

Internship Reflection Report

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1. Introduction

When starting my master's in Forest and Nature Conservation, I was mostly interested in the combination of conserving nature, while humans are still making use of it. This interest expressed itself in a thesis where I combined agriculture and nature conservation and multiple projects where I focussed on commodities like quinoa, bananas and MSC certification. Researching the social, economical and ecological sustainability of supply chains drew my attention in the last two years of my masters. Therefore, doing my internship at Solidaridad, an organization that works throughout the whole supply chain to make sustainability the norm and enable farmers and workers to earn a decent income, produce in balance with nature, and shape their own future, was a very logical step. I joined the Knowledge Management & Learning team, because I was interested in how learning from projects and learning within an organization is executed in an NGO and moreover, I expected I could contribute to this team with my academic experience in both quantitative and qualitative research.

After 4,5 months of being an intern at Solidaridad, I learned a lot, which I reflect on in this report. First, I describe the organization, then I discuss my working activities and outputs, followed by a personal reflection on how I experienced my internship at Solidaridad and whether I achieved my learning goals. Finally, I discuss how this internship is relevant for my future career.

2. The organization

Solidaridad is a non-governmental organization (NGO) founded in 1969 in the Netherlands, based on the belief that consumers had a role in transforming the food sectors towards social, economic and ecological sustainability. For this, they introduced Fair Trade certification as a key component to insure fair wage for farmers globally. Throughout the years, the organization grew and shifted to targeting all actors of the supply chain, including farmers, companies and governments. Nowadays, the key focuses are the sustainability of supply chains, helping farmers earning a fair income, decent working conditions, gender and social inclusion and sustainable production. Solidaridad is present in more than 50 countries, on different continents (Asia, west/east/south/central Africa, south/central/north America) working on different commodities (coffee, tea, cocoa, sugar, palm oil, soy, cotton, textiles, gold, leather, fruit, vegetables, livestock and dairy).

Solidaridad is a network organization, which means it is present in different countries and works at different levels of the value chain to make it sustainable. Each region has its own managing director and supervisory board, leading to a capacity to adapt at the regional level. All the regional centers are at the same hierarchical level and work towards the same goals (Figure 1).

