

Internship Title: Expansion Capacity Building Officer –Intern #1

Country, region and city of internship.

Chimaltenango, Guatemala

Name and acronym of Overseas Host Organization.

Mujeres en Accion (MeA)

Name and Contact information of the person at the Overseas Host Organization who will be responsible for the intern while overseas:

Director: Felipa Xico
Address: Asociacion Civil Ixoki Ajsamajela ix Cheebel Yak
3 Calle 11-94
Zona 1 El Tajer
Chimaltenango, Guatemala CA
Phone: 011 502 849 0326
Fax: 011 502 849 0326

Host organization's mandate: Mujeres en Acción (MeA) is a small Guatemalan NGO based in Chimaltenango. MeA works primarily in organizing indigenous Cachikel women in community groups through training. They have focused primarily on credit and enterprise development, health and handicraft marketing. They have, within the last 3 years expanded to aid in organizing other such groups and have now formed a larger, national association called Federacion de Organizaciones Rurales de Desarrollo Integral de la Mujer –Guatemala (FORDIM-G). This national organization is ready to expand. It is currently covering 25% of Guatemala, but will be expanding to encompass a greater area.

Length and nature of your organization's relationship with the host organization:

World Accord has been funding PRR since the early 1980's and has been their primary source of funding. They are funded through CIDA. Program Officer –Anne Banwell, Partnership Branch S062655

Host organization's experience hosting professional internships. MeA has had much experience hosting interns. We have placed both interns and volunteers with them whenever approved, since the inception of the internship program.

Length of internship: Internships will begin with one week of orientation in the World Accord office in Waterloo. They will then have 4 to 6 weeks of Spanish Language training, depending on the individual's needs. The Intern will then spend approximately 23 weeks in Honduras. Time in Canada will include the opportunity to attend DFAIT debriefings.

Approximate dates of internship including both Canadian and overseas portions:

Internships will begin September or October of 2005 and will have one week of training and pre-departure preparation then will leave for their overseas portion in October or November, returning in March of 2006 when they will have two weeks with World Accord in Waterloo for de-briefing and re-orientation.

Internship description:**Project description:**

The intern in Honduras will be responsible for helping implement both an administrative and strategic program plan for capacity building. The intern will help our overseas partner to ensure that these plans are implemented and will assist in the planning process for follow-up actions.

CIDA projects: Although this program is funded by CIDA (Anne Banwell –Program Officer S062655) this project is not funded through CIDA

Job description:

- Help the overseas partners submit program reports to World Accord and donors
- Aid in seeking new funding for projects
- Provide training support for the overseas partners in computer skills and financial management including accounting
- Assist in the documentation of program activities and prepare summaries and education pieces aimed at the Canadian public and donor agencies

We are requesting one intern for each of two years, although MeA is capable of hosting several interns per year. Placing interns in this position for two consecutive years will ensure a more sustainable project

Internship Development Objectives: The intern will be assisting our partner to achieve their development results, which are consistent with CIDA's mandate of addressing basic human needs. The intern will transfer project planning, monitoring, reporting and planning skills to our overseas partner so that they might deliver more effective programming. Integrated Basic Human Needs through Capacity Building:

Internship Employment Objectives:

The Intern will aid in an organizational capacity

The Intern will research the systems currently being used by MeA to analyze their effectiveness

The Intern will write stories based on their experiences.

Expected Development Outputs:

The Intern will take language training to become fluent in Spanish

Research the Program of MeA to become familiar with the projects offered

Prepare a report based on research achieved

Prepare stories for publication on our website and in our newsletters to our donors

Indicators for Development Outputs: The Intern will become fluent in Spanish to be able to communicate with MeA staff; prepare a report based on the findings of their research of MeA programming; gain administrative skills

Expected Employment Outputs: The Intern will become bi-lingual; gain research and marketing skills related to handicrafts/agricultural produce, gain administrative skills

Indicators for Employment Outputs: Internship performance feedback will indicate increased language skills to fluency in Spanish; improved research skills; improved marketing skills; improved administrative skills

