Sufete Policy and Data Internship

Policy analysis and data: from evidence to briefs, dashboards and open datasets, 3 to 6 months, open all year

TIPCS-INT-MZN-2027 · Call for applications, version 1.0, 8 November 2026

1. At a glance

The Sufete Policy and Data Internship is one of four supervised internship tracks of the TIPCS Academy. It is open all year: you may apply at any time, applications are reviewed in a monthly cycle, and cohorts start according to supervisor capacity.

Item	Detail
Programme	Sufete Policy and Data Internship (TIPCS Academy, internships)
Who	Analytically minded students and recent graduates in economics, statistics, political science, law, data science, geography or related fields. Adults only (18+).
Length	3 to 6 months, agreed in the learning plan
Language	Arabic, French and English; working languages agreed with the supervisor
Location	Monastir (HBSSC), Tunis, remote, or a mix, as the tasks and the supervisor allow
Application	Create or open a TIPCS account at /members/apply, then complete the internship application
Deadline	Rolling, open all year
Status	Not yet open for applications; depends on Board ratification of the internship policy

2. Background and rationale

Policy debates are often decided by whoever presents evidence most clearly. A good policy brief states a question, shows the evidence, admits its limits and proposes options that decision-makers can weigh. A good dataset is documented so that others can check and reuse it. The Sufete Policy and Data Internship trains young analysts in both practices, in a context where neutrality and transparency are not optional.

Mizan interns work with the research departments and the Digital Peace and AI team. They clean and document datasets, build simple charts and dashboards, and draft the evidence section of policy briefs, always with a supervisor who reviews method and wording. TIPCS is non-partisan: the internship teaches how to analyse public questions without taking sides in political disputes.

TIPCS internships are learning experiences first, never a substitute for staff.

3. Objectives and expected outcomes

By the end, the intern should be able to:

- Learn to clean, structure and document a dataset, and to write a data dictionary and a method note that others can follow.

- Learn to build clear, honest charts and a simple dashboard, avoiding misleading scales and unsupported inferences.
- Learn to draft the evidence section of a policy brief, stating the strength of evidence and its limits.
- Learn basic open-data and reproducibility practice: versioning, licences, metadata, and what must never be published.
- Complete an open, documented dataset or dashboard and one co-authored brief.

4. Work agenda

The work agenda draws on current TIPCS research questions and on public data sources. Each intern is assigned one main data product and one brief.

Data cleaning and documentation. Importing public or project data, resolving inconsistencies, recording every change and writing a data dictionary. Guiding questions: Who produced this data, for what purpose, and with what limits? Which cleaning decisions could change the results?

Descriptive analysis and visualisation. Producing summary statistics, charts and a simple dashboard in a spreadsheet, Python or R. Guiding questions: Does this chart show what the data supports? Would a reader be misled by the axis, the colours or the missing categories?

Evidence sections of policy briefs. Drafting the evidence and limits sections of a brief with a researcher: summarising findings, grading strength, and flagging gaps. Guiding questions: What do we know, what do we suspect, and what do we not know? Is the wording neutral?

Open data and reproducibility. Preparing a dataset for release with metadata, a licence decision agreed with the supervisor, and a check for personal or sensitive information. Guiding questions: Can someone repeat this analysis from our files alone? Could this release identify a person?

5. Internship design, learning plan and calendar

Every internship starts with a written learning plan, drafted and signed by the intern and the supervisor in the first two weeks. It states the learning goals, tasks, deliverables, working mode (remote, in person or mixed), and the dates of the mid-term review and final assessment. It can be adjusted at the mid-term review, but never silently.

Weekly rhythm. A planning session and a review session with the supervisor each week, a weekly data clinic where interns present one chart or problem for peer feedback, and a protected half-day for learning. Work files are kept in a versioned folder, with a short log of changes.

Indicative calendar for a four-month internship (about 17 weeks); other lengths keep the same logic.

