Terms of Reference
Environmental and Social Safeguard Intern

Job Title : **Intern, Environmental and Social Safeguard**
Location : **University Grants Commission, Sanothimi, Bhaktapur**
Full/Part-Time : **Full-time**
Duration : **NEHEP Project Period**

Background:

The University Grants Commission (UGC) is the apex body of higher education in Nepal and provides financial, policy, and regulatory support to higher education institutions in the country. The main objectives of UCC are to coordinate among universities, allocate and disburse government grants to universities and higher educational institutions (HEIs), and take appropriate steps for assurance and enhancement of the quality of higher education in these institutions in Nepal. UGC allocates and distributes grants to the universities and their constituent and affiliated campuses. UGC, with funding from the World Bank, is implementing the Nurturing Excellence in Higher Education Program (NEHEP) as an integral part of the National Higher Educational Program (NHEP) initiatives.

UGC/NEHEP is seeking candidates that transform, inspire, and deliver high impact and sustained results. We need environmental and social safeguard intern who commit to delivering excellence in program results. The input from the intern is to support environmental and social measures with respect to the NEHEP scope and ensure the relevance of activities and outcomes to the program's needs.

Scope of the Position:

Under the direct supervision of the reform unit of UGC, the intern will support the program team in the environmental & social safeguard function of the Nurturing Excellence in Higher Education Program (NEHEP) 2021–2026. He or she will support the implementation of the Environmental and Social Management Framework (ESMF) for NEHEP. The performance in program activities leads to a beneficial environment for the intern, enhancing her/his skills and capacity in the project management of the thematic areas under the NEHEP.

Duties and Responsibilities:
The environmental and social safeguard intern will be responsible for assisting technical supervision, monitoring, and reporting on environmental and social safeguards in line with national laws and in conformity with the environmental and social safeguard guidelines of the World Bank and international best practices under the project. for providing planning, implementation, monitoring, reporting, evaluation, and indicator database management support for the NEHEP program. He or she will also entail liaison with operations, program, and technical teams and focus on major or sensitive matters relating to environmental and social impacts and risks during implementation of the program..

The Intern will be a part of the Project Support Unit (PSU) team and will be responsible for day-to-day activities related to the NEHEP program. The key responsibilities of the Intern shall include, but not be limited to the following:

Planning

- Support to review and quality assure the interventions and activities in the UGC, universities, and HEIs to ensure that they are strongly linked to the program standard, operational policy, and guideline (SOPG) output indicators.
- Participate in projects for the implementation of all environmental and social issues, including safeguards; facilitate the preparation of action plans
- Support the implementing institutions for planning, self-assessment, and feedback with regard to environmental and social safeguard activities.

Implementation

- Under the NEHEP program scope, support and contribute to environmental and social aspects such as gender, child protection, Gender-Based Violence (GBV), Sexual Exploitation and Abuse (SEA), HIV/AIDS, social inclusion and current development issues in Nepal.
- Assist to facilitate the HEIs in the identification, prioritization, and mitigation of social, equity, and gender issues during the program's implementation, as well as the monitoring and evaluation of the social impacts of the program.
- Support PSU in integrating E&S safeguards in its analytic, knowledge, and regulatory initiatives.
- Assist in monitoring of social, equity and gender issues concerning the program and participate in assessment and evaluation of the environmental and social impact of program interventions.

Reporting

- Assist in preparing any documentation and reports required by the UGC and the World Bank to ensure that environmental and social issues have been adequately addressed and that the project is in compliance with the World Bank and Government of Nepal Safeguard Policies.
- Support the consolidation and migration of project-level environmental and social safeguards and gender-related information
- Carry out any other additional tasks assigned by the Program Team and Secretary

Qualification and Experience:

- Active enrolment in 4th Semester or recent completion of a Master's level degree program in Environmental Science or social science or any other related fields
- Some experience in working with development agencies, academic institutions including in volunteer capacity in the field of results based management, project management, monitoring and evaluation, indicators, statistics and or research methodologies would be preferable.
- Relevant computer skills especially MS Office excel
- Strong data analysis and analytical writing skills.
- Good interpersonal, networking and communication skills

- Willingness to contribute and work as part of a team; and
- Flexible and open to learning and new experiences

Learning Elements:

The Intern will have the opportunity to learn and expand her/his experiences by providing assistance in the administration of the higher education program's environmental and social safeguards and gender issues. Upon completion of the assignment, and depending on its duration, the Social safeguard Intern will gain the following knowledge assets:

1. Increased understanding of the National Higher Education Program and its scope.
2. Understand key environmental and social safeguard competencies and practices within UGC and relevant policies and procedures related to higher education program
3. Understand the UGC/NEHEP environmental & social safeguard framework and guidelines
4. Understand the UGC/NEHEP mandate and policies and standards
5. Understand the dynamics of operational and program support and communications to the HEI level
6. Learn donor funding project environment, working procedures, and coordination mechanisms
7. Write and formulate substantive documents
8. Network with HEIs in Nepal
9. Work experience as a team member in a academic setting

Financial Aspects:

Interns do not receive a salary or any other form of remuneration from UGC. The costs associated with an intern's participation in the program must be assumed by the students themselves, who will have to meet living expenses as well as make their own arrangements for accommodation and other requirements. However, he or she will receive a stipend to help cover basic travel and Tiffin expenses. In the event of travel outside the Kathmandu Valley, the UGC will provide DSA at the assistant-level staff rate.

Other Facilities to be provided by UGC:

- Office space with computer and furniture
- Internet access
- Office stationary

How to Apply

Please email your applications including a brief statement on your interest in the internship program, to administration@ugcnepal.edu.np before **20 March 2026** with the title *''Internship – Environmental and Social Safeguard*

Due to the volume of applications received, only shortlisted candidates will be contacted for an interview