

Terms of Reference

Internship Position – Advocacy and Communication

Disability Inclusive Climate Action Support Intern

African Disability Forum (ADF)

Position title	ADP and Disability Inclusive Climate Action Support Intern
Number of positions	1
Department / Unit	Advocacy and Communication
Supervisor	Director for Advocacy and Communication
Work modality	Remote with potential travel
Duration	6 Months
Expected start date	July 1, 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 sub-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, safeguarding and ethical conduct.

ADF is seeking to engage one intern to support the work of the Advocacy and Communication Director in all areas of engagements with a particular focus on African Disability Protocol (ADP) ratification lobby and advocacy engagement, establishing systemic continental climate lobby and advocacy engagement towards creating strong voice, managing follow up tasks of global, continental and sub-regional platforms' of climate change actions as well as engagements, developing COPs 31 and 32 engagement plans and concept notes, working on initial stakeholders mapping and baseline assessment of ADF members, knowledge development, documentation, team coordination, support advocacy and communication initiatives and webinars 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 African Disability Protocol related work, disability rights, inclusive development and climate advocacy, while supporting ADF's work in strengthening Organizations of Persons with Disabilities.

The intern will assist the ADF Director for Advocacy and Communication in designing, implementing, documenting and following up on ADP and disability inclusive climate action activities, including the tasks outlined under article one paragraph three above.

3. Learning Objectives

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

1. Disability rights and the role of Organizations of Persons with Disabilities in advocacy and policy processes.
2. ADP ratification, Advocacy and Communication strategy approaches within a continental disability rights organization.
3. Preparation and documentation of global, continental and sub-regional platforms' participation.
4. Organization and coordination of accessible meetings and side events.
5. Coordination, communication and follow-up with partners, members, working groups and stakeholders.
6. Ethical, inclusive and accessible working practices in a disability rights organization.
7. Team building

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 Lobby and Advocacy for African Disability Protocol (ADP) Ratification

The intern will engage in and provide support in activities that promote more ratification of the African Disability Protocol (ADP).

4.2 Global and Regional Initiatives Follow-up Engagement Support

The intern will assist in seeking recognition by UNFCCC Ethiopia Focal Person, in following up activities, ensuring effective participation and preparation of a report on selected global, continental and sub-regional engagements including the functionality of different disability inclusive climate action groups in Africa.

4.3 Support COPs 31 and 32 Engagement Planes and Concept Notes

The intern will support the development of COPs 31 and 32 participation engagement plans and concept notes including but not limited to resource mobilization strategy.

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.

4.4 Stakeholders Mapping and Baseline Assessment

The intern will be engaged in global and regional levels stakeholders mapping exercise and support the production of baseline assessment report. The stakeholders mapping outcome document produced with list of identified and potential institutions for future collaboration. The baseline assessment report will show the level of awareness and engagement of ADF members in disability inclusive climate actions. The report will be designed together with an indicative action plan.

4.5 Documentation and Reporting

The intern will support the organization, implementation and documentation of advocacy skill-building activities, meetings, webinars, training workshops, consultations and learning sessions. This may include supporting the preparation of agendas, concept notes, the write up of policy briefs, 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. 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.

4.6 Coordination and Communication Support

The intern will assist with communication and coordination tasks related to advocacy and inclusive climate change 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.

4.7 Support to Monitoring, Evaluation and Learning

Concerning other tasks of the department, 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.

4.8 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 action plans for inclusive climate action activities.
- Organized outcome documents, 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 policy briefs, 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 advocacy skills in Inclusive climate actions.
- 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 and regional development, sustainable development goals, climate actions, 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 in general and women with disabilities in particular 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.
- Familiarity with the African Disability Protocol or African human rights system.
- Familiarity on global and regional climate action platforms
- 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 Director for Advocacy and Communication. 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 advocacy and communication 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: Advocacy and Communication internship

Deadline for applications: June 10,2026

Expected interview period: From June 20 to 30, 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.