

INTERNSHIP PROGRAMME 2010

WHO WE ARE

theIDLgroup is an established international development consultancy providing policy research and programme advisory and management services to governments, international development agencies and developing country partners. We provide clients with five main services:

- ⊙ short-term advisory inputs into the design, review and evaluation of development interventions at project, sector and programme level;
- ⊙ bespoke advisory services to international development agencies, including commissioned studies, consultancies, and policy research and analysis;
- ⊙ delivery of specialised training, professional development and workshop facilitation
- ⊙ facilitation of institutional changes processes; and
- ⊙ project and programme management.

The majority of our work is through direct contracts with multilateral and bi-lateral development agencies. We also work with governments, public sector agencies, NGOs, academic institutions and private sector clients.

WHO WE ARE LOOKING FOR

During 2010, *theIDLgroup* will offer two sixth-month internships. To qualify for our internship you be a graduate with a relevant Masters degree from a university of international reputation, and at least 12 months relevant and varied work experience in developing countries. We are particularly interested in applicants with language skills. We want people who are committed to a career in the international development arena, for whom this internship could be a useful stepping stone. For this internship we are interested in hearing from applicants who have skills, interest and experience in the following sectors:

- ⊙ **Environment & Natural Resource Management.**
 - Payments for environmental services
 - Forest and Protected Areas management
 - Natural resource governance (forests, land, mining, minerals, wildlife)
 - Climate change adaptation
 - Biodiversity & conservation policies
- ⊙ **Governance, Institutions, and Politics**
 - Political economy analysis
 - Institutional development & reform
 - Public expenditure and revenue analyses
 - Aid effectiveness and harmonisation
 - Local governance and decentralisation
- ⊙ **Rural Growth and Livelihoods Security**
 - Agricultural research management
 - Rural sector policy analysis and planning
 - Safety net and food security
 - Livelihoods recovery and disaster risk reduction
- ⊙ **Social Development and Civil Society Strengthening**
 - Vulnerability and social protection
 - Poverty, gender and social impact analyses
 - Civil society support programmes
 - Improving participation & accountability
- ⊙ **Development of Strategies for Post-Conflict and Fragile States**
 - Conflict mapping and surveys
 - Strategies for stabilisation in fragile states
 - Socio-political analysis of factors driving conflict
 - Reintegration of ex-combatants

For our April 2010 Internship we are particularly interested in hearing from applicants who would fit into our Environment and Natural Resource Management portfolio. However we are always interested in hearing from outstanding candidates whose skill set and experience compliment a different portfolio,

PURPOSE OF THE PROGRAMME

The purpose of the programme is to provide mutual benefits for both interns and *theIDLgroup*. For interns, we provide an opportunity to gain experience within a consultancy environment, and learn more about whether consultancy would be a career option for them. The benefits of the internship to *theIDLgroup*, is that it extends our capability. Former interns have been taken on as full-time staff, but applicants should not assume that this will be the case.

APPLICATION PROCESS AND TIME TABLE

The Internship Programme is a six-month programme, with two six-month internship periods – a programme starting in April and an Autumn programme starting in October 2010. The application timetable is as set out below.

	SPRING 2010	AUTUMN 2010
Application Window	1 January - 31 January 2010	1 July - 31 July 2010
Short-listing of applications	February 2010	August 2010
Interviews	February 2010	August 2010
Start of internship	April 2010	October 2010
End of internship	October 2010	April 2011

WHAT YOU CAN EXPECT

The internship will be based at our offices in Bristol. We pay a basic salary / living allowance of £1000 per month. From this you will need to meet all your living expenses, including costs of travel to work. Note that we are based in a rural location, and you will need a car to travel to work.

Your role will be similar to those of our in-house staff Research Consultants; we will not distinguish between Intern Research Consultants and our full time Research Consultants, so you should not imagine that you will be treated as a “dogsbody”. You can therefore expect a mix of work to include:

- ⊙ Preparation of expressions of interest, tenders, and proposals (including background research, development of methodology, drafting of CVs, liaison with consultants, drafting of financial costing)
- ⊙ Background research on fee-earning projects of other consultants, which could include literature reviews, case studies, internet research, or preparations for workshops, conferences and training events.
- ⊙ Presentations at in-house “brown bag lunches” on some of your own work and background
- ⊙ Assisting in the organisation of in-house lesson-learning and strategy planning events, including “in days” and portfolio meetings.

In addition we will mutually agree with each intern a small piece of personal research to be completed during this internship, which will be written up in the form of a 4-6 page “Policy Brief” which will be published on *theIDLgroup* website.

Our expectations is that the work for Intern Research Consultants will be UK based, and in support of other fee-earning consultants. However, in exceptional circumstance, you might be asked to travel overseas in a support role on a project or assignment.

Interns will be able to attend all in-house training activities, and will be encouraged – when appropriate - to attend external events relevant to the pieces of work they are engaged in during the internship.

We will give you feedback on your performance through an appraisal three-four months into the internship, and again at the end of the internship.

THE WORK ENVIRONMENT

theIDLgroup invests heavily in creating a culture of quality, professionalism, mutual support and team work. We are proud to have our ISO 9001 Quality Management and Investor in People accreditations through which we pursue a number of formal measures to this end, but more important is the spirit and commitment of our staff to these values. We hold frequent 'In-Days' where we debate our professional challenges. We also provide continuing formal and informal professional development and training.

APPLICATION PROCEDURE

If you are interested in applying, please only contact us during the relevant application window, as shown in the table above. Email us a covering letter and CV, outlining your relevant skills and experience to recruitment@theIDLgroup.com, clearly stating that you are applying for the internship programme.

Applicants must have the right to live and work in the UK. Applicants will be expected to travel, at their own cost to our offices in Bristol, if invited to interview.

theIDLgroup is an equal opportunities employer and certified with the Investors In People standard. We will respect your confidentiality and abide by UK data protection laws.

Further information about *theIDLgroup* can be found at: www.theIDLgroup.com