

Regional Training Facility on  
Prevention and Suppression of  
**Sexual and Gender Based  
Violence in the Great Lakes  
Region.**



Centre Régional De Formation  
Sur La Prévention et Suppression  
Des Violence Sexuelles Basées  
Sur Le Genre Dans La Région  
Des Grands Lacs

## ***TERMS OF REFERENCE FOR PROGRAM INTERN***

***Country of project: Uganda***

***Project: Strengthen the prevention and responses of sexual and Gender Based Violence in pilot ICGLR Member States***

***Title: Recruitment of a Program Intern at Regional Training Facility (RTF)***

***Project ID No.: P81255095***

***Grant No.:***

***Location: ICGLR- Regional Training Facility (RTF) on Prevention and Suppression of Sexual and Gender Based Violence (Kampala, Uganda)***

***Recruitment Type: Local Hire (Program Intern)***

***Duration: 12 months***

***Starting Date: 1st September 2020***

### **BACKGROUND**

The IC GLR- Kampala based Regional Training Facility (RTF) on Prevention and Suppression of Sexual Violence in the Great Lakes Region is an institution of the International Conference on the Great Lakes Region (ICGLR). The ICGLR is an inter-governmental organization composed of 12 Member States namely: Angola, Burundi, Central Africa Republic (CAR), Democratic Republic of Congo (DRC), Republic of Congo (Congo Brazzaville), South Sudan, Sudan, Kenya, Rwanda, Tanzania, Uganda and Zambia. The RTF was officially opened on February 18, 2014 and became operational in April 2014.

The mandate of the RTF is to train and sensitize judicial officers, police units, social workers, medical officers and other categories of persons who handle cases of sexual violence in the Great Lakes Region as provided for under the ICGLR Protocol on Prevention and Suppression of Sexual Violence against Women and Children (art 6(9)). The crime of sexual violence remains

rampant in the in conflict/war zones of the ICGLR as well as in peace times, and the region is determined to eradicate it.

In December 2018, the ICGLR in partnership with the European Union (EU) and the German Federal Ministry of Economic Development and Cooperation (BMZ) launched the Regional Project on Peace and Security in the Great Lakes region. The project, which is co-funded by the EU and the BMZ, has entrusted the GIZ with its implementation. One of the main areas of focus of the project is on the prevention and suppression of human rights abuses committed especially in times of or as a result of crisis.

Under the GIZ support, the ICGLR-RTF will:

1. Develop a combined training model of its existing socio-ecological model with Mukwege/Panzi's holistic service delivery model of care to survivors of SGBV;
2. Organize a 3-day training of RFT's Master trainers involved in the project and national trainers from the DRC and the four additional pilot countries (Zambia, Central African Republic, Uganda, Rwanda).
3. Development of a monitoring and evaluation system to monitor the impact of the training activities in partnership with the Mukwege and Panzi Foundation.
4. Facilitate periodic coordination meeting between the masters/national trainers Mukwege and Panzi Foundation to ensure quality and follow-up of training. Establishing an online database with the profiles/contacts of the RTF Masters/National trainers in the 12 ICGLR Member States.

### **OBJECTIVE OF THE INTERNSHIP**

1. To provide incumbent with on-the-job training in program, communication and data gathering skills; benefit analysis and standard cost models of Institution data communication and people skills, and work ethics.
2. Enhance the educational experience and skills of graduate student through practical and guided hands-on exposure and involvement in RTF development projects.
3. Provide graduate student with an exposure to the working environment of the institution and a better understanding of ICGLR-RTF goals and activities.

### **MAIN ROLE OF THE INTERN**

The main role will include: tracking activities and its implementation; tracking programs; connecting with field staff to generate shareable lessons from projects; supporting training organization in the field; and facilitating the Training Coordination Network on special projects.

### **SCOPE OF WORK**

The Program Intern will be expected to work full-time for the duration of four months

and reports to the Training Coordinator. During the internship, the following activities are to be completed:

- Assist the Training Coordinator with document design of minutes during ICGLR/RTF meetings both internal and external and with creation of infographics. Tasks will include: assisting with creation of a content program management, social media, and communications strategy;
- Assist in organizing and arranging internal and external meetings, communicating executive messages, prepare presentations, memo, reports and other relevant documents as directed by the Training Coordinator;
- Participate in organizing trainings, conferences and special meetings for the Institution.
- Assist in preparation of promotional materials such as brochures and briefs of dissemination;
- Translation of documents - English to French
- Assist in managing of RTF historical records, achievements and its partners;
- Assist in completing special projects as needed and other duties assigned.

The Intern will be expected to perform other tasks, as shall be assigned by supervisor.

### **METHODOLOGY**

The Intern should first familiarize her/himself with the functioning of Regional Training Centre /facility on Gender Based Violence. Discussions should be held with selected intern in the RTF.

### **QUALIFICATIONS AND COMPETENCIES**

**Education:** Applicant must have a Bachelor Degree in Developmental studies or Bachelor in Social science or Law or Arts with IT knowledge or related field.

#### **Core Competencies:**

- Proven strong academic track record.
- Knowledge and understanding of the RTF programs.
- Knowledge in doing data gathering and research is must.
- Knowledge in collecting and searching data on the Internet.
- Communication skills in French and local language are must, command in English language preferred.
- High level of computer literacy (Excel, Word).
- Some previous work experience is advantageous.
- Proven analytical and report writing skills are advantageous.

#### **Behavioural Competencies:**

- Highly organized and self-motivated
- Demonstrated ability to learn and do research
- Creativity, flexibility and ability to work with in deadlines
- Maturity, initiative, tact and high sense of responsibility
- Demonstrated ability to work in a team

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**Deliverables**

- Weekly meeting reports.
- Translation materials.
- Effective recordings.
- Research reports related to SGBV.

**NOT:**

1. Observe code of ethics and professional considerations such as integrity, transparency, respect for hierarchy and confidentiality will form part of work evaluation.
2. It is highly recommended that you familiarize yourself with the rules and regulations of the ICGLR-RTF in ICGLR manual.

I, ..... accept the content stipulated in the above Terms of Reference.

Date: ..... Signature .....