

# Guideline for Interns

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## **I. About Konrad-Adenauer-Stiftung (KAS)**

Freedom, justice and solidarity are the basic principles underlying the work of the Konrad-Adenauer-Stiftung (KAS). The KAS is a political foundation, closely associated with the Christian Democratic Union of Germany (CDU). As co-founder of the CDU and the first Chancellor of the Federal Republic of Germany, Konrad Adenauer (1876-1967) united Christian-social, conservative and liberal traditions. His name is synonymous with the democratic reconstruction of Germany, the firm alignment of foreign policy with the trans-Atlantic community of values, the vision of a unified Europe and an orientation towards the social market economy. His intellectual heritage continues to serve both as our aim as well as our obligation today. In our European and international cooperation efforts we work for people to be able to live self-determined lives in freedom and dignity. We make a contribution underpinned by values to helping Germany meet its growing responsibilities throughout the world. We encourage people to lend a hand in shaping the future along these lines. With more than 70 offices abroad and projects in over 120 countries, we make a unique contribution to the promotion of democracy, the rule of law and a social market economy. To foster peace and freedom we encourage a continuous dialog at the national and international levels as well as the exchange between cultures and religions.

Human beings in their distinctive dignity and with their rights and responsibilities are at the heart of our work. We are guided by the conviction that human beings are the starting point in the effort to bring about social justice and democratic freedom while promoting sustainable economic activity. By bringing people together who embrace their responsibilities in society, we develop active networks in the political and economic spheres as well as in society itself. The guidance we provide on the basis of our political know-how and knowledge helps to shape the globalization process along more socially equitable, ecologically sustainable and economically efficient lines. We cooperate with governmental institutions, political parties, civil society organizations and handpicked elites, building strong partnerships along the way. In particular, we seek to intensify political cooperation in the area of development cooperation at the national and international levels on the foundations of our objectives and values. Together with our partners we make a contribution to the creation of an international order that enables every country to develop in freedom and under its own responsibility.

## **II. About KAS in Cambodia**

KAS has been working in Cambodia since 1994, striving to support the Cambodian people in strengthening democracy, the rule of law and human rights. Thereby, the foundation

works towards creating an environment conducive to economic and social development. All programs are conceived and implemented in close cooperation with the Cambodian partners on central and sub-national levels.

### **Current activities**

Cambodia is a constitutional monarchy with two houses of parliament – the Senate and the National Assembly -, a multi-party system, elections at national and commune level and a rule of law system. After three decades of international conflict, civil warfare and political unrest, democratic and constitutional structures are now being rebuilt. The country is in need of broad political reforms in different policy areas. To design and implement these reforms, the Kingdom of Cambodia cooperates with KAS and many other international partners.

### **KAS is mainly operating in the following fields:**

1. Decentralization and Administrative Reform
2. Strengthening Political Parties
3. Parliamentary Reform
4. Media Development
5. Promotion of Civil, Political and Legal Education and Political Participation
6. Foreign Policy Dialogue

### **Cooperation**

In Cambodia, KAS closely cooperates inter alia with the following national and international partners: the German International Cooperation (GIZ), the Centre for International Migration (CIM), Cambodian Political Parties, the Ministry of Interior (MOI), the Ministry of Justice (MOJ), The Senate, The National Assembly, The Royal Academy of Law and Economics (RULE), the Royal University of Phnom Penh (RUPP) and other national and international Partners. Despite its status as independent political foundation, KAS works closely with the German Embassy in Cambodia. KAS Cambodia considers itself part of the German development cooperation with a major focus on political cooperation.

### **Contact details:**

#### **Konrad-Adenauer-Stiftung, Cambodia Office:**

House No. 4, Street 462

Khan Charmkar Mon

P.O. Box 944

Phnom Penh  
Cambodia  
Phone +855 (0) 23 99 66 30 / (0) 23 99 68 61  
Fax +855 (0)23 21 33 64  
Rasmeykanyka.Bin@kas.de

### **III. Office Structure**

Mr. Rene Gradwohl, Country Representative  
Mr. Saroeun Mom, Programme Manager  
Ms. Rasmeykanyka Bin, Programme Manager  
Mr. Sokla Phang, Office Manager  
Mr. Robert Hör, Research Associate  
Mr. Samnang Nuon, Accountant for Partner  
Ms. Heng Limheang, Secretary to Country Representative/ Programme Assistant  
Ms. Shinet Khan, Accountant  
Mr. Van Chhim, Office Assistant

### **Working hours:**

Morning: 08:00-12:00 am  
Lunch: 12:00-13:30 pm  
Afternoon: 13:30-17:30 pm

### **Basic office supplies/support:**

Folders, pens, clippers, notebooks etc. are available in the storage room next to the kitchen. Ms. Heng Limheang can be asked for necessary stationeries as well as for guidance on the visa extension process in Cambodia. Relevant books, newspapers, magazines etc. are displayed on the book shelves in the guest/meeting rooms on both 1st and 2nd floor. Coffee, tea and water are prepared in the kitchen on the 2nd floor. Please help our maid by washing your dishes yourself after using.

