Terms of Reference – Internship (Unpaid)

Canadian Partnership for Reconstruction and Development (CPRD)

Post Title: Assistant Project Coordinator (Intern)

Duration: 6 months, from an immediate start date

Location: Toronto (home-based)

Background: CPRD specializes in post-conflict and post-disaster recovery and development programs. We are a Canadian consultancy firm comprising of a team of highly professional international and leading in-country technical specialists with a wide range of expertise and broad executional capabilities to assist donors, humanitarian organizations and governments systematically deal with the aftermath of conflicts and natural disasters.

We believe that community well-being can be enhanced through interdisciplinary knowledge and innovation. To facilitate this, we work in partnership with academics, university research centres, international and national consultants, the private sector, local governments as well as civil society members. We are particularly committed to the mentorship and capacity building to young professionals who are important drivers of innovation. Together we seek to bring to fruition new ideas, innovative tools and creative problem solving to post-conflict and post-disaster recovery processes.

CPRD operates with the principles of do-no-harm, community participation and gender inclusiveness and adheres to the Humanitarian Charter, Humanitarian Accountability Partnership Standard and other closely aligned voluntary humanitarian guidelines. As CPRD is growing, we are looking for assistance from a dynamic young professional to help carry out daily duties of the firm.

Purpose of the post: the primary responsibility of the intern is to assist in putting together bids. The CPRD team would benefit greatly from the support of a keen, analytical and methodical researcher who can help preparing necessary documents for project proposals, Expression of Interest (EoI), or Terms of Reference (ToR) and assist in editing, graph making and consultant searches.

Reporting relationship: the intern will be reporting on a regular basis to the Director of Communications, Operations and Outreach.
Major duties and responsibilities:

Assist in bidding process by:

1. Searching among the existing project proposals, Terms of Reference for opportunities relevant to the activities of CPRD
2. Researching necessary background information for the completion of bids as indicated in ToRs, EoI, etc.
3. Editing project documents and reports
4. Preparing project charts and graphs
5. Engaging in any other duties, as requested

Minimum Qualifications:

The incumbent should:

- Should be currently enrolled or recently have completed a programme at the Masters level, preferably in International Development, Peace and Conflict studies, Disaster Management or other related fields.
- High competency in editing and drafting materials in English.

Required competencies:

- **Technical** –
  - Advanced research and analytical skills and the ability to synthesize and visualize data and notes into a clear and concise database, graphs and reports.
  - Advanced knowledge of Word and Excel.
- Managing resources – Organizes and manages information in an optimum manner.

- **Communication** –
  - Effectively presents data and information in a way amenable to sharing with colleagues.
  - Listens well to instructions and feedback.
- Good interpersonal skills–able to work well in a team environment.
- Ability to work independently and show initiative.

Expected Guidance and Support/Developing Opportunities for Interns:

Daily guidance/support is available from supervisor.
This position provides the following opportunities:

- to provide the intern with experience in research and monitoring post-conflict and post-disaster recovery and development situations
- to assist in bidding process
- to develop reports that will be submitted to the client
- experience working in the international development consultancy firm

Interested candidates should submit their CV and cover letter, along with 3 references to info@cprd.ca by March 27, 2020. Incomplete applications will be rejected.