



The Asia Foundation

Terms of Reference (ToR)

Internship with the Gender and Justice Program, The Asia Foundation

Background to The Asia Foundation, Sri Lanka:

The Asia Foundation (the Foundation)'s programs in Sri Lanka support local efforts to strengthen democracy, access to justice and peace building; manage and resolve conflict; promote greater citizen participation in policymaking and governance; promote gender equality and social inclusion and promote private enterprise engagement and partnerships.

The Internship Offered:

The Foundation is offering an internship opportunity within its Gender and Justice Team, focusing primarily on the project titled "Strengthening Alternative Dispute Resolution Mechanisms in Sri Lanka." This project is supported by the Support to Justice Sector Project (JURE), implemented by the United Nations Development Programme (UNDP) and funded by the European Union (EU). The internship provides the ideal candidate with a chance to comprehend Sri Lanka's political, economic, and sociocultural context, within which the Foundation operates, and to experience the Foundation's developmental approach in Sri Lanka.

The project commenced its implementation in September 2022 and has since collaborated with the Faculty of Law and the Centre for the Study of Human Rights (CSHR) at the University of Colombo, as well as the International ADR Centre (IADRC), a pioneering institute for alternative dispute resolution in Sri Lanka. Focused on expediting access to justice and enhancing the Commercial Mediation landscape in the country, the project will be organizing a two-day Mediation Advocacy Training and will simultaneously work on expanding commercial mediation to provinces.

The Mediation Advocacy Training will be conducted by the Foundation in Collaboration with the International ADR Center and the Singapore International Mediation Centre in March 2024. This training is specifically tailored for lawyers, senior legal officers in companies, banks, and other commercial sector institutions, as well as other legal professionals. The primary objective of this training is to provide participants with in-depth knowledge of mediation and the role of lawyers in the mediation process. It also aims to strengthen mediation advocacy skills, enabling participants to maximize settlement terms and benefits for their clients. The Foundation will engage closely with its project partner IADRC to conduct this training.

In addition, as part of our commitment to promoting access to justice throughout the island, the IADRC will be expanding its commercial mediation services to other provinces. The initial phase of this expansion will focus on the Northern and Southern provinces. The activity will involve studying and expanding commercial mediation services to two commercial hub districts in the selected provinces, namely Jaffna and Galle. The Foundation's support will encompass the training of mediators from districts and divisions, monitoring and documentation, and comprehensive review.

In light of these objectives, the internship will specifically focus on coordinating and gaining hands-on experience in implementing these two activities.

Internship

The Foundation envisages the following tasks to be completed by the Intern during the internship period:

1. Assist the Foundation and the IADRC in organizing the Mediation Advocacy Program:
 - a. Serve as the primary communications contact for participants and prospective participants of the Mediation Advocacy Program.
 - b. Hold meetings as deemed necessary with the representatives at the IADRC and the Foundation to understand the task and prepare a background material with necessary information to address potential queries from lawyers, practitioners, and other interested participants.
 - c. Answer calls and emails to address queries related to the Mediation Advocacy Program during the registration phase.
 - d. Maintain a database containing information about registered participants and queries received.
 - e. Support the IADRC in finalizing the participant registry for the training.
 - f. Support in organizing the logistical arrangements for the Mediation Advocacy Program.
 - g. Assist in sending out letters and invitations to participants and other invitees.
 - h. Liaise, when necessary, with hotels, printers and other vendors regarding arrangements for the workshops
 - i. Upon completion of the Mediation Advocacy Training, compile a report on the event.
2. Assist in organizing the activity of expanding mediation services to Jaffna:
 - a. Conduct brief desk research on current commercial dispute resolution practices in Jaffna and Galle, looking at the role of the Chambers of Commerce and providing insights into local contexts, challenges, and opportunities.
 - b. Support the IADRC with logistical arrangements in organizing the event in Jaffna scheduled to be held in March 2024.
 - c. Maintain a database of invitees to confirm their participation for the event.
 - d. Complete any other tasks assigned by the IADRC in organizing the workshop and assist in arrangements that will be required for the event.
 - e. Travel to Jaffna with members of the Foundation on March 22 to March 24, 2024.
3. Organize and maintain all files and documentation related to Mediation Advocacy Training and Provincial awareness-raising campaigns.
4. Assist with any additional tasks and work responsibilities assigned by the Gender and Justice Program Team as needed.
5. Participate in meetings held by the Foundation with the Commercial Mediation team.
6. Participate in meetings relevant/assigned to mediation advocacy and provincial expansion held by the IADRC and the Foundation.

Specifications of the Internship

Competencies required:

- Fluency in English (spoken and written) and conversational Sinhala or Tamil is required.
- Preferable background in Law and/or International Development.

Duration: Two months (19 February – 18 April 2024)

Internship allowance: LKR 30,000 per month based on a completed timesheet.

Working arrangements: Office-based work at the Foundation (30/3 Bagatalle Road, Colombo – 03) from Monday to Friday 8.30 am – 5.00 pm. Will be based at the International ADR Center (22nd floor, West Tower of the World Trade Center, Colombo 01) on Wednesdays and on any other days of the week as pre planned.

Travel: Travel will be to accompany Program staff and other travel related facilities will be provided by the Foundation.

Position reports to: Ms. Chaithri Ranatunge, Senior Program Manager and Ms. Enoka Loganathan, Program Officer to the Foundation.

Deadline for application: February 12, 2024

To apply, please send a resume/CV to enoka.loganathan@asiafoundation.org (Enoka Loganathan, Program officer).