

Terms of Reference Programme Quality Intern

ROLE OVERVIEW

Under the overall guidance of Senior Programme Quality and Learning Officer (SPQL officer), the Programme Quality Intern will be supporting the programme quality function in the Country Office, ensuring that the Country Programme maintains its strategic vision and that its activities result in the achievement of its intended outputs in a cost-effective and timely manner.

Programme Quality Intern will specifically be assisting in designing, implementing of MERL and learning activities, and Translation of the Country Programme; assisting in preparing reports on project progress to monitor the project activities on a regular basis, uploading project data/information on the corporate databases and assist in collection & analysis of different data in relation to the projects'/Programs' activities.

DELIVERABLE:

Under the general guidance of the Senior Programme Quality and Learning Officer, the Intern will work closely with the PQL team closely in carrying out MERL and research activities in ActionAid Cambodia.

KEY TASKS

- Assist SPQL officer in designing data collection tools, templates, and assist in regular data collection or generation process.
- Support in data verification and compilation from the field as stipulated in the MERL plan.
- Assist SPQL officer to update and maintain the project/program databases,
- Assist SPQL in organizing capacity building to the implementing partners for enhancing skills and knowledge for proper and quality data collection and reporting.
- Assist SPQL officer in related field work including, baseline studies, Mid-Term, and evaluation etc.
- Assist SPQL officer to consolidate country report and other reports to governmental agencies and donors,
- Assist SPQL officer in compiling data for programme reports, Translation, advocacy, and campaign activities.
- Contribute to developing and managing knowledge products (knowledge management) of the programme/projects.
- Participate in virtual internal and external monitoring meetings through assisting in organizing and facilitating various events such as PRRP, meetings, workshops,
- Carry out other duties and responsibilities related to programme quality as assigned by the SPQL Officer.

AREA OF LEARNING OPPORTUNITIES

- Gain understanding of Programme Quality works in ActionAid and its partners.
- Obtain experiences in monitoring, evaluation, and research.
- Have opportunities to build up capacity in data collection, entry, cleaning, analysis and reporting,
- Expose to opportunity to build relationship and leadership including liaison and coordination skills with other staff and community/partners.

- General understanding of the work and mission of the AAC, the role of stakeholders and partners at national and global levels and the role of internship in contribution to development effectiveness.
- Insight and hands-on experience in AAC's role in facilitating and promoting and running complex projects.
- Becoming more familiar with working in an international non-governmental organisation
- Good understanding of AAC mission, vision, values, and its approaches to development

QUALIFICATION AND EXPERIENCE

- University student preferably fresh graduate in the field of development study, management, data science,
- Good in written and spoken in English,
- Good at computer skills typically knowledge of Microsoft Application including, Word, PowerPoint and especially Excel,
- Have willing to learn about MERL and research,
- Respect and committed to shared values of the organization, mutual respect, equity and justice, honesty, and transparency, solidarity, with poor and marginalized people; courage of conviction, and humility.
- Gender and HIV/AIDS sensitive.
- Positive attitude towards learning and sharing.
- Well-organized, very respectful and non-discriminatory;
- Ability to manage confidential information, and ability to work under pressure.

The Interns will receive honorarium in amount of USD 150 and is entitled to Annual Leave and Sick leave. Interns shall receive per diems and travel expenses for approved travels to undertake ActionAid Cambodia activities, as per ActionAid Cambodia Policy. In recognition of the Interns' contribution to ActionAid, the Intern will receive a certificate from ActionAid after their term finishes.

It is part of every staff member's responsibility and Intern to contribute to AAI's mission and comply to AAI's values, polices and principles including but not limited Safeguarding policies, security management plan, IT policy, Digital and Data management and Security Guideline.

Intern's signature:

Line Manager's signature:

Date: _____

Date: _____

Head of HROD's signature:

Date: _____