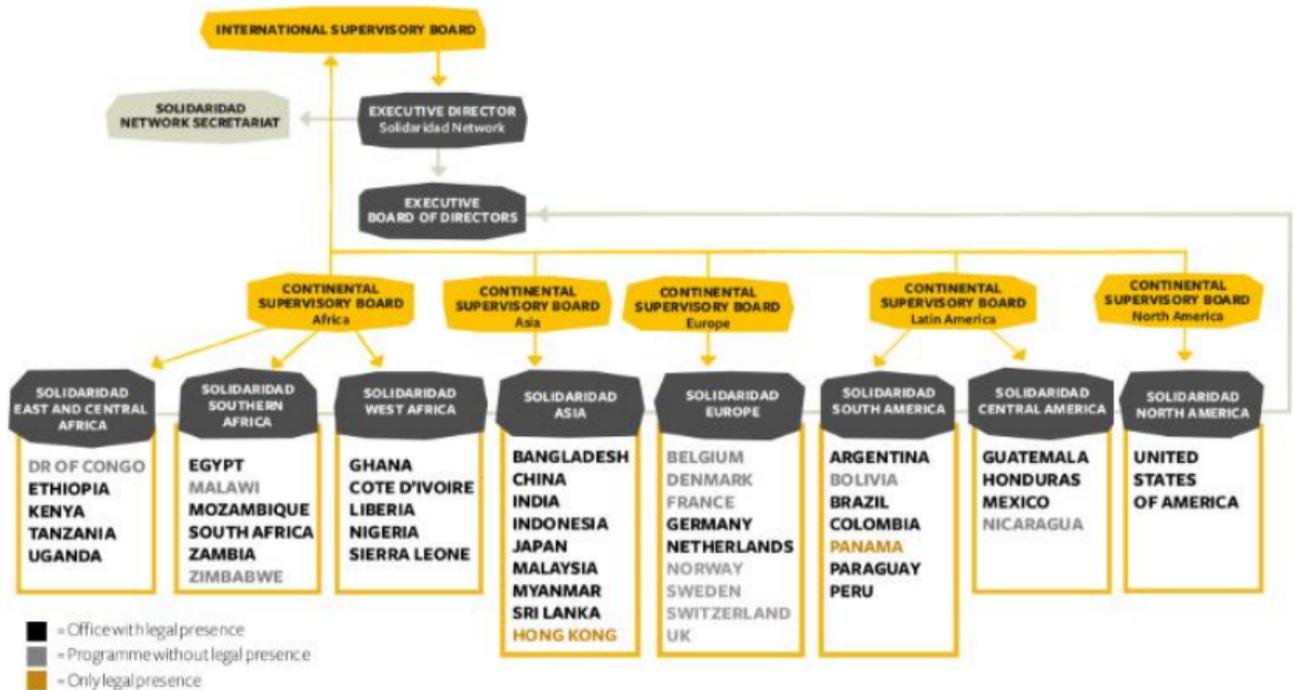


Figure 1 The hierarchical structure of Solidaridad Network¹

Regional Expertise Center Europe (REC Europe)

Solidaridad Europe is based in Utrecht, the Netherlands. Solidaridad Europe is organized in 5 teams, holding about 60 employees. The 5 teams entail:

- **Corporate Engagement & Partnerships:** working with private partners to test innovation, speed up change and succeeding at scaling
- **Donor Relations:** aiming at finding large donors and sustaining relations.
- **Policy Influencing:** lobbying work at different levels; governments in both Europe and producing countries, and companies.
- **Communication & Campaigning:** Communication of Solidaridad in the Netherlands on different (social) media and attracting and communication with individual donors
- **Knowledge Management & Learning** aims to build knowledge and facilitate learning to ensure effective, efficient, and relevant programming and continuous improvement in the organization.

¹ <https://www.solidaridadnetwork.org/organization/>

KML Team

As this is the team I did my internship with, I highlight their activities a bit more elaborate. The KML team is managed by Arjen Mulder and composed of 5 people, and at the time I was here, 2 interns. KML is mainly working on ensuring effective and efficient programming as well as continuous improvement within the organization. They achieve this by building knowledge and facilitating learning in Solidaridad. This learning is facilitated in Solidaridad Europe's teams, as well as learning from projects that are executed by Solidaridad. They work quite independently, each member having their own projects and tasks, though they have weekly meetings of 30 minutes to update each other on their progress and weekly activities. Next to weekly meetings, there are monthly meetings where there is more time to discuss certain projects. Together they have set annual goals, including key performance indicators (KPI), so they reflect on achieving their goals in these meetings as well. One KPI is to develop and update factsheets for all projects that REC Europe was involved in that year. It was one of my internships' tasks to contribute to this KPI.

I worked on my own projects and had weekly meetings with Arjen to discuss my work and progress. In these meetings, I could ask for feedback and discuss further activities and tasks I wanted to complete during my internship. Together we also evaluated my learning goals during these weekly meetings. Although I did not work closely together with my colleagues, I could always ask for help and support.

Reflection: Did I need to adapt to the organization's structure and culture, how, why?

Before, in other workplaces, I experienced that I sometimes struggled with approaching someone that is in a higher position than I am. So I anticipated before starting with this internship that I should try to avoid this feeling of not being taken seriously as an intern, by being more confident of my own opinion and input in a team. However, at Solidaridad I did not experience this at all, I really felt like part of the team and that my input was just as valuable as others. I felt very at ease in Solidaridad's working structure, which is due to the fact that there is not a strict hierarchy in place. I felt like I could approach everyone in the organization very easily and colleagues from within and outside of the team were interested in my input.

