



CCRIF Regional Internship Programme

Responsibilities

CCRIF SPC

1. Prepare contract/agreement between CCRIF and host organization.
2. Provide stipend directly to interns.
3. Provide template for Host Organization Intern Evaluation Form.
4. Provide template for Intern Summary Report.

Host Organization

1. Provide assistance to secure appropriate accommodation for intern(s).
2. Sign internship agreement with CCRIF.
3. Provide stipend to intern(s) (if requested by host organization).
4. Within 2 weeks of beginning of internship, prepare work plan for internship period, in collaboration with intern.
5. Provide space and all equipment and materials required for intern to implement the internship.
6. Oversee work of intern.
7. One to two weeks before end of internship, conduct evaluations of intern performance and (recommended) discuss with intern(s).
8. Within two weeks after end of internship, provide copy of intern evaluation to CCRIF.

Intern

1. Sign internship agreement with CCRIF (will include clause to receive stipend if CCRIF paying stipend directly to intern).
2. Develop work plan in collaboration with host organization.
3. Implement work plan under direction of host organization.
4. Within two weeks after end of internship, prepare Internship Summary Report and provide copies to host organization and CCRIF.