

Job Description

Position Title:	Program/MERL Intern
Reports to:	Program/MERL Coordinator
Unit:	Governance
Length of Agreement	February 2017 – December 2017
Type of Contract:	Volunteer Contract (Only medical evacuation benefit will be provided for this type of contract)
Location of Work:	Phnom Penh, Pact Cambodia Office with frequent travel to provinces
Work Conditions:	5 days per week

Background

Pact is an international NGO working in Cambodia to strengthen the capacity of Cambodian NGOs, Government and Private Sector to contribute to the development of Cambodia.

Pact Governance unit has received financial support from Sweden through the Swedish International Development Cooperation Agency (Sida) to implement a second phase of a project to promote citizen engagement in democratic development (PROCEED) project in 12 districts/municipalities across 4 provinces: Pursat, Battambang, Kampong Cham and Monduliri. The project creates opportunities for citizens and grassroots citizens to work and learn together through capacity development and follow up actions that will help them understanding their rights as citizens and increase their confidence to come together around priorities issues of common concern. The citizens are empowered through capacity development (training and coaching/mentoring) support to effectively engage with their sub-national councils in a democratic and constructive manner that will build confidence, create trust and achieve results for citizens.

General Description

The Program/MERL Intern will report directly to Program/MERL Coordinator. S/he will work with Governance program teams to improve PNGO M&E quality document both successes and lessons learned and to identify ways to improve the program..

Specific Duties and Responsibilities

- Contribute to the formulation of data collection tools and formats for the project use
- Review monthly data submitted from PNGOs and provide feedback
- Review and analyze the progress of monthly data or issues entered into web application by grassroots citizen leaders and MD councils
- Assist in rolling out Pact Route Quality Data Assessment with project partner NGOs
- Compile quarterly data or progress report submitted from partner NGOs,
- Assist in organizing project meetings and workshops at national level
- Take part in selected field visit with Pact program officers to observe and provide feedback on project progress and areas for improvement
- Review and input to project success stories
- Perform other M&R related activities assigned by Program/MERL Coordinator

Qualifications and requirements

- University degree in the related field decentralization and natural resources management
- An understanding of women's empowerment and gender sensitivity
- Relevant experience in monitoring and evaluation
- Good communication and interpersonal skills
- IT knowledge: basic or advance excel, software developer is an advantage.