

Internship Job Description Monitoring & Evaluation (M&E)

Position: Monitoring & Evaluation (M&E) Intern

Reports to: Monitoring & Evaluation Officer

Role Overview

The M&E Intern will assist in implementing AFRODAD's participatory monitoring and evaluation framework. This role is critical in supporting the collection, analysis, and reporting of data across various projects to ensure the achievement of organizational strategic goals. The intern will have the opportunity to contribute to decision-making, planning, and the overall management of AFRODAD's programs by ensuring systematic monitoring and learning practices.

Key Responsibilities

- Support data collection efforts for M&E across all thematic areas and projects.
- Ensure data accuracy and integrity for effective monitoring and evaluation
- Assist in the analysis of data to track the performance of AFRODAD programs and projects.
- Contribute to the preparation of stakeholder survey feedback reports and quarterly/annual progress reports.
- Assist in updating the Annual Work Plan Reporting Matrix to reflect progress on various projects
- Support media tracking and policy tracking processes for M&E purposes.
- Assist in consolidating and drafting reports based on collected data and tracked progress.
- Assist in maintaining and updating AFRODAD Beneficiaries database.
- Ensure clarity and coherence in the presentation of outcomes and impacts. Provide logistical and administrative support for internal and external M&E capacity-building initiatives.
- Perform any other tasks as assigned by the M&E Officer.

Skills and Qualifications

- Bachelor's degree in Monitoring & Evaluation, Development Studies, Statistics, Economics, or a related field.
- Strong analytical skills and proficiency in Microsoft Excel, data analysis software, and report writing.
- Excellent communication skills, both verbal and written.
- Ability to work independently and manage multiple tasks.
- Experience with data collection and analysis tools is an advantage.
- Commitment to the values and mission of AFRODAD.

Learning Outcomes

- Understand how M&E frameworks support performance tracking and accountability.
- Develop skills in data collection, analysis, and interpretation.
Learn to prepare professional reports and communicate findings effectively.
Gain experience in engaging with diverse project stakeholders.

Become proficient in M&E tools and software for data tracking.

Understand project management principles in monitoring and evaluation.