3. My working activities and outputs

During my internship, my three main projects were a track record on child labour, an evaluation of the functioning of global teams and updating fact sheets. Next to this, I performed other smaller tasks, such as the online facilitation of a donor meeting and providing support during a team learning day. I tracked all these activities, including lessons learned and achievements, in a logbook (Annex A)

Description of main activities:

Track record Child Labour

Requested by the Policy Influencing team, I created a track record on Child Labour (see mail attachment). This is my main work for my internship and functions as the internship report. In this document, I start by introducing child labour as an issue in the supply chains Solidaridad works in. Then I present summaries of projects that focused on child labour, including main results and lessons learned. Based on these projects and external knowledge, I draw a conclusive position on child labour. This

position was not available in the organization, so it is good I created this. I made some recommendations as well. For this track record I also worked together with the thematic lead manager of decent work, to think of ways to incorporate my work in his learning trajectory. I helped set up a survey that is currently being sent out to experts in the organization.

Description of internship topic:

Child labour remains a persistent problem in the world today: The latest global estimates from the beginning of 2020 indicate that 160 million children, 63 million girls and 97 million boys, were in child labour globally, accounting for almost 1 in 10 of all children worldwide. Nearly half of all those in child labour, seventy-nine million children, were in hazardous work that directly endangers their (mental) health, safety and development.

Eliminating child labour is a global priority, embedded in Sustainable Development Goal (SDG) 8.7, which provides for the elimination of child labour in all its forms by 2025². The term "child labour" is defined by the International Labour Organisation (ILO) as work that deprives children of their childhood, their potential and their dignity, and that is harmful to physical and mental development. It refers to work that: is mentally, physically, socially or morally dangerous and harmful to children; and/or interferes with their schooling by: depriving them of the opportunity to attend school; obliging them to leave school prematurely; or requiring them to attempt to combine school attendance with excessively long and heavy work. Whether or not particular forms of "work" can be called "child labour" depends on the child's age, the type and hours of work performed, the conditions under which it is performed and the objectives pursued by individual countries. The answer varies from country to country, as well as among sectors within countries.³

Achievements and lessons learned

I managed to contact many people within the organization to gain knowledge on child labour. This helped me create a general position on child labour. Because of these different inputs, I also learnt how complicated it is to create a general position in a global environment on such a sensitive subject. I am happy my work will be used for a greater document on decent work and I hope Solidaridad will be able to present their general position on child labour in the future in different media.

GET evaluation

The first 5 weeks of my internship were mostly occupied by this evaluation. Solidaridad has a new designed structure for capability development and innovation, called the Global Expertise Teams (GETs). These teams were implemented for one year so an evaluation was requested by the Executive Board of Directors (EBoD). The review served as input to provide recommendations on ways to adjust organizational setup and work processes. Since this review contains sensitive information about the internal organization, I have not attached it in my email.

Together with an external consultant, I performed key informant interviews of one hour each with GET leads and Thematic learning group leads. For this, I created an interview format, based on a survey that was sent out to all GET members. I transcribed all the interviews and summarized them. Based on the

² SDG Indicator 8.7 ([link](#))

³ ILO. What is child labour? ([link](#))

key findings, I created statements for an online focus group discussion. I organized and facilitated this focus group with the GET leads. The statements were used as input for discussion, where the general topic was: 'Are we on the right track?' All responses were treated confidentially and responses were anonymised before being sent to the EBoD to discuss. Based on this work, they made some major adjustments in the structure.

Achievements and lessons learned

The evaluation did have tight planning and it was clear what was expected from me. During the process however, the manager of the project at the last minute asked me to perform more interviews in a very short amount of time, which was not possible. Here, I set some clear boundaries and told him what was possible and not possible, and besides I thought of other solutions to still be able to meet his wishes. In order to deal with this, I discussed this with my supervisor and eventually handled it myself. I am proud of myself for asking for help and setting clear boundaries.

Furthermore, I learnt what it was like to be a researcher in a non-research setting. I had to sometimes stand my ground when people weren't happy with the results and therefore started to question the methodology used. I handled this by explaining how I set up the interviews and being clear about the used methodology. Also, there was a short amount of time which meant I could not interview everyone involved. I made this clear in the limitations of the evaluation report.