If it is possible, it is advisable to bring your own laptop with you, since it is sometimes necessary for work.

### **IV. Internship**

The main purpose of an internship at Konrad-Adenauer-Stiftung (KAS) in Phnom Penh is to gain professional skills and practical knowledge. Currently, the KAS Office in Cambodia

is headed by Mr. Rene Gradwohl, who is supported by a German research associate and a Cambodian team. During their time with us, interns support the activities of the whole KAS team. Accordingly, the tasks of our interns are diverse and multifaceted. Of course, thematic priorities and preferences of our interns are taken into account if possible. Once completed, you will receive a report/certificate indicating the duration of and tasks completed during your internship.

**Requirements:**

- Study areas of Political Science, Economics, Journalism, Law, Public Management are preferred
- Advanced stage of studies (3rd year or higher)
- Computer skills including advanced proficiency in Microsoft Office applications
- Loyal, committed, team oriented, honest, hardworking, and willing to learn
- No work experience required

Although the internship is not financially rewarded, interns will achieve a broad learning effect for their future working life, improve their English skills and gain intercultural experience. Working in a small team requires a high degree of commitment. In addition to the work in our office, applicants should be willing to take part in various evening and weekend events organized by KAS or one of its partners. Furthermore, working in a political institution requires discretion, sensitivity and sensibility. Though the political foundation's foreign offices do not have the same legal status as that of a diplomatic mission, we see ourselves as representative of German foreign policy. Therefore, diplomatic conduct is required of the interns and of the office.

**Language Skills:**

The working language in our office is English. Excellent English writing and speaking language skills are absolutely necessary for external communications, report writing, and daily internal communication. Knowledge of the Khmer language is a plus but not necessary.

**Office tasks:**

You can expect to engage in a diverse range of responsibilities during your internship.

**Main tasks:**

- Participation in conferences, workshops, trainings and preparation of reports
- Assistance in writing/publishing articles or doing literature research and analysis

- Maintenance of the website and other social media tools

#### Other activities:

- Daily administrative tasks
- Organizational assistance with planned and ongoing business operations
- Organizational assistance with KAS events
- Translation of reports and internal documents from Khmer to English and vice-versa (Khmer interns)
- Proofreading of reports and relevant documents

Interns with good Khmer language knowledge can do a greater support in organizational and translation tasks.

#### **Internship period:**

In general, the internship duration is three months.

#### **Preparation:**

To prepare yourself in terms of content it is worth to carefully read the office website, to inform oneself about the local partners and to consult the English newspapers (The Phnom Penh Post, The Cambodia Daily, The Khmer Times) in order to be informed about current developments in Cambodia.

#### **V. Before coming to Cambodia**

Unfortunately, ***the office is unable to apply for your visa*** so you need to contact the Cambodian embassy/consulate for processing your visa application.

In addition, the office cannot cover any costs you may encounter such as visa fees and health/travel insurance for interns. Please make sure to obtain your health and travel insurance in advance before coming to Cambodia.

#### NGO-Visa

Since 2015 the Cambodian government has been very active in controlling work permits which are required for all those working in Cambodia via a business visa. Those, who come to Cambodia on a tourist visa are not allowed to work, whereas those who come to Cambodia on business visas are required to pay 100 USD every year in addition to health

checks, regular visa fees and a rather complicated bureaucratic process. Incompliance with this regulation may result in heavy fines and legal actions against the intern and us.

As we are registered as NGO here in Cambodia, you are eligible to apply for a free-of-charge **NGO-visa**. We strongly advise you to do this. Visas can be obtained from the Embassy/Consulate General of the Kingdom of Cambodia in your respective country.

Necessary documents will be sent to you upon request. The visa extension in Cambodia that you most probably need to do takes approximately 10 working days.

## **VI. Living in Cambodia/ Phnom Penh**

### **1. Medical Assistance, Health Advice**

Drink lots of water. Never drink pure tap water. Bottled water is available everywhere; but please pick up well-known brands. Use an insect repellent against mosquitoes. It is the only way to be sure of protection against mosquito borne diseases. Since Cambodia has a hot and humid tropical climate, casual and lightweight clothing is recommended. Clothing made from natural fibres is the best option. A jacket might be needed in hotels and restaurants using excessive air-conditioning. A hat and high-factor sun block is advisable for protection against the sun. There are many international clinics and hospital in Phnom Penh; we will provide advice in case of an emergency.