When	Activity	Expected output
Weeks 1 to 2	Induction: TIPCS mission, ethics, data-protection rules, tools, data inventory. Learning plan drafted and signed. The agreement is signed before the first day.	Signed learning plan; tool access; data inventory
Weeks 3 to 6	Clean and document the first dataset; build the first charts; data clinic presentations.	Data dictionary; cleaning log; chart set v1
Weeks 7 to 8 (mid-term)	Mid-term review: progress, feedback both ways, adjustment of the second half.	Mid-term review form; revised plan

When	Activity	Expected output
Weeks 9 to 14	Dashboard or open dataset; evidence section of the brief; peer and supervisor review.	Dashboard or dataset draft; evidence section draft
Weeks 15 to 17 (final)	Release checks, method note, co-authored brief, final assessment, portfolio.	Open dataset or dashboard; co-authored brief; final assessment; certificate of internship activities

6. Supervision, mentoring and the Academic Council

Each intern has a named supervisor from the relevant TIPCS team, on the Academic Council's register of approved supervisors, responsible for the learning plan, the two weekly sessions, written feedback at least every two weeks, the mid-term review and the final assessment, and follows only as many interns as can be supported properly.

Sufete interns are supervised by a researcher for substance and by a colleague with data experience for method; every public chart or dataset is reviewed by both before release.

The Academic Council of TIPCS, chaired by a professor of a partner discipline, approves the supervisor standards, reviews anonymised feedback and may be consulted in case of disagreement. Where a university requires an academic tutor, the supervisor and the tutor agree how to share information, with the intern's knowledge. Every intern also has a safeguarding focal point outside the supervision line.

7. Eligibility

Enrolled in a higher education programme, or recently graduated, in economics, statistics, political science, law, data science, geography or a related field.

Applicants must be adults (18 or older) on the day the internship starts. TIPCS does not accept minors for any of its programmes.

Skills expected. Basic statistics and spreadsheet skills, or Python or R. Clear writing in at least one of Arabic, French and English. No advanced programming is required; willingness to document every step is.

- Age: 18 or older.
- Status: enrolled in higher education, or graduated within the last 24 months.
- Availability: a continuous period of 3 to 6 months, with a weekly commitment set in the learning plan.
- University internship agreement: welcome where your institution requires one. In the application, choose your institution from the drop-down list of well-known universities, or type its name. The legal form is checked with the institution.
- Nationality is not a criterion. Applicants abroad may apply for remote or mixed internships; TIPCS cannot arrange a visa or residence permit.

8. Application package and how to apply

Applying always starts with creating or opening a TIPCS account at /members/apply. Once logged in, you complete the internship application and upload your documents.

Your data are used only to assess your application and, if accepted, to run the internship, under Tunisian personal-data law (Law 2004-63; the TIPCS declaration to the INPDP is in progress). Retention: [period to

be fixed by the Board after the INPDP declaration]. You can ask to see, correct or delete your data at Contact@tipcs.org.

- Curriculum vitae, two pages at most.
- Motivation letter, one page: why this track, what you want to learn, what you bring.
- A short work sample: a cleaned extract of a public dataset with a half-page note on what you changed, or a chart with a short explanation of its limits.
- Proof of enrolment or graduation date, and your institution's internship agreement or office contact if required.
- One or two references, if available.
- Preferred start month, length and working mode, and a declaration that you are 18 or older.

9. Selection: criteria, process and timeline

Applications are reviewed on a rolling basis by two people: the proposed supervisor and a member of the programme team outside the supervisory line. Each scores independently against the grid below and differences are discussed. Applicants are assessed on their application alone.

Process: eligibility check, scoring, a short online conversation with shortlisted applicants, decision, and an offer letter with dates, supervisor, working mode and conditions. Outcomes are given in writing, normally within a few weeks (a target, not a guarantee).

Equal treatment. Reviewers declare any link with an applicant; nationality, gender, region and institution are not scored. Applicants may ask in writing for the reasons for a decision and refer the matter to the Academic Council through Contact@tipcs.org.

Criterion	Weight (%)
Motivation and interest in evidence-based policy	20
Quantitative and technical aptitude (short practical exercise)	25
Clarity of writing and explanation	20
Rigour and care with limits and ethics	15
Availability and clarity of the proposed period	10
Contribution to a diverse, inclusive cohort	5
Neutrality and non-partisan approach to public questions	5
Total	100

10. Support, expenses and in-kind contribution

Support is mainly in kind: supervision and mentoring, a workspace in Monastir or Tunis when on site, access to the Academy's e-learning space, tools for the tasks, a TIPCS account for the duration, and the certificate of internship activities.

