



## AFRICAN INSTITUTE FOR HEALTH & DEVELOPMENT

*"Working with communities for better lives through evidence-based programming"*

### Terms of Reference for a Monitoring and Evaluation Intern

- **Job Type** Full Time (Internship)
- **Qualification** Bachelor of Science/Social sciences (M&E)
- **Experience** 1 year
- **Location** Nairobi
- **Duration** 6 months
- **Job Field** Monitoring and Evaluation (M&E)

### Position: M&E Intern

**Background:** The African Institute for Health and Development (AIHD) is a non-profit, Non-Governmental Organization (NGO) established in June 2004 in Nairobi, Kenya by a group of accomplished African researchers and academicians. The Institute mainly focuses on implementing evidence-based programmes and conducting research, training and advocacy on health and development issues that are contextually relevant to Kenya and the African continent in partnership with the National and County Governments in Kenya, and working in collaboration with local, national, regional, and international partners. The AIHD is involved in policy formulation on key development issues such as poverty alleviation, gender mainstreaming, health promotion, Non-Communicable Diseases (NCDs), Neglected Tropical Diseases (NTDs), social protection, among others. Over the years, the AIHD has acquired experience and expertise to improve well-being of individuals, communities, the nation, and region at large. To this end, the Institute has implemented programmes in several African countries including but not limited to, Kenya, Ghana, Uganda, Ethiopia, Tanzania, and Zambia

**Job summary:** The African Institute for Health and Development is seeking to recruit an intern to support the Monitoring and Evaluation Department. The M&E intern will assist in the designing and implementing of M&E activities of projects and programmes. S/he will help in preparing quarterly and annual reports on projects and programmes progress to ensure that there is clear monitoring of the activities on a regular basis, uploading project data/information on the corporate databases and assist in collection and analysis of different data in relation to the project activities.

## Responsibilities

- Participate in developing and implementing programme results based on the M&E plan to generate regular information related to the progress of the program implementation.
- Participate in designing data collection tools, templates, and assist in regular data collection or generation process.
- Assist in tracking the project's output and outcome level results on the periodic basis in close coordination with the project's implementing team.
- Review and compile monitoring reports, project progress reports, evaluation reports, photographs, case studies video documentaries, PowerPoint presentations.
- Support the M&E in providing technical support to staff members for all M&E related activities including training of staff members on M&E concepts, skills, and tools.
- Support programme and project officers to ensure that lessons learned from the evaluations are documented properly in the corporate databases.
- Assist in reviewing field-level assessment reports, baseline studies, and evaluation reports.
- Consolidate Programme/Project quarterly progress reports and submit them to the supervisor.
- Participate in data collection and analysis to determine progress achieved.

## Qualifications

- Must be a holder of a Bachelor's degree in statistics, demographics, social sciences, economics, monitoring and evaluation or related field.
- Knowledge of the major evaluation methodologies (e.g., qualitative, quantitative, mixed method, and impact surveys) and data collection and analysis methodologies.
- Knowledge of statistical packages and/ or data analysis software (e.g SPSS and ODK) and advanced computer skills (word-processing, spread sheets, and databases)
- Knowledge of writing reports, and designing tools for data collection, analysis, and production of reports.
- Ability to manage databases and multiple tasks against tight deadlines.
- High attention to detail and strong organizational skills, planning and time-management skills.
- Requires excellent communication skills, both written and oral.

**How to Apply:** Interested and qualified candidates are invited to submit their application letter and detailed C.V. with addresses of three referees via email to [info@aihdint.org](mailto:info@aihdint.org) and a copy to [dkinagu@aihdint.org](mailto:dkinagu@aihdint.org) not later than **22<sup>nd</sup> April, 2024** by **1700hrs**. Only shortlisted candidates will be contacted.

*AIHD provides equal employment opportunities to all employees and applicants for employment. It prohibits discrimination and harassment of any type without regard to gender, ethnic group, marital status, disability status, political and religion ideology.*