



# Concept Note for the Cloneshouse African Internship Program (Learning Placement Component)

## Introduction

The Cloneshouse African Internship Program (CAIP) is dedicated to fostering talent development and capacity building within the field of monitoring and evaluation (M&E) across Africa. As part of this initiative, the Learning Placement Component offers an opportunity for interested M&E departments and organizations to host CAIP interns for three months. This component aims to provide interns with hands-on experience, practical skills development, and exposure to real-world M&E practices.



## Background of the Cloneshouse African Internship Program

Cloneshouse is always seeking passionate, goal oriented, diligent young Africans who are interested in the growing field of Monitoring and Evaluation and are willing to invest time and effort to learn the theoretical and practical aspects of the various Monitoring and Evaluation

components. The Cloneshouse African Internship Program (CAIP) typically seeks candidates from all across Africa. Interns engage in basic and advanced online courses, and proceed to the learning exchange phase or component of the internship programme where they participate in evaluation designs, data collection, data quality analysis, ex-post evaluation, learning studies, proposal writing, and report writing. Notably, some of the participants in our internship programme have gone on to win the World Evaluation Case Competition. In 2022, a cohort in the Mastercard Foundation YAW programme which we were contracted to facilitate and mentor, came third; while in 2023, a cohort representing teams from Nigeria, Kenya, and Ivory Coast won the second position. The Cloneshouse capacity-building team provided mentorship and coaching support to the teams during the competition.

## Purpose of the Concept Note

The purpose of this concept note for the learning placement component of the Cloneshouse African Internship Program is to outline the framework and objectives for hosting CAIP interns within monitoring and evaluation departments and/or organizations - for a period of three months. The learning placement component aims to provide interns with practical experience and learning

opportunities while contributing to the capacity building of participating organizations in the field of monitoring and evaluation.

## **The CAIP Learning Placement Component**

The Learning Placement component of the Cloneshouse African Internship Program (CAIP) offers interns a unique opportunity to gain hands-on monitoring and evaluation experience (M&E). Interested departments and organizations are invited to host CAIP interns for three months, providing them with a rich learning environment to apply theoretical knowledge in real-world settings. This immersive experience allows interns to develop practical skills, build professional networks, and contribute meaningfully to M&E initiatives. By fostering collaboration between aspiring professionals and established organizations, CAIP cultivates talent and strengthens M&E capacity across Africa, ultimately enhancing the effectiveness and impact of development efforts.

### **Importance of the Learning Placement Component**

The learning placement component of the Cloneshouse African Internship Program (CAIP) is vital for several reasons. Firstly, it offers interns practical exposure to real-world monitoring and evaluation (M&E) practices, bridging the gap between theoretical knowledge and practical application. Secondly, it fosters collaboration between interns and hosting organizations, facilitating knowledge transfer and skill development. Additionally, hosting interns provides organizations with fresh perspectives and innovative ideas, invigorating their M&E processes. Moreover, by engaging with local departments and organizations, CAIP contributes to capacity building within Africa, empowering local talent and strengthening institutional M&E frameworks, thus promoting sustainable development across the continent.

### **Objectives of the Learning Placement Component**

The learning placement component of the Cloneshouse African Internship Program (CAIP) aims to provide interns with practical experience in monitoring and evaluation (M&E) within African organizations. The objectives include fostering hands-on learning opportunities for interns to apply theoretical knowledge in real-world settings, enhancing their M&E skills through mentorship and guidance from experienced professionals, and promoting collaboration between interns and host organizations to address local development challenges. Additionally, the program seeks to build a network of M&E practitioners across Africa, facilitating knowledge sharing and capacity building within the sector. Through a three-month placement, interns will gain valuable insights into M&E practices, contribute to organizational projects, and develop critical competencies for future careers in the field, ultimately advancing their professional development and making meaningful contributions to African development initiatives.

## **Duration of the Learning Placement**

The learning placement component of the Cloneshouse African Internship Program in Africa lasts for three months.

## **Host Organizations**

Monitoring and evaluation departments or organizations within African Countries are invited to host interns for three months, providing valuable hands-on experience. Join us in empowering the next generation of evaluators across the continent. In the past (between the year 2022 and the year 2023), we have partnered with the MEL departments of reputable organizations including Christian Aid, Plan International, Preston Associates for International Development, and the Federal Ministry of Health. Cloneshouse equally absorbs interns into its MEL team for the learning placement. A Memorandum of Understanding is typically signed between the selected Host Organization and Cloneshouse.



### **Criteria for Selection of Hosting Organizations**

Criteria for selecting host organizations for the Cloneshouse African Internship Program include expertise in monitoring and evaluation, willingness to mentor interns, commitment to a three-month interns hosting, demonstrated capacity for professional development, and alignment with CAIP objectives. Interested host

organizations are also required to share their youth and child safeguarding policy, as well as fill a risk assessment tool for evaluation.

