

Evaluation Intern Job Description

About Asylum Access

Asylum Access is a leading refugee human rights organization headquartered in Oakland, CA with substantial operations in five countries plus partnerships in additional countries across Africa, Asia, and Latin America. Asylum Access is the only global organization working to make human rights a reality for refugees in first countries of refuge. Our unique combination of five integrated strategies provides grassroots assistance and changes the legal landscape for refugees and their host communities. By helping refugees assert their rights, we are putting power back into their hands. Our work transforms the traditional approach of endless humanitarian handouts to a sustainable solution that gives refugees the tools to provide for themselves and make choices about their own lives.

Asylum Access envisions a world where refugees are seen as people with rights, not just people with needs. Asylum Access believes that by empowering refugees to assert their human rights, we can create effective, lasting solutions for refugees around the world.

Project Description

Asylum Access is embarking on an independent evaluation of its innovative national model of refugee response, utilizing a combination of legal empowerment and policy advocacy strategies. The scope of the evaluation will be to understand our national-level impact through both legal empowerment and policy change strategies. We will use our work in Ecuador, Thailand and Tanzania as proxies for our work elsewhere.

Position Description

In consultation with the full evaluation team, the Evaluation Intern will support the research design, implementation and report authorship phases. The Evaluation Intern will learn about and then engage in both qualitative and quantitative data collection and analysis under the guidance of monitoring and evaluation experts, as well as join them in exploring impact measurement for the refugee response sector.

The Evaluation Intern(s) must commit to a minimum of 10 hours/week from January 15 until August 1, 2017. If available, the intern(s) may engage full-time on the project. The intern may

work directly from the Oakland office, or may work remotely. The opportunity to travel to one of our national operations in support of the project may arise. This position is unpaid.

Evaluation Team

The independent evaluation is being conducted by [Carlisle Levine](#) and her company, [BLE Solutions](#). Carlisle has worked with clients such as InterAction, Catholic Relief Services, USAID and The Mastercard Foundation. She has 18 years of evaluation experience with a focus on advocacy evaluation.

The evaluation team will also include local evaluators in Tanzania, Thailand and Ecuador, various members of the Asylum Access leadership team and global staff, and the Evaluation Intern.

Key Responsibilities

Support During Design Phase (January – March 2018)

- Participate in discussions regarding Asylum Access's Theory of Change, where decisions about which Key Performance Indicators (KPIs) to measure will be made.
- Pull reports from our national client databases in order to support initial review of available data related to our legal empowerment programs.
- Clean data pulled from our client databases and present data to full Evaluation Team.
- Connect with country teams to collect and fill gaps in data.
- Support Evaluation Team in development of methodology to support one or more of Asylum Access's 5 KPIs.

Support During Data Collection Phase (April – May 2018)

- Support Evaluation Team in data collection (e.g. support with randomized client selection, support with building key stakeholder interview structure)
- Option to travel to one of our evaluation sites (Quito, Ecuador; Bangkok, Thailand; or Dar es Salaam, Tanzania) and support a local evaluator may be possible during this phase. If so, the Evaluation Intern may support the management and facilitation of focus groups or accompany the evaluators to key stakeholder interviews.

Support During Analysis Phase (May – June 2018)

- In consultation with Evaluation Team, analyze findings from local evaluators.
 - In consultation with Evaluation Team, synthesize findings across geographic locations.
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Support During Report Authorship Phase (July – August 2018)

- Support Evaluation Team in authoring report based on analysis phase.

Reports to: *Associate Director of Operations, Deputy Director*

Minimum Qualifications

- 4-year college degree in political, social or data sciences, or other relevant field
- Comfort with data management and analysis
- Interest in monitoring and evaluation
- Good writing skills
- Fluency in English
- Ability to work well with a team, and especially with a remote team
- Ability to work well with remote guidance
- Ability to meet deadlines

Preferred Qualifications

- Experience working with various types of databases
- Experience with qualitative data collection and analysis

Salary and Benefits

This is an unpaid position.

To apply

Send resume and cover letter to apply@asylumaccess.org. Within the cover letter, please provide available start date and number of hours per week, location, and interest in traveling to one of our country operation locations.

