HEEALS International Internship Engagement Program Details

Heeals is a Non Profit Organization registered under the Indian Government Section 21 of 1860 Society Act. Heeals is an acronym denoting our commitment to committing human and technical resources to achieve Health Education Environment and Livelihood Society for all.

Heeals have created a platform of not only sharing ideas and working together on issues that will bring about the change that our local communities are in desperate need of.

**Internship Project: Water Sanitation Hygiene (Menstrual Hygiene) and Children & Community Health Education Project**

**Topic of Internship are as follows:**

1. How “Water Sanitation Hygiene Affecting Children Health & Education” And What is the role of WASH sector In development of developing country like India?

2. How WASH putting The Marginalized Community In The Vicious Circle Of Poverty In Developing Country Like INDIA” How we can bring WASH Equality in India?

3. Documentary Film Making On WASH, Health, Education, Environment Sector?

**Duration of the Internship:** One To Two Months.

**Percentage of Internship:** 20-30% Of Internship time will be in traveling to school or villages or slums and communities areas and 70-80% Of Internship time will be in Office. Note: Due To Summer vacation In The Month Of May And June We Will Not Able To Work With In School and Communities. During this period of time we work on the program design and implementation policy.
**Location Of Internship:** Gurgaon, Delhi and Western Uttar Pradesh

**Working days:** Monday to Friday (Saturday and Sunday is Off)

**Timing:** 10:00 Am To 4:00 Pm (Both are flexible in nature and depends upon the project need and availability)

**Dress Code:** Male - Can wear any dress except shorts, Female - Can wear any dress except mini skirts

**Task and Objective /Responsibilities are as follows.**

1. **Research and development (Primary & Secondary Research)**
   - Secondary Research: By collecting information through journals, reports both national and international on water sanitation hygiene (menstrual hygiene), Gender related issues and girl health and education. Collect the data relating to project through books and reports.
   - Primary Research: Filed Survey and collection of data.

2. **Survey**: Making questionnaire on the above project and visit the schools, village and communities for collection of the data. One to one interaction with children, women, girls, and marginalized communities people. Making reports on the basis of your data collection.

3. **Field visit to schools, refugee camps, orphan homes, rural and urban slums and marginalized communities.**

4. **Report making and documentation.** Of your work and any other project report

5. **Photography** taking pictures and making video of your work

6. **Fundraising**: To sustain the project, Organize fundraising program on social media and onsite places. Contact corporate, national, international and other grant giving organization for funding. Make recycle paper and handicraft for sale to get funds for the project. And make and work on creative ideas to raise funds for the project.

7. **Communication**: Communication with national and international organization and companies for supporting and sponsoring the projects.

8. **Social media management**: Make profile on social media platform to contact and communicate with online people and media. Spread, Share & Support the project information through different social media.

9. **Organizing workshop with heeals team member in school regarding Hand wash and Water sanitation hygiene (Menstrual hygiene) and health and education.**

10. **Organizing awareness campaign with team member by using Information communication tools and Information Education tools.**

11. **Documentary Film Making on the project, if there is anyone going on.**
12. Teach basic subjects and give motivation lesson in village and slums schools or in orphan homes twice a week in school or depends upon the need of the schools.

13. Above task will be more or less and any other task assigned by supervisor.

**Internship Program Fee Details are as follows:**

Total Program fee is divided in to: Legal Registration Fee is US$199 (ONLY ONE TIME FEE) and Monthly Program Fee (US$480) Per Month/Per Person. (Per Extra Week is US$100/Per Person.) (Their is no other fee apart from these fee).

**Facilities Included In Our Monthly program fee**

a) Room (sharing) (Our accommodation is secure, safe, friendly and well connected to transport and other facilities)
b) Three Times Home Cooked Meal (Breakfast, Lunch and Dinner)
c) Wi-Fi Internet facility
d) TV
e) Local assistance throughout the stay
f) Tea and snacks in office.
g) Total Program fee also include Delhi metro card with one time monthly top up.

Internship Program Fee Include (Break down) Our program is made for interns comfortable, safe, secure and friendly stay with full of facilities and services at a minimal price. Program require you to pay the program fee for arranging your internship program, including food, accommodation, Personal Services for the Intern, Administration and Intern Recruitment, Intern Recruitment, Program Development.

**Note**: You are spending your money on those services which you are getting through our program fee at an affordable cost. Your money goes to arrange and give the services to you. Please keep in mind, Our program fee break up is in percentage, as market price fluctuate so we can not give specific cost of every service.

About 90% of the total program fee is spent on the intern and in arranging for their facilities/services and only 10% is spent of the project development. For more details please refer to MOU or Code Of Conduct. We would like to explain to you how your program fee is divided.

**Personal Services for the Intern (60%)**

- 60% of the program fee is spent on.
- Food and accommodation setup and coordination in arranging the place.
- Certificate of achievement of Internship/Volunteering.
- Delhi/local airport pickups and transfers.(One time only)
- Paying guest /home stays both on sharing basis.
- Orientation on local area visits.
- Workspace.
- Provide Delhi Metro card with top up . (One time only)
- Supporting intern in-country
- Logistics
- Bank charges
- Letter of Completion of Internship ,Note : Please full details in MoU and Code of Conduct.

**Administration and Intern Recruitment (30%)**

Without administration and Intern recruitment funds our organization would not be able to sustain your current operations. And you, the intern, would not be able to receive the personalized attention and around-the-clock support that we currently offer. The 30% allocation of the funds is distributed to following sub-heads:

**(Administration (20%)**

The general administration cost supports our office staff and the field coordinators in each District where we run programs. This 20% of the funds is spend on:

- Staff /Project Consultant salaries
- Internet facilities
- Communications – IT, Telephone, mail, Postage
- General office supplies
- Legal consultation of intern documentation papers like MOU ,Code Of Conduct And Invitation letter
- Rent for project site offices
- Taxes
- Vehicles and maintenance
- Electricity bill
- Office - rental, equipment, stationary, printing, service charges, utilities
(Intern Recruitment (10%)
Following sub-sub heads need to be funded for intern recruitment.

- Website maintenance and promotions
- Communications: Brochures, E-newsletters, postage, local telephone charges.
- Web advertising

Program Development (10%)
Organization is consistently working to improve the quality of its programs. In addition, organization measures the impact it has on local communities at the end of each year and makes assessments how serve them better and meet their needs. Our Program development includes on-going program evaluations, improvement planning and management. It also includes searching and setting new project avenues that could benefit needy women and children. Project development - sourcing, vetting and setting up new projects. Maintaining, monitoring and supporting existing projects. Regular project visits sites.

Note: We mentioned our program fee breakdown in our Mou, Code of conduct, skype call and all type of communication with you, like Email, etc before your arrival. Any argument regarding program fee after joining the internship program will not be tolerable and will treatable as misconduct. (Refer Mou & Code of Conduct)

We provide on routine basis items/materials.

Since project participants are absolute needy ones and therefore they are to be provided all sorts of material as per the nature of the project. For School Children, Orphan homes and refugee camps: soaps, sanitary pads, water purifying tablets, Information education tools, like poster, flyers Children Informal education Project: We provided all need school supplies like books, games and refreshments etc. Govt. schools teaching program: Needs writing material, sports items, and competition/quiz expenses. Etc. Women empowerment program: It needs computers/internet expenses, vocational and skill development program workshops.

Program fee once paid will not be refunded/adjusted in any case
Social Media and Web:

Website: http://heeals.org/

Facebook: https://www.facebook.com/Heeals

Twitter: @heeals

Thank You 😊