



Terms of Reference (ToR)

Position: Research and Communications Intern

Location: Sanepa, Lalitpur

Duration: 6 months (paid)

About us

Samriddha Pahad (www.spnepal.org) is a Nepali social organization established in 2011. SP focuses on implementing development projects primarily in Nepal's hill and mountain regions, aiming to contribute to the socio-economic development of these areas. Currently, SP is implementing the Samriddha Kanchenjunga Program, which seeks to foster the development of the Kanchenjunga region through a five-pillar approach: (i) environmental conservation and biodiversity, (ii) sustainable tourism infrastructure, (iii) community human capital development, (iv) smart technology integration, and (v) destination promotion. This initiative aims to attract more visitors to the region and enhance the income of local communities.

Position

SP is looking for a highly motivated and skilled intern to support our communication, report writing, and donor relations efforts. This position offers hands-on experience in drafting proposals, preparing reports, and crafting impactful communication materials for donors and stakeholders. After six months, the successful candidate may have the opportunity to transition into a full-time role based on performance.

Key Responsibilities

- Conduct research to support proposal development and donor outreach.
- Assist in drafting and editing proposals, concept notes, and project reports.
- Develop and maintain content for donor communications, including newsletters, presentations, and impact reports.
- Support the creation of engaging content for social media, newsletters, and digital platforms.
- Organize event for the stakeholders.
- Collaborate with team members to align communication strategies with project goals.
- Maintain accurate records of communications and contribute to the knowledge management system.
- Monitor and analyze communication metrics to optimize engagement.

Requirements

- Bachelor's degree in Communications International Relations, Development Studies, or a related field.
- Excellent English written and verbal communication skills.
- Strong attention to detail, with experience in report writing, editing, or content creation.
- Proficiency in MS Office Suite, especially Word, PowerPoint, and Excel.
- Demonstrated interest in social development, project management, or donor engagement.
- Ability to work independently and within a team.
- Knowledge of digital marketing, social media, or design tools is a plus.

Learning and Development Opportunities

- Gain experience in professional communication and donor relations.
- Develop skills in proposal drafting, reporting, and content creation.
- Learn about project design, development and implementation.
- Receive mentorship and professional development support.

Performance Evaluation and Potential Conversion to Full-Time

The intern will undergo performance reviews at three and six months. Criteria will include quality of deliverables, responsiveness, creativity, and adaptability. High-performing interns will be offered full-time roles based on organizational needs and funding availability.

Application

Apply by 6th December 2024. Send your resume and cover letter info@spnepal.org

