



CHRC MONITORING & EVALUATION INTERNSHIP PROGRAMME

Background

CHRC has a mandate to build capacity in research and related areas so as to enable Caribbean Governments and institutions to generate and use evidence to guide policies and practice. CHRC is recognised as the lead agency for monitoring and evaluation in the Caribbean and has been developing capacity through training and technical support. It has also embarked upon a novel approach to capacity building through a partnership with Ministries of Health in offering a monitoring and evaluation internship programme. The purpose of the programme is to provide hands-on M&E training and experience to candidates in order to strengthen their ability to actively engage in monitoring and evaluating their country's health programmes.

Internship Objectives

To provide trainees with:

- ❖ Knowledge of basic M&E concepts and their practical application
- ❖ A clear understanding of data reporting and data use in order to prepare them to actively participate in this process in their country
- ❖ Hands-on experience and training in the process of M&E data collection for reporting on national and international indicators (e.g. UNGASS) to evaluate progress in specific programme areas
- ❖ Exposure to a variety of CHRC M&E and research activities including interaction with other regional and international agencies

CHRC will provide:

- ❖ Office space
- ❖ Specialized individual instruction and guidance
- ❖ Opportunities for practical application of M&E principles
- ❖ Training materials

Sponsoring Governments / Institutions will provide:

- ❖ Return airfare to Trinidad
- ❖ 1 lap top computer for the intern's use
- ❖ Accommodation & incidental costs for the 2 month period (see attached estimated budget)
- ❖ CHRC administrative fee

Application Procedure

Interested persons are encouraged to review the internship outline and complete an application form which should be submitted:

Via mail: The Director
 Caribbean Health Research Council
 25a Warner Street
 St. Augustine
 Trinidad & Tobago

Via email: chrceu@trinidad.net
 Please copy email to: admin@chrc-caribbean.org

Schedule

The internship will consist of various types of learning opportunities and is aimed at providing participants with a mix of theoretical and practical experience over an intensive 8 week period. Sessions will be adapted to match the training and experience of the individual intern. The programme comprises:

Training Sessions: CHRC staff will deliver one-on-one interactive presentations to interns on several M&E and Research topics.

Assigned reading: Three sessions per week will be designated study periods. During this time interns will have the opportunity to read and internalize the material covered in the presentations as well as other M&E reading material that they would have received. This is an important part of the internship as it allows for focused attention to M&E theory.

Question & Answer Sessions: Will provide an opportunity for an open discussion of the topics covered after the intern has had time to review and internalize the material. These interactive sessions will allow for important clarification of concepts and discussion of material not explicitly addressed during the training sessions.

Practicum/M&E in Action: All learning opportunities are better enforced by practical sessions. During the practicum interns will work closely with CHRC staff on a specific M&E assignment (e.g. designing and conducting an M&E assessment, writing an M&E Plan etc). This will provide an

opportunity for hands-on training and mentorship. More importantly, it will provide an opportunity to apply M&E concepts.

Field Visits: The internship will occur in Trinidad & Tobago, a country where most of the regional M&E technical support providers are based. It is important therefore to allow interns the opportunity to interact with M&E staff of partner agencies including UNAIDS, CAREC, PAHO HIV Caribbean Office (PHCO), Health Economics Unit (HEU), University of the West Indies (UWI) and National AIDS Coordinating Committee of Trinidad & Tobago (NACC).

The following Schedule will guide the activities of the internship. Schedules will be customized based on the needs of the Interns.

INTERNSHIP SCHEDULE

Week	Monday	Tuesday	Wednesday	Thursday	Friday
1	<ul style="list-style-type: none"> - <u>Orientation</u> to physical environment: Community of St. Augustine, CHRC, Apartment etc. - <u>Orientation</u> Individual meetings with CHRC staff members - <u>Orientation</u> Provided with background material to begin reading 	<ul style="list-style-type: none"> - <u>Orientation</u> to CHRC's mandate, services etc. - <u>Orientation</u> to CHRC M&E projects - <u>Training session:</u> "What is M&E and why is it important?" 	<ul style="list-style-type: none"> - <u>Orientation</u> to the work of partner institutions - <u>Assigned Reading</u> 	<ul style="list-style-type: none"> - <u>Training Session</u> <i>Introduction to Research Methods (1)</i> - <u>Assigned Reading</u> 	<ul style="list-style-type: none"> - <u>Training Session</u> <i>Characteristics of Monitoring Systems</i> - <u>Question & Answer Session</u> - <u>Practicum: M&E Assignment</u>
2	<ul style="list-style-type: none"> - Review of Week 1 - <u>Discussion Session:</u> M&E in the Caribbean - <u>Practicum: M&E Assignment</u> - <u>Assigned Reading</u> 	<ul style="list-style-type: none"> - <u>Training Session:</u> <i>Developing / Selecting Programme Monitoring Indicators</i> - <u>Practicum: M&E Assignment</u> - <u>Assigned Reading</u> 	<ul style="list-style-type: none"> - <u>Practicum: M&E Assignment</u> - <u>Assigned Reading</u> - <u>Field Visit</u> to M&E Partner Institution: UNAIDS 	<ul style="list-style-type: none"> - <u>Training Session:</u> <i>Introduction to Research Methods (2)</i> - <u>Practicum: M&E Assignment</u> - <u>Assigned Reading</u> 	<ul style="list-style-type: none"> - <u>Training Session</u> <i>Programme Evaluation</i> - <u>Question & Answer Session</u> - <u>Practicum: M&E Assignment</u>

