



# **NYANDARUA COUNTY ASSEMBLY**

## **INTERNSHIP POLICY AND GUIDELINES FOR THE COUNTY ASSEMBLY**

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## FOREWORD

The Constitution of Kenya mandates the state to take measures to ensure that the youth gain access to relevant education, training and employment. To achieve economic, social and political development and secure the country's prosperity, the government has prioritized job creation and increased youth employment.



Measures have been put in place to strengthen youth employment and entrepreneurship through credit financial assistance and training. However, the youth are unable to take advantage of some of these opportunities as they lack vocational and entrepreneurial skills. To

bridge this gap, the government has committed to promote and strengthen internship programmes for the youth graduating from training institutions to enable them acquire practical experience.

The Nyandarua County Assembly being an arm of the County Government has a responsibility to take the lead in creating internship opportunities for the youth in the county but for some time the Assembly has not had a policy to guide the engagement and management of the interns. The Internship Policy for the County Assembly establishes mechanisms for managing an effective and efficient internship programme that aims to bridge the gap between academic knowledge and the world of work.

As an employer the County Assembly of Nyandarua has a role to play in ensuring that the youth, especially those with relevant qualifications, are offered the opportunity to gain practical work experience, which will undoubtedly improve their competitiveness. This will contribute to the government's effort in alleviating youth unemployment by offering them a chance to gain workplace experience.

The Internship Policy for the Assembly has been developed as a guide on effective and fair management of internship programmes for those seeking such opportunities in the Nyandarua County Assembly.

Honourable Ndegwa Wahome  
**Speaker County Assembly**  
**Chairperson, County Assembly Service Board**

## **PREFACE**



This policy provides a framework for engagement and management of internship programmes in the County Assembly. It outlines the various provisions and requirements of the programme, selection procedures and roles and responsibilities of various stakeholders in the internship programme. Further, it takes cognizance of the various legal and policy provisions on which the internship policy is based.

The development of this policy underscores the Assembly’s commitment to provide a framework to ensure that internship programmes are handled on the basis of set standards, values and principles. Implementation of this policy will therefore contribute to effective management of internship programmes and enhance skills transfer to the interns undergoing such programmes in the public sector.

This policy draws from the relevant provisions of the Constitution, labour laws, international statutes, executive directives and other policy guidelines. A monitoring and evaluation mechanism has been proposed for purposes of enhancing effective implementation and ensuring that lessons learnt are brought on board.

It is my hope that this policy will advance the interests of the young people in the county who are hungry for and deserve internship opportunities to enhance their competitiveness in the job market.

Hon. Nderi Ndiani

**Clerk to the County Assembly and  
Secretary**

**Nyandarua County Assembly Service Board**

## **ACRONYMS**

HRM&D	Human Resource Management and Development
ID	Identity Card
M&E	Monitoring and Evaluation
IAMC	Industrial Attachment Management Committee
NHIF	National Hospital Insurance Fund
NCASB	Nyandarua County Assembly Service Board

## **DEFINITION OF TERMS**

### **Certificate**

Is a certificate, diploma or degree issued by a recognized examining body/ institution

### **Host Institution/organization**

A public institution charged with hosting and training interns.

### **Internship**

A programme established to provide unemployed graduates with opportunities for hands-on training for skills acquisition to enhance future employability and fulfill the legal requirement for professional registration.

### **Intern**

Unemployed person with relevant qualifications who has entered into a contract with a County Assembly for a period of between one and six months with the intent of acquiring relevant work experience for registration with respective professional bodies and/or to increase chances of employability.

### **Attachee**

Unemployed person with relevant qualifications who has entered into a contract with a County Assembly for a period of between one and three months with the intent of acquiring relevant work experience in fulfillment of his/her Degree or Diploma .

### **Graduate**

An individual who has completed a course of training and acquired a degree or diploma.

### **Director**

The head of a technical department/unit/section responsible for identifying internship opportunities and deployment of interns.

### **Agreement/Contract**

A binding agreement between an intern and a Government Agency to participate in an internship programme.

### **Monitoring and Evaluation**

Mechanisms put in place to ensure adherence to quality, standards, cost effectiveness and relevance of an internship programme.

**Learnership**

A formal programme which includes both structured work (practical) experience and instructional (theoretical) learning.

