

Internships Programme Regulations

I. Application Procedure

1. Eligibility requirements

The Tropical Landscapes Finance Facility (TLFF) is an innovative platform that will help Indonesia promote economic development while contributing to achieve its climate targets as stated in its Intended Nationally Determined Contributions (INDC).

It may accept interns provided the following conditions are met:

- Applicants are enrolled in a degree programme in a graduate school (second university degree or higher) at the time of application and during the internships; or
- Are pursuing their studies in countries where higher education is not divided into undergraduate and graduate stages and have completed one or more year of full-time studies towards the completion of a degree at a university or equivalent institution; or
- Have just completed an under-graduate or graduate Academic programme and are interested in acquiring some research and development experience in a development context.

2. Internships periods

There are four internships periods every year and the duration of each internship is minimum 3 months and maximum 6 months. Even though the internships periods are defined, TLFF will consider any suggestions for alternative or overlapping periods of internships from candidates owing to justified academic or personal reasons.

3. Required documents

Students who meet the eligibility requirements for an internship with the TLFF and who wish to be considered must submit the official internships application form, which is annexed to this circular. Applicants must also submit a copy of their most recent résumé or curriculum vitae and a short essay (150-250 words) setting out the reasons for which they are seeking an internship with the TLFF.

4. Submission of applications

Applications are to be forwarded to the Internships Coordinator, preferably by e-mail (internships@tlffindonesia.org), as soon as possible but no later than 6 weeks prior to the desired internships period. Applications may also be mailed to the following address:

The Internships Coordinator
Tropical Landscapes Finance Facility
Menara Topas Lantai 14
Jl. MH Thamrin Kav. 9, Jakarta 10350
Indonesia

5. Selected applications

Applicants who are selected will be requested to sign the “Internships agreement for the TLFF”, and to provide a medical certificate stating that they are in good health.

II. Working Conditions

6. The internships programme is normally on a full-time basis. Interns are expected to work five days a week in the department/office that has selected them, under the supervision and mentorship of a staff member. During the internships session, interns will be provided with a desk, phone, and internet access. Interns do not receive a salary or emoluments from the TLFF Secretariat.
7. Supervisors are responsible for the content of the assignment of the intern, which should, where feasible, be explained fully to the intern prior to the commencement of the internships. Terms of reference describing the tasks and responsibilities of the internships assignment will be provided.
8. An orientation programme for all new interns will be offered by TLFF at the beginning of each internships period. The Internships Coordinator will be available to assist supervisors and interns throughout the period, as needed.
9. Interns shall:
 - (a) Observe all applicable rules, regulations, instructions, procedures and directives of the Organization notwithstanding their status as gratis personnel and that they are not staff members of TLFF.
 - (b) Provide the TLFF with a copy of all materials prepared by them during the internships. TLFF shall be entitled to all property rights, including but not limited to patents, copyrights and trademarks, with regard to material which bears a direct relation to, or is made in consequence of, the services provided under the internships. At the request of the TLFF, interns shall assist in securing such property rights and transferring them in compliance with the requirements of the applicable law;
 - (c) Respect the impartiality and independence required of TLFF and shall not seek or accept instructions regarding the services performed under the internships agreement from any authority external to TLFF;
 - (d) Unless otherwise authorized by the appropriate official in TLFF, they may not communicate at any time to the media or to any institution, person, Government or any other external source any information which has become known to them by reason of their association with TLFF that they know or ought to have known has not been made public. They may not use any such information without the written authorization of the appropriate official, and such information may never be used for personal gain. These obligations also apply after the end of the internships with TLFF;
 - (e) Refrain from any conduct that would adversely reflect on TLFF and will not engage in any activity which is incompatible with the aims and objectives of TLFF.
10. Interns are not financially remunerated by TLFF. Costs and arrangements for travel, visas, accommodation and living expenses are the responsibilities of interns or their sponsoring institutions.
11. TLFF accepts no responsibility for the medical insurance of the intern or costs arising from accidents and illness incurred during an internship. Applicants for internships must show proof of valid medical insurance coverage and provide a medical certificate of good health
12. TLFF is not responsible for any claims by any parties where the loss of or damage to their property, death or personal injury was caused by the actions or omission of action by the interns during their internship.

III. Evaluation

13. At the end of the internships, the supervisor will prepare a written evaluation of the intern's performance and organize a meeting with him/her to provide constructive feedback.