

# PCJ499H Individual Internship Terms of Reference: Right To Play, Monitoring, Evaluation, and Learning Unit

## About Right To Play

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity using play. By harnessing play, one of the most powerful and fundamental forces in a child's life, we helped 2.3 million children last year to stay in school and out of work, to prevent life-threatening diseases like HIV and malaria and to stay safe from exploitation and abuse. We are the only global development organization focused exclusively on using play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play reaches children through experiential programming in 15 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our headquarters in Toronto, Canada; London, UK and eight national offices across Europe (Germany, The Netherlands, Norway, Sweden, Switzerland, UK) and North America (Canada, US).

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- Accept Everyone – *Be intentional about inclusion*
- Make Things Happen – *Seek opportunities to lead and innovate*
- Display Courage – *Act with integrity*
- Demonstrate Care – *Look after yourself and one another*
- Be Playful – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

## Role or Position Objective: Monitoring, Evaluation, and Learning (MEL) Assistant (internship)

Right To Play is seeking an intern to support the Monitoring, Evaluation and Learning unit for a 3-month opportunity (09 January - 06 April 2023). Working closely under the guidance of a Global Monitoring, Evaluation, and Learning Manager, the MEL Assistant will support the measurement strategy for Right To Play's flagship sexual and reproductive health program, SHARE.

The Sexual Health and Reproductive Education (SHARE) program is a five-year program funded by Global Affairs Canada (GAC). Designed as a gender-transformative, human-rights progressive sexual and reproductive health and rights (SRHR) program, SHARE's ultimate outcome is to increase the enjoyment of health-related human rights by adolescent girls and young women in Ghana, Mozambique, and Uganda. SHARE's ultimate outcome will be achieved through action on three interrelated pillars, particularly targeting adolescent girls and young women by:

1. Increasing the use of gender responsive SRHR information and services.
2. Improving the delivery of gender-responsive services to address adolescent SRHR needs; and

3. Enhancing social action by key stakeholders to advocate for adolescent-friendly, gender-responsive SRHR services and policies.

SHARE is implemented as a consortium led by Right To Play (RTP), in collaboration with WaterAid, the Forum for African Women Educationalists (FAWE), and technical partner, FHI 360. As part of the implementation of SHARE, the Monitoring, Evaluation and Learning intern will:

- Support roll-out and sensitization of SHARE's monitoring handbook
- Support coordination activities for SHARE's baseline evaluation and evaluation management response
- Support the Global MEL Unit to disseminate baseline evaluation findings by supporting development of baseline evaluation communications products including briefs, presentations, blog posts, and social media content
- Participate in regular check-in calls with RTP Country Office teams in Ghana, Mozambique, and Uganda
- Engage in monthly MEL Working Group Meetings and circulate meeting minutes
- Undertake other administrative work on the SHARE project, such as preparing work-back schedules and notetaking

**Supervision:** This position is supervised by David Amaya, Global Monitoring, Evaluation, and Learning Manager.

**Duration:** 8 hours per week for 12 weeks, January 9 - April 6, 2023

**Location:** Hybrid: Remote and at Right To Play's office located at 43 Front St E Unit 200, Toronto.

**Skills and Qualifications:**

- Keen interest in sexual and reproductive health, education and gender programming
- Excellent research and writing skills
- Excellent time management and ability to work independently with little supervision
- Advanced interpersonal and verbal communication skills
- Ability to collaborate amongst an international, multi-cultural and multidisciplinary team

**DESIRED QUALIFICATIONS (An Asset)**

- Previous experience supporting sexual and reproductive health and rights and/or education programming
- Experience in developing communication briefs, social media posts and presentations
- Training or certification in statistics, qualitative and quantitative measurement strategies, and/or research methods
- Experience with Microsoft 365 and data management software
- Experience or knowledge of logic models, performance measurement frameworks, and indicators

## Internship Deliverables:

### Contribute to Development of SHARE's Monitoring Handbook (30%)

- Review monitoring handbook drafts and make recommendations for improvement to guidance and alignment with RTP standards
- Facilitate virtual webinars with SHARE team members to train on handbook guidance and data collection processes
- Develop internal communications brief on monitoring handbook

### SHARE Baseline Evaluation Learning and Dissemination (35%)

- Develop country-specific briefs to summarize SHARE baseline evaluation findings
- Contribute to development of abstract to present evaluation findings at relevant conferences in 2023
- Support planning and coordination of evaluation management response

### Communications Products: 20%

- Produce at least two (2) high quality blog posts and multiple social media posts highlighting key findings from baseline evaluation

### Administrative Support: 10%

- Undertake other administrative work on the project, including participating in team meetings, notetaking, and processing documents

### Reflective Essay (5%)

- A short essay (500-1000 words) in which you describe the internship experience and reflect on its applicability to the PCJ academic program **(to be graded by the PCJ Program)**.

## How to Apply:

- Please email your resume, and a brief cover letter indicating your alignment with the role to David Amaya at [damaya@rightoplay.com](mailto:damaya@rightoplay.com), with the subject line "PCJ Internship". **Please copy [pcj.program@utoronto.ca](mailto:pcj.program@utoronto.ca) on your application.**
- Applications will be accepted until 11:59pm on 25 November 2022. One position is available for this opportunity.
- **Note:** PCJ interns will be enrolled in Winter: PCJ499H1S and receive 0.5 FCE academic credit upon successful completion of the internship.