Expenses. No allowance or reimbursement is promised by this call. Travel, accommodation, meals or equipment costs are covered only if TIPCS has agreed in writing, beforehand, for a specific purpose [amount to be set by the Board with funders]. Interns should never pay for a TIPCS task on the strength of an oral understanding.

No replacement of staff, no disguised employment. Interns do not replace staff or fill vacant posts (see the legal framework below).

11. Outputs, deliverables, dissemination and indicators

Each internship ends with a portfolio: tasks done, methods used, deliverables, supervisor feedback and published outputs. It belongs to the intern, within the confidentiality limits below. TIPCS tracks internships completed, completion rate, deliverables approved, feedback and cohort diversity, and sets no targets before the first cohort.

Deliverable	Timing	Standard
Data dictionary and cleaning log	By week 6	Another analyst can repeat the cleaning
Dashboard or open dataset with method note	By end of internship	Documented, checked for personal data, licence agreed
Co-authored policy brief (evidence section)	By end of internship	Approved through the editorial chain
Portfolio	At final assessment	Each product linked to its method and feedback

12. Ethics, safeguarding, data protection, confidentiality and inclusion

Safeguarding. The internship runs under a written code of conduct that prohibits harassment, discrimination, exploitation and abuse of power. Every intern is given a safeguarding contact outside their supervision line and may raise a concern in confidence, without retaliation; concerns are handled promptly and, where the law requires, referred to the competent authorities. Concerns may also be raised under the TIPCS whistleblowing and complaints policy at Contact@tipcs.org, subject “CONFIDENTIAL – Concern”.

Remote and in-person work follow the same rules, using TIPCS channels.

Confidentiality. Interns may see unpublished research, participant data and internal documents. They sign a confidentiality undertaking at induction, copy nothing to personal devices or portfolios without written permission, and remain bound afterwards.

Ethics and data protection. Work involving people follows the TIPCS ethics protocol: informed consent, data minimisation, secure storage and anonymisation. Interns never handle sensitive personal data unsupervised, and declare conflicts of interest.

Gender and inclusion. TIPCS aims for diverse cohorts and discusses reasonable adjustments (disability, health, religious practice, caring duties) in the learning plan. TIPCS is politically neutral and non-partisan, and so are interns when acting for the institute.

13. Intellectual property and open access

Outputs created in assigned tasks belong to TIPCS or are released under the licence decided for the project, as the signed agreement states; a significant contribution is credited by name through the approval chain. Where a publication or dataset is released it is open access, unless confidentiality, privacy or partner conditions prevent it. The intern keeps the right to describe their role and to show their portfolio, subject to confidentiality. See also the legal framework (Law 94-36). This is general information, not legal advice.

14. Monitoring, mid-term review, final assessment and certificate

Mid-term review. At about the halfway point the supervisor and intern review progress against the learning plan on short forms. It is two-way: the intern also comments on supervision and working conditions, and changes, including an early and respectful end, can be agreed.

Final assessment. Near the end the supervisor assesses the intern against the learning plan and deliverable standards, with written comments; the intern comments and completes an exit questionnaire. It is a learning record, not an academic grade, unless the institution agrees otherwise.

Certificate of internship activities. Interns who complete the internship receive a certificate stating the track, dates, supervisor's role and activities. It is not a diploma or degree, is not recognised by any state or academic body, and asserts no skill level. Interns who leave early receive a statement for the period completed.

15. Risks and mitigation

Track-specific risks; programme-level risks are managed by the coordination team.

Risk	Likelihood or impact	Mitigation
Release of data that could identify a person	Low, high impact	Release checklist; supervisor and legal counsel consulted on doubtful cases; nothing published without sign-off
Misleading charts or over-claiming	Medium	Weekly data clinic; supervisor review of every public chart
Agreement with the institution delayed	Medium	Early contact with the internship office; start date adjusted rather than the agreement skipped
Source data of unclear licence or provenance	Medium	Source register; licence check before reuse
Placement drifts into unacknowledged employment	Low to medium, high impact	Task review at mid-term; no-replacement rule; counsel consulted

16. Partners and outreach

TIPCS intends to approach higher education institutions, student services, career offices and professional associations in Tunisia and abroad to publicise the internships and arrange agreements. These are outreach targets only: none has agreed and none is named here. Organisations able to host or fund places are welcome to get in touch.