Capacity Building Officer –Guatemala Intern #2

Country, region and city of internship

Chimaltenango, Guatemala

Name and acronym of Overseas Host Organization. Mujeres en Accion (MeA)

Name and Contact information of the person at the Overseas Host Organization who will be responsible for the intern while overseas:

Director: Felipa Xico
Address: Asociacion Civil Ixoki Ajsamajela ix Cheebel Yak
3 Calle 11-94
Zona 1 El Tajer
Chimaltenango, Guatemala CA
Phone: 011 502 78490326
FAX: 011 502 78490326

Email: meai@itelgua.com

Host organization's mandate: Mujeres en Acción (MeA) is a small Guatemalan NGO based in Chimaltenango. MeA works primarily in organizing indigenous Cachikel women in community groups through training. They have focused primarily on credit and enterprise development, health and handicraft marketing.

Length and nature of your organization's relationship with the host organization: World Accord has been funding MEA since the early 1990's and has been their primary source of funding. This organization is funded through CIDA. Program Officer – Anne Banwell, Partnership Branch, CIDA

Host organization's experience hosting professional internships. MeA has had much experience hosting interns. We have placed both interns and volunteers with them whenever approved, since the inception of the internship program.

Length of internship: Internships will begin with one week of orientation in the World Accord office in Waterloo. They will then have 4 to 6 weeks of Spanish Language training, depending on the individual's needs. The Intern will then spend approximately 23 weeks in Honduras. Time in Canada will include the opportunity to attend DFAIT debriefings.

Approximate dates of internship including both Canadian and overseas portions:

Internships will begin September or October of 2005 and will have one week of training and pre-departure preparation then will leave for their overseas portion in October or November, returning in March of 2006 when they will have two weeks with World Accord in Waterloo for de-briefing and re-orientation.

Internship description:

Project description:

The intern in Guatemala will be responsible for helping MeA to implement both an administrative and strategic program plans. The administrative and program plans will be created by World Accord and MeA prior to the internship, and will be discussed thoroughly with the intern before departure. The intern will help our overseas partner to ensure that these

plans are implemented and will assist in the planning process for follow-up actions. The intern will also write an analysis of the political economy of the program region and analyze how our overseas partner might implement more effective programming within this context.

CIDA projects: This project is funded by CIDA. Anne Banwell Program Officer, Partnership Branch. S062655

Job description: The intern will help the overseas partners submit program reports to World Accord

The intern will provide training support for the overseas partners in computer skills and financial management including accounting

The intern will assist in the documentation of program activities and prepare summaries and education pieces aimed at the Canadian public and donor agencies

The intern will help the overseas partner organizations collect data, develop base-line surveys and analyze key findings.

We are requesting one intern for each of two years although MeA is capable of placing several Interns per year. Placing interns in this position for two consecutive years will ensure a more sustainable project

Internship Development Objectives: The intern will be assisting our partner to achieve their development results, which are consistent with CIDA's mandate of addressing basic human needs. The intern will transfer project planning, monitoring, reporting and planning skills to our overseas partner so that they might deliver more effective programming. Integrated Basic Human Needs through Capacity Building:

Internship Employment Objectives:

The Intern will aid in an organizational capacity

The Intern will research the systems currently being used by MeA to analyze their effectiveness

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Expected Development Outputs:

The Intern will take language training to become fluent in Spanish

Research the Program of MeA to become familiar with the projects offered

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Prepare stories for publication on our website and in our newsletters to our donors

Indicators for Development Outputs: The Intern will become fluent in Spanish to be able to communicate with MeA staff; prepare a report based on the findings of their research of MeA programming; gain administrative skills

Expected Employment Outputs: The Intern will become bi-lingual; gain research and marketing skills related to handicrafts/agricultural produce, gain administrative skills

Indicators for Employment Outputs: Internship performance feedback will indicate increased language skills to fluency in Spanish; improved research skills; improved marketing skills; improved administrative skills