

Terms of Reference

Position: Monitoring, Evaluation, Research and Learning (MERL) Intern

Reports to: MERL Lead, CAPRED

Location: Phnom Penh, Cambodia

Contract Type: Internship [open to Cambodian nationals only]

What we offer:

At CAPRED, we value our team members and strive to offer roles that advance their careers. The MERL (Monitoring, Evaluation, Research, and Learning) intern position is an excellent opportunity for those seeking to begin a career in international development.

As part of CAPRED's MERL team, you'll contribute to data collection, analysis, reporting, and knowledge sharing. You'll gain hands-on experience in tracking program performance, supporting data-driven decision-making, and adaptive management. This role also offers exposure to working with the Australian government on projects promoting gender equality, inclusion, and climate resilience.

We welcome enthusiastic applicants from diverse backgrounds—prior experience is not required. If you're eager to learn and grow, we encourage you to apply.

Duties:

- Collect and compile quantitative and qualitative data from project activities.
- Assist with administering surveys, interviews, and conducting fieldwork.
- Maintain and update project data in CAPRED's data management systems.
- Verify data accuracy and ensure alignment with key performance indicators (KPIs).
- Conduct basic data analysis and reporting using software such as Excel or SPSS.
- Support the design and implementation of evaluations and research, including literature reviews and field studies.
- Update CAPRED's learning platforms with relevant data and insights.
- Ensure compliance with CAPRED policies on gender, disability, child protection, and other key standards.

Selection Criteria

Education background:

- Currently enrolled in (*4th year of a bachelor's degree or 2nd year of a master's program*) or recently graduated from a university program in development studies, economics, statistics, social sciences, or a related field. Other fields will be considered if the candidate demonstrates strong analytical skills, an interest in development work, and a willingness to learn about monitoring, evaluation, and research in an international development context.

Skills and Competencies:

- Basic understanding of research methods and interest in monitoring and evaluation.
- Strong communication and interpersonal skills, with the ability to work effectively in a team.
- Eagerness to learn and ability to work independently when needed.
- Basic knowledge of MS Office applications, with a willingness to learn data analysis tools.



- Interest in working in an inclusive environment and supporting CAPRED's commitment to GEDSI principles.
- Detail-oriented, with a focus on accuracy and quality.
- Excellent proficiency in English, both written and verbal.

The MERL Intern will report to the MERL Lead and will work closely with other members of the team. **This is a part-time internship position for a duration of 6 months**, with flexible working hours to be agreed upon with the MERL Lead. Interns who perform exceptionally well may be considered for a longer-term opportunity with the program.

Closing Date: Applications will be reviewed on a rolling basis so please apply as soon as possible. The application process will close once the position is filled.

How to apply

Please send your cover letter and CV to recruitment@capred.org mentioning the position you apply for in the subject line "MERL Intern".

Only shortlisted applicants will be contacted for interviews.

Cowater International is an equal opportunity employer, basing employment on merit and qualifications as they relate to the professional experience and position expectations. Cowater does not discriminate against any employee or applicants on the basis of race, religion, sex, gender identity, disability, age, or any other basis protected by law. CAPRED aims to have a diverse workforce at all levels, and a workplace that is supportive of gender equality, disability and social inclusion. Women, people with disabilities and other minorities are highly encouraged to apply.