Updating fact sheets

An ongoing activity of the KML team is the continuous development and updating of project factsheets. Factsheets are summaries of projects that have REC Europe involvement and include key information on the issue, interventions, outputs, outcomes and lessons learned (See mail attachment). The goal is to build a database that provides easy access to the projects. Employees can find the factsheets organized per commodity on the organization's google drive and the knowledge hub. There is also an excel file that provides an overview of (and the links to) the factsheets, which I updated with the relevant running and finalized projects.

Before I could get started with updating the fact sheets, I helped to create a new format of the fact sheets. By immediately using the new template of fact sheets, I could help the team visualize what it should look like and what information should be included in the new fact sheets. In the new template, there is a clear distinction between outputs and outcomes, which forces you to make a clear distinction between those and search for the relevant numbers in annual project evaluations. However, this also leaves less space to explain why a certain goal was not reached. Now I often put this under lessons learned, but it might be good to add an extra column to the table to be able to explain a bit more about the results in text.

To develop project factsheets I needed to search through different documents related to the project, that are supposed to be stored in various locations of the organization's google environment. However, often these reports cannot be found on Google drive, therefore I had to email project managers for the most recent reports. This impedes the efficiency of updating the fact sheets. Next to emailing project managers, I gathered information by searching through concept notes, project proposals and theories of change, which takes up a lot of time.

Achievements and lessons learned

I personally suggested making a separate Gender track record to highlight the elaborate work that has been done on this theme. I started this document and it would be great if this could be uptaken by a new intern.

During the time of my internship, I have developed and updated 12 factsheets. I feel like I could have updated more, but this did not happen because of several issues: It took a lot of time to search for the relevant information and I had some issues starting the factsheets, as the excel file was not up to date. Moreover, I noticed I do not work efficiently when there are no deadlines to my assignments. In order to overcome this last issue, I set up a new learning goal:

- I use different ways to work more efficiently

I thought of different ways to do work more efficiently: I set deadlines for myself and let my fellow intern check in with me every week, so I would feel more pressure to work on the fact sheets, as I would have to show her my work activities. Furthermore, I used different ways to keep my focus at the office, such as standing instead of sitting at my desk and planning smaller breaks. Planning these smaller breaks helped me work towards these breaks, instead of doing more smaller breaks spread out over the day.

I also set up another extra learning goal, as my original goals were going rather well:

- I learn how to differentiate outcome and output

During my work on the fact sheets, there is often a lot of information on the project available. Sometimes, it is hard to distinguish the outputs and outcomes here. I wanted to improve my analytical skills to report these in the fact sheets. Working with academic articles has taught me to critically look at used methods and results. Evaluation reports are a different kind of source, but I tried to make use of these academic skills.

What I also learned while working on the fact sheets and working in an NGO, is that it is hard to report on lessons learned and recommendations, when you also want to show positive outputs and outcomes with your donor relations. Working on this was therefore a very helpful and educational experience. It forced me to think about my role and objectivity as a researcher within an NGO. I realized that while working on projects in an NGO, it is important to have clear what audience you are writing for. That changes the way you write about learning experiences and failures and successes. You can still share learning experiences with (potential) donors, but in a different way than you would share these lessons within the organization.

Is Solidaridad satisfied with the internship output?

I received helpful feedback on my work in progress and when I worked on this feedback and finalized the outputs, I received positive reactions. During my weekly meetings with my supervisor, I asked what aspects of the professional attitude I could improve on, and there were none to mention.

Solidaridad is happy with my work, as my work went to the EBoD and they asked me to present my Child Labour work to the whole organization.

4. Personal reflection

I reflected on my professional skills halfway through the internship, in order to find possibilities to improve myself (Annex 2). I discussed this with my supervisor and we tried to find some opportunities where I could work on these skills more.

Learning goals

At the beginning of my internship I formulated three learning goals for myself. I described what the ultimate outcome would be (level 5) and below I reflect on the outcomes.

1. To determine if the tasks, structure and working environment of an NGO I am working in are appropriate for me in the future.

I described in my learning agreement: 'Level 5 entails that I have an overall feeling of the NGO working environment and structure, which I will experience by being at the offices as much as possible. Since Covid measurements are disappearing, I strive to be at the office every working day. Next to the working environment, I will try to take up a variety of tasks within the KML team, to experience the possibilities within the team. I will aim for 3 different greater tasks and next to this support the team on smaller tasks.'

