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# Higher Education Solutions Network (HESN) Internship Program Summer 2017

Thank you for your interest in the Higher Education Solutions Network (HESN) Internship Program for summer 2017. The U.S. Agency for International Development's HESN program is a network of seven universities harnessing the passion and ingenuity of students and faculty to apply science, technology, and innovation to international development. Through this internship, teams across USAID are able to benefit from HESN's pool of talented students while also providing emerging development professionals with relevant policy experience.

For summer 2017, there are 32 position descriptions available for placements throughout USAID's Washington D.C. office. The position descriptions are listed below. Please direct any questions to [hesn.internship@usaid.gov](mailto:hesn.internship@usaid.gov).

- **Location:** U.S. Agency for International Development offices in Washington, D.C.
- **Duration:** 10 weeks of summer 2017
- **Eligibility:** Must be U.S. Citizens and able to obtain a government-issued security clearance. Must be current students or have graduated in the spring of 2017 and affiliated with an HESN Development Lab.
- **Deadline:** Submit application no later than **November 6<sup>th</sup>, 2016**
- **Application instructions:**
  - Fill out [this application form](#) with your information.
  - Submit a single PDF with the following format:
    - Send To: [hesn.internship@usaid.gov](mailto:hesn.internship@usaid.gov)
    - Subject: HSIP Application: [Lastname, Firstname]
    - File should be a single combined PDF less than 10 MB with:
      - Filename: HSIP\_LastnameFirstname.pdf
      - PDF should include cover letter, including statement of interest and relevant experience; resume; letter of approval from HESN Development Lab (contact your HESN Lab to obtain)
- **What to expect:** When you apply to the HESN Internship Program, all USAID offices requesting an HESN Intern can review your application materials. However, we will flag your application to USAID offices that you have ranked as top three (this question is included on the application form). The form also helps us generate a cover sheet for your application that allows USAID offices sort through potential interns by skills and interests. Between November 7<sup>th</sup> and December 20<sup>th</sup>, USAID offices will be conducting interviews and making offers.
- **The following point of contact from your university can tell you more about the program and issue a letter of approval for you:**
  - **Duke University:** Kimberly Langsam [kimberly.langsam@duke.edu](mailto:kimberly.langsam@duke.edu)
  - **Michigan State University:** Jessy Sielski [sielskij@msu.edu](mailto:sielskij@msu.edu)
  - **MIT:** Lauren McKown [lmckown@mit.edu](mailto:lmckown@mit.edu)
  - **Texas A&M University:** Leslie Ruyle [ruyle@tamu.edu](mailto:ruyle@tamu.edu)
  - **The College of William and Mary:** Carey Glenn [cglenn@aiddata.org](mailto:cglenn@aiddata.org)
  - **University of California – Berkeley:** Anh-Thi Le [anh\\_thile@berkeley.edu](mailto:anh_thile@berkeley.edu)

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# Education Program Assistant

Office of Education  
Bureau for Africa

## *Office Description*

The Bureau for Africa (AFR) Office of Sustainable Development's single most important role is providing strategic and technical leadership in support of all programs for the U.S. Agency for International Development (USAID) in sub-Saharan African countries. The Office of Sustainable Development serves as the intellectual locus for sectoral and technical development priorities and trends in Africa; serves as a liaison, coordination, and outreach function; and manages a region-wide program of analytical and support activities and presidential and Congressional initiatives in a wide range of sectors and technical areas in economic growth, conflict, peace building, governance, health and education. The Education Division is one of four technical offices and provides support for 19 bilateral programs to build Africa's economy by addressing a variety of human capacity development issues through basic and higher education. The Division has a major role in assisting the field in implementing the Agency Education Sector Strategy (FY 2011-FY 2015+) in 20 sub-Saharan African countries.

## *Internship Position Description*

- Work directly with AFR SD/ED's team of Senior Education Advisors to support a number of key education activities, research, and projects on early grade reading, school feeding, and other areas as needed.
- Engage in and disseminate relevant and innovative research related to advancing the goals of the Education Strategy; such as helping the education division and missions to plan and implement necessary baselines to measure targets and design review. Provide technical support to the Research for Effective Education Programming-Africa contract (REEPA) by reviewing and commenting on draft documents.
- The Intern will be consulted regularly for input, advice and recommendations on internal and interagency documents needing feedback or clearance, course material and pedagogical approaches in trainings sponsored by AFR/SD/ED, and statements of work and other program-related documents.
- Gather, organize and analyze the necessary data to ensure missions are on the right track to achieve the Education Strategy goals to make evidence-based decisions. This will be done in coordination with missions, implementing partners and regional bureaus within the Agency.
- The Intern will participate actively in relevant interagency working groups and meetings as a member of the AFR/SD/ED team and, as applicable, to present findings and help develop programmatic responses.
- The Intern will assist in responding to agency wide taskers, contribute to drafting blogs or other materials for the Agency, and assist with other assigned tasks as needed

# Climate Finance Practice Development Assistant

Office of Private Capital and Microenterprise

Bureau for Economic Growth, Education, and the Environment

## *Office Description*

PCM and its staff of technical experts develop and support tools, approaches and intermediaries that can mobilize private finance at scale in the developing world. PCM, which is a new office within the Bureau for Economic Growth, Education and Environment (E3), engages private capital providers to mobilize greater resources and expertise in support of development priorities.

