



Terms of Reference (ToR) for Intern Program

- 1. Position Title:** Intern – Program Monitoring, Evaluation, and Learning (MEL)
- 2. Duration:** 6-12 months
- 3. Location:** CERD Head office, Islamabad and field offices
- 4. Reporting to:** 1. Head of Operations, 2. PMER Manager
- 5. Last Date for Application Submission is 24-10-2024**

5. Purpose of the Intern Program:

The internship program is designed to provide practical exposure and learning opportunities for students and fresh graduates interested in the field of Program Monitoring, Evaluation, and Learning (MEAL). The selected interns will assist the organization in generating key outputs that support organizational growth, public outreach, and effective program evaluation.

6. Key Responsibilities:

The monitoring & Evaluation section of CERD is seeking a highly motivated & detail oriented internship program for students and fresh graduates to support the design implementation and monitoring of the programs.

The intern will gain hands on experience in M&E, contribute to improving programme effectiveness and develop skills in data collection, analyze and reporting.

Interns will be engaged in the following tasks:

- **Report Development:**
 - Assist in developing and implementing M&E plans, tools & framework.
 - Support data collection, entry and analysis for ongoing programs.
 - Support the development of informational pamphlets and other outreach materials.
 - Capture high-quality photos and videos during program activities and events.
 - Assist in preparing short and long video content for YouTube, Facebook, TikTok, and other social media platforms.
 - Organize media content and ensure consistency with the organization's branding guidelines.
- **Social Media and Communications:**
 - Work with the communications team to enhance the organization's social media presence by creating engaging and visually appealing content.
 - Help in developing communication strategies to promote the organization's mission through digital platforms.

7. Learning and Development Opportunities for Interns:

- **Practical Experience:** Interns will gain hands-on experience in monitoring and evaluation, project reporting, and media production.
- **Professional Environment:** Exposure to working within a structured and goal-oriented organization, enhancing their understanding of organizational development and program management.
- **Mentorship and Guidance:** Access to mentors and team members for continuous learning and professional development.
- **Networking Opportunities:** Interns will have the chance to work alongside experienced professionals, building valuable contacts within the field.

- **Certification:** Upon successful completion of the internship, interns will receive an official Experience Certificate from the Centre of Excellence for Rural Development (CERD) acknowledging their contribution and competencies gained.

8. How This Internship Benefits CERD:

- **Increased Capacity:** The program allows the organization to expand its capacity for monitoring, evaluation, and communication efforts.
- **Innovative Ideas:** Interns bring fresh perspectives and creative ideas that enhance content creation and media engagement.
- **Resource Efficiency:** Engaging interns helps the organization achieve key deliverables at reduced costs while promoting educational growth for aspiring professionals.
- **Talent Pipeline:** The program provides the organization with an opportunity to identify potential long-term team members from the intern pool.

9. Qualifications and Skills Required:

- Enrollment in or completion of a degree program in Social Sciences, Media Studies, Development Studies, Communications, or related fields.
- Strong communication and writing skills.
- Basic knowledge of video editing, photography, and content creation for social media platforms.
- Familiarity with data collection, research, or project management is an advantage.
- Ability to work independently and collaboratively as part of a team.

10. Application Process:

- Interested candidates should submit a resume, cover letter, and any relevant work samples (e.g., videos, reports) to wisalm@cerdpakistan.org or wadan.khan@cerdpakistan.org

11. Compensation and Benefits:

- Monthly stipend of Rs. 30,000/- will be paid to the selected Internee/s
- Access to a workspace, learning resources, and mentorship throughout the program.

Note. This internship offers a mutually beneficial arrangement, where interns will gain invaluable hands-on experience in project evaluation and media production, while the organization benefits from enhanced capacity, innovative content, and a dynamic workforce.