

**Intern – Local Engagement and Empowerment Programme (LEEP)
BirdLife International Africa Partnership Secretariat**

Terms of Reference

OVERALL PURPOSE OF THE INTERNSHIP:

- To support LEEP work for a period of 6 months.

RELATIONSHIPS

- Supervised by the Partnership and Capacity Development Coordinator
- Liaising with Head of Partnership and Capacity Development Division on technical issues
- Liaising with the Partner Development Officers
- Communicating regularly with other BirdLife staff and the Africa Partnership.

INTERNSHIP DURATION

15th February to 14th August 2020.

MAIN ROLES AND DUTIES:

1. Site Support Group (SSG) Review and Case Studies

- Support preparations towards the review of the Site Support Groups (SSGs) in Africa for the period 2017-2019. The intern will assist in compiling and analyzing SSG data and LEEP case studies.

2. Monitoring and Evaluation of implementation of the Africa Local Engagement and Empowerment Programme (LEEP):

- Monitor the LEEP Strategy; and assist in data collection and information amongst Africa BirdLife Partners and program managers

3. Assist with trainings/meetings of LEEP Focal Points

- Assist in organizing webinar trainings/meetings and note taking at meetings
- Follow up on issues raised by Partners during meetings/trainings

4. Assist with coordination celebration of important environmental days

- Provide support to ensure effective coordination of Partners for annual events - Spring Alive
- Circulate relevant information on other environmental days and collate stories/updates.

5. Any other task that may be assigned by the Line Manager

Expected outputs

- Collate updates on SSGs and analyse the data for publication of a draft report
- Collate Case studies on LEEP from Partners
- Collect M&E data and information from partners on the delivery of the LEEP strategy and produce a brief report.
- Assist with regular webinar trainings/meetings of LEEP Focal Point
- Assist with Spring Alive project events and celebration of important environmental days

ELIGIBILITY REQUIREMENTS FOR THIS POSITION ARE:

- BSc (preferably MSc) in social sciences or environmental science, or related degree;
- A good working knowledge of MS Excel (additional database management experience will be helpful);
- Have proven experience in collecting data;
- Be analytic and precise and have experience to process a lot of information and to produce clear and brief reports;
- Fluency in written and spoken French and English;
- A good understanding of site-based conservation practices;
- Excellent writing and verbal communication skills;
- Confidence, self-motivation, pro-active and pragmatic.