



CN 2021/424879
Support to the promotion of
Civil Society regional actions
in the Western Balkans



Terms of Reference for Interns

Albania, Bosnia-Herzegovina, Montenegro

Deadline for Application: 09 September 2022

Internship period: 19 - 30 September 2022

On the framework of the project “*Support to the Promotion of Civil Society regional activities in the Western Balkans*”, funded by the Western Balkans Fund and European Union, Impact Centre and its partners, Media Promo Info and Youth Initiative for Human Rights are implementing an Internship Project aiming for regional exchange, knowledge, work experience and future cooperation.

The project is called “***Hello neighbour: Knowing the region through internships***”. It aims to create a new perspective on our countries through first-hand experience of participating interns.

The project offers a **two-week internship, in Albania, Bosnia and Herzegovina or Montenegro to 6 young people, in this first cohort**. The interns will be individually placed to work and gain professional experience for two weeks in one NGO in the hosting country that fits their profile. All interns will be placed abroad, NOT on the country of origin.

All costs are covered by the project, which aims to create a network of regional champions at interns’ level, a group of multipliers that will help us see the Western Balkans from a different perspective.

1.1. Areas of Professional Development

During the two-week exchange, interns will be placed in a local NGO and will gain experience in:

- a. Human Rights, minority rights, antitrafficking, citizen engagement, youth empowerment
- b. Media and Communication, Leadership projects, Education
- c. Research Skills, soft skills, logistic and CSO event organising at regional level

1.2. Professional experience to be gained

1.2.1 Training

Interns will gain a good understanding of the work environment in the host country. They will receive all the information required to understand and contribute to the matching NGOs and its scope of work. Interns will be considered as an integral part of the team and will build on the competencies required for an entry-level position. They will observe and learn new ways of collaboration, leadership, integrative thinking, and innovation skills, while strengthening a culture of continuous learning. The curriculum includes engaging activities together with NGOs staff or experts in small groups or individually.



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1.2.2 Coaching and Mentoring

Each intern will have assigned an NGO from the project partners, based on their personal interests, and on their professional background. The NGO will help with necessary logistics and accommodation. The mentors will work closely with the intern on assignments in the field of their choice and will help them gain insight into the organizational culture. At the conclusion of the Internship Program, each intern will be given a Certificate acknowledging their participation in the Program.

1.3. What do we provide?

The project will cover the accommodation, pocket money expenses and transportation costs to and from Albania, Montenegro, and Bosnia i Herzegovina for the selected interns.

1.3.1 Health, Life, Accident, and Other Insurance Programs

The project does not provide basic health, life, and accident insurance to the interns.

1.4. Eligibility of applicants

- a) Be citizen of Albania, Bosnia and Herzegovina or Montenegro
- b) Be either a student, a staff member, or a volunteer in an NGO in the home country
- c) Have a good command of English
- d) Be between 18-25 years at the period of application
- e) No prior working experience in the participating countries

Additional requirements

- a) Curiosity, commitment, and passion for the Western Balkans Region
- b) Willingness and readiness to work in a non-native environment
- c) Ability to travel abroad in the given period

1.5 Where and how to send applications

List of required documents:

1. Application form
2. Copy of student registration from the University (if the applicant is a student)
3. Letter of support from the NGO (if the applicant is staff or volunteer)
4. CV and two reference names

The application package shall be submitted by e-mail as below:

- I. Albanian applicants: info@cpi-al.org
- II. Bosnia and Herzegovinian applicants: besirevicmersiha@gmail.com or arif_klicic@yahoo.com
- III. Montenegro applicants: edina@yihhr.org

1.6 Deadline for submission of applications

09 September 2022, at 17.00



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1.7. Evaluation and selection of applications

Applications will be evaluated and approved by each NGO partner in the three implementing countries. The successful applicants will be informed by **13 September 2022**. The Internship Program is expected to start by 19 September 2022 and be completed on 30 September 2022.

Please address all your enquiries at info@cpial.org
www.cpi-al.org

About the Implementers

- 1) **Impact Centre, Albania**: Established in February 2019 in Tirana, Albania, works to transform initiatives into empowering and change for people so that they become involved, action-oriented citizen champions of integrity and regional co-existence. Impact Centre's vision is dispersed in three essential statements: 1) Enable positive difference in people's lives, 2) Act for the change we want to see and 3) Take actions to lead by example. The three are embedded in the main areas of expertise: Youth and Women Empowerment, Media representation, Leadership, and Human Rights.
- 2) **Media Promo Info, Bosnia and Herzegovina** focuses on the development of free and professional journalism, education of journalists and workers in journalism, fight against fake news and radicalism, development and education of new media and social networks, organization of trainings, trainings, seminars and round tables on current social topics, affirmation of youth, women, researchers, innovators and star-ups, promotion of media literacy and social, civic inclusion, affirmation of joint social engagement and participation in cross-border and EU projects.
- 3) **Youth Initiative for Human Rights – Montenegro** was established in 2006 as the non-profit and non-governmental organization, whose work is based on conviction that human rights and civil values represent the grounds of the open and progressive society to which we all strive. Mission of the Initiative is to contribute to development of such society qualitatively and actively in Montenegro and the Western Balkan region, through the cooperation network with its partner organizations. In its work, YIHR is devoted to protection of victims of violation of human rights, promotion of the rule of law, and promotion of democratic political culture