## *Internship Position Description*

As focus shifts to implementation following the historic climate change agreement reached in Paris last year, mobilizing public and private finance for climate change mitigation and adaptation projects has become increasingly critical. The good news is that USAID has already been engaged in a number of transactions, programs and activities seeking to address the enormous gap in climate finance, including the support of renewable energy auctions, providing first loss capital or guarantees to investment funds, supporting the development of project preparation facilities for urban adaptation and mitigation projects, and many others. Nevertheless, in order for USAID to make a meaningful contribution to mobilizing climate finance at a global scale, a more coordinated and strategic approach is required. To this end, the PCM office, working with USAID's Global Climate Change office, is developing a Climate Finance Practice, which will:

1. Provide technical expertise and advisory support to USAID Missions and operating units;
2. Share knowledge, best practices and transaction information;
3. Build the capacity of USAID staff on climate finance;
4. Develop catalytic partnerships that can advance USAID's climate change objectives through mobilizing finance;
5. Support USAID's efforts to actively engage with and demonstrate leadership in interagency and multilateral (e.g., UNFCCC, Green Climate Fund, etc.) climate finance efforts.

The HESN intern will play a critical role in getting this Climate Finance Practice off of the ground by supporting

1. the development of the Practice operations and strategy,
2. the creation of communications platforms and knowledge materials,
3. engagement with USAID thought leaders in the climate finance space and
4. completion of other tasks that are necessary to build the Practice.

## **Communications and Engagement Intern**

Office of Education, Engagement and Communications Team  
Bureau for Economic Growth, Education, and the Environment

### *Office Description*

The USAID Education Office leverages technical expertise, partnerships and a global perspective to guide and influence the education sector, advancing USAID's development priorities.

### *Internship Position Description*

The primary responsibility of this position is to assist the communications and engagement team with a variety of tasks and projects related to increasing the profile of USAID Education. The intern will assist with day-to-day office outreach, provide support and analysis for various projects and events, and implement self-directed research and operations projects. Some previous knowledge of social media, research, and event planning is desired.

## **Economic Policy Intern**

Office of Economic Policy

Bureau for Economic Growth, Education, and the Environment

### *Office Description*

E3's Office of Economic Policy (E3/EP) provides expert advice, tools, and analyses to help USAID Missions make smart program decisions. Ultimately, this supports developing countries to undertake the reforms needed to sustain growth.

### *Internship Position Description*

The Economic Research Assistant will:

1. Develops economic analysis and research, particularly cost benefit analysis, inclusive growth diagnostics, macroeconomic analysis, statistical analysis, programmatic operations and expenditures, and ad hoc research.
2. Participates in Agency teams to perform these analysis and high quality program evaluations, and provides technical reviews of the same.
3. Conducts research and data analysis to inform the structure and empirical content of both cost-benefit analyses and inclusive growth diagnostics for projects and countries of interest to USAID.
4. As needed, synthesizes findings and compile survey reviews of previously produced analyses, and develops and populates a tracking system for USAID programmatic activities in public financial management.

## **Engineering Intern**

Office of Energy & Infrastructure

Bureau for Economic Growth, Education, and the Environment

### *Office Description*

The Office of Energy and Infrastructure (E&I) is located within USAID's Bureau for Economic Growth, Education, and Environment (E3). The Engineering Division within E&I provides broad professional architect-engineer services, post-disaster reconstruction support, and risk management of USAID's global construction portfolio with an estimated value of more than \$2 billion per year. The Engineering Division supports programming across all sectors of infrastructure providing services to USAID Missions and other Operating Units in three key areas: 1) Technical Assistance, 2) Policy Support and Risk Management; and 3) Communications and Knowledge Management.

### *Internship Position Description*

The Engineering Intern will assist the Engineering Division with the following:

- **Technical assistance.** Our engineers and infrastructure technical staff provide engineering, construction and infrastructure technical support directly to Missions through virtual and temporary duty (TDY) assistance. The Engineering Division manages the Global Architect-Engineer Services Indefinite-Delivery, Indefinite-Quantity (IDIQ) contract, providing Missions with access to small and large engineering service providers. Task orders under this IDIQ can support engineering design, construction procurement and construction supervision (quality assurance) among other tasks. The Division recently awarded an engineering surge support mechanism to provide rapid technical assistance for reconstruction needs, forensic analysis, value engineering and other technical tasks.
- **Policy Support and Risk Management.** The Engineering Division is the focal point for the Agency's Construction Improvement Program to implement the recommendations of USAID's 2014 world-wide Construction Assessment. The Division guides the development and implementation of USAID construction policy and helps to ensure compliance through facilitating and monitoring construction risk screening for all new construction activities.
- **Communications and Knowledge Management.** The Engineering Division also serves as the knowledge hub for USAID engineers and professionals working in the space as well as our beneficiaries and partners. The Division develops and delivers training programs for engineers and non-engineers on a range of infrastructure, engineering and construction topics. In addition, the Engineering Division supports databases, webinars and other platforms to organize and share innovation, best practice, case studies and lessons learned.

## **Program Assistant (Intern)**

Europe and Eurasia Bureau Technical Support Office  
Bureau for Europe and Eurasia

### *Office Description*

The Europe and Eurasia Bureau Technical Support Office (E&E/TSO) supports to USAID Missions in the region through technical expertise and management of regional programs in the fields of democratic governance, economic growth, energy and infrastructure, health, and social development. Office personnel are recognized experts in their program fields and support politically sensitive and cutting-edge programming in a dynamic and evolving development environment.

### *Internship Position Description*

The Program Assistant will:

1. Assist technical staff in the preparation of various program documents and correspondence such as project authorization documents, action memos, and waivers, ensuring that all documentation is complete and in compliance with USAID rules, regulations, and standards.
2. Work with TSO program staff on program management-related activities.
3. Research, plan, analyze, and organizes technical and/or statistical information and develop data for use in briefings, publications, and reports.
4. Draft program communications such as cables, memoranda, letters and activity briefs.
5. Collect and make arrangements for distribution of material to USAID missions, USAID Washington offices, host country institutions, and cooperating agencies.
6. Attend meetings with technical staff and provide support in engagement with Washington and Mission-based USAID colleagues, interagency partners, think tanks, and non-governmental organizations.

