



CML's INTERNSHIP SUPPORT PROGRAM

Centre for Microfinance & Livelihood:

Centre for Microfinance & Livelihood (CML) is an umbrella organization supported by Sir Dorabji Tata Trust, Mumbai. After its successful completion of the Phase-I, CML has entered the Phase-II. In this phase CML would focus on two verticals viz. *Capacity Building* and *Sector support*.

Capacity building support would be provided to the potential NGOs on several areas like Strategic Planning for NGOs, Human Resource Management, Financial Management, Process Documentation, Livelihood interventions and other two will be need based. Besides, CML also aims at providing Sector Support to the NGOs at various levels.

Internship Support Program:

CML announces its internship support program for the year 2012-13. The internship program at CML is designed to provide the interns with an opportunity to get firsthand experience of the development sector.

General Information:

Interns are expected to enroll in the program as a full time participant. Internships are offered round the year, depending on the availability of the interns. All interns are subject to the applicable CML's organizational rules and regulations. The interns will have to abide by certain conditions laid down by CML while undergoing the Program. At the end of the Program the interns are expected to submit a report based on the study/activities they undertake.

After completion of the internship, the Head of the Department (HoD)/ Director of the Institute/Organization is required to provide a '*Letter of Appreciation*' to the CML's guide under whose supervision the intern will work.

Internship Positions Available:

Internship opportunities are available in most areas of the Organization. CML encourages intervention of the interns at various levels like:

- Study of the livelihood issues at the field level/ Sectoral Research
- Policy Advocacy for the NGOs
- Capacity Building support in different forms
- Sectoral analysis at the organizational level

Some interns shall be assigned with duties based on expressed need of our partner NGOs. Certificate from CML will be provided to interns only after the submission of the final report.

Eligibility:

A candidate applying for internship must be a post graduate or pursuing post graduation in any discipline.

Application Procedure:

The Candidate must fill an application form (available at <http://cmlnortheast.com/> or mail to careers.cml@gmail.com) and submit the same with a cover letter and resume. Incomplete applications will be rejected.



CENTRE FOR MICROFINANCE & LIVELIHOOD (CML)

18, By-lane No-3, Chandan Nagar, Survey, Beltola, Guwahati-28

Selection Procedure:

Candidates shortlisted on the basis of the applications and the short write up shall be called for a round of interview at CML's, office before selecting him/her for the internship.

Orientation:

The selected candidate/ intern will undergo a comprehensive orientation work for minimum of two days and a maximum of five days depending upon the duration of internship.

Accommodation:

Interns will have to arrange their own accommodation; however CML will assist in finding a suitable stay.

Tentative Program Schedule for Internship

Date/ Day	Program
Day1- Day 5	Orientation/ Induction on Sectoral overview
Day 6- Day 15	Field Visit/ Study of the livelihood issues at the field level
Day 16- Day 24	Preparation of the report at CML after field visit
Day 25- Day 27	Submission of the final report and dissemination to own institute, visiting organization and CML
Day-28- Day 30	Handing over of the certificates

however, this program will be of flexible nature depending on the program schedule of CML

Reporting structure:

- Report to the organizational guide on the progress every alternate day through email/phone.
- Consult the organizational guide in case of any confusion or clarification.
- Follow the guidelines provided by Internship coordinator while preparing the final report.

*The interns will have to abide by the following conditions:

- Undergo 2 to 5 days orientation on Sector overview, CML activities, Livelihood Scenario, and their assignments.
- Complete a minimum of 10 days of field work.
- Regularly report to the organizational guide.