



# CCRIF SPC Regional Internship Programme 2024

## Responsibilities of Parties

### CCRIF SPC

1. Manage the overall internship programme.
2. Play the lead role in assigning interns to host organizations.
3. Prepare agreement between CCRIF and host organization.
4. Provide stipend to interns on a timely basis.
5. Conduct online introductory forum for interns.
6. Deliver online course “Disaster Risk Financing and CCRIF Parametric Insurance” for interns.
7. Provide template for Host Organization Internship Evaluation Form.
8. Provide template for Intern Report and instructions for intern video.
9. Communicate with interns at select points during the internship to ensure satisfactory progress and address any potential issues.
10. Conduct online forum after the completion of the internships.

### Host Organization

1. Define project(s) for internship(s) and provide description to CCRIF SPC. Preference will be given to projects that require the intern to work as part of a team.
2. Sign host organization internship agreement with CCRIF SPC.
3. Designate a supervisor for intern and oversee work of intern through regular interaction by the supervisor.
4. Provide intern with specific deliverables, and check in with interns daily.
5. Within two weeks of beginning of internship, prepare work plan for internship period, in collaboration with intern.
6. Work environment:
  - a. For virtual internships, provide electronic access to required contact persons and work products
  - b. For on-site internships, provide appropriate working accommodation, inclusive of space and all equipment and materials required for intern to implement the internship.
7. Provide work products/deliverables associated with intern’s work plan to CCRIF SPC.

8. Four weeks after the beginning of the internship, conduct preliminary evaluation of intern performance and discuss with intern(s).
9. Within two weeks after end of internship, conduct final evaluation of intern performance and the internship and provide copy of final internship evaluation to CCRIF SPC.
10. Ensure that intern prepares appropriate video of their experience. CCRIF also requires photos of the intern at work (where feasible).

## **Intern**

1. Successfully complete the CCRIF online course “Disaster Risk Financing and CCRIF Parametric Insurance”.
2. Sign internship agreement with CCRIF SPC (will include clause regarding conditions for receipt of stipend).
3. Participate in online CCRIF introductory internship forum and end-of-internship forum.
4. Within two weeks of beginning of internship, develop work plan in collaboration with host organization and forward to CCRIF SPC for review.
5. Implement work plan under direction of supervisor at host organization.
6. Within two weeks after end of internship, submit to CCRIF the Internship Report (which should include photos taken during the internship (where feasible), work products from the internship and a short (1-2 minute) video showing aspects of the intern’s work.