DAI
Shaping a more livable world.

SCOPE OF WORK
Resilience through Agriculture in South Sudan (RASS)
(RASS)

Position Title:	MEL/ Data Management Intern
Work Location:	Juba Headquarters
Travel Expected:	Up to 20% may be dedicated to travel to areas of intervention
Contract Name:	Resilience through Agriculture in South Sudan Activity (RASS)
Status:	Intern
Period of Performance:	3 to 6 months depending on performance and availability of fund
Direct Supervisor:	CLA/MEL Director

Note: Female candidates are highly encouraged to apply

ABOUT RASS

USAID's four-year (2021-2025) Resilience through Agriculture in South Sudan (RASS) Activity overall purpose is to reduce long-term reliance on humanitarian assistance (HA) by significantly improving food security, community resilience, and household recovery in 13 priority counties. RASS will strengthen capacities to sustain gender-responsive, diversified, and market-sensitive agricultural production; increase availability of, access to, and utilization of diverse, safe, and affordable diets; and expand opportunities for sustainable, locally driven livelihoods, thereby graduating communities from high Integrated Phase Classification (IPC) to lower phases, reducing dependence on humanitarian assistance and transition to inclusive development assistance and economic growth. The RASS Project aims to improve food security and community household recovery and resilience in 13 counties, targeting approximately 20,000 beneficiaries. RASS employs a resilience pathways approach to improve the effectiveness of local systems and strengthen the capacities of community groups to achieve gender-responsive and diversified market-sensitive production; facilitate increased production of diverse nutritious foods by strengthening productivity, reducing food loss, and improving nutrition behaviours; and strengthen and expand household and community opportunities for sustainable, locally driven livelihoods.

CONTEXT AND GENERAL TECHNICAL REQUIREMENTS:

Resilience through Agriculture in South Sudan (RASS) technical objectives fall under three broad categories: namely Objective 1—Strengthened local systems' and community groups' capacities to sustain gender responsive, diversified, and market-sensitive agriculture production; Objective 2—Increased availability of, access to, and utilization of diverse, safe, and affordable diet; and Objective 3—Expanded opportunities for sustainable, locally driven. Combined, RASS portfolio comprises a diverse set of activities and approaches that require a nuanced understanding to effectively design or adapt the appropriate data collection, evidence gathering, and learning tool development to meet the objectives of the contract. The MEL/Data Management Intern will form an integral part of the RASS CLA/MEL team and will be supporting the MEL Specialist to strengthen RASS-related data systems as well as providing leadership and guidance to data-related RASS activities in coordination with USAID, USG, implementing partners (IPs), USAID backbone coordination mechanism, relevant cluster and the private sector. The intern supports in data

POSITION DESCRIPTION AND RESPONSIBILITIES

DAI is looking for a fresh graduate looking for an internship experience to join the CLA/MEL team in support in carrying out data management, monitoring, evaluation and leaning tasks across the 17 counties in 7 states of South Sudan. The MEL/Data Management Intern will work with the MEL Specialist in managing the RASS beneficiary database, the Activity Management Tool (AMT) and DAI collect datasets ensuring linkage to PowerBI to be able to generate timely infographics and required analysis. S/he will support in ensuring RASS data quality standard is in line with USAID 5 DQA standards (Validity, Integrity, Precision, Reliability & Timeliness). S/he work with the MEL specialist to produce, obtain, and analyse geo-referenced data to produce maps with geographic information system (ArcGIS) field maps tools and the implementation and use of the Agency's Development Information Solutions system (DIS).

Other tasks include that the Intern will be supporting includes developing M&E data collection tools, conducting training to DAI and partner staff on data collection tools and processes, creating and maintaining the M&E data management system, supervising data collection, aggregating, and reporting data, as well as ensuring data quality throughout the life of the activity. S/he will work under the supervision of the CLA/EMEL Director ensuring that all necessary data management and visualization software and data collection instruments are collecting, storing, managing, analysing, verification and reporting M&E data on output, outcome, and impact indicators, including data visualization (including Geographic Information Systems), and collaboration among RASS's implementing partners

The following comprise main responsibilities of the MEL/Data Management Intern:

