**Terms of Reference**

**for**

**Paid Research Internship with SUCCESS Project under Himalayan Centre for Environmental Humanities (HCEH)**

* Carry out transcription of field data recordings, under the guidance and close monitoring of the Research Assistants or Research Associates.
* Review of the completed transcripts and separating key findings under different data code, for ease of analysis.
* Conduct desk research and review of literature and policy documents as and when required.
* Render administrative and logistical assistance to the project team, or any other assigned duty reasonably aligned to the SUCCESS project, as and when required.
* Applicants must be fluent in understanding either Dzongkha, Lhotsham kha, Sharchop kha, or Kurtoep kha. Multilingual would be preferred.
* The transcripts must follow the template (including the font type, size, spacing, and other details) that would be provided by the project office.
* Interested Students from 2nd, 3rd, and final years of programme may apply. A letter of motivation and Curriculum Vitae (CV) shall be submitted for evaluation.
* Interns can work remotely at any time after their class hours. However, in-person attendance shall be required for weekly progress/update meetings, and it can be decided as per the convenience.
* The remuneration shall be Nu.5000/month, which will be paid upon review of the completed work by the supervisors.
* The total duration of this Internship may shall be 4-5 months. However, the timeline is subject to change depending on the project work progress and the requirement.