

Internship Guidelines

Fondation Segré Conservation Fund at BirdLife - Conservation Leadership Programme

The [Conservation Leadership Programme](#) (CLP) is a partnership of three conservation organisations: BirdLife International (BirdLife), Fauna & Flora International (FFI) and the Wildlife Conservation Society (WCS). Funding is provided by *Fondation Segré Conservation Fund* at FFI to support three internships each at BirdLife International, FFI and WCS. This compliments other capacity building components, which the CLP provides annually at each NGO partner organisation.

A Segré internship provides future conservation leaders with on-the-job training, exposure to the day-to-day workings of an international conservation NGO, and networking opportunities. Internships provide partners with talented and committed interns to work on priority programmes. Interns become members of the CLP Alumni Network which opens access to other capacity building and funding opportunities. Interns will be kept alerted to other capacity building and funding opportunities through the CLP Alumni Network.

The budget for each of the three Segré internships at BirdLife will be €8,000.

Application process

Segré Internship Coordinator at BirdLife: Kiragu Mwangi (kiragu.mwangi@birdlife.org)

To apply for a Segré internship, a primary Internship Supervisor should be designated. This supervisor is responsible for developing an internship concept and nominating an intern candidate, using the [Internship Proposal](#) form provided. The Internship Proposal and candidate CV will be submitted to BirdLife for review by the proposed deadline and are subject to final approval by the Internship Screening Group at BirdLife and further check by the CLP Management Team.

A Segré internship can occur in three ways:

A) The Supervisor at BirdLife Secretariat has an eligible internship concept and candidate in mind e.g. a volunteer and is ready to apply.

- If the Intern Supervisor is confident on eligibility, complete the entire Internship Proposal and send this together with the candidate's CV and two reference letters to the Segré Internship Coordinator at BirdLife – Kiragu Mwangi (kiragu.mwangi@birdlife.org) for advice.
- If there is any uncertainty with the intern candidate's eligibility, email the intern's CV and the internship concept portion of the proposal (Part 1) to Kiragu Mwangi for advice well ahead of the deadline. This may lead to a revisions of the concept or reject the intern candidate if eligibility criteria are not met.
- If the internship concept and candidate are eligible, the internship will be considered for funding in a competitive review process determined by the Internship Screening Group.
- A complete application will have a proposal, CV and two reference in support of the candidate.
- If selected, CLP will send the Supervisor an [Internship Agreement](#) to be completed and signed together with the Intern. The signed agreement must be returned to the CLP before the internship commences and funds are dispersed.

B) The Supervisor at BirdLife Secretariat does not have an intern candidate in mind and will develop a concept and then have an open recruitment process to fill the internship.

- If this is the case, the Intern Supervisor should complete the concept portion of the Internship Proposal (Part 1), leaving the candidate section blank, and email this to Kiragu Mwangi (kiragu.mwangi@birdlife.org) to countercheck feasibility of concept well ahead of the deadline.
- Once the concept is approved, the Supervisor can recruit an intern through a transparent recruitment process.
- When a suitable intern is found, nominate the intern by completing the internship candidate section of the proposal (Part 2) and could send this with the candidate's CV to Kiragu Mwangi for a second opinion.
- Please note the Internship Screening Group will only consider an application complete if Part1 and 2 are filled, CV and two references at the time of submission deadline.
- If selected, CLP will send the supervisor an Internship Agreement to be completed and signed together with the Intern. The signed agreement must be returned to the CLP before the internship commences and funds are dispersed.

C) The Supervisor at BirdLife Secretariat does not have an intern candidate in at the secretariat but has a potential staff of a national partner who can be seconded to work with the Secretariat on the internship.

- If the Intern Supervisor is confident on eligibility of a candidate from a BirdLife partner to work with the secretariat for a period of no less than 3 but no more than 12 months, complete the entire Internship Proposal and send this together with the candidate's CV to the Segré Internship Coordinator – Kiragu Mwangi (kiragu.mwangi@birdlife.org) for review.
- If there is any uncertainty with the intern candidate's eligibility, email the intern's CV and the internship concept portion of the proposal (Part 1) to Kiragu Mwangi for advice well ahead of the deadline. This may lead to a revisions of the concept or reject the intern candidate if eligibility criteria are not met.
- If the internship concept and candidate are eligible, the internship will be considered for funding in a competitive review process determined by the Internship Screening Group.
- A complete application will have a proposal, CV and two reference in support of the candidate.
- If selected, CLP will send the Supervisor an Internship Agreement to be completed and signed together with the Intern. The signed agreement must be returned to the CLP before the internship commences and funds are dispersed.

Alumni Network Support Activity

Interns are eligible to apply for CLP's Alumni Travel Grant. CLP Alumni Travel Grants are intended to provide members of our alumni network with ongoing professional development opportunities to advance as conservation leaders. Interns may apply for a grant of up to US\$1,250. Funds can be used to attend conferences, workshops and short-term training courses offered by universities and other institutions. The intern must be able to demonstrate how the opportunity will advance their career as a conservationist.

