



ལོད་འཕེལ་གཞི་ཚོགས།
Loden Foundation

Thimphu Bhutan | P.O. Box. 131
Tele: +975-77195599 / +975-77195588
Email: info@loden.org
Social Media: @lodenfoundation
www.loden.org

Terms of Reference

Project-based Intern

Story of Loden Project - Loden Communications

Background:

About Loden Foundation:

The Loden Foundation is a registered Civil Society Organization (CSOA/PBO-02) committed to fostering an enlightened and compassionate society through the promotion of education, social entrepreneurship, and Bhutanese culture. The Foundation supports young Bhutanese to become agents of positive change through various educational and entrepreneurship programs.

Story of Loden

The Story of Loden, a human-centered, pictorial publication that reflects on 25 years of ideas, aspirations, and lived experiences shaped through education, entrepreneurship, and culture.

This book brings together the journeys of individuals connected to Loden entrepreneurs, scholars, and community members, who have pursued their goals in the face of adversity. Their stories offer insights into the role of opportunity, resilience, and values in personal and social transformation.

In addition to these personal narratives, the book features contributions on current social and cultural issues, inviting reflection and conversation around Bhutan's evolving landscape.

The book aims to:

- Document individual journeys that intersect with themes of learning, innovation, and cultural continuity.
- Share stories of entrepreneurs and scholars, highlighting challenges they've faced and how they've grown through them.
- Offer thoughtful articles on contemporary issues that shape and are shaped by Bhutanese society.



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- Encourage critical thinking about the values and choices that shape communities.

Position Title: Project-based Intern

Duration: Mid-June to End-October 2025

Location: Loden Foundation Office, Thimphu (with possible field visits)

Supervisor: Communications Officer

Stipend: Nu. 12,000 per month

Travel Support: DSA as per Loden Foundation's policy

Roles and Responsibilities

Content and Editorial Support:

- Assist the Communications Officer in managing editorial operations for the book.
- Help review and format stories, articles, and written pieces submitted by contributors.
- Coordinate with entrepreneurs, scholars, and writers for clarifications, approvals, and revisions.
- Track submission status and maintain a content tracker to ensure timely follow-ups.

Communication and Contributor Engagement:

- Serve as a point of contact for selected contributors, photographers, and story subjects.
- Send reminders, collect approvals, and support smooth communication between the editorial team and contributors.
- Support logistics and communication for book-related discussions or interviews.

Documentation and Record Management:

- Organize digital folders for articles, stories, images, and credits.



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- Assist in verifying names, dates, affiliations, and quotes for accuracy and consistency.
- Compile bios, captions, and image credits in a standardized format.

Reporting and Meeting Support:

- Join internal meetings related to the project and take notes/minutes.
- Prepare short summaries or updates after each content review meeting.
- Assist in maintaining a simple dashboard/reporting format for weekly progress tracking.

Design and Production Coordination:

- Liaise with the design team to ensure content readiness and resolve content-visual alignment issues.
- Support in reviewing layouts for typos, design consistency, and content accuracy.
- Ensure all elements (text, images, captions, credits) are approved before submission for final design.

Field Visit and Onsite Support:

- Be available to accompany team members for occasional story shoots or contributor follow-ups if required.
- Support any physical logistics or coordination needs during key milestones (e.g., printing, book launch planning).

Other Duties:

- Uphold Loden Foundation's ethical standards and professional conduct.
- Undertake other tasks as assigned by the Communications Officer to support the successful delivery of the project.

What We're Looking For in a Candidate

- Graduates in English, Journalism, Media Studies, Communication, or related fields.
- Strong writing, editing, and organizational skills.



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- Interest in storytelling, culture, and social development.
- Familiarity with Google Workspace (Docs, Drive, Sheets, Calendar) and basic design tools like Canva or InDesign is an advantage.
- Comfortable communicating with a variety of people and managing multiple small tasks under supervision.
- Ability to work independently and collaboratively in a fast-paced environment.

Perks and Benefits

- Opportunity to contribute to a high-impact publication featuring real stories of resilience and growth.
- Learn editorial and communication skills from professionals in the field.
- Exposure to cultural and developmental themes through the lens of storytelling.
- Monthly stipend of Nu. 12,000.
- DSA for travel as per Loden Foundation policy.
- Certificate upon successful completion of the internship.

Commitment

The selected intern is expected to serve the full internship duration from the **3rd week of June to the end of October 2025**. In case of early withdrawal, a formal exit procedure must be followed, including submission of a notice and clearance as per Loden Foundation policy.

For Queries, Contact:

Loden Foundation

Zeri Lam, Changziri, Thimphu

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Phone: +975 17392648

This ToR may be subject to updates to reflect the evolving needs of the project.