



TERMS OF REFERENCE

Post Title:	Intern
Department:	Knowledge and Advocacy Center (KAC)
Supervisor:	KAC Senior Policy Expert
Nature of Engagement:	<ul style="list-style-type: none">• Full-time• Hybrid: (a) at KEMITRAAN Office, Jakarta (approx. 2-3 days/week or as needed) and (b) work from anywhere (WFA).
Duration:	3 months (extendable up to 6 months in total, based on intern's performance and KEMITRAAN's needs & internship availability)
Start date:	25 May 2026 or earlier

A. BACKGROUND

KEMITRAAN Partnership for Governance Reform <https://www.kemitraan.or.id/> is an Indonesian non-profit organization that works to promote democratic governance, uphold human rights, and strengthen accountability and transparency within state and non-state institutions. Through evidence-based research, strategic partnerships, and advocacy, KEMITRAAN aims to advance reforms that contribute to just and sustainable development in Indonesia.

Established in September 2025, the **Knowledge and Advocacy Center (KAC)** is an initiative under KEMITRAAN that serves as a dynamic *think-and-do tank* to drive inclusive governance transformation in Indonesia and beyond. It integrates thought leadership, stakeholder engagement, and strategic innovation to bridge the gap between ideas and action—turning evidence-based insights into practical reforms. Through research, policy advocacy, and dialogue, KAC advances reform-oriented ideas and fosters collaborative platforms that unite government, civil society, academia, the private sector, and media around shared governance agendas.

In a complex and evolving domestic, regional and global governance landscape. KAC plays a pivotal role in shaping and accelerating systemic change. By promoting knowledge-driven advocacy, building coalitions, and piloting impact-focused initiatives, KAC strengthens KEMITRAAN's mission to transform democratic governance from vision to implementation—ensuring that reforms are informed, inclusive, and sustainable.

To enhance KAC's operational effectiveness and strengthen its research and coordination functions, KEMITRAAN seeks to engage an **Intern** who will assist with administrative management, event and meeting coordination, and research activities related to KAC's ongoing agenda.

B. OBJECTIVES OF THE ASSIGNMENT

The internship is designed to:

1. Provide the Intern with work experience and exposure to non-profit sector activities:
 - Gain practical experience in policy research, governance analysis, and advocacy support within a national reform institution.
 - Develop skills in administrative management, coordination, and policy documentation.
 - Engage directly with domestic and international governance practitioners, both governmental as well as non-governmental, and contribute to Kemitraan's efforts in advancing democratic governance and reform.
2. Support KAC's functioning within the KEMITRAAN organization, particularly in the areas of internal coordination, information and data management, and communications.
3. Support KAC's non-substantive day-to-day activities.

C. KEY RESPONSIBILITIES

Under the supervision of the **KAC Senior Policy Expert**, the Intern will undertake the following tasks:

1. Research Assistance
 - Conduct desk research on topics relevant to KAC's policy and governance agenda.
 - Collect and compile background materials, data, and references to support internal analyses and publications.
 - Contribute to drafting short summaries, research notes, or background briefs as needed.
2. Coordination Support
 - Assist in organizing and coordinating KAC meetings, workshops, and internal discussions.
 - Prepare and circulate invitation letters, agendas, and minutes of meetings.
 - Support logistical arrangements and maintain effective communication among KAC members and relevant units within KEMITRAAN.
3. Communications Support
 - Collect and make available information, data, photos and other means, to be used for KEMITRAAN's external communications purposes.

- Liaise with KEMITRAAN's Communications Team to ensure the Team receives information on KAC.

4. Administrative Support

- Assist in developing and maintaining a structured filing and documentation system for KAC (both digital and physical formats).
- Ensure all reports, meeting notes, and relevant documents are properly organized and accessible.
- Support other administrative tasks as needed to facilitate KAC operations.

D. EXPECTED RESULTS

- Research notes or background materials compiled and submitted in support of KAC's ongoing workstreams.
- Administration and coordination of KAC events are arranged.
- Complete set of meeting materials (invitations, agendas, and minutes) properly archived.
- Materials for KAC external communications are prepared.
- A functional KAC filing and documentation system.

E. QUALIFICATIONS AND COMPETENCIES

- Graduate student (S2) in Political Science, Public Policy, Social Sciences, Communications, or other relevant discipline.
- Interest in governance, democracy, and policy reform issues is highly desirable.
- GPA min 3.0.
- Strong organizational, writing, and analytical skills.
- Proficient in English: verbal and writing.
- Attention to detail and ability to manage multiple tasks effectively.
- Proficiency in Microsoft Office or Google Workspace.
- Demonstrated ability to work independently and as part of a team in a professional setting.
- Willingness and openness to learn.

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