17. Legal and regulatory framework (Tunisia)

General information in plain words, not legal advice. A reform of the personal-data law and of the associations decree has been discussed publicly: check the current text before relying on this.

- Internship agreement. An internship rests on a contract between the intern and TIPCS (three-party where the institution requires it). Under the Code des obligations et des contrats, a contract needs the free consent of adults, a lawful purpose and clear terms. The agreement therefore states dates, learning plan, tasks, supervision, confidentiality, intellectual property, how the placement can end, and that no

job is promised. The executive administration signs. Any required form, and electronic signature under Law 2000-83 on electronic exchanges and commerce, are to be confirmed.

- An internship is not employment. The Code du travail (law 66-27 of 30 April 1966) governs work done under an employer's authority in return for remuneration. An internship must not disguise that relationship: tasks serve learning, interns replace no staff and fill no vacancy. If a placement starts to look like a job, TIPCS changes the tasks or recruits properly under its recruitment policy. How a court would characterise an internship is for counsel to confirm.
- Social security and insurance. The Code de la sécurité sociale (law 60-30 of 14 December 1960) sets social-security duties in general terms. Cover for accidents at work and travel, liability insurance (TIPCS, the institution or the intern) and whether interns must be declared are all. No placement starts without a written answer on insurance.
- TIPCS as an association. Decree-Law 2011-88 on associations governs statutes, governing bodies, transparency of funding, accounting and reporting. Internship funding and expense support appear in TIPCS accounts and reports; the Board supervises, the executive administration manages and signs, and spending needs three different signatures.
- Intern data. Law 2004-63 requires consent, a stated purpose, minimal collection, limited retention, rights of access and objection, and a declaration or authorisation to the INPDP (TIPCS declaration in progress). Retention: [period to be fixed by the Board after the INPDP declaration]. Transfers abroad (cloud tools, remote interns) need checking.
- Work products and images. Law 94-36 protects authors of written, visual and audiovisual works. The agreement states how TIPCS may use an intern's work (licence or assignment, credit); the form is. People shown in photographs or videos must consent, under the photo-and-media policy.
- Whistleblowing and safeguarding. Law 2017-10 protects people who report corruption. Safeguarding follows TIPCS policy and the spirit of Organic Law 2017-58 (violence against women), Organic Law 2016-61 (trafficking in persons) and Law 2018-50 (racial discrimination); serious cases go to the competent authorities.
- Open data. Before release, the team checks that a dataset holds no information that could identify a person (Law 2004-63) and that the source licence allows reuse; public documents may be requested under Organic Law 2016-22 on access to information. The licence of a published dataset is decided with the supervisor.

18. Related TIPCS policies

The internship, recruitment and photo-and-media policies are new drafts awaiting Board ratification, so this call is indicative until then. The other three were ratified at version 1.0 on 25 October 2026.

- Internship policy (internship-policy, draft): agreements, supervision standards, learning plans.
- Recruitment policy (recruitment-policy, draft): selection principles, equal treatment.
- Photo-and-media policy (photo-and-media-policy, draft): consent, credit and use of images.
- Safeguarding policy (ratified, v1.0): code of conduct, focal point.
- Whistleblowing and complaints policy (ratified, v1.0).
- Conflicts of interest policy (ratified, v1.0).

19. What the programme does not promise

TIPCS does not promise a visa, a residence permit or admission to any institution; a job or any future relationship with the institute; a diploma, a degree or a certificate recognised by any state; or any language or skill level. The internship gives no legal status beyond the signed internship agreement.

20. Contact and frequently asked questions

Contact: Contact@tipcs.org; landline +216 73 553 915. Offices: Monastir (HBSSC) and Tunis.

