TRICKLE UP

Internship: West Africa Repositioning Support

**Deadline:** Rolling until filled

**Location:** New York, NY (Remote)

Trickle Up is at a crossroads in West Africa, as we face a rapidly deteriorating security situation in Burkina Faso and adjacent countries, in addition to the ending of current funding. For both reasons, we cannot continue in our current mode in Burkina Faso, which is our core presence in the region, and West Africa more broadly. Over the course of the last six months, Trickle Up undertook a comprehensive country review process to provide us with the information, perspectives, and analysis to support senior management deliberations as to the appropriate course of action.

Given numerous factors, Trickle Up has made the decision to transition our presence in the region. A Task Force has been established at the Trickle Up New York Headquarters level which will lead on determining TU’s presence for the region. The objective of the Task Force is to generate mission-aligned, strategic, cost-effective, and financially viable options for Trickle Up’s repositioning in West Africa. We aim to identify alternative approaches and structures that will be innovative, adaptive, and flexible. New modalities for review will also be sought, their relevance dependent upon the type of programming we are able to secure and to what purpose.

**Purpose of this Assignment**

We are seeking a graduate student or recent graduate wishing to gain experience in the livelihoods and/or economic development field. This is an unpaid internship but may be claimed for class credit. The expected time commitment is approximately 15 hours per week from September through December 2020. The intern will assist in summarizing and consolidating key sets of information relevant to the Trickle Up Task Force, enabling the Task Force to access relevant data for informed consultation and decision making. Furthermore, following on the identification of key stakeholders, the intern will assist in scheduling appointments for key informational interviews to be carried out by members of the Task Force.

The ideal candidate will be skilled in document review, identification of relevant data points and data sources, and synthesis of information to inform the Task Force’s decision-making. In addition, the
An intern will be requested to support in administrative details regarding appropriate and timely communication to organize stakeholder consultations for key members of the Task Force.

**Scope of work**

- Identify, review, assess and summarize key data and information on the presence, activities, and plans of relevant actors (governments, multilaterals, major NGOs) active in the field as well as major funding trends (document review to include the draft 2020 PEI Landscape Report, relevant WB, OECD and other policy blogs) – 70% of time expected to be dedicated to this area.
- Support in identifying and setting up timely stakeholder consultations to be led by members of the Task Force, e.g. drafting communications, identifying mutually suitable times on calendar and maintaining records of calls – 20%
- Maintaining minutes of Task Force meetings – 10%

**Deliverables**

- 10-15 page document detailing trends, identifying key stakeholders, relevant networks and/or institutions - to be produced by end September.
- Minutes of meetings recorded and stored appropriately.
- Series of stakeholder consultations set up for Task Force members through the month of October.

**Desired Skills and Experience**

- Experienced in literature review, analysis, and write-up
- Organizational skills
- Excellent verbal and written communicator
- French language skills a plus, but not required.
- Interest/engagement in NGO sector, preferably livelihoods and economic development
- Motivated and interested!

**To Apply**

Interested candidates are encouraged to email their resume and cover letter to the VP of Programs, Barbara Jackson at bjackson@trickleup.org. Please reference **West Africa Internship** in the subject line. Applications will be considered on a rolling basis until filled.