

Terms of Reference

Internship Position – Capacity Development Support Intern

African Disability Forum (ADF)

Position title	Capacity Development Support Intern
Number of positions	1
Department / Unit	Capacity Development
Supervisor	Capacity Development Director
Work modality	Remote with potential travel
Duration	6 Months
Expected start date	June 15, 2026
Working hours	Full time with adaption in case of study
Stipend / support	360

1. Background

The African Disability Forum is a continental organization of persons with disabilities working to promote and protect the rights of persons with disabilities across Africa. ADF supports disability rights advocacy, capacity development, policy engagement, and the meaningful participation of Organizations of Persons with Disabilities in regional, continental and global processes.

In line with the ADF Internship Policy, ADF internships are learning-oriented engagements designed to support the professional development of interns while contributing to the organization's mandate. The internship will be implemented in accordance with the principles of inclusivity, accessibility, non-discrimination, mutual benefit, transparency, accountability and ethical conduct.

ADF is seeking to engage one intern to support the work of the Capacity Development Director, particularly in relation to training, knowledge development, documentation, coordination and support to capacity-building initiatives involving Organizations of Persons with Disabilities across Africa.

2. Purpose of the Internship

The purpose of this internship is to provide a structured learning opportunity for an emerging professional interested in disability rights, inclusive development and capacity development, while supporting ADF's work in strengthening Organizations of Persons with Disabilities.

The intern will assist the Capacity Development Director in preparing, organizing, documenting and following up on capacity-building activities, including trainings, workshops, webinars, consultations, learning materials and knowledge products related to disability rights and inclusive development.

3. Learning Objectives

By the end of the internship, the intern is expected to have strengthened their understanding and practical skills in:

1. Disability rights and the role of Organizations of Persons with Disabilities in advocacy and policy processes.
2. Capacity development approaches within a continental disability rights organization.
3. Preparation and documentation of trainings, webinars, workshops and consultations.
4. Development of accessible learning materials and practical tools.
5. Coordination, communication and follow-up with partners, members and stakeholders.

6. Ethical, inclusive and accessible working practices in a disability rights organization.

At the beginning of the internship, the intern will be supported to develop personal SMART learning objectives, in line with the ADF Internship Policy.

4. Suggested Assignments and Responsibilities

4.1 Training and Capacity-Building Support

The intern will assist in the preparation and implementation of capacity-building activities, including trainings, webinars, workshops and learning sessions. This may include supporting the preparation of agendas, concept notes, participant materials, presentations, session outlines and logistical documents. The intern may also assist in organizing training resources related to the Convention on the Rights of Persons with Disabilities, the African Disability Protocol, Agenda 2063, inclusive development, advocacy, monitoring and accountability, and the role of OPDs in decision-making processes.

4.2 Support to Training Materials and Knowledge Products

The intern will support the development, formatting and review of training materials, guidance notes, practical tools, templates and knowledge products. This may include assisting with the preparation of accessible documents, checklists, training handouts, facilitator notes, reading materials and PowerPoint presentations. The intern may also help compile relevant resources, examples and references to support ADF's capacity development work.

4.3 Documentation and Reporting

The intern will support the documentation of meetings, webinars, workshops, consultations and training activities. This may include taking notes, preparing draft summaries, compiling participant feedback, organizing attendance records and contributing to draft activity reports. The intern may also assist in preparing short narrative updates, learning summaries, internal briefs and follow-up documents after capacity-building activities.

4.4 Coordination and Communication Support

The intern will assist with communication and coordination tasks related to capacity development activities. This may include preparing draft emails, supporting communication with OPDs and partners, organizing participant lists, following up on confirmations, compiling questions or comments from participants, and helping ensure that relevant information is shared in accessible formats.

4.5 Support to Monitoring, Evaluation and Learning

The intern may support the preparation and analysis of simple feedback forms, evaluation tools, polls and learning assessment tools. This may include compiling responses, identifying key learning points, summarizing participant feedback and supporting the documentation of lessons learned.

4.6 Administrative and Organizational Support

The intern may assist with organizing files, maintaining folders of training materials, updating contact lists, preparing document templates, supporting scheduling, and ensuring that key documents are properly archived in line with ADF procedures.

5. Expected Outputs

- Draft agendas, concept notes and session outlines for capacity-building activities.
- Organized training materials, presentations and resource folders.
- Draft summaries or reports of meetings, webinars, workshops or consultations.
- Updated participant lists, contact databases or coordination trackers.
- Draft communication materials, including emails and follow-up messages.
- Compiled evaluation forms, feedback summaries or learning reflections.
- Draft knowledge products, tools or templates related to disability rights and OPD capacity development.

- Final internship reflection report summarizing learning, achievements and recommendations.

6. Eligibility Criteria

Applicants should meet the following criteria:

- Be enrolled in, or have recently completed, a relevant academic or training programme.
- Demonstrate interest in disability rights, inclusive development, human rights, public policy, international development, social sciences, law, communications, or a related field.
- Demonstrate motivation to learn about the work of Organizations of Persons with Disabilities.
- Meet the skills and requirements outlined in this Terms of Reference.
- Have the legal right to undertake an internship in their country of residence or placement.

Persons with disabilities are strongly encouraged to apply and may be prioritized where qualifications and role requirements align.

