



International IDEA

Terms of Reference Internship

Programme: Democracy Assessment

Context

The International Institute for Democracy and Electoral Assistance (International IDEA) is an intergovernmental organization that advances democracy worldwide, as a universal human aspiration and an enabler of sustainable development, through support to the building, strengthening and safeguarding of democratic political institutions and processes at all levels.

International IDEA seeks to act as a catalyst for democracy-building and to work together with policymakers, governments, civil society organizations, UN organizations and agencies, and regional organizations engaged in the field of democracy-building. International IDEA works at the global, regional and country levels. The organization's headquarters (HQ) are based in Stockholm, Sweden, where its Global Programme is based. International IDEA has four regional programmes (Africa & West Asia, Asia & the Pacific, Europe, Latin America & Caribbean). International IDEA is a Permanent Observer to the United Nations

In 2016, International IDEA launched the [Global State of Democracy Initiative](#), led by the Democracy Assessment (DA) team (under Global Programmes), to analyze democratic trends and challenges and opportunities impacting on the global democracy landscape. The Initiative's primary knowledge products are the Democracy Tracker, the Global State of Democracy (GSoD) Indices, and the Global State of Democracy (GSoD) Reports. The Initiative also includes regional partnership networks. The intern will work with the Europe team of the Democracy Assessment programme.

Internship Activities

The intern, under the guidance of the Adviser, shall perform the following tasks:

- Provide assistance with research, data collection, and writing/editorial process;
- Support the organization and logistical arrangements of events, meetings, webinars etc;
- Support Democracy Assessment's Europe team in research activities and in the development/revision of different knowledge products. This includes data gathering, coding analysis of trends in data, drafting, incorporation of data into upcoming publications, fact-checking etc., for the Democracy Tracker and Global State of Democracy Indices and/or other publications;
- Assist in preparing presentations, outreach events, communications/social media tasks, taking notes etc.
- Perform any other tasks as requested by the Adviser, and/or any other person designated by him/her;
- Actively integrate the inclusion of a gender and inclusion perspective in all activities.

Qualifications and required skills

- Student enrolled in a programme or recently graduated focusing on social science, political science, international relations or a related field.
- Language skills: Fluent written and oral English required. Proficiency in other languages spoken in Europe is an asset.
- Analytical, drafting and problem-solving skills.
- Ability to appreciate diversity and work as part of a team in such an environment.
- Ability to assess, manage and structure information.
- Good interpersonal skills.
- Knowledge of Microsoft Office package (including Excel) and the Internet.
- Knowledge of information management systems.
- Previous work or research experience related to Europe would be an asset.
- Quantitative research and data visualization skills would be an asset.

Management and Organization

This is an in-person, unpaid internship. Upon coordination with the Head of DA and/or any other person designated by her, the intern can take advantage of the flexible working options in line with the International IDEA's Hybrid Working Procedure.

Reporting Requirements

The intern will be mentored by the Adviser and/or any other person designated by them.

Timeline

The internship position will be full-time between **mid-August 2026 until mid-December 2026**, based on agreement with the intern. The intern will work office hours 9:00-17:00 if not otherwise agreed with the Mentor. The intern will be provided with a workstation at International IDEA.

Expected outcome/learning opportunities

The intern is expected to benefit from the position by gaining insights, experience and knowledge on;

- Research skills, both qualitative and quantitative
- Data visualization (for example using R Studio, or Flourish)
- Writing skills for different knowledge products (i.e. reports, blogs, papers, annual and concise monthly updates etc.)
- Editorial process (fact-checking, references)
- Communication, outreach and promotion (organizing events to promote our work, working with social media etc.)
- Admin and management (planning, prioritizing, monitoring and evaluation etc.)
- Tools and methods used for supporting democratic institutions and actors;
- Working processes of a multilateral, multicultural organization;
- Recent developments and trends related to the state of democracy at a global level, but focusing on Europe.

The intern is expected to act as part of the team, learning from all team members in their different capacities.

Mentoring Plan

International IDEA will provide mentoring for the intern. This will consist of:

At the start of internship

- Welcome meeting to introduce the team members, get an overview of International IDEA, the programme, team activities and ongoing projects.
- An initial mentoring meeting to create a work plan for the internship activities and objectives.
- Introduction to IT platforms.
- Contact with a HROD representative to get to know the team, its function and understand what support can be provided during the internship.

Continuously during internship

- Participation in weekly team meetings and other meetings, for the intern to be acquainted with the team and get an insight into organizational dynamics.
- Weekly mentoring meetings with the direct mentor to discuss work progress and help clarify any questions the intern will have.
- Email exchange and video/phone call with mentor or any other team members as needed.
- Constant feedback after submitting a deliverable.
- Meetings will be arranged with respect for the different time zones.

End of internship

- Internship review to go through performed tasks, objectives, lessons learned and an opportunity for the mentor and intern to share constructive feedback.

Restrictions

During the internship period at International IDEA, the intern is expected to adhere to International IDEA's standards of independence and impartiality and is expected to exercise discretion in all matters relating to the performance of their functions.

While engaged by International IDEA, the intern may not engage in any activity that is incompatible with the discharge of their duties. Unless specifically authorized, the intern may not communicate at any time to the media, or any institution, government or external authority, any information that has not been made public and which is known to them as a result of their engagement with International IDEA.