### **2. Climate**

Cambodia has four seasons:

- 1/ December – February: Cool/ dry
- 2/ March – May: Hot/ dry
- 3/ June – August: Hot/ Rainy
- 4/ September- November: Cool/ rainy.

Rainy season in Cambodia is usually quite predictable with sunshine in the morning and 1-3 hour rain in the afternoon. Please note, after heavy rain, most parts of Phnom Penh will be flooded and some areas will not be able to be accessed. The flooding lasts for up to 1 hour after the rain has stopped.

### **3. Exchange Rate and Money**

The local currency is Riel (R). However, US Dollar (USD) are widely used in Cambodia. We therefore recommend to exchange your country's currency to USD.

The commonly used exchange rate is 1 USD to 4000 R. Supermarkets and some other shops might have a differing exchange rate up to 4200 R for 1 USD.

Money exchange is available at Phnom Penh and Siem Reap International Airport, Hotel Reception, Retail Banks and Local Markets. Retail banks and local markets can also offer a good exchange rate.

In addition, credit cards such as Visa or Master are accepted for payment everywhere in Phnom Penh. And you can withdraw money from ATMs of both international and local banks. Please be aware that you will be charged between 4 to 6 USD for every withdrawal at ATMs except at ATMs of the Maybank, which is free of charge.

#### **4. Transportation from Phnom Penh Airport into the city**

Take a Tuk Tuk. Costs are between 7 to 9 USD to get into town. If you arrive late you may consider taking a taxi as it is safer. Costs are approximately 12 USD.

#### **5. Dress Code**

The office dress code is casual smart, during the workshops or meetings with high ranking officer, long suit, jacket and skirt is required.

#### **6. Accommodation**

For the first week in Phnom Penh, it is advised that you stay in a guesthouse. There are plenty of guesthouses with reasonable prices in Phnom Penh. During the 1st week, you will have time to look for an apartment.

Alternatively you can find apartments online prior to your arrival on the websites mentioned below.

*Hotels and hostels near the office:*

*House Boutique Hotel*

No 76, Street 57, Phnom Penh  
South of Boeung Keng Kang Market)  
Tel: +855 (0) 23 220 884

*Tai Ming Plaza Hotel*

No. 281, Norodom Blvd., Phnom Penh  
Tel: +855 23-219 568  
Fax: +855 23-217 008

E-mail: [info@tm-plaza.com](mailto:info@tm-plaza.com)

Website: <http://www.tm-plaza.com/script/index.php>

*Some of the cheap guesthouses in Phnom Penh:*

*Golden Gate Hotel*

No. 9, Street 278, Phnom Penh

Tel.: +855 23 213 129

Email: [goldengatehtls168@yahoo.com](mailto:goldengatehtls168@yahoo.com)

*Okay Guesthouse*

No. 5, Street 258, Phnom Penh

Tel.: +855 23 986 534 or +855 12 920556

Email: [hello0325@hotmail.com](mailto:hello0325@hotmail.com)

(About USD 10 per night for a single private room with a/c)

*Top Banana Guesthouse*

No 9Eo Corner of Street 278 & Street 51, Phnom Penh

Tel.: +855 12 885 572 [www.topbanana.biz](http://www.topbanana.biz)

Email: [topbanana\\_guesthouse@yahoo.com](mailto:topbanana_guesthouse@yahoo.com)

(About USD 9 per night for a room with fan)

*Apartments/shared flats or houses for long-term stay:*

There are a number of affordable apartments in Phnom Penh. Prices range from 150 to 350 USD depending on the location and condition of the apartment. But normally it is an apartment with one bedroom, living room, kitchen and bathroom. Price is usually exclusive of water and electricity bills.

Another option preferred by many interns is living in shared flats/houses because the price is cheaper and it ensures first social contacts. Plenty of young professionals, interns and students stay in Phnom Penh short-term. Hence, there is a constant search of new long and short-term roommates. Prices range from 100 to 300 USD for one room in a shared flat/house, usually excluding electricity and water bills.

The following websites provide accommodation advertisements:

<https://de.airbnb.com/s/Phnom-Penh--Cambodia>

Facebook page: [Phnom Penh Housing](#)

You can also contact real estate agencies. They do not charge you any commission as they receive the commission from the landlords. Please make sure to check details in the lease contract very carefully before signing.

This is the number of an agent, used by prior interns: +855 122 544 92

## **7. Food and Living Expenses**

Living expenses vary depending on one's life style. A meal in a non-Asian restaurant is between 3-6 USD; in a Chinese or Khmer place you can even get your tummy filled for only 1-2 USD. Going by Moto within the city is between 1-3 USD, while Tuk Tuks are usually a little bit more expensive. In total, one should calculate around 600 USD per month.

