



Internship – Monitoring & Evaluation (M&E) Department

Introduction

CARE Nepal is an international humanitarian organization working in Nepal for the past 39 years. It currently works in 60 districts through different projects and programs on issues relating to improving the lives of the poorest and most vulnerable populations through programs in natural resource management, livelihoods, women empowerment, equity and social justice.

The intern will assist the M&E department with the following activities:

- Support M&E and accountability team in data entry; registering the complaints/feedback in complaints register sheet.
- Translate the information sheet/ documents from both English to Nepali and vice-versa
- Support M&E and Accountability team in documentation and editing;
- Support in collection and compilation of the information and data

Upholding CARE's Core values and ensuring its principles:

- Link and demonstrate CARE Nepal's core values, programming principles, strategic objects, gender equity and equality in programming and behaviors
- Comply and exercise organizational values and culture
- Help to promote rights and good governance

The intern will keenly follow the given assignment, thereby garnering Professional carrier development. At the end of each contract period the interns will submit a brief report on their observations, experiences and learning from being an intern.

Qualifications and Competencies:

Candidates should have minimum of intermediate in any discipline having good computer skills; able to use computer to run office application software packages and email system, good written and spoken English and Nepali with documentation skills. S/he should be student perusing further studies with any recognized university / institute etc.

Reporting to/Supervision

Intern will directly report to the Knowledge Management and M&E Manager.

Notice Period

Either party has to give advance notice of at least 30 calendar days for ending the contract prior to the end date of the contract.

Acknowledgement by the Intern

Signature:

Name: