

Bharat Rural Livelihoods Foundation (BRLF)
Vacancy for Intern-Research MEL

Title: Research and MEL Intern

Reports To: Officer – MEL

Location: New Delhi

Nature of engagement: Internship with stipend

Duration: 2-3 months

About the Organization

The Ministry of Rural Development (MoRD) set up Bharat Rural Livelihoods Foundation (BRLF) as an independent organization under the Societies Registration Act to facilitate civil society actions in partnership with the State and Central Government, to transform livelihoods and lives of rural households, with an emphasis on women, particularly in the Central Indian Tribal Region.

BRLF is a unique and first-of-its-kind initiative. The Foundation is a partnership between Government on the one hand and private sector philanthropies, and public and private sector undertakings (under Corporate Social Responsibility) on the other. Major functions of BRLF are, a) Fostering strategic partnerships with the state governments for improving program outcomes, b) Providing financial grants to Civil Society Organizations (CSOs) to meet their human resource and institutional costs for scaling up proven interventions, c) Investing in institutional strengthening of smaller CSOs, d) Capacity building of professionals working at the grassroots, and e) To create a knowledge Hub for the sector.

For more details, visit www.brif.in.

Role Description: The Intern will be responsible for supporting the Research and MEL team in generating strategic programmatic insights through data analysis from secondary databases and the MIS for BRLF. S/he will be responsible for assisting in qualitative and quantitative research assignments and analysing existing databases for key indicators to map BRLF initiatives and outcomes to the sustainable development goals framework.

Key Responsibilities and Outputs:

- Analyse existing databases towards developing a compendium of information on indigenous communities in the Central Indian Tribal Belt and the North-east
- Collate and analyse data from BRLF MIS and past reports for SDG mapping.
- Support training of MIS coordinators and other staff members for effective compilation and monitoring of incoming data from the field.
- Assist in the consolidation of programmatic data as input into ongoing research projects.
- Provide research, writing and editing support on ongoing research initiatives
- Assist the organisation of conferences, workshops, or other events.
- Prepare relevant communications materials (speeches, brochures, success stories, social media materials etc.)

Qualifications and Experience

- Graduate in any subject. Candidates pursuing Post Graduation are encouraged to apply. A degree/ diploma/ certification in data science/data analysis/research methods/MIS/MEL is an added advantage.

Technical/Functional Competencies:

- Strong analytical aptitude and Excellent writing and communication skills
- Ability to work with minimum supervision and collaborate with a wide range of colleagues from multi-cultural backgrounds while meeting deadlines
- Excellent interpersonal skills: being able to listen and be proactive; take initiative.
- Quick learner and detail oriented with ability to work both independently and as part of a team.
- Computer proficiency: Intermediate knowledge of MS Office with high proficiency in MS Excel

Personal Competencies:

- Commitment to BRLF's vision, mission, and values
- Highest standards of integrity, discretion, and accountability
- Result-oriented and with strong commitment to action
- Sensitivity to cultural, ethnic, gender, religion, race, nationality, and age differences

Stipend & Duration: Rs. 15000/- per month (fixed with no additional benefits).

Location: The position will be based in New Delhi, and it is a work from office role.

Application Process: Eligible candidates interested in this role are requested to complete the BRLF internship application form and upload their resume at the following [link](#). The last date to apply is on or before 15th April 2024. Only shortlisted candidates will be contacted. For any queries regarding the position, email to diksha@brlf.in.

BRLF is an equal opportunity organization without discrimination by virtue of religious belief, social class, caste, special ability, or gender.