**Mentor**

A competent person who imparts appropriate knowledge, attitudes and practical training to the trainee or mentee.

**County Assembly**

The collectivity of all individuals other than state officers, performing a function within a state organ.

**Supervisor**

An employee under whom an intern is placed for purposes of allocating work to them and overseeing their work performance.

**Youth**

The collectivity of all individuals in the republic who have attained the age of 18 years but have not attained the age of 35 years.



## **CHAPTER ONE: INTRODUCTION**

### **1.0 Preamble**

The high rate of unemployment in Kenya has been a source of great concern for policy makers in government and other key sectors. One of the contributing factors to this state of affairs is the lack of practical work-based experience among the graduates.

Every year, thousands of young people graduate from post school institutions and universities with certificates, diplomas and degrees from a wide range of academic and technical disciplines. However, their preparation for after-school work and life is generally low, leading to a sense of frustration and a great feeling of betrayal of the societal contract i.e. growing up, schooling and raising a family and contributing to the country's growth.

Employment opportunities for the youth marks an important transitional period towards independence, increased responsibility and active participation in national as well as societal development. The converse is also true; left on their own without attendant remedial strategies, they are likely to fall into social ills such as crime, drug and substance abuse, and religious fanaticism.

As one of the County Government largest employer, the County Assembly has a role to play in ensuring that the youth, especially those with relevant qualifications, are offered opportunities to enable them gain practical work experience and/or fulfill the legal requirement for registration by professional bodies. It is therefore pertinent that the County Assembly establishes an internship programme, which would be a contribution to the government's effort to alleviate youth unemployment by offering them a chance to gain workplace experience, thus enabling them to have a competitive edge in their job search.

### **1.1 Rationale**

Kenya is faced with challenges of high rate of unemployment particularly amongst the youth. The challenge is exacerbated by the lack of practical work experience that is demanded by the job market. The high unemployment level especially among the youth, has led to increased dependency levels, slow economic growth, increasing poverty levels and rising national security challenges that negatively impacts on the realization of the Kenya Vision 2030.

To achieve economic, social and political development and secure the country's prosperity, the National Government has prioritized job creation and increased youth employment by promoting internship for those graduating from training institutions.

The internship programme aims at enabling them acquire practical workplace experience.

The County Assembly has been running internship programmes, however there has been no policy to guide the engagement and management of the interns. The Internship Policy for the County Assembly will establish a mechanism for managing an effective and efficient internship programme that aims to bridge the gap between academic and the world of work. This policy is therefore part of the Assembly strategy for promoting youth inclusion in the workplace experience development programme.

## **1.2 Objectives of the Policy**

The objectives of the Internship Policy for the County Assembly are to:

- i) ensure a well-structured and coordinated internship programme;
- ii) provide a framework and standards applicable to all interns;
- iii) ensure effectiveness and efficiency in implementation and management of internship programme; and
- iv) Provide a framework for monitoring, evaluating and reporting for improvement and sustainability of internship programmes.

## **1.3 Principles of Internship**

The following principles shall govern internship management in the County Assembly:

1. Promotion of Equity and fairness by ensuring inclusivity and accessibility of opportunities to interns from diverse backgrounds at any one time to represent the county demographics through transparent recruitment and selection procedures.
2. Professionalism in ensuring that the interns are provided with and acquire the practical experience required for their professional and career development. Professionalism can also be encouraged by assisting interns to develop human relations skills, decision-making abilities and management of office activities.
3. Capacity of the County Assembly to accommodate interns in terms of resources such as office space, facilitative and mentorship capabilities.
4. Efficiency of the internship programmes on the basis of cost-effectiveness.
5. Relevance, fit to purpose and quality supervision through ensuring provision of appropriate and relevant work experience that is commensurate with the intern's qualifications.
6. Adherence to County Government/ public agency programmes and activities.

## **1.4 Scope**

This Policy shall apply to the Nyandarua County Assembly.

## **1.5 Policy Statement**

The Nyandarua County Assembly is committed to providing opportunities in its various departments to the youth who are continuing or completed their courses to acquire workplace experience to enhance their employability. Further, graduates with professional qualifications will continue to be granted internship opportunities to enhance their professional development.

