**Terms of Reference**

**Position:** MERL and GEDSI interns

**Reports to:** MERL and GEDSI Director, CAPRED

**Location:** Phnom Penh, Cambodia

**Contract Type:** Internship [open to Cambodian nationals only]

**Program Background**

The Cambodia Australia Partnership for Resilient Economic Development (CAPRED) is Australia’s flagship bilateral economic development program in Cambodia, focusing on economic recovery and resilience over the next four years, with a possible three-year extension.

The Facility supports Cambodia in implementing a range of necessary economic interventions and reforms to maintain the country’s economic transition. These interventions and reforms are primarily aimed at encouraging more productive and inclusive public and private investment, which promotes a resilient, inclusive and sustainable economy (RISE).

CAPRED interventions fall under three technical components including: Agriculture; Trade, Investment and Enterprise Development and Infrastructure; and one Cross-Cutting component comprising: Gender Equality, Disability and Social Inclusion (GEDSI); Climate Resilient initiatives, and policy support.

GEDSI is a central, cross-cutting component, integrated into all CAPRED activities, ensuring inclusive approaches and outcomes. Monitoring, Evaluation, Research, and Learning (MERL) plays a central role in guiding program adaptation, tracking performance, and generating evidence and learning to inform decision-making across all technical and cross-cutting areas.

**Position Summary**

CAPRED is seeking highly motivated interns to support its MERL and GEDSI teams. These internship roles are ideal for recent graduates or students with a strong interest in learning and developing skills in international development, data and evidence, gender equality, and inclusive policy and programming. Interns will work closely with respective teams to support data collection, reporting, documentation, and learning.

**Roles and Responsibilities**

**Data collection and analysis**

* Assist in collecting and compiling quantitative and qualitative data from project activities.
* Support the administration of surveys and interviews with stakeholders, including fieldwork.
* Support tracking of GEDSI-indicators across CAPRED’s portfolios.
* Enter and maintain project data in CAPRED’s data management systems.
* Assist in data quality check and basic data analysis and reporting using software (e.g. Excel or SPSS).

**Support evaluations and research**

* Assist in the design and implementation of evaluations, including baseline and endline studies.
* Support research tasks, including literature reviews and field research.
* Contribute to knowledge-sharing activities.
* Support drafting of GEDSI content, e.g. concept notes, briefing notes, social media inputs.

**Compliance**

* Comply with DFAT, Cowater and CAPRED policies on gender, disability, fraud and anticorruption, child protection, and the environment.
* Maintain high standards of conduct, particularly in child protection and prevention of sexual exploitation, abuse, and harassment.
* Proactively identify and report risks and manage risks within your level of accountability.

**Learning opportunities**

* Gain hands-on experience in a leading development program focused on economic growth, climate resilience, and social inclusion.
* Learn about MERL methods and GEDSI integration, while developing data collection, analysis, and reporting skills.
* Network with key stakeholders in Cambodia’s development sector.

**Selection Criteria**

*Education background:*

* Enrolled in or recently graduated from a university program in development studies, journalism, economics, statistics, social sciences, or a related field. Other fields will be considered if the candidate demonstrates strong analytical and communications skills, and a keen interest in development work.

*Skills and Competencies:*

* Basic understanding of development concepts and interest in MERL or GEDSI work.
* Strong communication and interpersonal skills and ability to work effectively in a team.
* Eagerness to learn, with the ability to work independently when required.
* Basic knowledge of MS Office applications and the willingness to learn data analysis.
* Interest in working in an inclusive environment and supporting CAPRED’s commitment to GEDSI principles.
* Detail-oriented with a focus on accuracy and quality.

The MERL Intern will report to the CAPRED MERL and GEDSI Director and will work closely with other members of the MERL team. **This is a part-time internship position for a duration of 6 months**, with the possibility of extension based on performance and program needs. Working hours will be flexible and agreed upon with the MERL and GEDSI Director.

**How to apply**

Send your cover letter and CV to **recruitment@capred.org** with the subject line: *“MERL and GEDSI Intern”* by **25 July 2024**. Only shortlisted candidates will be contacted.

*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.*