

## 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 1<sup>st</sup>, 2018

**Anticipated End Date:** August 30<sup>th</sup>, 2020

**Background:** See @ [www.whambih.org](http://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,*

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[www.iesc.org](http://www.iesc.org), [www.whambih.org](http://www.whambih.org)