Work with E&E/TSO staff will expose interns to a wide range of contacts within USAID , the State Department, think tanks, international NGOs, and policy-makers, and provide an opportunity to gain an understating of how foreign policy works from an operational level in a high-profile and evolving context.

## **Country Support Assistant**

Country Strategies and Implementation-Africa Division  
Bureau for Food Security

### *Office Description*

Feed the Future is a diverse and high-profile Presidential initiative focusing on global food security. The Bureau for Food Security leads this initiative for the US Government. The Bureau for Food Security's Country Strategies and Implementation's Africa Division is a fast-paced office that coordinates and supports development activities in 19 FTF focus countries, 6 regional missions, and several aligned missions around the globe.

### *Internship Position Description*

The intern would gain in-depth experience working with Presidential Initiatives, other technical and regional bureaus such as Global Health and Africa Bureau, the annual program cycle, as well as interacting closely with Mission staff. Working in the Africa Division is an excellent opportunity to gain experience in a strategically important area of the world, participate in critical development discussions, and gain valuable skills related to program management, implementation, and reporting processes.

The intern would:

1. Assist in liaising with field missions in Africa, other parts of USAID, the academic and development practitioner community and with the interagency community, including the State Department, the White House, and USDA regarding the implementation of food security programs
2. Prepare briefing and written materials for high-level USAID staff as well as for Congress, the White House and other stakeholders
3. Participate in the review of strategic planning and reporting documents with real-world implications for food security programming around the globe.

They must be a motivated, self-starter who can work well in a fast-paced environment, have very strong written and oral communication skills, and have the ability to organize and synthesize information. Ideally, they should have knowledge of one or more of the following areas: sustainable development, climate change, food security, agriculture, nutrition, capacity building, disaster assistance, and/or natural resource management. Experience working on Africa issues a plus but not required. No foreign language requirement.

## **Communications & Outreach Intern**

Feed the Future Communications & Outreach Team  
Bureau for Food Security

### *Office Description*

The Bureau for Food Security was created in November 2010 to manage the President's Feed the Future initiative, as well as traditional agricultural development programs under USAID. The office also leads interagency coordination of the initiative and new U.S. Government Global Food Security Strategy.

### *Internship Position Description*

The Feed the Future Communications & Outreach Intern supports the Communications & Outreach team in the USAID Bureau for Food Security on a broad array of strategic communications activities, including but not limited to:

1. Writing, editing, and researching materials for talking points, reports, high-level meetings, and internal/external communications;
2. Developing content for social media platforms and the web;
3. Supporting event planning and logistics;
4. Supporting public relations and media efforts such as press tracking and monitoring.

Intern may also be assigned additional projects relating to global food security and nutrition communications, outreach and programs for the duration of the internship, such as research and data management.

Preferred intern should be organized and detail-oriented and able to research, organize, and present appropriate information in a concise and coherent manner. Experience with digital design and multimedia/creative tools is a plus, but not required.

## **Family Planning Communications Intern**

Office of Population and Reproductive Health  
Bureau for Global Health

### *Office Description*

USAID's Office of Population and Reproductive Health (PRH) provides strategic direction, technical leadership and support to field programs in population, voluntary family planning, and reproductive health. It manages programs that advance and apply state-of-the-art technologies, expand access to quality services, promote healthy behaviors, broaden contraceptive availability and choices, strengthen policies and systems to address family planning (FP) and reproductive health (RH) needs, and improve data collection and use.

### *Internship Position Description*

The FP Communications Intern will provide assistance to PRH staff to revise, update and create additional content and resources for the FP Training Resources Package (TRP), which is available online at <https://www.fptraining.org/>. This set of materials was developed by PRH in collaboration with the World Health Organization (WHO) and United Nations Population Fund (UNFPA). It includes curriculum components and tools for trainers to design, implement, and evaluate FP/RH training. In addition, the intern will assist with the development and implementation of a promotion plan for the TRP overall, as well as individual modules. Other tasks or responsibilities may be assigned based on organizational and programming need and/or the Intern's own interests.

Through this experience the intern will gain a greater understanding of how USAID/PRH collaborates with key partners and stakeholders; become familiar with a key collection of training materials based on WHO guidance; and deepen skills in collaboration and coordination within a complex organizational and implementation structure.

## **Health Research Intern**

Health Research Program - Research and Policy Division  
Bureau for Global Health

### *Office Description*

As a part of the Agency's priority to End Preventable Child and Maternal Deaths, the Office of Maternal and Child Health and Nutrition works to improve the accessibility and quality of basic interventions that can save, and have saved, millions of lives. The Health Research Program is focused on accelerating the development, introduction and translation of research products into effective implementation by USAID and partner country health programs.

### *Internship Position Description*

The Health Research Intern will contribute to advancing the team's mission while increasing their knowledge of USAID perspectives and priorities, around research planning, knowledge management and reporting. His or her work will focus on Maternal, Newborn, Child Health and Nutrition related research activities in our 24 priority countries. The intern will work in collaboration with the team to respond to needs related to research communication and dissemination.

## **Innovation Scale-up Intern**

The Center for Accelerating Innovation and Impact's Saving Lives at Birth Grand Challenge and Market Access team  
Bureau for Global Health

### *Office Description*

Saving Lives at Birth is a Grand Challenge for Development located in the Global Health Bureau's Center for Accelerating Innovation and Impact (CII). The Market Access team also sits under CII and designs and implements accelerated introduction plans for priority products and interventions; supports rapid deployment and adoption in target regions; and evaluates and develops innovative financing mechanisms.

