



Department Education, Sciences and Culture

***INTERSHIP IMMERSION OF YOUNG GRADUATES  
IN THE PROGRAMS OF ECOWAS***

*Terms of Reference (TOR)*

**I- CONTEXT AND JUSTIFICATION**

- The Economic Community of West African States (ECOWAS) has adopted a Strategic Plan 2016-2020, the main objective of which is to respond adequately to the socio-economic aspirations of its 15 Member States and ECOWAS of Peoples by 2020 ([www.ecowas.int](http://www.ecowas.int)).
- This aspiration calls for greater investment in human capital for sustainable development and enhanced program effectiveness.
- Strengthening the capacity of young graduates in the region is therefore important, by offering involvement opportunities in community programs. This allows professional integration of young academics who have just finished their studies and who wish to find a professional internship and acquire a balance of professional experience.
- The Program for immersing of young graduates in ECOWAS programs Commenced in 2017, has recorded a number of beneficiaries with tremendous benefits:

In a nutshell the program overview from a positive perspective are;

- The Program offers a real opportunity for young graduates, to learn the practical realities of office work both Technically and Administratively, to gain the experience of an international organization and to live in a multicultural environment;
- The Program has provided considerable support to ECOWAS Departments, Agencies, resident representations and institutions, by reducing the workloads of ECOWAS staff and offers the opportunity for the graduates to contribute and apply their knowledge and skills accordingly. .

While from another perspectives are the challenges as below;

- The timing of six months as the period of Internship seems limiting and does not allow a better understanding and practical experience of the ECOWAS programs and activities;
- Budget allocations are very low for settling, lodging and living, especially for graduates who leave their countries to other countries;
- Supervision in the reception departments is not performed optimally;

- Host Departments are not more involved in the design of the Program and the interns assigned to them do not often meet their specific needs.

## **II- JUSTIFICATION**

In view of the challenges encountered, the Education, Science and Culture Department, taken into account the lessons learnt from the implementation of the previous edition of the Program, decided to review the concept by strengthening its scope and creating the appropriate conditions for its implementation. The review Internship for young graduates in ECOWAS programs is therefore part of the Department's human capital development mission, also within the framework of the New Nnamdi Azikiwe Academic Mobility Program (ENAMMS). Thus, the mobility of young graduates in countries other than their own is encouraged. The program should also better enable more efficient results, to both the ECOWAS Commission and to the beneficiaries (students). Selection should be based on the objectives of the program, transparent criteria with a view to obtain the desired results.

## **III- OBJECTIVES OF THE INTERNSHIP**

✓ *Overall objective:*

- Contribute to the professional integration of young graduates, by offering them the opportunity to get to know ECOWAS programs better, at the same time for the Interns to offer their contribution for efficiency in overall program implementation.

✓ *Specific objectives:*

- Offer the possibility of an immersion (internship) in the services of the regional institution (Institutions, Agencies, Departments, Resident Representations);
- Create a framework that allows young graduates to contribute to the implementation of major ECOWAS programs within Departments, Agencies, Representations and Institutions.

## **IV- EXPECTED RESULTS**

- Young people acquire professionalizing experience through their immersion in ECOWAS programs, essential for their career;
- Young graduates contribute to the implementation of ECOWAS programs.

## **V- TARGET AUDIENCE:**

- Young graduates from ECOWAS Member States, with 30 years old maximum.

## **VI- SELECTION CRITERIA**

- Be a citizen of an ECOWAS Member States;
- Be a student or hold a Certificate, at the Bachelor (Bsc), Master, PhD or equivalent certificate;
- Submit:
  - a request to the ECOWAS Commissioner in charge of Education, Science and Culture which describes the motivation of the candidate with expression of his centers of interest, as well as the candidate's commitment to respect the terms and conditions of the internship;
  - a Curriculum vitae;
  - a copy of the birth certificate;
  - a copy of the academic certificate or its equivalent;

## **VII- MODALITIES AND SELECTION PROCESS**

- A call for applications is launched each year for the receipt of applications for the Immersion (Internship) Program;
- Internship positions are defined with the Departments and reception structures before each Program, which allows the candidate to apply according to the need expressed by these structures;
- The selection is to be done by a Technical Selection Committee of the ECOWAS Commission under the coordination of the Department of Education, Science and Culture;
- The Technical Selection Committee is made up of representatives of the following Departments: Department of Education, Science and Culture; Human Resources Department; Directorate of Legal Affairs; Communications management; Directorate in charge of procurement; Department of Finance, Department of ICT. The Committee may call on any other resource person to assist in the selection of candidates;
- Only the selected candidates are contacted for the rest of the process.

## **VIII- CONDITIONS OF THE INTERNSHIP**

- The immersion course lasts one year;
- A flat monthly allowance of \$ 400 over a maximum period of 12 months, for the intern wishing to carry out the internship in their country of origin;
- A flat monthly allowance of \$ 800 over a maximum period of 12 months, for interns wishing to complete their internship in a country other than their own;
- A return ticket from the country to the host country for interns doing their internship in a country other than their own;
- Health insurance for the Intern, to deal with possible cases of illness;

- The Program does not cover any other type of insurance;
- The intern is responsible for housing and providing local transport;
- The internship does not give entitlement for a job at ECOWAS.
- The intern renounces the Program if he already benefits from another support system from ECOWAS institutions, accumulation is not possible;
- Students who have already benefited from the Young Graduates Internship Program in ECOWAS Institutions are no longer eligible;
- The intern signs before the start of the internship a charter of engagement in which he undertakes to respect the conditions of the internship, and not to make any claim tending to disrupt the proper functioning of the services.

#### **IX- DURATION, PLACE AND TERMS OF THE INTERNSHIP**

- The Immersion Program for young graduates in ECOWAS programs lasts one year over a period of 12 months maximum {Not renewable};
- The Program is carried out in the Departments, Agencies, Representations and Institutions of ECOWAS, or any other place duly designated by ECOWAS;
- The young graduate benefiting from the Program produces a report at the end of the internship in three copies, one copy being sent to the ESC Department, another copy to the user department and the last copy for the intern in person;
- The practical modalities of the course will be defined in connection with the reception department;
- The intern benefits from a supervisor who monitors his work throughout the Program and allows him to acquire adequate professional experience;
- The intern is required (mandatory) to participate in person or online (for those not residing in Abuja) in any information or internship feedback meeting convened by the Program Coordination.

#### **X- PROGRAM COORDINATION**

- Coordination of the internship program is carried out by the Education, Science and Culture Department of ECOWAS. This determines the number of beneficiaries per Program, according to the needs expressed by the receiving structures or according to the integration needs expressed by the Department for certain specific cases.