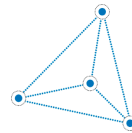


Province Cell

95, Tulsi Marga, Pokhara-11, Ranipauwa
+977 61 587 111



POKHARA
RESEARCH CENTRE

Position Title: Tech Intern (01), Programs and Communications Intern (02)

Location: Pokhara Research Center, Tulsi Marga - Ranipauwa

Duration: 3 Months

Working Hours: 10:00 AM to 5:00 PM, Monday to Friday

Minimum Monthly Stipend

Deadline: Rolling Basis

Pokhara Research Center (PRC) is a leading research institution dedicated to strengthening federal democratic governance in Nepal, with a particular focus on the Gandaki Province Assembly. Through its Provincial Cell - PRC supports parliamentarians by enhancing their capacity to make informed decisions, draft effective legislation, and improve transparency and public engagement.

PRC works towards making legislative institutions more effective, transparent, and accessible to the public. One of its core goals is to increase citizen engagement with democratic institutions by creating products and programs that track legislative performance and promote data-driven policy dialogue.

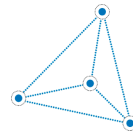
This internship aims to support the Province Cell in analyzing and disseminating data of the Provincial Assembly, with the broader goal of enhancing public understanding, legislative effectiveness, and democratic accountability.

The Intern will perform a composite of the following tasks:

- Analyse data on legislative activities, session proceedings, and MPAs performance and prepare dissemination materials to various target audiences.
- Prepare analytical notes and data summaries related to the working of different provincial institutions and public policy issues.
- Assist in the development of interactive dashboards and visualizations.
- Support in database development and management.
- Contribute to research reports, blogs, presentations, and stakeholder briefings.
- Maintain strict confidentiality and integrity while handling sensitive data.
- Translate complex policy content into accessible formats (infographics, articles, social media posts).
- Engage in stakeholder communication and outreach for civic education programs.
- Contribute to publication planning, proofreading, and layouts.
- Conduct background research on governance, legal reforms, and public policy issues.

Province Cell

95, Tulsi Marga, Pokhara-11, Ranipauwa
+977 61 587 111



POKHARA
RESEARCH CENTRE

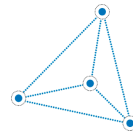
- Work closely with research and communication teams to align messaging.
- You will assist in identifying & reaching out to potential stakeholder, managing communication & support the development of our programs & projects.
- Help prepare program/project materials, such as presentations, proposals and reports. Attend meetings and assist in the coordination of program activities.,
- Assist in maintaining logistics & vendor management.
- Assist in maintaining accurate and up-to-date program records.

Eligibility and Qualifications

- Undergraduate or graduate student pursuing a Bachelor's or Master's Degree in Management, Computer Science, Data Science, Engineering, Development Studies, Economics or related field.
- Familiarity with at least one programming language is required : R, (preferred) Python, Java, C++, or JavaScript or design softwares (Canva, Adobe Creative Suite) or strong mathematical skills
- Knowledge of database management systems and data visualization tools is preferred.
- Strong analytical and quantitative skills.
- Good writing and communication skills in both English and Nepali.
- Interest in public policy, legislative procedures, and data-driven governance.
- Ability to think objectively and remain open to diverse perspectives.

Application Process

Interested candidates are required to complete the following task and send the entries to sooj@pokharacentre.org . Please share only Google Sheets Links with the following file name: lastname.2025.3 and notify the above email address additionally attaching your CV.



TASK

Write an Event Memo (4 Pages) with the following components:

1. Pre Event Arrangements: summarize stakeholders, assess logistical needs, discuss potential budget headings
2. Draft a During-Event Live Brief (short, bulleted updates).
3. Produce a Post-Event Memo (capturing consensus, tensions, and next steps)
4. Insights for Future Consultation Events conducted by PRC: suggestions on program improvement, vendor management or alike

and design Social Media Posts for pre, during and post (1 Each) using the platform: Twitter, Facebook, LinkedIn and Instagram. Consider the platform's strengths and weaknesses and state your reason for the choice.