### *Internship Position Description*

First, to help implement Saving Lives at Birth program's second annual Pitch Competition. The Pitch Competition is a feature event during our two-day DevelopmentXChange, which brings together approximately 120 inspiring innovators and provides them with an opportunity to network with development experts, a range of potential funders/collaborators, and each other. Selected entrepreneurs and innovators showcase their innovations to a panel of expert judges, giving their best investor pitch. These innovators prepare by engaging with our collaborators, (in the past, the Social Entrepreneurship Accelerator at Duke (SEAD) and Investor's Circle), to fine tune their investment case. Last year, participants competed for customized support generously donated by our Pitch Competition Sponsors, McCann Global Health and frog design.

The intern will:

- help plan and implement the event, including selection of participants, development of relevant materials, and outreach,
- act as the liaison to our expert judges and coach,
- provide critical feedback on pitches in advance of the competition.

Second, to support the Market Access team to conduct a country prioritization analysis for inhaled oxytocin. The analysis will be conducted with Saving Lives at Birth innovator Monash University, in mind. Monash, supported by SL@B, and in partnership with GSK, is pioneering the use of an inhaled form of oxytocin for use during delivery in cases of Postpartum Hemorrhage (PPH). The prioritization will aim to understand and/or identify:

- Of 28 priority countries (divided into two country groups based around highest numbers of PPH-related deaths and Countries with generally high maternal mortality), which are most prepared for introduction of this formulation of the drug, by comparison of a variety of factors.
- If other countries exist where early implementation would be advantageous in terms of access and existing programs to generate an early evidence base

- Briefly touch on different segments of the market demand for inhaled oxytocin, in terms of health facility type (public vs. private, primary vs. tertiary, central vs. regional, etc.) across a variety of potential geographies
- Engagement with key stake-holders in country (MoH, regulatory bodies, clinicians and representative bodies) to understand needs, uses, key stakeholder insight for introduction etc.
- Availability of complementary products/treatments per each geography in order for inhaled oxytocin to be deployed most effectively
- Current local treatment practices for PPH
- Existing programs focused on neonatal survival, potential 3rd party payers (e.g., NGOs, donor programs) and their willingness to pay
- Facility procurement mechanism and process for inhaled oxytocin (decision makers, influencers, budget source), and their willingness to pay
- Regulatory environment for registration, importation, use, and sale of inhaled oxytocin
- Lead local wholesalers, producers, or distributors for drug formulations

For both tasks, we seek a graduate level student with business background or training, working full-time for a duration of 10-12 weeks. Desk research can be performed remotely and international travel of 3-4 weeks is required for field research for the market landscape analysis.

We have a small team that is stretched over a range of core activities. The Saving Lives at Birth program has an annual innovation-sourcing cycle that peaks around the time of the two-day DevelopmentXChange. The Market Access team supports multiple innovation scale-up projects in parallel. Intensified effort is needed at the design phase of each project to develop the right scaling up strategy for a particular innovation, as is the case for inhaled oxytocin equipment. We therefore seek a highly motivated and independent graduate student to join us on both efforts.

## **Saving Lives at Birth DevelopmentXChange Intern**

The Center for Accelerating Innovation and Impact's Saving Lives at Birth Grand Challenge Bureau for Global Health

### *Office Description*

Saving Lives at Birth is a Grand Challenge for Development located in the Global Health Bureau's Center for Accelerating Innovation and Impact (CII).

### *Internship Position Description*

The Saving Lives at Birth team seeks an undergraduate intern to help support planning, organization, and execution of the annual DevelopmentXChange event which will take place in Washington, DC. This dynamic event brings together approximately 120 inspiring innovators and provides them with an opportunity to network with development experts, a range of potential funders/collaborators, and each other. It is a critical component of the Saving Lives at Birth program, as it provides a forum for the Partners to interview and make final selections of expected award recipients as well as support the community of innovators working on this challenge. The innovators will also participate in a series of workshops tailored to the participants' needs, such as business planning, scaling, and measurement and evaluation.

The intern will focus on

1. Various preparatory activities for the event, including organization of the logistics around the innovator Pitch Competition, curated partnering/mentoring meetings, and more
2. Providing extensive support for the overall Saving Lives at Birth review process.

At the end of the internship, the intern will have a stronger understanding of a USAID procurement process, the critical risk factors causing maternal and neonatal mortality and stillbirths, innovative prevention and treatment approaches to increase maternal and neonatal survival, and the challenges, strategies, and best practices in implementing and scaling global health interventions. Moreover, the intern will have a stronger understanding of the importance and implementation of monitoring and evaluating innovation, and more broadly, global health projects.

## **Saving Lives at Birth Program Intern**

The Center for Accelerating Innovation and Impact - Saving Lives at Birth Grand Challenge  
Bureau for Global Health

### *Office Description*

Saving Lives at Birth is a Grand Challenge for Development located in the Global Health Bureau's Center for Accelerating Innovation and Impact (CII).

### *Internship Position Description*

The Saving Lives at Birth team seeks an undergraduate intern to help support grant management and the multi-stage grant review process, which includes helping lead the due diligence process for organizations applying for Saving Lives at Birth funding. In addition, this intern will assist team members in the office in efforts to organize and implement the annual DevelopmentXChange event which will take place in Washington, DC in July 2017. More specifically, the intern will focus on:

1. Due diligence efforts for finalists applying to the program
2. Providing extensive support for the overall Saving Lives at Birth review process, including the DevelopmentXChange event, feedback letters etc.
3. Specialty projects focused on overall Saving Lives at Birth portfolio growth and progression (examples in the past have included the Saving Lives at Birth innovation catalogue). The intern may also assist with tracking metrics and progress of SL@B grantees.

