



TERMS OF REFERENCE (TOR) for Internship

Position: Partnership & Resource Mobilization Support

Duration: Six months

Location: Flexible (Remote or on-sight)

Language: English, French (Proficiency in Portuguese is an advantage)

Closing Date for Application: May 9, 2025

OBJECTIVE:

To support the identification, mapping, and engagement of strategic partners and resource opportunities that advance the work of First Ladies and their initiatives across Africa. The intern will contribute to partnership development efforts, assist in coordinating collaborative activities, and support the creation of resource and advocacy materials in close coordination with the program team.

The internship also offers an opportunity to gain hands-on experience in partnership building, stakeholder engagement, and strategic resource planning in a continental and multi-sectoral context.

KEY RESPONSIBILITIES:

- I. **Partner Identification & Mapping**
 - Research and identify potential collaboration opportunities within Africa and across the globe.
 - Map and profile strategic partners, including civil society organizations, development agencies, private sector actors, and philanthropic institutions.
 - Track trends and priorities in the African development landscape relevant to First Ladies' areas of focus.
- II. **Resource Mobilization Support**
 - Map organizations and initiatives with potential for resource mobilization and partnership alignment.
 - Support in organizing and maintaining a database of prospective partners and funding opportunities.
- III. **Support for Working Groups & Publications**
 - Assist in the coordination and documentation of working group activities.
 - Contribute to the development and editing of publication products (e.g., reports, briefs, concept notes, agendas) that showcase partnership efforts and outcomes.
- IV. **Internal Collaboration & Coordination**
 - Work closely with the OAFLAD staff on cross-cutting activities related to programs and partnerships.
 - Coordinate regularly with the Senior Program Officer and Program Consultant to align tasks with broader strategic goals.



DELIVERABLES:

- A partner mapping database including profiles, thematic focus, and contact points
- A list of potential resource mobilization opportunities and aligned organizations
- Drafts or contributions to publication products from working group activities
- Inputs to reports, concept notes, or proposals related to partnerships and collaboration
- Documentation of meetings and partnership discussions as needed
- Monthly progress report and final internship report or presentation including a reflective learning report outlining key lessons learned and areas of growth

SUPERVISION AND REPORTING:

The intern will report to the Senior Program Officer and work under the guidance of the Program Consultant, while also collaborating with other OAFLAD staff involved in partnership initiatives.

SKILLS & QUALIFICATIONS:

- Bachelor degree in international development, public policy and
- Strong research, writing, and organizational skills
- Strong interpersonal and communication skills, including virtual collaboration across teams
- Ability to synthesize information and present it clearly
- Familiarity with African development context and stakeholder landscape is an asset
- Proactive attitude and ability to work both independently and collaboratively
- Committed to work and accountable