

Welcome

The **ACT Internship Programme** - which stands for **Action in Communities of Tanzania** - offers the opportunity for students and graduates to actualize the theoretical knowledge learnt in the classroom, by applying it first hand in the field. Our interns work in-country with our Tanzania team to manage project implementation and other critical steps of the project cycle. This programme gives interns the chance to engage with varying stages of project management, from initial conception and design, to implementation and evaluation; having a high level of responsibility and control throughout.

About TEACH

TEACH – Time to Empower Africa's Children is a dynamic, frontline charity working to alleviate poverty through the power of education. Sustainability is at the heart of **TEACH**'s work - which is why we believe a hand-up is more effective than a hand out. We provide innovative and holistic educational programs which place the power to act and change, firmly in young people's hands. With a sound education, the core economic, social and health issues Africa faces can be challenged and overcome.

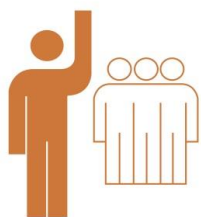
Our pathway is two-fold: While we aim to empower young Africans through our field projects, we also believe it is imperative that youth in the Western world engage in the pressing global development issues of today. We promote interactive learning through participatory workshops, with the aim of developing attributes of responsible global citizens.

Thematic Areas of Work

TEACH currently works in a number of developmental areas, with a shared vision in all of them: to empower. Consequently, TEACH has an array of areas interns can choose to work in, from the following broad topics of interest:



Entrepreneurship



Leadership



Education



Environment

ACT Projects 2014

The following projects will be launched for ACT 2014:

Kilimanjaro Cyclers for Change (C4C)

A group-based waste management business initiative that encourages recycling in urban areas through education whilst providing a sustainable income to out-of-work youth. By providing the opportunity for regular employment and a reliable recycling system, the benefits are for the individual, community and global.

Feminine Health

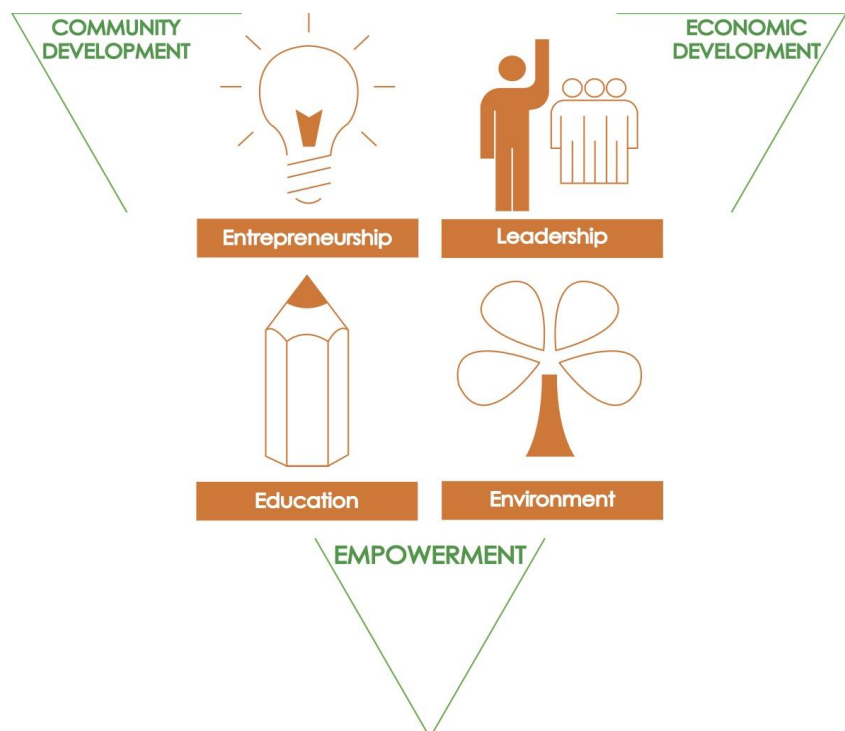
Empowering young women through educational workshops in feminine health. The aim is to reduce absenteeism in secondary schools and provide practical solutions through enhancing the understanding and challenging the stigma around menstruation. Products such as Kilipads and the Ruby Cup will be used to supplement the program and to provide the tools that encourage the sustainability of the education programme.

Youth Leadership & Entrepreneurship

Supporting the development of our Be The Change 2-year Programme which aims to empower youth through the implementation of structures in which they have a voice in their communities and through the development of small businesses and Community Development projects.

Business Incubation

Small business incubator and entrepreneurship training programmes that works with local women's groups or budding entrepreneurs to support the realisation of their business ideas or to help build upon their existing businesses. E.g. creating a bicycle rental tourism business that will provide training and employment opportunities in Moshi town whilst reducing the environmental impact of using fossil fuel-powered vehicles.



For more details on each of the above, as well as previous projects that have been run by TEACH, please contact ACT@teachafrika.org.uk for our full project portfolio as well as recent case studies.