At the end of the internship, the intern will have a stronger understanding of a USAID procurement process, the critical risk factors causing maternal and neonatal mortality and stillbirths, innovative prevention and treatment approaches to increase maternal and neonatal survival, and the challenges, strategies, and best practices in implementing and scaling global health interventions. Moreover, the intern will have a stronger understanding of the importance and implementation of monitoring and evaluating innovation, and more broadly, global health projects.

## **Data Literacy Fellow**

Office of the Chief Information Officer  
Bureau for Management

### *Office Description*

The overarching role of the Chief Data Officer is to ensure that data generated through USAID funding remains accessible to USAID from the point of origin to the point(s) of ultimate application (throughout the data supply chain). The CDO supports operating units and information architecture specialists to ensure the interoperability (integration), openness, standardization, and quality of data. The CDO also supports technology development or enhancement projects to ensure that technologies support interoperability, multiple data formats, and improved data processing and dissemination downstream (for example, the Development Data Library and Development Information Solution)

### *Internship Position Description*

The HESN summer intern will work with the USAID Open Data Team in M/CIO to promote and enhance the re-use of USAID data curated in the Development Data Library (DDL), the Agency's central digital repository. The position will focus on activities in one or more of the following areas:

- Developing data quality control and/or transformation procedures that can enhance the usability of USAID's data in support of the Agency's learning agenda
- Working with data standards that can facilitate the integration or analysis of different datasets
- Socializing USAID's available data and its potential uses (e.g., conducting presentations, engaging stakeholders) with USAID staff and other audiences to grow data user communities

Development is a discipline based on evidence and data. As USAID continues to mature in its role as a trusted provider of timely, high-quality data on international development, it will also benefit from a new generation of data-literate leaders.

## **Management Analyst**

Office of Management Policy, Budget and Performance  
Bureau for Management

### *Office Description*

The Office of Management Policy, Budget, and Performance (M/MPBP) functions as the Bureau for Management's central unit for the Agency's OE budget planning and implementation, management policy formulation, management performance monitoring and evaluation, bureau administrative support services, and compliance and oversight to implement the USAID suspension and debarment program. As appropriate, M/MPBP provides leadership, guidance and advice to the Bureau, and as indicated, to the Agency, on overall strategic direction, as well as monitors and promotes the effectiveness of management operations by monitoring performance and by conducting operational assessments.

### *Internship Position Description*

If an HESN intern is ready to work in an Office that has Agency-wide impact on a daily basis and where providing Agency strategic direction is part of its DNA, then this position is for them! The HESN intern in the Management Bureau, Office of Management Policy, Budget and Performance, Performance Division (M/MPBP/PERF) will directly support or lead multi-disciplinary efforts executed by the Division, to include:

1. Assisting missions in operations strategy development to improve their operational efficiency and effectiveness in delivering foreign aid;
2. Enhancing management operations functions and processes by coordinating or supporting Business Function Reviews (BFR), Business Process Reviews (BPR) and process streamlining efforts;
3. Recommending management operations considerations (i.e., procurement, financial management, information technology, security and real property) to missions for inclusion in their Regional Development Cooperation Strategies (RDCCS) or Country Development Cooperation Strategies (CDCCS);
4. Improving Agency customer service through analysis of annual customer service survey results and facilitating action planning;
5. Other duties as assigned.

Innovation and continuous improvement is equally as important in USAID management operations (i.e., procurement, financial management, real property, etc) as program design in USAID's ability to end extreme poverty. The Performance Division in M/MPBP, as direct support for the Agency's Performance Improvement Officer, wants to leverage the brightest minds work on operational improvements that will have cross-Agency impact, and improve overall Agency efficiency and effectiveness and organizational health. An ideal HESN intern would understand some of the latest research in innovation related to management operations and/or continuous process improvement to help strengthen M/MPBP methodology and be a valuable contributor to one or more of our cross-functional assessment teams that also have a growing role in implementation of recommendations resulting from the assessments conducted.

## **Policy Analyst Intern**

Policy Division

Bureau for Management

### *Office Description*

The Policy Division in M/MPBP is USAID's central unit for operational policy integration and coordination. We interpret and develop operational policies and procedures, coordinate the issuance of operational guidance, implement high priority management initiatives and conduct analyses of emerging trends and issues that support U.S. foreign assistance objectives.

### *Internship Position Description*

The Policy Analyst Intern, as an integral member of the Policy Division of M/MPBP, will support the research, analysis and interpretation of new and revised agency operational policy captured in the Automated Directives System (ADS). With the support and mentorship of a Senior Policy Analyst, the Policy Analyst Intern will research drivers for draft policy, work with subject matter experts to further enhance these documents, communicate with senior leadership, and provide substantive updates to the Policy Division. The Policy Analyst Intern will use innovative tech-based solutions to help identify ways to increase engagement and awareness of agency policy throughout USAID. The Policy Analyst Intern will have the opportunity to engage in topical special projects, often at the interagency level, that involve problem solving operations issues and implementing USG initiatives. Lastly, the Policy Analyst Intern will assist in the development of a tech-based methodology for reviewing the usability of critical policy chapters.

## **Evaluation Associate/Intern**

Evaluation Team, Office of Learning, Evaluation, and Research  
Bureau for Policy, Planning, and Learning

### *Office Description*

The Office of Learning, Evaluation, and Research (LER) supports the Bureau for Policy, Planning, and Learning's (PPL) broader mission to lead USAID's evolution as a learning organization by integrating monitoring, evaluation, and learning (MEL) throughout the agency's Program Cycle in order to achieve the greatest development results. LER develops, disseminates, and oversees Agency policies, strategies, and guidance related to MEL; leads agency technical and interest groups, supervises the organization and implementation of technical and capacity building training for agency staff, and provides technical assistance and support to Washington Bureaus and Missions worldwide.