## **1.6 Legal and Policy Framework**

This policy is in compliance with the Constitution, International Conventions, legal, statutory and policy requirements. Some of these include:

### **1.6.1 The Constitution of Kenya**

- a) Article 10 - national values and principles of governance.

- b) Article 232(1) (i)- values and principles of Public Service.
- c) Article 55 requiring the state to take measures to ensure the youth have access to education, training and employment opportunities.

### **1.6.2 International Labour Organization (ILO) Conventions**

The labour laws in Kenya draw their provisions for the safety and protection of workers from the ILO conventions.

### **1.6.3 The Employment Act 2007**

The Act provides for non-discrimination in the process of recruitment and appointment/contract of service and protection of workers at the work place.

### **1.6.4 Persons with Disabilities Act, 2003**

The Act provides that persons with disabilities shall be eligible for engagement as apprentices or learners where their disability is not such as to impede their performance in a particular occupation.

### **1.6.5 Work Injury Benefits Act, 2007**

The Act requires persons employed to have insurance and to be compensated when injured during work-related assignments.

### **1.6.6 Occupational Safety and Health Act, 2007**

The Act provides for security, safety, health and welfare of persons at work.

### **1.6.7 Labour Relations Act, 2007**

The Act provides for protection of workers' rights.

### **1.6.8 Technical and Vocational Education and Training Act, 2013**

The Act provides foundation for productive and satisfying careers by offering special preparation for initial employment i.e. linkage between technical skills, entrepreneurial skills, labour market needs and employable skills.

### **1.6.9 The Public Service (Values and Principles) Act 2015**

The Act provides that a public institution or an authorized officer shall ensure that public officers are appointed and promoted on the basis of fair competition and merit. This shall apply when selecting interns in the County Assembly.

### **1.6.10 Human Resource Development Policy for the County Assembly**

The policy recognizes that trainees graduating from training institutions join the labour market with academic and theoretical approach to work and therefore require practical exposure in real work environment. The County Assembly uses internship programmes as part of on-the-job training for the purpose of molding interns to acquire experience and become responsible citizens who will contribute effectively to the socio-economic development of the country.

### **1.6.12 Human Resource Policies and Procedures Manual for the County Assembly**

The manual provides that internship programmes shall be guided by the relevant provisions of the Constitution, relevant professional bodies and other policy guidelines and shall not exceed (3) months.

## **CHAPTER TWO: POLICY PROVISIONS AND REQUIREMENTS**

### **2.0 Internship programme**

Internship in the County Assembly is a planned and structured programme that provides work experience for a specific period of time. It targets continuing students or graduate trainees who have completed their college/university studies and are unemployed. It is a practical programme meant to develop and prepare the interns for registration with their respective professional bodies and future appointment in the labour market.

The programme allows students and graduate trainee the opportunity to consolidate and translate the skills learned from their training into a meaningful, relevant and practical on-the- job experience. It is also an avenue to connect with the world outside of studies and to gain insights for further growth and development either in education or work force. By being at the worksite, the interns gets first-hand perspective of the skills and attributes required for employment.

### **2.1 Objectives of the Internship Programme**

The overall objective of the Internship programme is to provide the youth with opportunity to gain experience in the world of work. Specifically the policy aims to:

- i) Enhance youth development and employability by creating clear linkages between education, training and work;
- ii) Provide hands-on experience to build upon skills learned in the classroom;
- iii) fulfil the legal requirement for registration by professional bodies;
- iv) Develop a culture of high quality life-long learning, positive work habits and attitudes; and
- v) Establish a supply pipeline of skills to the County Assembly.

### **2.2 Declaration of Internship Opportunities**

All internship opportunities in the County Assembly shall be declared to the Clerk of the County Assembly.

### **2.3 Eligibility and Duration of Internship**

The internship programme is open to:

- (i) Continuing students undertaking a Diploma or a Degree from a recognized Government based training institution
- (ii) Unemployed Kenyan graduates from training institutions who have completed their degree courses and have not been exposed to work experience related to their area of study.
- (iii) Graduates of degree and diploma programmes, for whom internship is a requirement for registration by their respective professional bodies.

Eligibility will be based on the following criteria:

- i) The internship shall be undertaken only once before or after graduating from a course; and
- ii) The internship programme shall be for persons who have completed their training and graduated.

The internship period shall be six (6) months and non-renewable.

