

STUDENT VOLUNTEER SCOPE OF WORK

BUSINESS FACILITATOR ASSISTANT TO USAID WHAM PROJECT

Assignment Title: BF Assistant

Location of Assignment: Bosnia and Herzegovina **Proposed Level of Effort (number of days):** 40

Anticipated Start Date: August 1st, 2018

Anticipated End Date: August 30th, 2020

Background: See @ www.whambih.org

Objectives of the Assignment: Assist in preparation of concept notes, grant manuals and data entry indicators.

Deliverables:

- Assisting in organizing, designing, and gathering surveys via SurveyMonkey application, and through (phone and face-to-face) Interviews from individuals and beneficiaries;
- Assisting SME applicants in preparation of concept notes and later grant applications;
- Assisting with data entry and maintenance of WHAM database system: uploading and extracting Excel forms and gathered data collections;
- On site visits with WHAM managers and gathering of information from beneficiaries and grantees (SME's and Intermediaries).

Qualifications:

- Students of economy, management and similar studies;
- Ability to work effectively in cross-cultural contexts;
- Self-motivated, proactive, detail-oriented, reliable, professional team player, who is a strong people person and communicator, with good inter-personal skills;
- Working proficiency in English (adequate reading/writing) and the ability to express one's self clearly and concisely;
- Good computer skills in MS Office, and willingness to learn additional online tools; previous experience in work with various statistical and data gathering tools (e.g. SurveyMonkey) is an asset.

Requested documents: Alongside the most recent CV, the potential student volunteer should provide her/his motivation letter.

Student Volunteer Support:

WHAM provides comprehensive support to student volunteers during the assignment. The successful candidate will be exposed to real world and ongoing activities for one of the major USAID projects.

Contact: Ismir Korjenić, Monitoring, Evaluation and Volunteer Engagement Manager

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