



Particip GmbH (<https://www.particip.de/>) is currently one of the leading evaluation **consultancies** in Europe, offering its expertise and know-how to numerous clients including the European Commission, UN agencies, the World Bank, Regional Development Banks, the Swiss Development Cooperation, EU Member States' Ministries of Foreign Affairs (e.g. Denmark, Finland, Sweden).

Our services focus on all sectors and themes related to **international development cooperation**, humanitarian aid and public diplomacy. We carry out a significant number of evaluations focusing on public policies and development cooperation strategies each year, including country-, regional-level and worldwide thematic evaluations as well as budget support and institutional evaluations. Our Evaluation Team focuses exclusively on such **complex evaluations** and is currently looking for an:

Intern – Evaluation management (m/f/d) (Praktikant/in – Projektmanagement im Bereich Evaluation (m/w/d))

6-month – starting September 2020

Your tasks include:

- Assist in the implementation of complex evaluations, including:
 - Participate in the implementation of data collection activities (surveys, desk studies, etc.)
 - Undertake specific thematic analyses and research
 - Help compile reports and presentations
 - Support contractual, financial and administrative management
 - Support any further tasks in the day-to-day management of evaluation projects
- Assist business development and tendering for contracts, which includes, among other:
 - Assist overall preparation of offers, i.e. compilation, administrative documents, layout
 - Research for potential partners
 - Assist in identifying and recruiting experts
 - Communicating with experts, partners and clients in English and, if applicable, French or Spanish

Your profile:

- Master's degree in political science, economics, international development or other relevant fields
- Ability to prioritise, respect deadlines and assume responsibilities
- Excellent communication and interpersonal skills
- Strong analytical and drafting skills
- Experience in qualitative and/or quantitative research in the field of development cooperation
- Excellent command of English (C2) and either French (C1) or Spanish (C1)
- Willingness to learn and develop new skills on a constant basis
- Very good command of Word, Excel, PowerPoint
- Assets: preliminary work experience in a consultancy firm, languages (German), theoretical background in evaluation, familiarity of EU external action

We offer:

- Paid intern position based in the city of [Freiburg im Breisgau](#) (Germany)
- Work in a dynamic, friendly, flat-structured and successful company
- On-the-job training and skills development

To apply:

Please send your application indicating your earliest starting date (cover letter and CV in English, as well as academic/professional supporting documentation, all in one PDF file) at the latest by 12.07.2020* to:

Lena Fraser-Landmann: jobs@particip.de

Subject „Eval-Intern-2020s2“

* We may fill the vacancy before the closing date (incoming applications are screened on a running basis).