

TRICKLE UP

# Monitoring and Evaluation Internship

**Deadline:** Rolling

**Hours and Duration:** Part-time ~15 hours per week

**Location:** Remote

Trickle Up is an international NGO that helps people in extreme poverty advance their economic and social well-being. Headquartered in New York with regional offices in India, Burkina Faso, and Guatemala, Trickle Up drives large-scale change by partnering with governments, global institutions, and local organizations to help people increase their income, save for the future, obtain credit from savings groups and banks, access government social protection programs, and have a greater voice in household and community decisions. This year we will serve 170,000 program participants, benefitting more than 800,000 people. Our programs have successfully adapted to working with women and girls, people with disabilities, indigenous people, refugees, and other marginalized groups.

We are currently looking for an intern in the field of Monitoring, Evaluation and Research (ME&R) who is a critical thinker, solutions-oriented, and dedicated to social impact to support our activities in one of the regions where we work (Africa, Asia or Central America). As a member of our ME&R Team, the intern is expected to gain valuable experience in M&E and global poverty reduction and have the chance to work with a committed, skilled and fun program team members. Trickle Up provides a friendly and flexible work environment. It is highly preferred that the intern be based at the Headquarters, in New York City, but remote working arrangements will be considered depending on the skills of the applicant. This is an unpaid internship position.

The intern will gain exposure to the international development and NGO sectors and receive training in monitoring, evaluation and research in the field

## Scope of work

With direct oversight from the Senior director of M&E and research, the intern may be involved in one or more of the following activities:

- Assist with the revision of an M&E guide for TU's Graduation programs and technical assistance.
- Assist in revising M&E tools.

- Assist with data cleaning, management, and analysis.
- Assist in reviewing and editing reports and memos to make quantitative and qualitative data easily understandable to general audiences.
- Support the organization of the global M&E team meetings.
- Support the reorganization of TU's M&E documents, in preparation for migration to a new version of Sharepoint.

## Learning objectives

At the end of the internship, the intern is expected to:

- Gain exposure to the economic development and poverty alleviation field.
- Acquire knowledge related to best practices in planning and implementing M&E activities.
- Gain professional experience in working collaboratively to complete M&E activities.

## Requirements

- Have a relevant graduate degree (or be currently enrolled in a graduate program or have equivalent relevant experience).
- Have excellent writing and rigorous analytical and critical-thinking skills.
- Have advanced quantitative and/or qualitative skills.
- Enjoy working collaboratively and with minimal supervision.
- Be able to commit between 3-6 months, at least 15 hours per week.
- Be able to use technology in M&E field is a plus.
- Be fluent in French and/or Spanish is a big plus.

## Application

Please send the following documents to Jo Sanson at [jsanson@trickleup.org](mailto:jsanson@trickleup.org):

- Cover letter
- Resume
- One (1) writing sample in English (max. 5 pages)

Please indicate "M&E Internship Application" in your subject line.

**Applications are considered on a rolling basis.** Applicants with the required skills will be contacted for interviews; *please do not call*. Thank you for your interest in Trickle Up!