BRAC Internship Description

Programme/Enterprise: Urban Development Programme
Project/Unit: EMPOWER/ERMG
Duration: 3 months
Application Deadline: 28 December, 2019
Starting Date: 5 January, 2020
Location: 5th Floor, Gulshan Bhaban, 355 Mohakhali, Dhaka
Working Hours: 8.30am - 5.00pm (Sunday - Thursday)
Monthly Stipend: BDT 5,000

Programme/Enterprise Description
BRAC’s Urban Development Programme works to eliminate the multi-dimensional poverty in 20 cities and towns across Bangladesh. The programme aims to empower 1 million urban poor by reducing their multidimensional poverty and deprivation by 2020. UDP’s interventions include promoting access to basic services, livelihoods, skills and entrepreneurship development, strengthening urban governance and pro-poor planning, ensuring adequate, safe and affordable housing and slum upgrading, promoting integrated policies to mitigate climate change and promoting policy advocacy. The programme works with its two flagship projects EMPOWER and ERMG contributing to the wellbeing of both the urban poor and the RMG workers. The programme takes pride in the countrywide digital database of the urban poor of the country which is being updated every day. Therefore, the data validation, up gradation and the quality assurance is an imminent need.

Project/Unit Description
EMPOWER: The EMPOWER project aims to improve the wellbeing of one million people by reducing their multidimensional poverty and deprivation in 20 cities in Bangladesh. The project’s objectives are to enhance access to affordable and quality basic services by people living in urban poverty, empower them to raise their voice and take collective action towards realising their rights and entitlements, strengthen urban governance institutions for inclusive, accountable and pro-poor urban management and planning, and test and evaluate urban innovations for replication and scale-up.

ERMG: Of the four million workers in the ready-made garment sector, 64% are women and 87% report recurring health challenges. In response to their growing wellbeing needs, BRAC urban development programme launched the ERMG project BRAC urban development programme launched the ERMG project, providing workers access to basic services (health, legal aid, skills training, financial savings products, health insurance) from three one-stop service centres in major industrial areas. The project aims to establish a sustainable service model which will empower workers, and build trust and accountability in the ready-made garment sector in Bangladesh.

Purpose of Internship (including learning outcomes)
The purpose of the internship is to support the monitoring and evaluation team of UDP, to develop content and document programmatic evidence of our impact. The intern’s learning outcomes are to gain data quality assurance experience with the world’s #1 NGO. The candidate will have the opportunity to refine her/his data centric skills supporting the data driven decision making and the data quality assurance for the countrywide real time data platform and to gain exposure in the development sector.
**Intern’s Responsibilities**

- Digitizising the data collection method, importance of proper data collection and data input method in real time monitoring system, producing communications materials; such as brochures, presentations
- Processing of error free data delivery and producing qualitative reports
- Duties of monitoring and evaluation, documenting and data driven decision making
- TaroWorks and Salesforce Introduction and Backend, Apps Troubleshooting, Database Troubleshooting, User Login, User Setting, Performance Settings, Survey Questionnaires, Data Validation Methods for quantitative and qualitative monitoring and data driven decision making
- Real Time monitoring, determining data sample, validating the database and validating the data format
- Real Time monitoring data validating with scripting, enterprise tools, and open source tools
- Knowledge of TaroWorks and Salesforce is more preferable
- Using different technology to validate Data and passionate about technology

**Requirements**

a) **Educational Background:**
   
   Level: Minimum Bachelor’s degree from a reputed local/ international University
   Subject: Computer Science and Engineering / Statistics / Applied Statistics / Economics / Applied Economics

b) **Language Proficiency:**

   Bangla
   - Spoken: Proficient
   - Written: Good

   English
   - Spoken: Fluent
   - Written: Excellent

c) **Knowledge/Skills/Competencies:**

   - Excellent writing, presentation and organisational skills
   - Ability to multi-task and work well under pressure
   - Communication and coordination skills
   - Research and analytical skills

d) **Work/Volunteering Experience:** N/A