



Custom internship plan online internship

Name of intern: XXX

Internship project:
Microfinance out of Tanzania

Booked duration and hours:
5 weeks x 20 hours per week, a total of 100 hours

Start date:
Monday, 6th of July 2020

Name of the placement organisation:
(Your custom internship plan will have this detail)

Mission statement of the organisation or purpose:
To support marginalized women in the Kilimanjaro region of Tanzania to achieve economic stability and gender equality.

Year established:
1999

Approximate number of employees:
14

Website:
(Your custom internship plan will have this detail)

Name of Supervisor: *(Your custom internship plan will have this detail)*

Position: Executive Director

Mobile number (Whatsapp): *(Your custom internship plan will have this detail)*

Email: *(Your custom internship plan will have this detail)*

1. Objectives that are going to be prioritized during the duration of this online internship

- a. To understand how microfinance works in Tanzania
- b. To assist in identifying the business models that work best for VICOBA members and planning small business models for the members
- c. To come up with the best techniques of record keeping for the VICOBA women
- d. To assist VICOBA members on sales techniques to find markets for their products

2. List the tasks that must be achieved by the intern to achieve the objectives:

Objective a: To understand how microfinance works in Tanzania

Tasks:

1. Study the microfinance handout sent to you
2. In less than 500 words explain your understanding of Microfinance in Tanzania and its importance to the members

Objective b: To assist in identifying the business models that work best for VICOBA members and planning small business models for the members

Tasks:

1. Taking into consideration that Vicoba members meet once per week and during the meeting they have to buy stock and the money for buying stock is then given as loan to the members who have requested for the loan. The amounts requested as a loan are usually small, just enough to open a very small retail stand or shop. What kind of business advice can you give to a VICOBA member so she can start earning money and pay back the loan and at the same time manage her life from it?
2. Make at least 2 business plans/ Modules for VICOBA women.

Objective c: To come up with the best techniques of record keeping for VICOBA women

Task:

1. In reference to the current record keeping system for VICOBA groups. What do you think can be changed to increase efficiency?
- 2.

Objective d: To assist VICOBA members on sales techniques to find markets for their products

Task:

1. What sales strategies should VICOBA women use to sell their products?

3. Provide an outline of which departments/colleagues will be involved with helping the intern to achieve the objective/tasks and ensure any appropriate introductions

1. The office of the executive director
2. Microfinance department

The intern will start with the office of the executive director who is also the founder of the NGO. The initial introduction into the program will be done by the executive director. The next sessions will be done with the facilitators and trainers. The intern meets all the supervisors on the first day when the local internship coordinator connects them.

4. Assign check-in times and completion deadlines to the objective(s) / task(s).

Discuss and plan in consideration of the intern's schedule (previously defined) to ensure that expectations are realistic. Internship supervisor and intern must mutually agree on the use of a calendar or record system (e.g. Calendar in Gmail or Internship Plan in Google Docs) to Schedule all check-in times and deadlines in advance. These details must be established and agreed upon during the orientation and planning phase of the internship.

Internship supervisions are done 3 times per week on Mondays, Wednesdays and Fridays; always 5pm EAT.

The interns sends the work back to the supervisors the evening before (local time of intern)

Objective a:	Check-in Monday, July 6, 5pm EAT Completion deadline Tuesday, July 7 evening Supervision session: Wednesday, July 8, 5pm EAT
Objective b:	Check-in Wednesday, July 8, 5pm EAT Completion deadline Tuesday, July 21 evening Supervision sessions: July 10, 13, 15, 17, 20, 22
Objective c:	Check-in Friday, July 24, 5pm EAT Completion deadline Thursday, July 30 evening Supervision sessions: July 27, 29
Objective d:	Check-in Monday August 3, 5pm EAT Completion deadline Thursday, August 6 evening Supervision sessions: August 5, 7