I think I achieved this level. I worked and supported a variety of projects that gave me a great insight in the working environment of a KML team at an NGO. However, I did not gain experience in working in other teams, so I do not know whether the working activities of for example policy influencing or corporate engagement fit my interest. Halfway through the internship, we looked for opportunities to support other teams, but they did not have any assignments available at that moment.

I think the structure and working environment of an NGO definitely fit my morals and I feel very motivated to work for an organization that strives for goals that I agree on. However, I do not think the tasks that are executed by the KML team do really fit my strengths. I think my strengths are working together in a team, even managing the team, and I have good organizational skills. I did not have to make use of these, as I worked on my own for most of the time. To make use of my organizational skills I did help with organizing the annual bbq for REC Europe.

2. I am able to ask for help or feedback on time

I described in my learning agreement: 'Level 5 is when I plan in feedback moments while working on a project and when I come across a problem, I set myself a deadline for when I stop trying on my own and start asking for help.'

I think I improved myself in this learning outcome, though I am not at level 5 yet. In the beginning of my internship, I made sure I had weekly meetings with my supervisor, where I then had the opportunity to ask for feedback. For the projects I have worked on, I asked for feedback when I finished certain parts and received helpful feedback on time. So I think this is going rather well.

However, when I come across a problem, I sometimes wait too long to ask for help, as I wanted to fix it myself. Fortunately there were not a lot of big problems during my internship, so I did not have a lot of

opportunities to practise this. But for me personally, I think it is good to remind myself of this learning goal in my future career. It is a balance I need to find because I like to be independent and can be quite stubborn in this, while sometimes an issue is solved way more easily when you ask someone for help. During this internship, I mostly worked on individual projects, where I only asked feedback from the person that assigned the tasks to me and my supervisor. Asking for help and discussing issues when collaborating is a whole different setting, this is something I could learn in future projects.

3. I extend my network in the NGO-development sector

I described in my learning agreement: 'Level 5 is when I have at least added 10 people to my LinkedIn network. Also, I have been to several activities outside of the office (when Covid measurements lets us), to connect with my colleagues.'

This went really well. I felt welcome in the organization, which made it easier for me to talk to everyone in the office. I was at the office every working day and tried to talk to different people during lunch. I also attended a global online event, called Yellow Week. This was a 3 day event where there were opportunities to go to lectures, have discussions on topics related to Solidaridad, as well as personal life to get to know each other. This was a very fruitful experience, as I got to experience what Solidaridad means to different people and how the work is executed in different ways all over the world. I met quite some people from different RECs that I now have connected to on LinkedIn.

Next to this online event, I also went to several office activities, including a day outing to a dutch chocolate factory, a soccer charity cup (see cover picture) and a summer bbq which I even helped to organize. I enjoyed going to these events, as it made me feel more engaged with the organization. Halfway through the internship. I discussed together with my WUR supervisor, I could look for opportunities to extend my network outside of Solidaridad as well. Unfortunately I was not able to go to many relevant conferences or activities outside of Solidaridad, as they were not available in the period of my internship. I did go to 2 online conferences, but here I find networking really complicated, as there are no scheduled moments to talk with each other. I also did go to Floriade where Solidaridad has a little promotional area, but this was a bit disappointing in terms of network possibilities.

If I could change anything, I would have thought of external network events earlier in my internship, so I would have had more opportunities to go to.

Have you set the right priorities and made the right choices at the start of the internship?

I think I set some realistic learning goals for myself at the beginning of the internship. When the learning goals went rather well, I thought of other ways to improve myself; this expresses itself in extending my original goals and setting up extra learning goals.

In the beginning, I did not know what to expect so I think I could not have made other choices than I did, I am quite satisfied with how my internship enrolled itself. In hindsight, I would have liked more opportunities to collaborate with other teams in Solidaridad. In this way, I could have an even better sense of what working at an NGO entails. I could have done this in a personal project, related to KML activities, where I for example determined how learning is going in every team, or determine what other teams need from the KML team. This is something KML is already (partly) doing; I supported one learning day of the Communications and Campaigning team and that provided me with great insight into another team's activities.