### *Internship Position Description*

The Evaluation Associate/Intern's work supports the Evaluation team's goal of elevating Agency practice of and capacity for evaluation. Key responsibilities are anticipated to include the following, but may be updated based on new work streams and the interests and skillsets of the Evaluation Associate/Intern:

- Working directly with LER's Evaluation and Monitoring Teams to update, improve, or supplement LER's monitoring and evaluation trainings for the agency.
- Working with the Evaluation Team to support a number of key evaluation activities, such as studies on agency evaluation practice and capacity building. This may include collaborating to analyze and report on several years of agency-wide Performance Plans and Reports (PPR) evaluation data.
- Collaborating with the Evaluation Team to provide technical assistance in evaluation to Washington Bureaus and Missions worldwide. Tasks may include reviewing evaluation statements of work and making technical contributions to evaluation designs.
- Participating in agency evaluation technical and interest groups.
- Assisting in responding to agency-wide taskers, contributing to drafting blogs or other materials for the Agency, and assisting with other assigned tasks as needed.

## **PPL Communications Intern**

Communications Team

Bureau for Policy, Planning, and Learning

### *Office Description*

We are the communications team for the Bureau of Policy, Planning and Learning (PPL). PPL serves a central, cross-cutting role for the Agency. The Bureau shapes how the Agency thinks and works internally, as well as how we engage with other parts of the USG and externally with influential development institutions and organizations around the world. PPL is critical to elevating a development perspective and strengthening the policy voice of the Agency within the USG and internationally.

### *Internship Position Description*

The PPL Communications Intern will:

1. Research, analyze and develop log of stories and photos highlighting key issues and accomplishments attributed to the use of USAID's Program Cycle or policy issues, i.e., gender, SDGs, etc.
2. Draft, update, edit and increase accessibility of current Bureau information documents, including fact sheets, presentations, stories, and other documents for distribution to USAID, Interagency, and public audiences.
3. Review on-line PPL equities, including internal/external web pages, portal and calendars, and note areas needing updating.
4. Research opportunities for Bureau leadership to share priority Bureau information.
5. Support the planning and execution of PPL sponsored meetings, briefings and conferences, including UNGA prep.
6. Attend and report on the events as necessary.

## **Acceleration Intern**

Applied Innovation and Acceleration team  
U.S. Global Development Lab

### *Office Description*

The Acceleration team works to provide strategic support to three grantee programs within USAID in order to help our grantees increase the impact, sustainability, and scale of their work.

### *Internship Position Description*

The Applied Innovation and Acceleration team within the Lab's Center for Development Innovation is looking for an intern who will help the team in its work to provide support services to grantees in several innovative grant programs. Depending on the intern's background, this could include doing research into potential support providers or future support services, working to set up group support activities for multiple grantees, working directly with a subset of grantees to deliver a specific scope of work, or other tasks.

We are looking for graduate-level interns, ideally with business backgrounds, who have previous experience working with organizations or businesses in developing countries and are interested in supporting new and innovative approaches to addressing significant and widespread development challenges.

## **Cross-Cutting Research & Data Intern**

iDesign

U.S. Global Development Lab

### *Office Description*

The Innovation Design and Advisory team designs opportunities that bring people together to reframe development challenges and to discover, test and accelerate innovative solutions; equip Agency teams with innovation skills; and facilitate a dialogue on the practice of innovation and design across the development enterprise. The Innovation Design and Advisory team works with Agency teams to reframe their development challenges and apply a range of innovation methodologies to incentivize people to discover, test and accelerate innovative solutions. These methodologies can be applied at a system, organizational or intervention level and can be used at any stage of the development programming cycle.

### *Internship Position Description*

The Cross-Cutting Research & Data Intern will support the Monitoring, Evaluation, Learning, training, and communications portfolios by bringing data-driven work into each of these work streams. More specifically, he/she will support case study development, will support, support the integration of cases/examples of our work into the training development, create an annotated bibliography for resources related to innovative methods, brainstorm ways to incorporate ongoing data collection into communications materials, create data-driven communications material, create data visualizations, among other tasks.

## **Digital Finance Intern**

Digital Finance Team  
U.S. Global Development Lab

### *Office Description*

The U.S. Global Development Lab's Digital Finance Team supports greater access to relevant financial services for the poor in two essential ways: (1) encouraging governments to adopt a regulatory regime that fosters safe but rapid growth, and to establish policies that prioritize the expansion of financial services for the poor, often starting with the digitization of payment flows, such as payroll and social protection transfers. (2) Fostering institutional demand across sectors for scalable and sustainable financial services by digitizing payments.

### *Internship Position Description*

The Intern will contribute to four broad objectives:

1. Assist in developing and executing strategy for tracking, visualizing, and packaging qualitative and quantitative data/results from e-payment activities in the field
2. Assist in developing messaging, communications tools, and communications collateral to tell the digital payments narrative and highlight digital payment successes
3. Assist in digital payments/digital finance agency engagement activities including coordination and delivery of outreach and learning events, content, and tools
4. Design a dynamic system to assess the uptake and impact of the E-Payments Procurement Executive Bulletin (PEB), which encourages USAID grantees and contractors to use digital payments to in their operations and programming

## **EIA Research Intern**

Evaluation and Impact Assessment  
U.S. Global Development Lab

### *Office Description*

The Evaluation and Impact Assessment (Lab/EIA) team conducts rigorous, evidence-based analysis to guide investment decisions and assess the Lab's theory of change - that science, technology, innovation, and partnership approaches are delivering impact more quickly, cost-effectively, sustainably, and are reaching more beneficiaries.