Week	Monday	Tuesday	Wednesday	Thursday	Friday
3	<ul style="list-style-type: none"> - Review of Week 2 - <u>M&E Discussion Session</u> - <u>Practicum: M&E Assignment</u> - <u>Assigned Reading</u> 	<ul style="list-style-type: none"> - <u>Training Session:</u> <i>Developing M&E Plans</i> - <u>Practicum: M&E Assignment</u> - <u>Assigned Reading</u> 	<ul style="list-style-type: none"> - <u>Practicum: M&E Assignment</u> - <u>Assigned Reading</u> - <u>Field Visit</u> to M&E Partner Institution: PAHO HIV Caribbean Office (PHCO) 	<ul style="list-style-type: none"> - <u>Training Session:</u> <i>Introduction to the conduct of surveys</i> - <u>Practicum: M&E Assignment</u> - <u>Assigned Reading</u> 	<ul style="list-style-type: none"> - <u>Training Session</u> <i>12 components of an M&E system</i> - <u>Question & Answer Session</u> - <u>Practicum: M&E Assignment</u>
4	<ul style="list-style-type: none"> - Review of Week 3 - <u>M&E Discussion Session</u> - <u>Practicum: M&E Assignment</u> - <u>Assigned Reading</u> 	<ul style="list-style-type: none"> - <u>Training Session:</u> <i>Data Dissemination & Use</i> - <u>Practicum: M&E Assignment</u> - <u>Assigned Reading</u> 	<ul style="list-style-type: none"> - <u>Practicum: M&E Assignment</u> - <u>Assigned Reading</u> - <u>Field Visit</u> to M&E Partner Institution: CAREC Epidemiology Department 	<ul style="list-style-type: none"> - <u>Training Session:</u> <i>Data Collection Tools</i> - <u>Practicum: M&E Assignment</u> - <u>Assigned Reading</u> 	<ul style="list-style-type: none"> - <u>Training Session</u> <i>Conducting an M&E Assessment</i> - <u>Question & Answer Session</u> - <u>Practicum: M&E Assignment</u>

Week	Monday	Tuesday	Wednesday	Thursday	Friday
5	<ul style="list-style-type: none"> - Review of Week 4 - <u>Discussion Session:</u> M&E in the Caribbean - <u>Practicum: M&E Assignment</u> - <u>Assigned Reading</u> 	<ul style="list-style-type: none"> - <u>Training Session:</u> - <u>Practicum: M&E Assignment</u> - <u>Assigned Reading</u> 	<ul style="list-style-type: none"> - <u>Practicum: M&E Assignment</u> - <u>Assigned Reading</u> - <u>Field Visit</u> to M&E Partner Institution: Health Economics Unit (HEU), UWI 	<ul style="list-style-type: none"> - <u>Training Session:</u> <i>Introduction to Data Management & Analysis (1)</i> - <u>Practicum: M&E Assignment</u> - <u>Assigned Reading</u> 	<ul style="list-style-type: none"> - <u>Training Session</u> - <u>Question & Answer Session</u> - <u>Practicum: M&E Assignment</u>
6	<ul style="list-style-type: none"> - Review of Week 5 - <u>M&E Discussion Session</u> - <u>Practicum: M&E Assignment</u> - <u>Assigned Reading</u> 	<ul style="list-style-type: none"> - <u>Training Session:</u> - <u>Practicum: M&E Assignment</u> - <u>Assigned Reading</u> 	<ul style="list-style-type: none"> - <u>Practicum: M&E Assignment</u> - <u>Assigned Reading</u> - <u>Field Visit</u> to M&E Partner Institution: NACC 	<ul style="list-style-type: none"> - <u>Training Session:</u> <i>Introduction to Data Management & Analysis (2)</i> - <u>Practicum: M&E Assignment</u> - <u>Assigned Reading</u> 	<ul style="list-style-type: none"> - <u>Training Session</u> - <u>Question & Answer Session</u> - <u>Practicum: M&E Assignment</u>
7	<ul style="list-style-type: none"> - Review of Week 6 - <u>M&E Discussion Session</u> - <u>Practicum: M&E Assignment</u> - <u>Assigned Reading</u> 	<ul style="list-style-type: none"> - <u>Training Session:</u> - <u>Practicum: M&E Assignment</u> - <u>Assigned Reading</u> 	<ul style="list-style-type: none"> - <u>Practicum: M&E Assignment</u> - <u>Assigned Reading</u> 	<ul style="list-style-type: none"> - <u>Training Session:</u> <i>Report Writing</i> - <u>Practicum: M&E Assignment</u> - <u>Assigned Reading</u> 	<ul style="list-style-type: none"> - <u>Training Session</u> - <u>Question & Answer Session</u> - <u>Practicum: M&E Assignment</u>

Week	Monday	Tuesday	Wednesday	Thursday	Friday
8	<ul style="list-style-type: none"> - Review of Week 7 - <u>M&E Discussion Session</u> - <u>Practicum: M&E Assignment</u> - <u>Assigned Reading</u> 	<ul style="list-style-type: none"> - <u>Training Session:</u> - <u>Practicum: M&E Assignment</u> - <u>Assigned Reading</u> 	<ul style="list-style-type: none"> - <u>Practicum: M&E Assignment</u> - <u>Assigned Reading</u> 	<ul style="list-style-type: none"> - <u>Training Session:</u> <i>Research Ethics</i> - <u>Practicum: M&E Assignment</u> - <u>Assigned Reading</u> 	<ul style="list-style-type: none"> - WRAP UP - <u>Discussion Session:</u> Review of Internship Programme - Submission of Internship report - Farewell to staff