

## Terms of Reference (ToRs)

<b>Name of project/programme:</b>	ASP
<b>PN</b>	23.2098.4-001.00
<b>Name of project/programme leader (AV):</b>	Commission Manager (AV)
<b>Name of intern:</b>	N.N
<b>Duration of internship:</b>	Six (6) Months (September 2025 – February 2026 tentative)
<b>Supervisor:</b>	Administrative Specialist
<b>Section</b>	Administration

Scope of work		
Date from – to	Activities	Contact person/responsible
<b>September 2025 – February 2026</b>	<ul style="list-style-type: none"> <li>Onboarding and getting acquainted with project, staff and GIZ processes.</li> <li>Understanding the working of Administration section</li> <li>Learning procurement of goods for project</li> <li>Learning audit preparation</li> <li>Understanding logistics arrangement and travel management</li> </ul>	Administrative Specialist
<b>February 2026</b>	<ul style="list-style-type: none"> <li>Reflect on knowledge and skills acquired as well as experiences at the end of the internship programme</li> <li>Documenting all activities performed and lessons learnt in a report</li> <li>Sharing recommendations for improvements</li> </ul>	Administrative Specialist

### Description of tasks

- Learning about the process of Serena Business Complex (SBC) clearance for guests
- Familiarizing with process of meetings and events arrangement i.e. hall/meeting room booking, tea/coffee arrangement, sending invitations etc.
- Understanding the procedures of logistical and travel management of national and international staff
- Learning about receiving and dispatching of official mails and their record keeping
- Understanding the method of procurement of goods for project (under threshold of 1000 Euros)
- Learning about preparation of purchase request forms (PRF)
- Exploring about account receivables and their settlement
- Orienting with GIZ rules and procedures for audit preparation