7. Required Skills and Competencies

The intern should demonstrate:

- Strong interest in disability rights and inclusive development.
- Good writing, note-taking and documentation skills.
- Ability to organize information clearly and accurately.
- Good communication and interpersonal skills.
- Ability to work respectfully with persons with disabilities and OPDs from diverse backgrounds.
- Basic knowledge of Microsoft Office or similar tools, including Word, PowerPoint and Excel.
- Ability to work independently and as part of a team.
- Commitment to confidentiality, ethical conduct and safeguarding principles.

8. Desirable Skills

The following skills would be an asset:

- Knowledge of the Convention on the Rights of Persons with Disabilities.
7. Familiarity with the African Disability Protocol or African human rights system.
- Experience supporting trainings, workshops, webinars or events.
 - Experience preparing reports, summaries or communication materials.
 - Experience working with Organizations of Persons with Disabilities.
 - Knowledge of accessibility principles in documents and communication.
 - Fluency in more than one ADF working language: English+

9. Supervision and Support

The intern will be supervised by the Capacity Development Director. The supervisor will provide orientation, guidance, mentorship and regular feedback. The intern will receive clear tasks and will be supported to link assignments with agreed learning objectives.

Regular check-ins will be held [biweekly / monthly – to be completed] to review progress, discuss challenges and identify support needs. A mid-term review and final evaluation will be conducted in line with the ADF Internship Policy.

Human Resources will support recruitment, onboarding, documentation, reasonable accommodation coordination and any escalation of internship-related concerns where needed.

10. Orientation and Training

The intern will receive an orientation covering ADF's mission, structure and mandate; ADF's work on disability rights and inclusion; the role of the Capacity Development Department; work expectations, reporting lines and communication procedures; relevant ADF policies, including the Code of Conduct,

Safeguarding Policy, Anti-Harassment Policy and IT Policies; confidentiality and ethical conduct; and reasonable accommodation and accessibility arrangements.

The intern may be invited to relevant staff trainings, workshops, webinars and events where appropriate to their learning objectives and role.

11. Accessibility and Reasonable Accommodation

ADF is committed to ensuring that interns with disabilities can participate on an equal basis. Reasonable accommodation will be identified and implemented in consultation with the intern, supervisor and Human Resources.

This may include accessible communication formats, adapted work schedules, accessible workspaces, assistive technology, sign language interpretation, accessible transport arrangements, or other measures required to enable effective participation.

No intern shall be excluded due to lack of reasonable accommodation.

12. Ethical Conduct, Confidentiality and Safeguarding

The intern will be required to comply with ADF policies and standards, including the Code of Conduct, Safeguarding Policy, Anti-Harassment Policy, IT Policies and confidentiality requirements.

The intern must respect the dignity, autonomy and diversity of persons with disabilities and must uphold inclusive, respectful and non-discriminatory conduct at all times.

Any safeguarding concern, misconduct or conflict of interest must be reported through the appropriate supervisory or Human Resources channels.

13. Performance Management and Evaluation

Performance management during the internship will focus on learning, development and reflection. The intern will participate in regular check-ins with the supervisor.

A mid-term review will be conducted to assess progress, identify challenges and agree on priorities for the remainder of the internship. A final evaluation will consider completion of assigned tasks; achievement of learning objectives; attendance and participation; professionalism and communication; contribution to team objectives; and respect for ADF values, policies and ethical standards.

Upon successful completion, the intern will receive a certificate of participation.

14. Duration and Working Arrangements

The internship will last for 6 months, in line with ADF's Internship Policy, which provides that internships typically last between three and six months and may be renewed once, subject to performance, learning objectives and organizational needs.

Working hours will be full time. Part-time arrangements may be considered where appropriate, including for reasonable accommodation, learning needs or intern well-being.

15. Compensation and Support

Any stipend or support provided to the intern will be intended to enable participation and will not constitute remuneration for services rendered.

Support may include, subject to budget availability and applicable ADF policy: monthly stipend, transport allowance, communication or data support and travels insurance coverage for work-related missions.

Completion of the internship does not guarantee employment with ADF or any partner organization.

16. Ownership of Work Products

All work products developed by the intern during the internship, including documents, reports, tools, templates, presentations, databases, training materials and knowledge products, shall remain the property of ADF unless otherwise agreed in writing.

17. Application Requirements

Applicants should submit:

1. CV.
2. Motivation letter.
3. Evidence of enrolment or recent graduation, where applicable.
4. Optional confidential disability status disclosure, used only for reasonable accommodation or inclusion purposes.

Applications should be sent to: jobs@adf-secretariat.org with subject title : CD_internship

Deadline for applications: May 20,2026

Expected interview period: From June 1 to June 5,2026

18. Selection Criteria

Applications will be assessed based on:

- Motivation and interest in disability rights and inclusive development: 10p
- Relevance of academic, training or professional background: 20p
- Writing, documentation and communication skills: 20p
- Civil society engagement experience: 20p

For a total of : 70 points

Selection will be conducted through accessible and inclusive processes. Reasonable accommodation will be provided during the recruitment and selection process upon request.

19. Equal Opportunity Statement

ADF is committed to equal opportunity, inclusion and non-discrimination. Persons with disabilities are strongly encouraged to apply. ADF will provide reasonable accommodation at all stages of the recruitment process and throughout the internship.