5. Future career

In this section I discuss whether the internship has been successful for me, how this internship relates to my study program and my future career and what lessons I take with me in my future career.

I am very happy with my internship experience. I wanted to learn more about what working at an NGO is like and how to improve (social) sustainability of supply chains. My internship experience taught me that working at an NGO is something I would like to do in the future, as I really appreciate how passionate everyone is about the organization's objectives and that motivates me greatly. This internship also proved to me once again that I do not want to pursue a career in the academic world or research, because I get my energy from directly contributing to society with very practical projects. My internship taught me though, that when you are an academic at an NGO, you should always pay attention to your objectivity.

Content wise I learnt a lot on the improvement of supply chains. I learnt what interventions are used, which approaches are effective and also how hard it is to improve such an immense system. Though this big size of the problem can sometimes be depressing, it also motivates me to contribute to organizations like Solidaridad.

Although for some people in my surroundings the work of Solidaridad and Forest and Nature Conservation seemed like a big stretch, for my own interests within my studies it made perfect sense: People will keep producing food and other commodities, so I find it important to improve the way they are doing that, in a way nature and society benefits from this.

My future career starts one month after I finish this internship: I found a job as a project manager at natuurmonumenten, an organization that manages natural areas and cultural heritage in the Netherlands. Skills I will use that I learned at Solidaridad are being clear about a project's objectives and being critical on projects 'impact; what does this mean and what are specific outputs and outcomes? I also learned to be assertive when information is missing or unclear. In my future career, I want to keep practicing with finding the balance between working independently and asking for help on time.

6. ANNEXES:

A. Logbook

Week	Activities	Achievements	Lessons learned
11	<ul style="list-style-type: none"> - Introduction team and solidaridad. - Setting up accounts and finding my way into the google systems, including Google training. - Reading: Fact sheets + figuring out where everything is located - Preparation Child labour track record - Reading and preparing meeting GET evaluation 	<ul style="list-style-type: none"> - Finalized learning agreement 	<ul style="list-style-type: none"> - The goals of Solidaridad - Found out a bit more of KML's way of working.
12	<ul style="list-style-type: none"> - Combined and updated excel files concerning factsheets - Joined a meeting on team evaluation - Data protection course - Read about Child labour and contacted leads for information 		<ul style="list-style-type: none"> - Structure of Plaza - Ask people information instead of searching for it myself. (To do!)
13	<ul style="list-style-type: none"> - Wrote general strategy and cocoa sector for child labour track record - Created interview format + Included survey results - Included new projects in fact sheets (Needs check up) 	<ul style="list-style-type: none"> - Created interview format GET evaluation 	
14	<ul style="list-style-type: none"> - Performed GET interviews - Documented interviews 		
15	<ul style="list-style-type: none"> - Summarized and found key discussion points in GET evaluation - Worked on Tracking report 	<ul style="list-style-type: none"> - Documentation interviews - Prepared presentation 	<ul style="list-style-type: none"> - Time division: work on several projects at once - Asked for feedback