### *Internship Position Description*

The Research Intern will support EIA in refining and analyzing learnings around the Monitoring, Evaluation, Research and Learning Innovations Program (MERLIN). The intern will help implement the MERLIN Learning Agenda to determine whether the approaches identified under MERLIN are suitable for broader adoption at USAID. The intern will also support research that the EIA team is conducting on the Science, Technology, Innovation and Partnership (STIP) theory of change.

## **Fellowships Team Outreach & Programming Intern**

Fellowships Team  
U.S. Global Development Lab

### *Office Description*

The U.S. Global Development Lab's Fellowship Team manages three fellowship programs that are characterized by their commitment to the use of science, technology, innovation, and partnership, including the AAAS Fellowship, Jefferson Science Fellowship, and Research and Innovation Fellowship programs. Additionally, the Fellowships team manages USAID's participation and award of Special Organization Awards at the Intel International Science and Engineering Fair (ISEF) annually.

### *Internship Position Description*

The intern will contribute to all elements of the Fellowships Team's portfolio, including:

- Assist the team in developing and executive communications and engagement plans, including social media, online communications, and internal and external communications efforts;
- Conduct research, data analysis, and/or data visualization activities;
- Assist in USAID project management, partner monitoring, and engagement;
- Conduct engagement and outreach with Fellows at USAID and posted overseas; and
- Complete customized tasks to accommodate the intern's individual skills and exposure he/she wishes to gain.

## **GIS Technician**

GeoCenter

U.S. Global Development Lab

### *Office Description*

The goal of the GeoCenter is to improve the effectiveness and efficiency of USAID's development programs by geographically prioritizing resources where they will maximize development impact. The GeoCenter team works directly with field missions and Washington-based bureaus to integrate a geographic approach into the strategic planning, design, monitoring, and evaluation of USAID's development programs

### *Internship Position Description*

The GeoCenter is seeking a GIS Technician who can provide direct support to the Mapping for Resilience and Remote Sensing Program. Mapping for Resilience is a GeoCenter program designed to create data in support USAID projects using the OpenStreetMap platform. This program coordinates closely with YouthMappers, a global consortium of universities who support Mapping for Resilience and other open mapping projects. The Remote Sensing Program supports USAID projects by working directly with offices and partners to make high resolution satellite imagery available.

#### Work Description:

- Support Mapping for Resilience projects by coordinating workflows and resources with USAID offices, the YouthMappers network, and the OpenStreetMap community.
- Provide analytical GIS support to Mapping for Resilience projects.
- Assist the Remote Sensing Program by providing imagery access to support USAID programs around the world.
- Experience working with OpenStreetMap and/or satellite imagery would be great but not necessary.

## **Impact Analyst**

Development Innovation Ventures (DIV) in the Discover & Test Division  
U.S. Global Development Lab

### *Office Description*

The next breakthrough solution could come from anyone, anywhere. For that reason, we are committed to democratizing international development: opening it up to new people, ideas, and ways of thinking about problems and their solutions. The U.S. Global Development Lab's CDI does this through three divisions that aim to discover and test innovations, accelerate and apply the most promising ones, and support the Agency operating units in using innovation design methods across their programming. Each division also manages specific programs.

### *Internship Position Description*

The intern will support the DIV program on some or all of the following tasks, depending on experience and interest:

1. Support the development, piloting, and refinement of a tool for grantees to assess the cost-effectiveness of their innovation. Activities will include refining the tool in Excel, interviewing grantees that are piloting the use of it, incorporating grantee feedback on the tool, refining user guides to use with the tool, identifying ways that data collected with this tool can inform DIV operations (e.g., selections process, service offerings to grantees), and engaging with others in the evidence-focused innovation community on this tool.
2. Support an innovative new partnership with external organizations and USAID Missions that is using household cash-based grants to benchmark the effectiveness of USAID programming. Activities will include collating and generating content to engage a community of practice at USAID around this topic.
3. Contribute to the "thought leadership" of the D&T team, drawing on lessons learned from the DIV program since its founding in 2010. Likely focus topics include: lessons learned from "failures," cost-effectiveness, and sustainability.
4. Conduct retrospective impact reviews of "closed" grants, as grants close, using the methodology developed by the D&T Team, to contribute to the ongoing analysis of the DIV portfolio that the D&T Team conducts.

## **Innovation Associate**

Senior Advisor GCDs

U.S. Global Development Lab

### *Office Description*

The Applied Innovation and Acceleration team aims to help support scale up and growth of high-potential innovations that have been sourced through innovation programming, such as the Grand Challenges for Development. Grand Challenges for Development focus global attention and resources on specific, well defined international development problems, and promote innovative approaches, processes and solutions to solving them. They engage non-traditional solvers such as businesses, researchers, and scientists around critical development problems in a variety ways through partnerships, prizes, challenge grant funding, crowdsourcing, and more to identify innovations that work. To date, eight Grand Challenges for Development have been launched and continue to grow.

### *Internship Position Description*

We seek an intern to support the Grand Challenges for Development portfolio through data analysis, research, and storytelling that captures impact and successes of innovations sourced through this program. To support this, we are looking for a reporter in the making - someone willing to investigate and dig deep and have fun doing it. Required skills: excellent written samples, customer service focus, and a can-do attitude.

## **Program Assistant**

Digital Development for Feed the Future  
U.S. Global Development Lab

### *Office Description*

The D2FTF team is a joint collaboration between the Global Development Lab and the Bureau for Food Security aimed at identifying opportunities to integrate digital tools and technologies (digital financial services, satellite imagery, ICT extension services, etc.) into the Feed the Future portfolio.

