



Terms of Reference

Monitoring, Evaluation and Learning Internship

An exciting opportunity to develop practical MEL skills is now available.

11 March 2024

Prepared by FinMark Trust

About FinMark Trust

FinMark Trust (FMT) is an independent non-profit trust. Our purpose, making financial markets work for the poor, is pursued through two principal programmes. The first focuses on the creation and analysis of livelihoods and financial services demand-side data to provide in-depth insights on consumers and small business owners across the developing world. The second is through systematic socio-economic, and financial sector inclusion and deepening programmes to overcome regulatory, supplier and other market-level barriers hampering the effective provision of services.

Through a symbiotic relationship between rigorous data collection and research activities, these programmes unlock financial and economic inclusion.

Scope of work

FMT requires the skills of a university graduate looking to gain work experience in the field of monitoring, evaluation and learning (MEL). This intern will support FMT's monitoring and evaluation function. The intern will focus on ensuring that several large programmes achieve their intended outputs.

The MEL intern will specifically be assisting in the management of the design and implementation of MEL activities; they will assist the project teams and outsourced monitoring and evaluation specialists in preparing quarterly and annual reports on project progress to monitor the project activities regularly and will assist in the management of data collection and the analysis of different data related to the project activities.

The MEL intern will report to the Head of Knowledge Management and will work in close collaboration with the project teams and external MEL service providers.

Specific duties of the MEL Intern

Medium/task	Responsibilities
Project management	<ul style="list-style-type: none"> • Assist in tracking project outputs and outcome level results in close collaboration with the project team, the external MEL provider and implementing partners. • Support data collection, verification and compilation from the field as stipulated in project MEL plans. • Review and compile monitoring reports, project progress reports, evaluation reports, photographs, case studies video documentaries, PowerPoint presentations, etc. • Set reporting deadlines and ensure project teams, MEL and data collection suppliers meet these • Schedule meetings and workshops when required for project teams, MEL and data collection suppliers to collaborate • In collaboration with the Programmes Project Manager ensure all programme planning documentation is up to date. • Participate in data collection and analysis to determine progress achieved. • Assist in reviewing field-level assessment reports, baseline studies, and evaluation reports. • Support the Head of Knowledge Management to ensure that reports from partners or consultants are complete and meet FMT standards and quality requirements.
Framework development	<ul style="list-style-type: none"> • Participate in developing and implementing result-based MEL plans to generate regular information related to the progress of implementation. • Participate in designing data collection tools, templates, and assist in regular data collection or generation process. • Provide support to MEL specialists in their technical assistance to project teams in implementing MEL plans.
Capacity building, knowledge management and communications	<ul style="list-style-type: none"> • Support the Head of Knowledge Management and MEL specialists in providing technical support to staff members for all MEL related activities including training of staff members on MEL concepts, skills, and tools • Contribute to the development of terms of references, training materials, communication materials, and knowledge products related to the programmes and and MEL System.
Knowledge Management and Communications	<ul style="list-style-type: none"> • Work with the project team to prepare periodic reports of the project by providing MEL related information • Work with the Senior Communication Specialist to collect case stories and support in the development of related knowledge products • Work with the Head of Knowledge Management to collect best practice documentation and lessons learned and support the development of these into related knowledge products. • Contribute to developing and managing knowledge products (knowledge management) of the project.
Other	<ul style="list-style-type: none"> • Carry out other duties and responsibilities related to M&E as assigned by the supervisor.

Required qualifications

The MEL intern is required to have a university degree in a relevant field eg monitoring and evaluation, economics, social sciences etc. No prior work experience is required, however, courses in monitoring, evaluation and learning will be advantageous. A post-graduate degree, eg honours or masters, will also be advantageous.

The intern must be proficient in:

- Microsoft Office, specifically Word, Excel and PowerPoint

The intern must:

- Be detail-oriented
- Have strong communication skills in English, including the ability to write reports
- Be able to plan and organise their work and manage their time
- Be able to prioritise based on multiple, conflicting tasks and deadlines
- Have strong interpersonal and facilitation skills
- Be able to work both independently and within a team.

Location and working arrangement

The FinMark Trust offices are in Midrand and FMT operates on a hybrid working approach with staff working two days per week in the office and the remainder at home.

FMT has a flexible working policy, where staff are expected to be contactable from 9 am until 4 pm on Monday to Thursday and 9 am to 1.30 pm on Fridays. Work requirements will require work beyond these hours however this is flexible for the employee and they can manage their schedules around this.

The MEL intern will be expected to have a working internet connection at home.

Contract and benefits

This internship is a twelve-month contract with a stipend. This role aims to provide work experience for a young person to take beyond FMT however on the completion of the twelve months the contract may be extended depending on the FMT need, the candidate's desire to continue in the role as well as their performance.

How to apply

If you are interested in applying for this position, submit your application and cover letter to PhathuM@FinMark.org.za.

If no communication has been received from FMT after one month of your submission, please consider yourself as unsuccessful.