

## **BRAC Internship Description**

**Programme/Enterprise:** Global Resource Mobilisation and Partnerships (GRP)

**Project/Unit:** Resource Mobilisation

**Duration:** 3 months

**Application Deadline:** 24 November 2022

**Starting Date:** 1 December 2022

**Location:** 18th Floor, BRAC Centre, 75 Mohakhali, Dhaka 1212

**Working Hours:** 8.5 hours a day, and 5 days a week

**Monthly Stipend:** BDT 5,000

### **Programme/Enterprise Description**

The Global Resource Mobilisation and Partnerships (GRP) department was originally established in 2017 to work with regional teams, country offices and BRAC affiliates in designing high-quality programs; mobilizing resources; improving the quality of program implementation; expanding partners/donor networks; and becoming a stronger knowledge partner.

GRP coordinates and supports the fundraising and proposal development initiatives of not only BRAC, but also BRAC International, and BRAC Affiliates (BRAC USA and BRAC UK). GRP also extends support to the programmes in building capacity to deliver quality programmes, harness supporting resources and above all impact the lives of the people BRAC serves.

### **Project/Unit Description**

“Resource Mobilisation” Unit of GRP is primarily responsible to facilitate the programme development and proposal development exercises taken up by all the programmes of BRAC. In line, the unit also maintains the fundraising pipeline database of (current & potential) funding, generates reports for different stakeholders, and liaises with the focal persons from all the programmes and departments for a concerted effort in developing/designing winning programmes and proposals.

### **Purpose of Internship** (including learning outcomes)

To support the Senior Programme Manager/s with day-to-day programme / proposal development activities, update databases, and communicate regularly and routinely with internal as well as external stakeholders.

### **Intern's Responsibilities**

- Support in completing partnership due diligence documentation
- Support in updating pipeline databases
- Take minutes of meeting
- Support in proposal development (especially, in gathering secondary information)
- Assist in organising workshops for proposal development
- Coordinate with different internal and external stakeholders
- Make phone calls and send emails to relevant stakeholders, and follow up on the commitments and decisions made
- Any other assignments given by the supervisor

### **Requirements**

#### **a) Educational Background**

- Level: At least, Bachelor's degree
- Subject: Any discipline from UGC approved universities

#### **b) Language Proficiency**

Bangla

- Spoken: Native (10/10)
- Written: Professional (at least, 9/10)

English

- Spoken: Professional (at least, 8/10)
- Written: Professional (at least, 9/10)

Other:

- The medium of education in the Bachelor's level must be in English
- An IELTS score of 7 or above would be considered in favourably

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

- Knowledge on Bangladesh development history and global agenda/SDGs
- Concise articulation skill in English / Bangla of the concepts/ideas/discussions
- Data skills, particularly Office Excel or Google Spreadsheet
- Desk research skill to find out the right and required information from the internet
- Carrying can-do approach
- Critical thinking capacity
- Respectful to people
- Commitment to carry the BRAC values
- Respecting deadlines, above all

**d) Work/Volunteering Experience:** Preferred. Ideally, in fundraising, proposal writing, and idea pitching for a non-profit organization