Grants are awarded four times a year. If the intern would like to apply for the Travel Grant after the internship please ask the Internship Coordinator for further information and application form.

Timeline

The proposal development and internship recruitment process is now open. The complete [Internship Proposal](#) must be submitted to CLP by **31st March 2017**. Internships may commence upon signing the internship agreement and must be finalized within one year by the date outlined on the internship agreement.

Internship concept eligibility

The internship can be field-based or office-based and should give the intern a solid understanding of BirdLife beyond a specific project. Interns can be assigned to work with their BirdLife Regional Secretariats or Country Programme office or move between the field and Secretariat offices (including those outside of their home country). Interns may work for BirdLife's national partner with co-supervision from a BirdLife staff member. Internships cannot be hosted in the UK, although a visit to the UK during the internship can be planned and assigned part of the intern budget. To be eligible for funding, the internship must meet the following criteria:

- 1) The internship will last between 3 and 12 months;
- 2) The intern is supervised by a designated staff member of BirdLife, who is committed to the success of the internship; co-supervision is acceptable;
- 3) The internship provides mutual benefits to both the intern and BirdLife;
- 4) The internship has distinct activities with clear, achievable deliverables and an end point;
- 5) The internship adds value to conservation;
- 6) The internship budget follows the criteria outlined below.

Intern candidate eligibility

It is expected that the intern will have the basic skills and knowledge necessary to successfully implement the internship. To be eligible for a CLP internship, the following criteria must be met:

- 1) Internship candidates should have **no more than 5 years** of paid conservation experience (excluding years spent pursuing an academic degree). Exceptions can be discussed on a case by case basis.
- 2) Internship candidates must be nationals of a CLP eligible country. Individuals from countries that are designated as high-income economies by the [World Bank](#) are NOT ELIGIBLE, with some exceptions – see chart below.*
- 3) No internship support shall be granted to a Restricted Party. For the purposes of this clause, a “Restricted Party” is any person, entity or country with whom such a transaction would be prohibited under any sanctions or restricted party regime imposed by the United Nations, EU, United Kingdom, United States of America or under any other applicable law.
- 4) NOT Current paid employees of a CLP partner organisation.
- 5) Internship candidates must either a) be recruited to work with BirdLife specifically for this internship or b) transition from being an unpaid BirdLife volunteer into a paid CLP intern. If transitioning from a volunteer position, the internship must contain significant additional professional development for the candidate above what was already being provided as a volunteer. Candidates who were previously employed by one of the CLP partner organisations may be eligible as long as the other criteria are met and that the internship offers an opportunity to work on new projects and build previously undeveloped skill sets.
- 6) Internship candidates may have participated in a previous CLP programme (i.e. Conservation Awards, Scholarship or Research Fellowship Program). While this is acceptable, it is not required.
- 7) Former CLP interns are not eligible to apply for a second CLP internship.

Budget

When completing the budget, please be as specific as possible. The CLP Management Team will review the budget provided. The following expenses may be included in the budget:

- Salary for the intern;
- Supervisor management costs directly associated with the internship (includes: reasonable salary coverage and local travel costs; does not include international travel);
- Travel and meeting expenses – interns are encouraged to present their work at national and, where feasible, international conferences;
- Trainings that directly benefit internship work – please justify (English language courses, short-term University courses, CLP trainings, etc.);
- Office costs (rent, IT, phone, etc);
- Office supplies and field equipment needed for the internship;
- Other expenses deemed necessary for the success of the internship – please justify.
- Health and other insurance;
- *No overhead can be charged to these internships*

Communication

Interns agree to acknowledge CLP in all publications, reports and publicity arising from activities carried out in connection with the internship. In written publications, the full name “Conservation Leadership Programme” shall be used. Use of the CLP logo should be approved by Stuart Paterson (CLP Executive Manager stuart.paterson@fauna-flora.org). Any external communications about work supported by Segré should have specific mention of the “Fondation Segré Conservation Fund at BirdLife” accompanied by the logo of Fondation Segré and approved by Stuart Paterson.

Monitoring and evaluation

In order to track progress, interns will be monitored at the following points:

- **Quarterly Updates:** The Segré Internship Coordinator at FFI will contact the intern and supervisor on a quarterly basis to informally evaluate progress toward internship goals. These updates are reported to the *Fondation Segré Conservation Fund* at FFI and to the CLP Executive Committee in quarterly reports.
- **Final Report:** About one month before the internship ends, the intern should start preparing a final report following the template provided by the CLP. The Segré Internship Coordinator at FFI will send Final Report guidelines for the intern to follow. This report is not intended to be comprehensive, but to highlight the main activities, accomplishments and lessons learned. The report may be shared publicly via the CLP website or other social media.
- **Final Surveys:** At the end of the internship, a formal survey will be sent to both the intern and the supervisor to collect data on accomplishments and what the intern learned. It will identify whether goals at the outset of the internship were achieved and enable comparison with the baseline survey.
- **Annual Intern Surveys:** An online survey will be sent to the intern to assess professional growth and how the internship helped their career development one year and three years after conclusion of the internship. Interns will also be requested to provide a brief summary of their work two and four years after conclusion of the internship.