### *Internship Position Description*

The intern will work closely on with the team on basic project analysis and design including researching Feed the Future value chains and opportunities for digital tools, helping develop communications and research materials, conducting research on specific countries and their digital infrastructure and designing program evaluations and assessments. Candidates should be interested and passionate about the opportunity to use digital tools to advance development outcomes.

## **Global Transportation and Urbanization Intern**

GeoCenter Futures Team  
U.S. Global Development Lab

### *Office Description*

This position is located in the GeoCenter+, a team of about 20 staff within the U.S. Global Development Lab that supports USAID with geospatial analysis, data science, futures analysis, remote sensing, and other data-rich approaches. Our goal is to improve the effectiveness and efficiency of USAID development programs by prioritizing resources for maximum development impact. The GeoCenter+ focuses on providing direct analytical and training support to USAID's overseas Missions, while contributing to Agency-wide policy around the use of data and analytics.

The incoming Fellow will be part of the Futures Team under the Lab's GeoCenter+. Our team works closely with USAID's Missions and Bureaus in an "internal consulting" role to develop, promote, and deploy high-quality futures analysis tools throughout the Agency. We are continually learning how to improve our offerings and better tailor them to Mission needs, and the new Fellow will play a significant role in building this program and setting the future direction of our team.

### *Internship Position Description*

The qualified applicant will be expected to perform research related to global transit issues, transportation infrastructure, and their relation to contemporary labor forms. Specifically, the intern will examine the diffusion of the "sharing economy" and its role in generating income for under-employed, unemployed, or marginalized sectors of the workforce in the developing world as they relate to contemporary and future development problems and outcomes (e.g., the ways in which the sharing economy supplements existing sources of income, affects commuting trends, reduces the incidence road accidents, relates to public health/safety concerns, etc.). The other discrete goal of this internship is to generate a memorandum of understanding with private sector companies on the common goals and opportunities for collaboration with existing and future USAID development projects.

Geographic focus is open, but we are particularly interested in an intern with an existing interest in Africa and/or SE Asia.

## **STIP Integration Intern**

Center for Agency Integration  
U.S. Global Development Lab

### *Office Description*

The Lab's Center for Agency Integration (CAI) works with USAID Missions and Bureaus to support the transformational application of Science, Technology, Innovation, and Partnership (STIP) tools and approaches.

### *Internship Position Description*

The intern will work closely with CAI's Field Support team to engage with Missions and Regional Bureaus to identify STIP opportunities and ensure that selected projects are supported with the relevant resources available in order to pursue efforts effectively. Opportunities may include working on Lab partnerships with USAID/Uganda and USAID/Kenya and East Africa. The intern will also support the Strategy and Learning team to complete the analysis of an index to measure how the Agency is integrating STIP into their work and the development of Google sites to organize and share CAI and Lab resources on STIP integration.

## **Strategic Research Analyst**

PEER Program Manager  
U.S. Global Development Lab

### *Office Description*

The Lab's research team supports the Partnerships for Enhanced Engagement in Research (PEER) program. PEER is an international awards program that brings developing country scientists and engineers together with researchers funded by U.S. federal science agencies to address global development challenges. Through catalyzing collaborative research and strategic partnerships and leveraging existing U.S. investments in research, PEER is designed to elevate the use of science and technology in addressing local and global development challenges in USAID-presence countries. Not only does PEER support research relevant to USAID's development objectives, it also establishes long-lasting research relationships that build capacity, strengthen the research ecosystem, and enable collaborators to become better partners in development.

Since its launch in 2011, PEER has supported over 250 projects in 50 countries with an investment of nearly \$50 million.

### *Internship Position Description*

The intern will lead the Research Team's effort to demonstrate the impact of research on science and technology (S&T) ecosystem development in low- and middle-income countries (LMICs). The intern will help develop a framework that will inform data and information collection and analyze the links between academic research and innovation, policy-making, and capacity building in LMICs. The intern will use a variety of source materials including literature analysis, web-based content analysis, and portfolio analysis to generate a body of evidence that demonstrates the impact of research on development.

## **Exchange Intern**

Global Innovation Exchange  
U.S. Global Development Lab

### *Office Description*

The Center for Development Innovation focuses on design, sourcing and application of development innovations globally.

### *Internship Position Description*

Interns will work on all aspects of the Global Innovation Exchange including, but not limited to, content sourcing, partnership development, marketing and communications. Interns will be aligned to development sectors, topics and projects that best meet their personal and professional interests.

## Higher Education Intern

Higher Education Solutions Network  
U.S. Global Development Lab

### *Office Description*

The Higher Education Solutions Network (HESN) is a partnership between USAID and seven top universities, designed to harness the ingenuity and passion of university students, researchers, and faculty to deliver the greatest impact and develop innovative solutions to global development challenges. HESN's research and development involves direct evaluation and improvement to real-world innovations in development. The network also fosters the creativity found in academic setting by connecting students to resource-rich partners, as well as the institutional expertise of USAID.

### *Position Description*

The Intern will contribute to four broad objectives:

1. Facilitate the HESN Internship program, such as reaching out to HESN Intern alumni, coordinating intern events and activities, and finding opportunities for professional development that would be of interest to other HESN Interns.
2. Assist in tracking, visualizing, and sharing data between labs, including datasets generated in research activities as well as reporting on HESN's monitoring and evaluation platform
3. Assist in developing messaging, communications tools, and communications collateral to tell the HESN story and showcase HESN's successes.
4. Coordinate between the HESN program and other higher education and research related programs within the U.S. Global Development Lab