OR

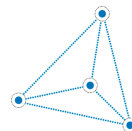
Design a dummy Wordpress website with 4 Pages and share the link in the email:

1. HOME : Highlighting the Event, Integrations with Social Media Platforms
2. PROGRAM DETAILS: Agenda, Topics of Discussion
3. FEEDBACK FORM: Questionnaire with 5 Qs.
4. ABOUT PRC
5. REMARKS: Use only creative commons dummy photographs

and design Social Media Posts for pre, during and post (1 Each) using the platform: Twitter, Facebook, LinkedIn and Instagram. Consider the platform's strengths and weaknesses and state your reason for the choice.

Province Cell

95, Tulsi Marga, Pokhara-11, Ranipauwa
+977 61 587 111



POKHARA
RESEARCH CENTRE

SAMPLE CONSULTATIVE MEETING RECORD

Meeting No. 2025/23

Consultative Roundtable on Urban Air Quality and Public Health

Date & Time

20 August 2025, 10:00 – 15:00

Venue

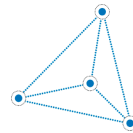
Pokhara Research Centre, Pokhara - 11

Stakeholders

Stakeholder	Remarks	Notes
Federal Ministry of Environment	Wants to introduce stricter emission standards for industries and vehicles	Concerned about political pushback from businesses
Provincial Ministry of Health	Focused on linking poor air quality to rising respiratory diseases	Advocates for stronger health data in policy debates
Provincial Ministry of Transport and Finance	Provide input on financial implications of discussed policies	
Association	Opposes costly emission regulations	Wants subsidies/compensation for compliance
Environmental NGO (Green Future)	Advocates for immediate stricter controls and public awareness campaigns	May clash with Business Association
Local Government Mayor	Supports measures but worries about implementation costs at local level	Wants technical assistance
Academic Expert	Provides latest data on pollution-health linkages	Neutral, data-driven

Province Cell

95, Tulsi Marga, Pokhara-11, Ranipauwa
+977 61 587 111



POKHARA
RESEARCH CENTRE

ThinkTank (Host) Aims to facilitate consensus and Neutral convener
feed recommendations into
government's strategy

Conduct of Meeting

1. Welcome and Introduction – by Executive Director
2. Presentation of Data & Key Developments – by Research Director
3. Stakeholder Interventions – Federal & Provincial Ministries, Development Agencies, Businesses, Associations, Local and District Bodies
4. Consultative Discussion – Consensus-building on next steps
5. Conclusion and Way Forward – by PRC

Inputs

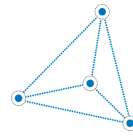
- ★ Air quality index (AQI) in Pokhara Valley exceeds WHO safe levels by 4x.
- ★ Respiratory illnesses (especially among children) have risen by 25% in the last 5 years, accidents due to reckless driving, non-compliance on polluting vehicles
- ★ Proposed government strategy 2030 includes: stricter vehicle emission standards, industrial monitoring, subsidies for electric vehicles, and public awareness campaigns.
- ★ Previous roundtable (March 2028): Businesses and Associations strongly opposed “unrealistic deadlines”; governments advocated “zero-tolerance enforcement”

Process: Live Notes

- ★ Environment Ministry: “We must act now, but industry needs phased targets.”
- ★ and Associations: “Immediate regulation will harm competitiveness; we need financial incentives.”

Province Cell

95, Tulsi Marga, Pokhara-11, Ranipauwa
+977 61 587 111



POKHARA
RESEARCH CENTRE

- ★ Health Ministry: “Children’s health cannot wait for economics — evidence is clear.”
- ★ Businesses: “The government is too slow — businesses are paying the price.”
- ★ City Mayor: “Local governments are on the frontline; we need technical support.”
- ★ Development Agencies: “Funding is possible if there’s a credible monitoring mechanism.”

Outcomes

- ★ Tentative agreement on the need for phased introduction of stricter emission standards over 10 years.
- ★ Federal representatives to explore funding mechanisms for implementation.
- ★ The Health Ministry will take steps to improve public health surveillance data on air pollution-related diseases.
- ★ Think Tank assigned to draft a policy recommendation brief synthesizing stakeholder inputs.
- ★ Businesses and Association still concerned about compliance costs, but open to dialogue if subsidies are confirmed. Development Organisation to set up further meetings on Phase 1 Implementation.