Question	Answer
My university requires an agreement. What do I do?	Select it in the drop-down list or type its name, and send the template or your internship office contact. TIPCS reviews it, and the executive administration signs once the offer is confirmed.
Do I need to know Python or R?	No. A strong spreadsheet user can succeed; Python or R are welcome and can be learned during the internship.
Will my dataset be published?	Only if it passes the release checks and is approved. Where it cannot be published, the method note and a synthetic or aggregated example may be.
Which tools will I use?	Spreadsheets, and Python or R if you wish; TIPCS provides the tools needed for the tasks.

> Call for applications, version 1.0, 8 November 2026. Applications start from a TIPCS account at www.tipcs.org. TIPCS does not promise a job, a diploma, a visa or admission anywhere. Adults only (18+). General information, not legal advice: check the current official texts before relying on it.

Stage Sufete politiques et données

Analyse de politiques et données : des preuves aux notes, tableaux de bord et données ouvertes, 3 à 6 mois, ouvert toute l'année

Le TIPCS, think-do tank tunisien basé à Monastir et à Tunis, propose en continu le « Stage Sufete politiques et données », un stage supervisé de 3 à 6 mois, en présentiel, à distance ou en formule mixte, ouvert aux adultes de 18 ans et plus (étudiants et jeunes diplômés). Les candidatures sont reçues toute l'année et examinées chaque mois. Le stagiaire travaille avec les départements de recherche et l'équipe Paix numérique et IA : nettoyage et documentation de données, graphiques et tableaux de bord, partie « preuves » des notes de politique, données ouvertes.

Chaque stage commence par un plan d'apprentissage écrit et signé avec un superviseur nommé, qui assure deux séances par semaine ; une évaluation à mi-parcours bilatérale et une évaluation finale suivent. Le résultat attendu est un jeu de données ou un tableau de bord ouvert et documenté, et une note co-rédigée. Rien n'est publié sans contrôle des données personnelles et validation. L'attestation d'activités de stage n'est ni un diplôme ni un certificat reconnu par un État.

Pour candidater, il faut d'abord créer ou ouvrir un compte TIPCS (/members/apply), puis déposer un CV, une lettre de motivation, un court échantillon de travail, un justificatif d'inscription ou de diplôme et, si votre établissement d'enseignement supérieur l'exige, une convention de stage. La sélection suit une grille pondérée dont le total est de 100 points. Aucune indemnité n'est promise ; des frais ne sont pris en charge que sur accord écrit préalable [montant à fixer par le Conseil avec les bailleurs].

Cadre juridique (informations générales, sans avis juridique ; à vérifier sur les textes officiels en vigueur) : la convention de stage relève du droit commun des contrats (Code des obligations et des contrats) ; un stage ne doit pas masquer un emploi (Code du travail) ; l'assurance et la sécurité sociale restent à confirmer ; le TIPCS agit dans le cadre du décret-loi 2011-88 sur les associations ; les données personnelles relèvent de la loi 2004-63 (déclaration à l'INPDP en cours), ce qui commande un contrôle avant toute publication de données ; la loi organique 2016-22 sur l'accès à l'information peut servir pour obtenir des documents publics ; les productions relèvent de la loi 94-36 ; la loi 2017-10 protège les lanceurs d'alerte.

Politiques liées : politique de stages, politique de recrutement et politique photo et médias (projets soumis à la ratification du Conseil) ; sauvegarde, lanceurs d'alerte et plaintes, conflits d'intérêts (ratifiées, v1.0).

Le TIPCS ne promet ni visa, ni admission dans un établissement, ni emploi, ni diplôme ou certificat reconnu par un État, ni niveau de langue ou de compétence. Contact : Contact@tipcs.org, ligne fixe +216 73 553 915.

> Appel à candidatures, version 1.0, 8 novembre 2026. Toute candidature part d'un compte TIPCS sur www.tipcs.org. Le TIPCS ne promet ni emploi, ni diplôme, ni visa, ni admission. Adultes uniquement (18 ans et plus). Information générale, non un avis juridique : vérifier les textes officiels en vigueur avant de s'y fier.

