



Call for Applications Research Assistant Intern

Request for applications for a short-term internship opportunity as a Research Assistant.

Location: Bridgetown, Barbados.

Summary

The Caribbean (NGO) Policy Development Centre (CPDC), a regional umbrella organisation for Caribbean Non-Governmental Organizations (NGOs) is currently undertaking a number of projects which require monitoring and evaluation. We have conducted most of our surveys but require assistance collating the data for analysis. Against this background, we are looking for a competent individual to assist with this action.

About CPDC

The CPDC is a legally registered non-profit organisation headquartered in Barbados and established in 1991. CPDC serves as a regional umbrella NGO for organisations comprising of peasants, small farmers, women, youth, Indigenous People, rural populations, Rastafarians and other faith-based organisations located across CARICOM. CPDC also has strong networking partnerships with organisations of persons with disabilities, artisans, micro entrepreneurs, human rights, and workers. Altogether, it serves some 24 regional, sub-regional and national NGOs working at the grassroots level in economic, social, and cultural areas in the Caribbean.

The organisation is mandated to work with NGOs and civil society to understand how policies affecting Caribbean people are made; to share information about policies and decision-making processes; to work to influence and bring change to the developmental process; and to support and to lobby for policies which improve the lives of Caribbean people. In fulfilling its mandate, the CPDC seeks to build the confidence and the ability of the Caribbean peoples to influence public policy.

Terms of Reference

Purpose of the Terms of Reference (ToR)

This ToR aims to identify motivated and competent professionals to join our team as an intern. He or she will provide support to the organization, in evaluation and research actions.

Eligibility Criteria and Expected Qualifications

In order to be considered for the position, the applicant should meet the following criteria:

General Criteria:

- Conscientious, results-oriented and able to meet deadlines
- Ability to multi-task duties and apply practical problem-solving skills as needed
- Excellent interpersonal skills
- Complete fluency in English
- Previous data entry experience is desirable

Specific Criteria for the intern

- The applicant must have a University degree in any of the following fields: Political Science, Sociology, Education, International Relations, Communications, Social Sciences or a related field
- Proficient knowledge of Microsoft Office Suite
- Familiarity with the use of Survey Monkey and Google Forms
- Knowledge of other online survey and data analysis tools

Duration and Dedication: Initially 2 weeks/80 hours

Expected starting date of assignment: March 13, 2017

Expected completion date: March 24, 2017

Place of Work

CPDC, Halsworth, Welches, St. Michael (Barbados)

Hours of Work

Monday to Friday from 9:00 a.m. to 4:00 p.m.

Learning Opportunities for the Intern

General understanding of:

- The work and mission of the CPDC and wider civil society sector;
- The context of participatory governance and partnerships in development practice;
- Bolstered research skills; and
- Project implementation and monitoring and reporting.

Supervision, Tasks and Responsibilities

The incumbent will work under the direct guidance and supervision of the Project Consultant- Good Governance.

His / her main tasks and responsibility will be to:

- Enter the questionnaires in Survey Monkey or the agreed Survey tool
- Electronically complete questionnaires for each respondent by entering the indicated responses on the hard copy survey
- Verify the accuracy of data entered against the hard copies
- Other tasks/duties as requested.

Output expectations: Tasks developed in a professional and efficient way, focusing on end-results and delivering high quality.

Performance indicators: Timely and accurate completion of assignment.

Other valuable information:

- A weekly stipend will be provided
- This internship is open to persons residing in Barbados.

Confidentiality: The intern may not disclose any private CPDC information revealed in the course of this assignment. The intern has no legal claim on any reports or products resulting from this assignment.

Submission of applications

Qualified candidates are invited to send their Curriculum Vitae (CV) to the following e-mail: cpdc@caribsurf.com

Deadline for submission: 9th March, 2017 at 4:00 p.m.