

Terms of Reference for Intern

- Position Title:** Intern
Duty Station: Thimphu, Bhutan
Expected starting Date: As soon as possible
Duration: 3 months

Application Deadline: March 31, 2018

Background Information

Evaluation Association of Bhutan (EAB) is registered with the Civil Society Organization Authority of Bhutan under the category of Mutual Benefit Organization (MBO) as an Association.

EAB is established in order to promote; a strong evaluation culture in the country as a critical element for accountability, good governance and transparency in development process, improve evaluation methodologies and use and, promote evaluation as a profession in the country. As an association, EAB aims to strengthen the evaluation culture in the country through providing a platform for evaluators to share best practices of evaluation through advocating and building the capacity by networking with high quality evaluators in linking with evaluation communities.

EAB wishes to recruit a motivated intern who will be based in Thimphu to assist the association to establish the office. After the establishment of the office, he/she will provide services to association in development of the programs, networking, manage members, implementation etc.

Scope of work:

The intern will have the following duties and responsibilities:

1. Assist establish the office
2. Coordinate board meetings and general meetings if needs be
3. Note take all the minutes of meeting and prepare the report and submit to Board Members
4. Plan and coordinate trainings, meetings, conferences, etc.
5. Support and Promote in advocating the evaluation culture in the country
6. Performing other relevant duties as required under the supervision of Board Members

Qualification and requirement:

1. At least a Bachelor Degree
2. Highly Motivated
3. Good communication skills

Applicants should send in

1. **Your CV**
2. **Related documents (academic and other related documents)**

Email the above to ed@evalbhutan.org & sangaytshering@gmail.com

We request all applicants to email the documents as we will not be entertaining hard copy submissions.

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