

Terms of Reference

Programme Quality and Learning (PQL) Intern

ROLE OVERVIEW

ActionAid Cambodia (AAC), Open Development Cambodia Organization (ODC), the Cambodia Center for Human Rights (CCHR), The NGOs Forum on Cambodia (NGOF), and Transparency International Cambodia (TIF), Hereafter called parties, are implementing a project called **“Strengthening CSOs to Take Action on Economic Governance, (SCAEG)”**. It is a three-year project starting from 01st November 2023 to 31st October 2026 with funding support from the European Union (EU). The project aims to maximize civil society action in the governance of economic development in the coastal area, for greater accountability, transparency, and inclusive participation in decision-making in Cambodia. The project will be implemented in the coastal area of Kampot, Koh Kong and Preah Sihanut provinces. The intervention aims to create an enabling environment for action by civil society/CFi (CSOs and their networks representing fishery communities, with a focus on women and youth leaders) in economic governance, through inclusive and creative platforms, and engagement in political dialogue with key decision makers and economic actors at local and national levels.

Under the overall guidance of the Project Manager and Senior Project Officer, the Programme Quality and Learning (PQL) Intern will be fully supporting the SCAEG project quality function, ensuring that the project intervention activities result in the achievement of its intended outputs in a cost-effective and timely manner. And additional support to programme team in the Country Office as required.

Programme Quality and Learning Intern will specifically be assisting in: (I). Designing and implementing of MERL, including: i). M&E tracking tools; ii) assisting in preparing reports on project progress, to monitor the project activities on a regular basis; iii). uploading project data/information on the corporate databases; and iv). assist in the collection & analysis of different data in relation to the project's activities; and (II). Assist in developing project documentaries and learning activities such as case studies, research, and stories of change etc.

DELIVERABLE:

Under the general guidance of the Project Manager and Senior Project Officer, the Intern will work closely with the SCAEG of AAC project team and Project Partner Staff in the 04 provinces (Kampot, Kep, Koh Kong and Preah Sihanouk provinces in carrying out M&E framework and tools, project documentaries and project learning activities of the SCEAG project.

KEY TASKS

- Assist SCAEG project team in the process of Participatory Action Research
- Support in updating data, data verification and compilation from the field as stipulated in the M&E plan.
- Assist SCAEG project team to update and managing databases, survey tools (e.g., KoboToolbox, Excel, Google Forms), and reports.
- Assist the PQL coordinator in organizing capacity building for the implementing partners for enhancing skills and knowledge for proper and quality data collection, basic knowledge on developing success stories, best practices and reporting.
- Assist SCAEG project team with related field work monitoring and evaluation etc.

- Assist SCAEG project team to consolidate SCAEG Narrative Progress Reports (quarterly and annually) in term of progress update, success stories
- Assist SCAEG project team in any advocacy/campaign event platform including translating documents (Khmer_English), publication and design, and logistic arrangement.
- Contribute to developing and managing project visibility including knowledge products (knowledge management) of the SCAEG projects.
- Participate in virtual internal and external monitoring meetings through assisting in organizing and facilitating various events such as POT meetings, and any learning/sharing platform such as workshops, trainings, coaching, exchange visits etc.,
- Maintain organized digital and physical filing systems for MERL documents.
- Carry out other duties and responsibilities related to programme quality as assigned by the SCAEG Project Manager.

AREA OF LEARNING OPPORTUNITIES

- Gain understanding of Programme Quality works in ActionAid and its partners.
- Knowledge on Natural Research Management (NRM), Climate Change (CC) and Disaster Risk Reduction (DRR).
- 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, Good in written and spoken in English,
- Good at computer skills typically knowledge of Microsoft Application including, Word, PowerPoint, Excel, Kobo toolbox, and Google Forms.
- Willing to learn about MERL and research, advocacy/campaigns
- Passion about Natural Research Management (NRM), Climate Change (CC), and Disaster Risk Reduction (DRR).
- Respect and committed to Actionaid Cambodia's core values.
- Gender and HIV/AIDS sensitive.
- Positive attitude towards learning and sharing.
- Well-organized, and have team spirit.
- Ability to manage confidential information, and ability to work under pressure.

The Interns will receive an honorarium for USD 180 per month, Insurance NSSF-Accident and health insurance, and annual leave entitlement base on ActionAid Cambodia Policy. Interns 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 finished.

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

Intern's signature:

Date: _____

Line Manager's signature:

Date: _____

Head of HROD's signature:

Date: _____