

BRAC Internship Description

Programme/Enterprise: Targeting the Ultra Poor

Project/Unit: Monitoring and Evaluation

Duration: 03 months

Starting Date: 13th May, 2018

Application Deadline: 6th May, 2018

Location: Head Office, BRAC

Working Hours: 8.30am to 5.00pm, Sunday to Thursday

Monthly Stipend: BDT 5,000

Programme/Enterprise Description:

As a part of BRAC's work in Bangladesh, 'Challenging the Frontiers of Poverty Reduction-Targeting the Ultra Poor' (CFPR-TUP) was initiated in 2002 to fight extreme poverty. The Programme's goal is to assist and pull out the ultra poor from their distressed condition so that they can enjoy an improved livelihood and bring about significant visible positive changes in their lives in terms of economic, social and inspirational aspects. The TUP programme targets women in extreme poor households, utilising a carefully designed mix of inputs including asset transfer, soft loan, stipend, savings, healthcare support, personal coaching, enterprise training and community mobilisation for social integration. Participants stay with the programme for two years and are expected to 'graduate' out of extreme poverty at the end of the programme cycle.

Project/Unit Description:

The Monitoring & Evaluation and Knowledge Management team of the TUP programme acts as a part of the programme management system. Currently, the team consists of the MIS, Knowledge Management, Quality Control and Research Units. The main purpose of the team is to measure progress, detect deviations, provide management information for decision-making, improve performance and generate knowledge based on lessons learnt.

Purpose of Internship (including learning outcomes)

1. Enhance understanding of the situation of Bangladesh's ultra poor and national/international ultra poverty alleviation strategy through the lens of TUP programme
2. Acquire hands-on learning on office etiquette, team work, work management and technical issues (e.g. networking, liaison)
3. Be a part of M&E and Knowledge Management team which is currently working on developing knowledge management strategy for the programme.
4. Learn methods of developing and using different knowledge management tools and techniques.

Intern's Responsibilities

1. Help to identify and prepare a detailed list of knowledge-based documents (e.g. proposals, circulars, research papers, concept notes, strategic papers, guidelines, programmatic knowledge-based documents) and other materials (PPT, AV, etc.) of TUP programme
2. Use technological means to organize the knowledge dissemination platform of TUP programme
3. Assist in creating documentation for Knowledge Management Unit.

Requirements

a) Educational Background

Level: Bachelor's / Master's

Subject: Sociology/Anthropology/International Relations/Development Studies / Economics/
Business Studies

b) Language Proficiency

Bangla

- Spoken/ Written: Advanced

English

- Spoken/ Written: Advanced

c) Knowledge/Skills/Competencies:

- Knowledge and understanding of poverty and contemporary developmental issues
- Skills in MS Office Suite(Word/Excel/PowerPoint)
- Fast learner, well organized and punctual

d) Work/Volunteering Experience:

- Work experience with any national/international organization will be an added advantage