



**CARIBBEAN REGIONAL ARCHITECTURE FOR BIODIVERSITY
(CRAB)**

CRAB INTERNSHIP APPLICATION FORM

Annex 2: Intern Profile

Please complete this form and attach a valid picture ID.

Personal Information	
Name:	
Nationality:	
Address:	
Phone:	
Email:	
Date of Birth:	
Emergency Contact Name:	
Emergency Contact Phone:	
School Information	
School/University:	
Degree:	
Major:	
Graduation Date:	
Internship Information	
Start Date:	
End Date:	
Department:	
Supervisor:	
Phone:	
Email:	

Annex 3: Proposal Format

Instructions for completing the Proposal for CRAB Internship. Evaluation for the internship is based solely on the proposal. It should:

- not exceed 3 pages.
- It should be typewritten in English, 10 font characters and single line spacing.
- provide the information requested under the headings below, in the order requested, and in proportion to its relative importance (see the relevant scores in the evaluation grid in the guidelines for applicants).
- be drafted as clearly as possible to facilitate the evaluation process.

1. Summary (max 1/2 page)

Please complete the table below.

Intern Name	
Target NCTF(s) /Country(ies)	
Objectives of the internship	<i>"What does the intern expect to achieve at the conclusion of the internship?"</i>
Sector	<i>"What is the specific area that the intern will be working on?"</i>

2. Description of the proposed activity (max 1 page)

Please provide all the following information:

- i. Give the background to the preparation of the internship in particular on the sector/country context (including key challenges).
- ii. Briefly outline the type of activities and results proposed,
- iii. Outline the broad timeframe of the activities and when the results will be achieved.

3. Relevance of the Proposal to the NCTF/Sector (max 1 page)

Please provide all the following information:

- i. Describe the relevance of the internship to the objective(s) and priority(ies) of the sector/NCTF taking into consideration relevant cross cutting issues.
- ii. Describe which of the expected results.
- iii. Indicate any specific added-value elements of the action, e.g, innovation, and best practice.

4. Budget Estimate and Source (max 1/2 page)

Line item	Cost estimate in USD	Source of Funds	Budget notes
Airfare: *			
Accommodation:			
Meals and Incidentals:			
Local transportation:			
Communication, Printing:			
Other:			

* The airfare will be part of the total value of the proposal but paid for directly by CBF

5. Signature

Date Submitted	
Submitted by	<p>.....</p> <p>Intern Name</p> <p>.....</p> <p>Intern Signature Date</p>
<i>For internal review only</i>	
Date received by CBF	
Reviewed by	<p>.....</p> <p>CRAB Technical Officer Date</p>
Recommendation for Approval	
Approved by	<p>.....</p> <p>CF Programme Manager Date</p>