	<ul style="list-style-type: none"> - Prepared focus group presentation and mentimeter and this was executed successfully 	<ul style="list-style-type: none"> - Focus groups - Fruitful discussions during focus groups 	<ul style="list-style-type: none"> - on my work - How to perform research within an organization; how to stay neutral as a researcher in this, while people have different interests.
16	<ul style="list-style-type: none"> - Worked on track record; asked for feedback - Asked for supervisor meeting; needed help with GET collaboration 	<ul style="list-style-type: none"> - Documentation focus group 	<ul style="list-style-type: none"> - Keep setting boundaries when people ask too much from me.
17	<ul style="list-style-type: none"> - Worked on excel overview factsheets: added labels and finding out whether project dates are accurate. - Transcribed and summarized interviews 	<ul style="list-style-type: none"> - Documentation extra interviews - Track record 	<ul style="list-style-type: none"> - Learned from the feedback received on track record
18	<ul style="list-style-type: none"> - Worked on feedback track record: working on a general strategy - Fact sheets update 	<ul style="list-style-type: none"> - Reaching out to people for help and input. (e.g. track record input and help for factsheets) 	<ul style="list-style-type: none"> - Content knowledge on child labour. - I am learning what I do and don't like about my function: I am reflecting on this. (See notebook)
19	<ul style="list-style-type: none"> - Feedback meeting with Arjen: I am performing well. We decided to set up our weekly bilas again, since we skipped some due to holidays. <ul style="list-style-type: none"> - We are looking at new projects, since I said I want to work together with others more→ See notebook - I improved the factsheet together with Wendy + I proposed to set up a track record on Gender & social inclusion; it will be a project together with Mehk. - Worked on priority list for 	<ul style="list-style-type: none"> - Improved fact sheet template - Took initiative with new track record - Performed well in mid evaluation - Collected info for all relevant factsheets 	<ul style="list-style-type: none"> - I need to set deadlines for myself regarding the fact sheets. Otherwise there are too many to update and I don't feel motivated anymore. - Learned more about what it entails to be a learning organization and what everyone's vision on this during the learning session together with consultant Ewen

	<p>factsheets relevant for DDE proposals</p> <ul style="list-style-type: none"> - Worked on strategy on CL, asked for input of Yaw, and contacted Ayan as well - Joined a learning session of the KML team, 		
20: Half-way!	<ul style="list-style-type: none"> - Support facilitation of possible partnership between Solidaridad and other NGO, 3 days. : Digital facilitation (such as breakout rooms) and documentation of discussions. - Yellow week 	<ul style="list-style-type: none"> - Connected to a lot of Solidaridad colleagues globally 	<ul style="list-style-type: none"> - Got an insight into how these possible partnerships come about: Sharing experiences, lessons and gaps before starting a possible partnership + it is important that facilitators have a same goal before meeting with others (There was some confusion during the week) - Different actions and knowledge across the Sol Network during Yellow week: contributed to learning goals.
21	<i>Holidays</i>		
22	<ul style="list-style-type: none"> - Worked on different fact sheets - Set up new learning goals - Discussed with Ayan how to continue my track record on child labour: will add an analytical part by performing interviews - Fun team building activity: Charity soccer cup! 	<ul style="list-style-type: none"> - By taking initiative regarding track record, I found some new activities with more collaboration and interaction with colleagues; something I was missing before. 	<ul style="list-style-type: none"> - I apparently work well under deadlines and lose a bit of my motivation when there aren't any.
23	<ul style="list-style-type: none"> - Fact sheets updated - Took notes and supported the 	<ul style="list-style-type: none"> - Finished 2 fact sheets 	<ul style="list-style-type: none"> - How learning days are organized within

	<p>learning day of the C & C team.</p> <ul style="list-style-type: none"> - Joined organization of the Annual summer BBQ 		<p>an organization and I got an insight into another team.</p>
24	<ul style="list-style-type: none"> - Updated 2 factsheets including 2 that are now finalized - Reflected on my professional skills - Started the introduction of the Gender track record, own initiative. 	<ul style="list-style-type: none"> - 2 factsheets finished 	<ul style="list-style-type: none"> - I need to try have a more analytical view while doing my fact sheets and track record work; how can Solidaridad extract lessons from it; what goes wrong in documenting: too much different documents, unfindable, lots of info
25	<ul style="list-style-type: none"> - Updated 2 factsheets - Reviewed a ToR, will discuss this work with Arjen 	<ul style="list-style-type: none"> - 2 factsheets finished 	<ul style="list-style-type: none"> - What information should be included in a Tor.
26	<ul style="list-style-type: none"> - Worked on fact sheets <ul style="list-style-type: none"> - Worked on feedback that I received from Arjen - Visited the Floriade for external networking - Track record CL: made planning how to set last steps, including a learning framework 		<ul style="list-style-type: none"> - I sometimes need to pay attention more to certain details in the facts sheets: be more critical on certain numbers of results that are mentioned in the project evaluations - At Floriade, I learnt more about an agroforestry project in the Netherlands
27	<ul style="list-style-type: none"> - Worked on 3 factsheets, sent to Arjen for feedback. 	<ul style="list-style-type: none"> - Finished 3 fact sheets 	
28	<ul style="list-style-type: none"> - Worked on feedback on Track record child labour - Worked on 2 last fact sheets 	<ul style="list-style-type: none"> - Finished 2 fact sheets 	
29	<ul style="list-style-type: none"> - Worked on my final presentation - Finished track record CL - Wrote introduction track 	<ul style="list-style-type: none"> - Final presentation to KML team - Track record CL 	