Internship Overview

Interns will hold responsibility and autonomy over any given number of project stages, depending on the intern's interests and skills, organizational needs and the length of the internship. 3 month interns will gain experience mainly in, preliminary/research, project planning, and project implementation. 6 month interns will have the opportunity to work in monitoring and evaluation and impact assessment in addition to the latter.

Every intern will be paired with at least one other ACT Intern and a Local Project Officer from our partnering university, MUCCoBS (Moshi University College of Cooperative and Business Studies). Pairings will not be randomly assigned but based on the individual's current skill set, CV, interview, and personal development goals. From here, you will be assigned - with your input - to a project we believe you are best suited to.

Throughout the placement, interns will be given a significant amount of control and responsibility over their work. This will allow for our interns to absorb a greater level of knowledge and practical experience. Flexibility and the ability to use initiative & creativity is essential while you work with TEACH. If you are looking to take on real responsibility within the fluid structures of a growing and dynamic team, you will benefit greatly from the ACT internship programme.

Financial Transparency

At TEACH we believe in financial transparency. Below is a breakdown of what's included and the pricing structure based on the 3 month ACT Internship Programme. (6 month + interns should inquire directly to see scaled cost breakdowns) As a part of our pre departure support we provide interns with fundraising ideas and expertise so they can gain financial backing and bring awareness to their ACT projects.

Included	Excluded
Comprehensive pre departure support & fundraising tactics	Visa / Volunteer Permit
All airport transfers from KIA / Bus Transfers from Moshi	Flights
Breakfast, lunch and dinner for the first 3 days	Food and drink
Lunch Monday-Friday	Insurance cover
Induction week activities and job training	Medical cover
Accommodation & associated bills (@the TEACH House, 10 min walk from the office)	Personal transport (outside of project work)
Local Project Officer that will be able to translate and help with cultural orientation throughout your stay	Personal items (e.g. clothes, souvenirs, camera)
Office costs (including internet)	
All off site project expenses (e.g. travel costs)	
Project material costs	

Personal Cost Breakdown (Based on 3 months in-country)

Item	ACT Internship	
	Summer (3 Months)	Fall (6 Months)
Accommodation	\$740	\$1,110
Accommodation bills, staffing and security	\$370	\$555
*Total Personal Cost:	\$1,110	\$1,670

*Total does not include visa/work permit (volunteer 3 month CTA: \$200 USD)

Fundraising Breakdown (Based on 3 months in-country)

Item	ACT Internship	
	Summer (3 Months)	Fall (6 Months)
TEACH's Projects Officer stipend	\$555	\$835
Administrative costs (airport transfer, office bills, office security, internet, printing etc.)	\$280	\$460
Project costs*	\$830	\$1,760
Contribution to TEACH's other projects**	\$185	\$370
Minimum Fundraising Goal	\$1,850	\$3,425

*This is half of the project cost, the remaining 50% being contributed by the second intern. In many cases, the interns will be responsible for designing the projects own budget, using the above quote.

** Please visit TEACH's website www.teachafrica.org.uk for details on TEACH's broader projects and social enterprises.

Skills Gained

You will be given real responsibility in a small team to complete complex and intertwining aspects of the project cycle in order to ensure its overall success. The specific skills gained will of course depend on the type of project you choose and which area of the project you work in. We can guarantee that in addition to development related skills you will gain many transferable skills desired in any career sector, such as management skills, logistical planning, budgeting, communication, decision making and resource management skills.

During your time in Tanzania you will be trained in the Results Based Management (RBM) approach to Project Management. This is the methodology applied by USAID, UKAID and DFATD to name but a few. As such you will be required, alongside your international and Tanzanian colleagues, to produce the relevant documentation and follow this approach to project management. The ACT Projects are real-life work in the community and as such, must be managed professionally and effectively. Throughout your time with TEACH you will be coached and supported to aid the delivery of these projects in this manner by experienced International Development professionals.

Action in Communities of Tanzania Information Pack



The ACT internship programme is a real opportunity to implement the knowledge that you've gained from your studies in a practical setting whilst developing your experience and skill set for a career in International Development.

Application Process

Internship placements are limited to the number of TEACH projects available at the current time and how many places are left on those projects; and as such there is no marked deadline for applications. If you are interested in working with TEACH please email ACT@teachafrika.org.uk with your CV and a covering letter attached, including:

1. Experience and skills that will help you to be successful in the ACT Internship programme
2. The skills and experience you are hoping to gain
3. Why you are applying for an ACT Internship
4. Areas of interest within the thematic areas of interest (listed above)
5. What your longer term goals are

Once we have received this information we will then be able to start a dialogue with you explaining more about the area of work you are interested in. Successful applicants will then be invited to a formal interview over Skype with TEACH's Tanzania Director and ACT Intern & Project Manager.

During your time in Tanzania in exceptional circumstances, you may be invited to work for TEACH full time on a basic stipend once your internship has finished.

We hope we have provided you answers to any initial questions and/or considerations you might have. For more information please email ACT@teachafrika.org.uk. We will be more than happy to clarify any details for you.

Best of luck in your application,

David Jones
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