تربص السوفيت للسياسات والبيانات

تحليل السياسات والبيانات: من الأدلة إلى الأوراق ولوحات المتابعة والبيانات المفتوحة، من 3 إلى 6 أشهر، والباب مفتوح طوال العام

يتيح المعهد التونسي للسلام ودراسات النزاعات (TIPCS)، وهو مركز فكري عملي تونسي مقره في المنستير وتونس العاصمة، «تربص السوفيت للسياسات والبيانات»، وهو تربص مُشرَف عليه مدته من 3 إلى 6 أشهر، حضوريًا أو عن بُعد أو بصيغة مختلطة، ومفتوح للبالغين (18 سنة فأكثر) من الطلبة والخريجين الجدد. تُستقبل الطلبات طوال العام وتُراجَع كل شهر. يعمل المتربص مع أقسام البحث وفريق السلام الرقمي والذكاء الاصطناعي: تنظيف البيانات وتوثيقها، الرسوم ولوحات المتابعة، جزء الأدلة في أوراق السياسات، والبيانات المفتوحة.

يبدأ كل تربص بخطة تعلّم مكتوبة يوقّعها المتربص والمشرف المعيَّن، وتُعقد جلستان أسبوعيًا مع المشرف، يعقبهما تقييم منتصف المدة (ثنائي الاتجاه) وتقييم نهائي. والمخرَج المنتظر هو مجموعة بيانات أو لوحة مفتوحة وموثَّقة وورقة سياسات بالاشتراك في التأليف. ولا يُنشر شيء قبل فحص المعطيات الشخصية والمصادقة. وشهادة أنشطة التربص ليست دبلومًا ولا شهادة معترفًا بها من أي دولة.

للتقدّم يجب أولًا إنشاء حساب في المعهد أو فتحه (members/apply/)، ثم إرفاق السيرة الذاتية ورسالة الدافع ونموذج عمل قصير وإثبات التسجيل أو التخرج، واتفاقية التربص إن اشترطتها مؤسستكم للتعليم العالي. ويستند الاختيار إلى شبكة معايير موزونة مجموعها 100 نقطة. ولا يَعِد المعهد بأي منحة، ولا تُغطّى النفقات إلا باتفاق كتابي مسبق [المبلغ يحدده المجلس مع الممولين].

الإطار القانوني (معلومات عامة، وليست استشارة قانونية؛ يُرجى التثبت من النصوص الرسمية السارية): اتفاقية التربص عقد يخضع للقواعد العامة في مجلة الالتزامات والعقود؛ ولا يجوز أن يخفي التربص علاقة شغل (مجلة الشغل)؛ ويبقى التأمين والضمان الاجتماعي محل تأكيد؛ ويعمل المعهد في إطار المرسوم عدد 88 لسنة 2011 المتعلق بتنظيم الجمعيات؛ وتخضع المعطيات الشخصية للقانون الأساسي عدد 63 لسنة 2004 (وتصريح المعهد لدى الهيئة الوطنية لحماية المعطيات الشخصية قيد الإعداد)، ما يوجب فحصًا قبل نشر أي بيانات؛ ويمكن الاستناد إلى القانون الأساسي عدد 22 لسنة 2016 المتعلق بالحق في النفاذ إلى المعلومة لطلب وثائق عمومية؛ وتخضع الإنتاجات للقانون عدد 36 لسنة 1994؛ ويحمي القانون عدد 10 لسنة 2017 المبلّغين عن الفساد.

السياسات ذات الصلة: سياسة التربصات وسياسة الانتداب وسياسة الصور والإعلام (مشاريع بانتظار مصادقة المجلس)؛ وسياسات الحماية والإبلاغ والشكاوى وتضارب المصالح (مُصادَق عليها، الإصدار 1.0).

لا يَعِد المعهد بتأشيرة ولا بقبول في أي مؤسسة ولا بوظيفة ولا بدبلوم أو شهادة معترف بها من دولة، ولا بمستوى لغوي أو مهاري. للاتصال: Contact@tipcs.org، الهاتف الثابت +216 73 553 915.

> نداء لتقديم الطلبات، الإصدار 1.0، 8 نوفمبر 2026. تبدأ كل طلبات التقدم من حساب لدى المعهد على www.tipcs.org. لا يَعِد المعهد بوظيفة ولا شهادة ولا تأشيرة ولا قبول. للبالغين فقط (18 سنة فأكثر). معلومات عامة وليست استشارة قانونية؛ يُرجى التثبت من النصوص الرسمية السارية قبل الاعتماد عليها.