Financial management

All receipts and invoices must be collected and held for all budget expenditure during the internship. The Regional Secretariat office is responsible for logging costs.

Internship terms and termination

Management of the internship, including management of finances and compliance with local laws such as employment laws, are the obligation of the country programme office or Regional Secretariat hosting the intern. It is the responsibility of the Supervisor to ensure that the Intern has adequate health and travel insurance coverage before the internship begins. Interns are not automatically eligible for health, medical, disability or other insurance coverage provided through BirdLife. However, part of the intern budget may be used to purchase health or other insurance for the intern, if he/she is not otherwise covered. Funds which remain at the close of the internship will be reallocated within CLP and spent on other CLP projects. Interns are expected to comply with any and all rules and regulations stipulated by the Hosting Organisation. In the event of dissatisfaction by either the intern or supervisor, every attempt should be made to resolve the problems through discussion in good faith. If satisfactory resolution cannot be obtained, the internship may be terminated by the Hosting Organisation at any time, and remaining funding will be returned to the CLP.

Roles and responsibilities

To help ensure the interests and promote the benefits of an internship arrangement for all parties involved, the CLP has developed the following list of roles and responsibilities that can be added to.

Intern Supervisor:

- Certify the intern's eligibility to participate in the internship programme.
- Support the intern to achieve learning objectives as put forth in the Internship Proposal.
- Encourage the intern to contribute to the organisation's mission.
- Orient the intern to the organisation and its culture, including expected standards of professional decorum.
- Provide adequate supervision for the intern and assign duties that are career related, progressive and challenging.
- Make available equipment, supplies, and/or space necessary for the intern to perform his/her duties.
- Notify the CLP of any changes in the intern's work status, schedule or performance.
- Monitor the progress of the internship assignment and evaluate the intern's performance.
- Provide information on and advice for selection of a suitable Alumni Network support activities for the intern (supported by the Segré Internship Coordinator).
- Complete the Supervisor Survey at the end of the internship.

Intern:

- Together with the supervisor, plan tasks and objectives for the internship period that are clear and attainable and which appropriately enhance the intern's skills and knowledge.
- Proactively contribute to the organisation's mission.
- Undertake assigned duties in a professional and committed manner.
- Notify the supervisor in a timely manner of any problems related to the internship.
- Provide quarterly updates to the CLP as they are requested (sending photos whenever possible).
- Complete the Internship Final Survey at the end of the internship in collaboration with the supervisor, when indicated.
- Complete the Internship Final Report at the end of the internship, following the guidelines provided.
- Complete one- and three-year Post Internship Surveys.

- Submit brief two and four-year updates to the Segré Internship Coordinator.

***Countries that are NOT eligible for CLP support:**

High-Income Economies	Hong Kong	Singapore
Andorra	Iceland	Slovak Republic
Australia	Ireland	Slovenia
Austria	Isle of Man	Spain
Belgium	Israel	Sweden
Canada	Italy	Switzerland
Channel Islands	Japan	Taiwan
Cyprus	Korea Rep.	United Kingdom
Croatia	Liechtenstein	United States
Czech Republic	Luxembourg	
Denmark	Macao SAR, China	
Estonia	Malta	UK/EU/US Sanctions
Faeroe Islands	Monaco	Cuba
Finland	Netherlands	Iran
France	New Zealand	North Korea
Germany	Norway	Syria
Greece	Poland	Sudan
Greenland	Portugal	
Gibraltar	San Marino	

***High-income economies that ARE eligible:**

EMEA, Americas, Asia	Caribbean	Pacific Islands
Bahrain	Antigua and Barbuda	French Polynesia (France)
Brunei Darussalam	Aruba (Netherlands)	Guam (USA)
Chile	Bahamas	New Caledonia (France)
Equatorial Guinea	Barbados	Nth. Mariana Islands (USA)
Latvia	Bermuda (UK)	
Lithuania	Cayman Islands (UK)	
Kuwait	Curacao (Netherlands)	
Oman	Puerto Rico (USA)	
Qatar	Sint Maarten (Netherlands)	
Saudi Arabia	St. Kitts and Nevis	
United Arab Emirates	St. Martin (France)	
Uruguay	Trinidad and Tobago	
	Turks and Caicos Islands (UK)	
	Virgin Islands (USA)	