

Terms of Reference (ToR) Internship Program

Background

The Decentralisation and Municipal Support program (DEMOS) has the following overall objective: *“Improved performance of municipalities in governance, management and services contributing to increased citizens’ satisfaction.”* There are three outcomes of DEMOS III. The first one is the MPG, as a mechanism established and owned by MLGA. Second outcome is about the citizen engagement and oversight, while the third outcome is the policy support towards more conducive legal framework for decentralized local governance and rule-based financing. To support the activities of the project, it is envisaged engagement of **3 interns** in various fields. Helvetas reserves the right to engage less or more than three interns, depending on the application received. Specific skills and experience are described below.

Required Skills and Experience

Performance System (2 positions)

Education: Undergraduate (final year of studies), and/or recent graduate’s students in the field in: Management and Informatics, Public Administration, or related fields

Specific duties per field of engagement

- Support the project and MLGA on process of data verification and data analysis of the Performance Management System and Municipal Performance Grant;
- Provide technical support to municipal performance coordinators with data reporting;
- Support staff in preparation of the MPG reports;
- Support the project staff in activities related to PMS and MPG.

Project support (1 position)

Education: Undergraduate (final year of studies), and/or recent graduates in the field in Management, Economics, Public Administration, Law or related field

Specific duties per field of engagement

- Provide support to the project team in planning, implementation and monitoring of activities;
- Provide support in organizing training, events, conferences and meetings;
- Support in the administrative tasks related to the project;
- Assist the project team in preparation of project reports, including data collection;
- Support in the facilitation of information sharing and transfer of knowledge.

Interns will perform other tasks ensuring high quality and accuracy of work, in support of the project and different team activities, such as assist with scheduling internal/external meetings/trainings/workshops/round tables etc., taking meeting minutes and preparing briefing notes; support in meeting/event management – organization, follow-up events, provide on-site support during workshops and events; attend various project meetings; gather relevant data and provide input to the project M&E based on the field of engagement.

Language: Fluency in one of the languages Albanian, Serbian and English (spoken and written)

Working Arrangements

- Interns will be based full-time at the DEMOS offices in Pristina.
- Interns will work under the supervision of a designated team member.
- This is a paid internship and includes other benefits according to the internal rules and local legislation in place.
- There is no expectation of employment at the end of these internships. Helvetas may extend the engagement based on satisfactory performance of interns or project needs accordingly.