	record Gender	<ul style="list-style-type: none"> - Reflection report - Presented my CL results to Sol Europe 	
30 Last week!	<ul style="list-style-type: none"> - Finished last feedback on all my work - Organized all my work and explained in a handover 	<ul style="list-style-type: none"> - Track record gender - Handover - Put all fact sheets on KH 	

B. Valuation of professional skills, as proposed by WUR

Evaluation performed on 14/06/22

Professional skill	Activities	Room for improvement
1. Initiative and creativity	<ul style="list-style-type: none"> ● Took initiative in multiple projects; <ul style="list-style-type: none"> ○ During GET evaluation I altered the set up of the FG. This differed from the assigners' plan, but I thought it to be better suiting for the goals of the assignment ○ Joined the organization of the summer BBQ ○ Suggested to start a gender track record ● I showed creativity during the creation of presentations and presenting the GET results, as well as ideas for the track record; to extend it with more strategic content. 	I could take up projects where more (practical) creativity is needed, such as formats of presentations and knowledge products.
2. Insight in functioning of another organization	<ul style="list-style-type: none"> ● The Get evaluation was a great opportunity to get an insight in the global functioning of the organization. Also during learning days of both the KML and C&C team I got an insight into the functioning of a team, what issues occur during their daily work and how they want to improve themselves. ● Supporting and facilitating the meeting for a possible cooperation between Sol Germany and another organization also provided me insight in how this is organized. 	
3. Adaptation capacity	<ul style="list-style-type: none"> ● Within the organization, I function well. I did not feel the need to adapt to anything, so this is going 	

	<p>really smoothly/I fit well within the organization?</p> <ul style="list-style-type: none"> To actively engage more within the organization and connect with my colleagues, I joined the soccer tournament, and I help organizing the summer BBQ 	
4. Commitment and perseverance	<ul style="list-style-type: none"> I am very committed to the job; I come into the office every day , I take my work seriously and try to engage in the company as much as possible. I am open to different tasks so I support the team's work in different ways. For the factsheets, I needed some perseverance. Since there are no deadlines and it is quite monotonous work to do by myself, I missed some motivation. By taking up some other tasks and setting deadlines just for myself, I persevered in working on the factsheets. 	
5. Independence	<ul style="list-style-type: none"> I work on projects by myself and ask for feedback whenever I have finished or am stuck. Weekly meetings with Arjen provide me guidance on the different projects I am working on. I am mostly working independently and I believe I do this well. 	
6. Handling supervisor's comments and development skills	<ul style="list-style-type: none"> During weekly meetings I get feedback on my work, which are content related comments. This is helpful feedback that contributes to the quality of my work. Regarding development skills, I discussed my learning goals with my WUR supervisor and they are going rather well, therefore I set 2 more learning goals for myself; challenging myself to improve myself on different aspects. Whenever my WUR supervisor advised me on how to take my learning goals a step further, I think of ways to implement this in my internship, I believe I reflect well on the work that I am doing and I see possibilities in improving myself. 	<p>To improve myself more on development skills, I set up this document, so we can evaluate my work and skills related to that.</p> <p>I can discuss together with Arjen where possibilities for improvement lay ahead.</p>
7. Time management	<ul style="list-style-type: none"> I set boundaries during GET evaluation to make sure this work would not prevent me from doing my other projects. I reach deadlines. This is not something I am struggling with at the moment ; At the moment I just have 2 projects at the same time, both not having a strict deadline. So I don't really have to practice this skill at the moment, but I have been doing this in the first 2 months. 	<p>Take up more projects that challenge me to manage my time and set priorities.</p>