If you bring a lunch box to the office, there is a fridge and microwave as well as enough bowls, plats, spoons, knives in the kitchen.

In addition, there are some good restaurants and cafés nearby (e.g. Khmer, Chinese, Vietnamese, and Japanese).

Depending on where you will live, you can also buy groceries in the following supermarkets:

### *Lucky Supermarket*

Monireth Branch, Street 217

Soriya Branch, No. 13-61, Street 63, Shopping Center Sorya

Sihanouk Branch, No. 160, Street 274, Sihanouk Boulevard

### *Pencil Supermarket*

City Branch, No. 15, Street 214

River Side Branch, Sisowath Quay (opposite of Hotel Cambodiana)

### Angkor Market

Street 456, No. 186A

### *Bayon Supermarket*

No. 133-135 Eo, Street 93, Preah Monivong Boulevard

### *Parkway Square Supermarket*

No. 113, Mao Tse Toung Street (St. 245)

There are also many *local markets throughout the city, which are generally slightly cheaper than the Russian or Central market.*

Groceries are generally cheaper at the markets than in the supermarkets. However, hair- and facecare products are rather expensive (Shampoo: 3 USD and higher).

## **8. Shopping**

- Russian market
- Central market
- Phnom Penh night market (Riverside)
- Sorya Shopping Center
- Paragon Mall
- Sihanouk Boulevard (area nearby Lucky Supermarket)
- Aeon Shopping Mall

### **Business Hours:**

Local Shops are generally open from 06.30 to 18.00 daily. Department Stores are available up to 20:00 (Aeon Shopping Mall until 22:00). There are mini marts and shopping stalls for tourists open 24 hours/7 days in Phnom Penh and Siem Reap. Banks are open from 09:30 to 15:30 from Monday to Friday.

## **9. Internet/ Phone**

Normally internet (wireless) is provided in your rental apartments or shared flats/houses free of charge. But in the case, there is no internet connection in your place, don't worry, there are plenty of cafés in Phnom Penh, where you can use wireless while enjoying a comfortable environment with a cup of coffee.

Examples are:

Brown Coffee and Bakery:

#21 Street 352 Sangkat Beoung Keng Korng Khan Daun

Brown Riverside:

#1 Street 98 corner Sisowath Quay (adjacent to KFC Riverside)

Living Room Café: # 9, Street 306

Cafe Fresco:

Street 51, corner of 306 and #361 on Sisowath, just next to FCC

Java Café:

# 56, Sihanouk Boulevard

Villa Lanka:

#14, Street 282

3G is widely used in Phnom Penh, so you could also buy an internet USB stick which would allow you to use internet everywhere. In order to connect however, you also need to buy a SIM card and top it up as you do for your pre-paid phone.

Prepaid SIM cards can be purchased in most mobile phone shops or small stalls on the sidewalks. It costs about 5 USD for one SIM card. SMART, Cellphone and METFONE are recommended companies.

### **10. Transport Bicycles:**

Phnom Penh central area is quite small so it is very easy to get around by bicycle. In addition, using a bicycle to commute to work every day is surely the cheapest option.

Note: Please take care of your luggage when riding bicycles!

Normally, you can buy a second hand bicycle with the price of 30 to 50 USD. And there are plenty of repair shops around the city when you have any problem with your bicycle.

### **Motorbikes and Tuk Tuks:**

It is true that going around in Phnom Penh by motorbike is one of the cheapest means of transportation and motorbike drivers are available everywhere. Depending on the distance, you will normally pay around 1 to 3 USD; but in the case of short distances, it might cost you only 2000 to 3000 R (less than 1 USD).

Going by Tuk Tuk is more expensive but also more comfortable and safer. Moreover, one Tuk Tuk is able to carry 4 to 6 people, so if you travel around with a group, it is advisable and reasonable to use Tuk Tuks. If you travel alone by Tuk Tuk within the city, it usually

costs around 2 to 5 USD depending on the distance. Additional charges might occur depending on the number of passengers. Make sure to negotiate the price with the drivers before you let them take you to your desired destination.

It is also possible to rent a motorbike. The most popular company is "Lucky Lucky" (Adresse: No. 413Eo, Preah Monivong (St. 93), 12258 Phnom Penh, Preah Monivong Blvd (93), where you pay 35 USD for a manual and 60/ 70 USD for an automatic motorbike per month. Although many foreigners use this company, the bikes are not in a really good condition. So it might be worth it to invest a little bit more and find another place for renting like "Two Wheels Only" (No. 34C, Street 376 Phnom Penh).

## **VII. Contact of Previous Interns**

If you want to have more information which your fellow KAS interns experienced in Phnom Penh, please ask us for their contact details.