardware, software and training):
 - Reviews and assesses available software and applications; including reviewing cost comparisons, the compatibility of the options with GCERF's current IT infrastructure and with the capacities of the Principal Recipients (grantees).
 - Provide technical advice, guidance and novel ideas on all ICT aspects of the system;
 - Facilitates the design of the ICT platform based on needs and capacities of GCERF and grantees;
 - Supports the selection of software and/or hardware providers and IT consultants;
 - Facilitates the introduction and launch of software and/or hardware, including adaptation, testing and instance management;
 - Organize and manage training of staff members and grantees;

Generally:

- Backstop and support colleagues in the Operations team on ICT for M&E related topics as requested by the supervisor.
- Undertake other duties as requested by the supervisor.

Profile

Experience

Previous experience in working on ICT solutions with a non-profit, experience in an international organisation and/or working in GCERF beneficiary countries will be an asset.

Competencies

- Attention to detail and commitment to achieving results.
- Good interpersonal, oral and written communication skills.
- Capacity to initiate and carry out tasks autonomously.

¹ See Annex 1

- Interest in the use of IT tools to facilitate data management and reporting.
- Capacity to plan and organise one's work effectively and collaboratively.
- Demonstrated ability to work independently and as part of a team.
- Commitment to continuous learning and a desire to keep abreast of new developments in relevant fields of thematic or functional expertise, and contribute to the learning of colleagues.

Education

An advanced university degree in Information Technology, Computer Science, Information and Communication Systems or a related field.

Languages

Fluency in English is required.

General

The internship would ideally last twelve months. Interns are expected to be working full time. GCERF's working language is English.

Interns receive a monthly stipend. They accrue leave as employees do. The Secretariat may provide limited logistical support for interns to organise their stay in Geneva.

Application Deadline: 18 February 2018.

Please apply through the GCERF website at <http://www.gcerf.org/about-us/career-opportunities/>, making sure you attach a cover letter and a CV.

Please send an email to careers@gcerf.org for any question you may have regarding those internships.

Annex 1

GCERF distinguishes between the following three themes: (1) system, (2) capacities; and networking; and (3) assessments and evaluations. However, some elements and activities covered in each theme are interrelated and/or build on one another. Taken together, they support and reinforce accountability and learning as illustrated below.

The work of the intern will focus on the M&E System: GCERF will develop a knowledge and information management system for M&E as an integrated component of its overall grant management system. This system will be designed to facilitate the systematic collection, structuring and processing of data on specific indicators. It will support the analysis of this data to provide GCERF and its grantees with an understanding and indications of the extent of progress and achievement of objectives and progress in the use of allocated funds. It will also include elements of corporate performance. Emphasis will be placed on ensuring that GCERF's knowledge and information management system is integrated, supports the achievement of results across GCERF's grant making and informs decision-making. As such, the M&E system is a collection of people, procedures, data and technology that interact to provide timely information for accountability and learning. The development of the M&E system draws on good practices and lessons from PVE practitioners, like-minded or similar organisations and experiences in the development, humanitarian and peacebuilding fields.

