

## **Terms of Reference: M&E Intern/ Volunteer (full- or part-time)**

### **Background:**

Peace Brigades International Nepal (PBI) is looking for support for the implementation of its Project Agreement on 'Support for Women Human Rights Defender in Terai' to assist M&E activities. PBI, therefore, seeks an **M&E Intern/Volunteer** for PBI's Country Office in Kathmandu. The position requires a commitment of at least three months, preferably longer (6 months or longer); the start date is as soon as possible. Please note that the position is unpaid.

Applications are accepted on a rolling basis.

### **Responsibilities:**

- Support setting up and improving an M&E system and introducing partner organizations to these procedures
- Assist in reviewing regular monitoring reports from PBI Nepal's partner organizations and providing initial feedback
- Support the Project Officer in other tasks related to M&E, such as data collection, communication with partner organizations
- Support the project team to develop and review the project log frame during project design
- Support the Project Officer in the development of an Annual Work Plan, ensuring alignment with project strategy, agreement on annual targets, and inclusion of partner organizations' M&E activities in the work plan
- Assist in the development of key performance indicators for the program activities undertaken by partner organizations
- Collaborate with the Social Media and Communications Intern and the PBI team to organize workshops and trainings on M&E and other relevant topics as identified and needed
- Support organizing and accompanying events, delegations, and field trips as needed
- Support report writing and administrative tasks as needed
- Support liaising with the Social Welfare Council and relevant ministries to ensure compliance with government regulations
- Assist the Country Coordinator in other tasks as required

### **Your Profile:**

- Enrolled in or recently graduated from a relevant master's program such as Social Science, Statistics, Development Studies, Peace and Conflict Studies, or similar
- Willingness for business trips within Nepal under very basic conditions
- Business fluent in written and spoken English and Nepali
- Intercultural competence, openness, and motivation to support human rights defenders and marginalized groups
- Creativity, self-confidence, openness, and ability to work independently and in teams
- Affinity, high interest, and, at best, first experiences in M&E
- Experience and interest in data collection and analysis
- An eye for details and numbers
- Digital native with competencies in using Google online tools, internet research, MS Word (especially Excell)
- Excellent communication skills, oral and written, and high interest in M&E activities

**We offer:**

- A workplace in a centrally located office in Sanepa, Lalitpur
- Working in a small, friendly team with flexible working hours and the possibility of remote work
- An exciting job with insights into the work and structures of an international NGO
- A written confirmation/ reference of the work done following the successful completion of the internship

**About us:**

Peace Brigades International (PBI) is an international human rights organization with offices in the Americas, East Africa, South/ Southeast Asia, and Europe. PBI uses its international presence and global networks to protect, support, and enable the work of human rights defenders and local activists for peaceful social change. PBI's unique approach combines international protective accompaniment with longer-term capacity development of grassroots activists and networking and advocacy for and with our partners from the local to the international level. Besides this, PBI supports local actors in other ways, including publications, international speaking tours, monitoring, and other creative approaches. PBI advocates at all levels - from the local police to national governments and international bodies such as the UN – for human rights and accountability.

PBI Nepal is registered as an International NGO in Nepal. Our work in Nepal will be implemented within the scope of the Civil Peace Service, a joint initiative of German peace and development organizations funded by the German government.

**Application process:**

Please send your application (CV, cover letter, certificates, a short writing sample (1 page max.), contact details of two professional reference persons) to [peacebrigadesnepal@gmail.com](mailto:peacebrigadesnepal@gmail.com).

Interviews and a written test will take place on a rolling basis.