

## TERMS OF REFERENCE – PRE-PROJECT INTERNSHIP

**Position Title:** Pre-project Internship

**Organization:** AfricaNenda

**Starting Date:** ASAP

**Location:** Remote (West Africa)

**Duration:** 6 months

### 1. ABOUT AFRICANENDA

AfricaNenda is an Africa-led team of experts committed to unlocking the potential of digital financial services for the financially excluded across the continent by accelerating the scale-up of instant and inclusive payments systems. Our approach is to provide public and private sector stakeholders with technical expertise and the capacity to reduce barriers to digital payments. We want to enable everybody in Africa to make digital transactions seamlessly and at a low cost wherever they are on the continent by 2030.

Visit our website for more information: [www.africanenda.org](http://www.africanenda.org)

### 2. PURPOSE OF THE INTERNSHIP

The intern will assist the AfricaNenda's Pre-Project team through the scope of work as described below. The intern will be working on:

#### Scope of work

- Assist in drafting, reviewing, organizing and managing project documentation.
- Assist in following up on project milestones and related activities.
- Support pre-project team in several tasks related to the engagement with stakeholders.

#### General tasks

- Support the Pre-Project Team to prepare materials, analysis and reports for regular recurrent projects and on-demand requests.
- Provide other support and assistance as required, including preparation and proof reading of documents, and helping with correspondence and research.
- Assist in monitoring the pre-project team milestones and KPIs
- Draft the meetings notes and follow-up action points with stakeholders.
- All other tasks related to the monitoring of the pre-project pipeline.

### 3. QUALIFICATIONS REQUIRED

- Currently enrolled in or having completed a bachelor's or equivalent degree in Finance, Computer Science, Commerce, Project management, Information Communications Technology, or other related fields.
- Demonstrable skills in analytical thinking, communication and research.

- Written and spoken proficiency as well as good writing and editing skills in French and English.
- Proficient in computer skills and having a knowledge of automated systems.
- Strong organizational, communication and interpersonal skills with the ability to work under short timings within an international setting.
- Ability to adapt to new environments and to establish and maintain good working relations with individuals of different cultural backgrounds.
- Ability to perform a variety of administrative tasks.

#### **4. MONITORING AND PROGRESS CONTROLS**

- The intern will work under the primary supervision of the Regional Director for West and Central Africa and interact on a daily basis with the wider Pre-Projects team and other AfricaNenda team members.

**To apply:** Send CV and motivation letter to [info@africanenda.org](mailto:info@africanenda.org) before 17 November 2023, with subject line “Pre-Project Internship”.