### **Benefits for Hosting Organizations**

Hosting interns through the Cloneshouse African Internship Program offers numerous benefits for host organizations. These include access to fresh perspectives and innovative ideas, increased productivity through additional support, opportunities for mentorship and talent development, and the ability to contribute to the growth of future professionals in the field. Additionally, hosting interns can help foster a culture of learning and collaboration within the organization while also potentially providing a cost-effective solution for short-term project needs. Overall, participating as a host organization can lead to valuable professional connections, enhanced organizational capacity, and a positive impact on the broader community



## **Responsibilities of Hosting Organizations**

By fulfilling these outlined responsibilities, host organizations play a crucial role in providing a valuable learning experience for CAIP interns and contributing to their professional development in monitoring and evaluation:

**MEL Mentorship:** Host organizations shall be responsible for identifying a staff member with significant evaluation experience to serve as a mentor to the interns, providing a meaningful evaluation internship experience, as well as providing mentorship to CAIP interns, guiding them through their learning placement and helping them develop essential skills in monitoring and evaluation.

**Work Assignments:** Host organizations should have interns only assigned to M&E roles, teams, units and experts in line with Cloneshouse' objectives for the Learning Placement component of the CAIP, allowing them to gain practical experience in monitoring and evaluation methodologies, data analysis, and project management.

**Supervision:** Host organizations are responsible for supervising interns' work and providing constructive feedback to help them improve their skills and performance.

**Cultural Integration:** Host organizations should assist interns in adjusting to the local culture and environment, providing support and guidance as needed.

**Safety and Well-being:** Host organizations should ensure the safety and well-being of interns during their placement, providing necessary support and resources to address any concerns or issues that may arise. Relevant supporting documentation for this task include child youth safeguarding policy and a risk-assessment instrument.

## **Cloneshouse Role and Responsibilities**

By fulfilling these responsibilities, Cloneshouse aims to facilitate a successful and enriching learning placement experience for interns and host organizations participating in the Cloneshouse African Internship Program:

**Orientation and Training:** Cloneshouse will provide orientation and training sessions for interns prior to their placement, equipping them with necessary skills, knowledge, and expectations for the internship experience.

**Monitoring and Support:** Cloneshouse will monitor the progress of interns during their placement, providing ongoing support and guidance to both interns and host organizations to address any challenges or concerns that may arise.

**Evaluation and Feedback:** Cloneshouse will conduct regular evaluations to assess the effectiveness of the internship program, soliciting feedback from interns and host organizations to identify areas for improvement and ensure continuous enhancement of the program.

**Networking Opportunities:** Cloneshouse will facilitate networking opportunities for interns, enabling them to connect with professionals in their field and expand their professional networks during their placement.

**Compliance and Safety:** Cloneshouse will ensure that all host organizations adhere to relevant legal and safety requirements, providing guidance and support to ensure a safe and compliant working environment for interns.

## **Responsibilities of CAIP Interns to Host Organizations During the Learning Placement**

By fulfilling these responsibilities, interns can contribute positively to their host organizations' objectives while also maximizing their own learning and growth opportunities during the CAIP placement:

**Professionalism:** Conduct themselves with professionalism, respect, and integrity at all times, adhering to the organization's policies and guidelines.

**Commitment to Learning:** Demonstrate a strong commitment to learning and development, actively seeking opportunities to acquire new skills and knowledge relevant to the monitoring and evaluation field.

**Adaptability:** Be flexible and adaptable to the organization's working environment, culture, and practices, while also contributing fresh perspectives and ideas when appropriate.

**Task Completion:** Take ownership of assigned tasks and projects, ensuring they are completed efficiently and to the best of their abilities, while seeking guidance and support when needed.

**Collaboration:** Collaborate effectively with colleagues and team members, sharing insights, contributing to discussions, and actively participating in meetings and activities.

**Representing CAIP:** Serve as ambassadors for the Cloneshouse African Internship Program, promoting its values, goals, and impact within the host organization and the broader community.

In conclusion, the Learning Placement component of the Cloneshouse African Internship Program offers a valuable opportunity for monitoring and evaluation departments and organizations across Africa to host CAIP interns. By participating in this program, host organizations not only contribute to the professional development of aspiring evaluators but also foster knowledge



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exchange and collaboration within the field. We look forward to partnering with interested hosts to create enriching and mutually beneficial learning experiences for our interns.

If interested in being a host organization, do express interest in this opportunity by filling the form at: <https://forms.gle/oaPKHAEk7mBw3ecQ6>

## Contact Point

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