- Support in updating the RASS activity master database including Activity Management Tool (AMT), beneficiary databases and the Project Indicator Tracking Table (PITT)
- Support the MEL Specialist in managing the RASS component in the USAID ArcGIS powered by USAID MELS
- Timely provide quality verified data for all RASS internal and external reports
- Maintain and update a project information management system with DAI and partner activity data and update internal and external data management systems, like DAI TAMIS and USAID's DIS.
- Provides technical support to all areas of data management, including ensuring appropriate data collection (manual and automated), inventorying, and cataloguing in the data platform, for all related datasets
- Support the MEL Specialist in the Design and implementation of assigned GIS projects supporting the generation of customized maps and geographic analysis reports and visualization and geographic analyses.
- Support tool development and data management for Third Party Monitoring (TPM) activities, especially reports from RASS GUC partners, utilizing mobile data collection, remote monitoring and other necessary means.
- Support the MEL Specialist in developing standard tools and guidelines for data collection and processing and provide training for all staff and partners on data collection and reporting tools, forms, templates, and specific types of documentation necessary for verification and ensure standardization of tools .
- Initiate, deploy and promote efficient means to collect, organize, clean, store, analyse, and share disparate, complex datasets, with attention to security and confidentiality, and with sensitivity to the country context.
- Support the MEL Specialist in the conduct of Internal Data Quality Assessment (DQA) in line with USAID guidelines in preparation for USAID DQA and ensure field team establish and maintain accurate project files.
- Support the MEL Specialist in producing Monthly, quarterly and Annual activity Performance Dashboard in line with RASS performance indicators
- Consolidate RASS project data and reports, ensure all activity data are verified, analyse and Submit Monthly Factsheet and Project Performance Dashboard using PowerBI with infographics, share periodic reports and store information/datasets in a secured server ensuring and in line with data protection policies.
- Carry out data entry for hard copies of project data from the field when necessary.
- Any other duties assigned by the line manager.

Applications close on Tuesday, 28th February 2023, however suitable candidates may be selected before that date.

A Note: This job description is not exhausted, and the staff member may be asked from time to time to perform duties over and above those described here. The staff member is also expected to always maintain confidentiality of all beneficiaries and internal information. Only candidates who passes the first stage of the interview process can proceed to the next stage.

Reporting: The MEL/Data Management Intern will report to the CLA/MEL Director.

Required Qualifications

- A degree in Statistics, Information Technology & Data Management, Computer Science, Social Sciences, or a related field.
- Training in advanced excel, SPSS, PowerBI, DHIS2 will be an added advantage.
- Experience in the use of computers and software packages, handling management systems.
- Ability to use, manipulate, and refine spatial and other types of data from a wide array of sources, including experience compiling metadata will be an added advantage.
- Experience with development and use of maps, charts and tables for the display of data.
- Strong written and oral communications skills in English

REQUIRED ATTRITBUTES OF ALL RASS TEAM MEMBERS

- **Be Flexible and Adaptive** – given the pace and frequency at which conditions may change in South Sudan, team members are expected to be agile with position requirements, adapting to changing circumstances for successfully meeting the objectives of the contract.
- **Be Collaborative and Inclusive** –individual team members are expected to model openness to new and competing ideas, seek feedback from colleagues, demonstrate and internalize respect for diverse opinions, and proactively create safe spaces for participation in decision-making processes to ensure the views of different groups, gender, and levels of understanding and experience within systems where RASS operates are considered and incorporated into activity programming, security, and development of RASS policies and procedures.

APPLICATION PROCESS

- To apply, please send your complete and updated CV/resume including full names, contact details (functioning email and phones) and a Motivation Letter as one single document to

  ### rass_recruitment@rassactivity.org

- Your attachment must be less than 2 megabytes in size. **Please DO NOT** submit any other recruitment documents at this time. In the subject line, please include the **Title** and of the position for which you are applying, as advertised at the top of this announcement.
- Please apply electronically, DAI will not be accepting paper copies at this time.
- Only shortlisted candidates who meet all the minimum qualifications will be contacted.
- Only candidates who passes the first stage of the interview process can proceed to the next stage.
- **DAI will carry out reference checks and document verification for successful candidates**.
- The deadline for submissions is **Tuesday, February 28, 2023, at 05:00PM (17:00) CAT**. Kindly be reminded that DAI does NOT tolerate canvassing and will not answer questions via phone calls

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