Periplus Programme Internship

Programme and project support: plan, run and report, 3 to 6 months, open all year

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

1. At a glance

The Periplus Programme 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	Periplus Programme Internship (TIPCS Academy, internships)
Who	Students and recent graduates who want to learn how a non-profit research institute plans, runs and reports on projects. 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

A research institute does not only produce analysis; it also runs events, trainings, fellowships, learning spaces and partnerships, and it must account for all of them to its members, partners and funders. Programme management in a small non-profit is a craft: workplans that are realistic, trackers that are kept up to date, participants who are looked after, and reports that tell the truth. The Periplus Programme Internship teaches that craft through real work on live TIPCS activities.

Medina interns are attached to the programme and operations team, and may work across departments. They learn by managing a defined piece of a project, from the first workplan to the closing report, while being supervised by an experienced programme or operations officer. The internship is suited to people who enjoy organisation, writing and working with many partners at once.

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 prepare a workplan with milestones, responsibilities, risks and an in-kind resources tracker.
- Learn to manage participant lists, registrations, communications and accessibility needs with respect for data-protection rules.
- Help run an event, workshop or e-learning cohort from preparation to follow-up.

- Learn to write an activity report and a closing report that separate outputs, outcomes and lessons learned.
- Complete a project file that documents one activity from start to closing report.

4. Work agenda

The work agenda is built around live TIPCS activities. Each intern takes responsibility, under supervision, for a defined activity and supports two or three others.

Planning and workplans. Drafting a workplan with objectives, activities, milestones, owners and risks; maintaining a calendar of deadlines. Guiding questions: What must be true for this activity to succeed? Who depends on whom? What is the realistic scope given our resources?

Trackers and in-kind resources. Maintaining trackers of tasks, decisions, in-kind contributions and documents, without inventing or estimating figures that nobody has confirmed. Guiding questions: What is known, what is assumed, and what is still to be confirmed? Who validated this number?

Events, workshops and participants. Preparing programmes, venues or online rooms, participant lists, consent and information notices, accessibility arrangements and follow-up messages. Guiding questions: Who may be excluded by our choices of time, place or language? What personal data do we truly need?

Reporting and lessons learned. Collecting evidence of activities, drafting activity and closing reports, and recording lessons for the next cycle. Guiding questions: What did we do, what changed, and how do we know? What would we do differently?

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 meeting with the supervisor at the start of each week and a review at the end, one team meeting, and a protected half-day for learning (project management methods, reporting, data protection). The intern keeps a tracker of tasks and decisions that becomes part of the project file.

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, governance, ethics, data protection, communication rules. Learning plan drafted and signed. The agreement is signed before the first day.	Signed learning plan; access to tools
Weeks 3 to 6	Take over a defined activity; draft its workplan and tracker; shadow an event or workshop.	Workplan v1; tracker; shadowing notes
Weeks 7 to 8 (mid-term)	Mid-term review: progress, feedback both ways, adjustment of the second half.	Mid-term review form; revised plan
Weeks 9 to 14	Run the activity with the team: participants, logistics, communication, accessibility; support the e-learning space.	Participant file; activity log; follow-up messages
Weeks 15 to 17 (final)	Draft the closing report, handover, final assessment, project file and portfolio.	Closing report; project file; 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.

Periplus supervisors are programme or operations officers. An intern never holds signing authority: any spending or commitment on behalf of TIPCS follows the three-signature rule applied by staff.

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 any field; management, public administration, international relations, social sciences, communication or education are common backgrounds but not a requirement.

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. Strong organisation and writing skills, reliability and attention to detail. Comfort with spreadsheets and shared documents. Good communication in at least two of Arabic, French and English.

- 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 one-page draft workplan for an imaginary two-day workshop, with its risks and the points still to be confirmed.

- 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 understanding of non-profit programme work	25
Organisation and reliability (shown in the application)	25
Writing and communication	20
Practical judgement (short scenario exercise)	15
Availability and clarity of the proposed period	10
Contribution to a diverse, inclusive cohort	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
Workplan and tracker for the assigned activity	By week 6	Complete, current and understandable to others
Participant and communication files	During the activity	Data-protection rules followed
Closing report	By end of internship	Separates outputs, outcomes and lessons
Project file and portfolio	At final assessment	Whole activity documented from start to closing report

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
Intern absorbed into routine administration	Medium	Learning plan; protected learning half-day; supervisor review of task mix
Overlapping deadlines across activities	Medium	Single shared calendar; workload check at weekly review
Agreement with the institution delayed	Medium	Early contact with the internship office; start date adjusted rather than the agreement skipped
Intern asked to commit funds or sign for TIPCS	Low, high impact	No signing rights; three-signature rule applied by staff only
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.
- Participant lists and funder reports. Participant data are personal data under Law 2004-63. Reports to funders follow the transparency and reporting duties of Decree-Law 2011-88. Due diligence on funds and partners (Organic Law 2015-26 as amended by Organic Law 2019-9) is done by the executive administration, never by interns.

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.
Will I manage a budget?	You will maintain trackers of tasks and in-kind resources. TIPCS does not ask interns to handle money or sign financial commitments.
Can I work remotely?	Yes, if the tasks allow it and the supervisor agrees; some event tasks are easier in person in Monastir or Tunis.
Will I contact funders or partners?	Only under supervision, using messages approved in advance.

> 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 Periplus en gestion de programme

Appui aux programmes et projets : planifier, conduire, rendre compte, 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 Periplus en gestion de programme », 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 apprend à planifier, conduire et rapporter des projets, événements et formations : plans de travail, suivis, listes de participants, appui à l'espace d'apprentissage en ligne et rapports.

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 dossier de projet géré du plan de travail au rapport final, et un portfolio. Le stagiaire n'a aucun pouvoir de signature ni d'engagement financier. 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, notamment pour la transparence et les rapports aux bailleurs ; les données des participants et des stagiaires relèvent de la loi 2004-63 (déclaration à l'INPDP en cours) ; 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 بيريبلوس في إدارة البرامج

دعم البرامج والمشاريع: التخطيط والتنفيذ وإعداد التقارير، 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 بيريبلوس في إدارة البرامج»، 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. يتعلم المتربص كيف يخطّط للمشاريع والفعاليات والتدريبات وتُنفَّذ وتُرفع تقاريرها: خطط العمل وجداول المتابعة وقوائم المشاركين ودعم فضاء التعلم الإلكتروني والتقارير.

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 ملف مشروع مُدار من خطة العمل إلى التقرير الختامي وملف إنجاز. ولا يملك المتربص أي صلاحية توقيع أو التزام مالي. 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، ومنه الشفافية والتقارير إلى الممولين؛ وتخضع معطيات المشاركين والمتربصين للقانون الأساسي عدد 63 لسنة 2004 (وتصر يح المعهد لدى الهيئة الوطنية لحماية المعطيات الشخصية قيد الإعداد)؛ 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.