## **2.4 Selection Criteria and Placement Procedures**

### **2.4.1 Selection Criteria**

Selection for interns shall be guided by the following:

- i) First come first served bases
- ii) Continuing student undertaking a Diploma or a Degree;
- iii)
- iv) A student who has graduated with a diploma or degree and had not had internship before in the Assembly
- v) Gender consideration;
- vi) Disability status, Minority and marginalized.

### **2.4.2 Selection Procedures**

Selection of interns shall be done through a competitive process and the following procedures shall apply:

- i) Departments will request for intern (s) in their sections through notices to the heads of departments
- ii) the requests for an intern shall include areas of specialization, number of interns required and duration of internship;
- iii) the Assembly Internship Management and Advisory Committee will coordinate the selection and placement of interns as per the applications;

## **2.5 Roles and responsibilities**

The roles and responsibilities of various actors in the internship programme shall be as follows:

### **2.5.1 Departments and Sections**

The Departments and sections shall:

- i) adhere to statutory guidelines with regard to engagement of interns;
- ii) plan and budget for internship programmes;
- v) Identify and communicate available internship opportunities through the Assembly website whenever there are no applications
- vi) conduct regular induction programmes for supervisors, mentors and line managers involved with internship programmes;

- vii) provide the necessary facilities to enable interns to acquire the required skills and knowledge;
- viii) pay the prescribed stipend to interns in accordance with the guidelines; ix) appoint supervisors and trainers/mentors for the interns;
- ix) ensure that interns are properly engaged in relevant work assignments;
- x) monitor and evaluate the progress of internship programmes in their organizations;
- xi) report to the County Assembly Service Board, on a quarterly and annual basis, on internship programmes undertaken in their departments and any challenges experienced; and
- xii) Issue a letter of completion of internship to interns upon successful completion of the programme.

**NOTE:**

- i) The County Assembly of Nyandarua will not be under any obligation to employ the interns on completion of the internship programme. Interns, alongside other applicants, will compete for vacancies declared for filling by the County Assembly Service Board.
- ii) Departments shall be required to engage only a reasonable number of interns in their sections at any one time.

**2.5.2 Head of Human Resource Management and Development**

The Head of Human Resource Management and Development shall:

- i) facilitate and coordinate internship programmes across the organization;
- ii) prepare, plan and budget for internship programmes;
- iii) coordinate placement and engagement of interns based on set criteria;
- iv) administer performance management systems that involve the intern, mentor and manager;
- v) Provide advice to internship committee on internship programmes and activities;
- vi) liaise with other departmental heads in setting criteria for selection of interns, mentors and supervisors;
- vii) Develop capacity for mentoring and supervision of interns, and management programmes for internship activities;
- viii) Conduct induction programmes for interns;
- ix) align internship programmes with HRM&D plans and institutional strategic plans;
- x) facilitate payment of the prescribed stipend to interns in accordance with the guidelines;
- xi) coordinate the monitoring, assessment and evaluation of the performance of interns; and
- xii) compile and disseminate quarterly and annual reports on progress and challenges of internship programmes.

**NOTE:**

All internship placements shall be presented by the Head of Human Resource Management & Development to the internship committee for deliberation and recommendation for approval before engagement.

### **2.5.3 Director**

The Director of any given department shall be responsible for:

- i) identifying available internship opportunities/vacancies in the department/unit and forwarding them to the head of HRM&D for processing;
- ii) receipt and placement/deployment of interns within the department/unit;
- iii) developing a structured training programme for interns;
- iv) ensuring that interns are provided with the necessary facilities and work space for effective performance of assigned tasks;
- v) nominating mentors within the department/unit in accordance with set criteria;
- vi) supervising internship and mentorship programmes; and
- vii) Reporting on implementation of internship and mentorship activities.

### **2.5.4 Supervisor**

The Supervisor shall be responsible for:

- i) assigning work to the intern;
- ii) overseeing the day to day work performance;
- iii) setting performance targets with the intern;
- iv) providing experiential learning activities to the intern;
- v) assigning tools/equipment to the intern; and
- vi) appraising the intern.

### **2.5.5 Mentor**

Each intern shall be assigned a mentor identified by the Clerk who shall:

- i) ensure work programme for intern is in place;
- ii) ensure that internship programme is implemented as stipulated;
- iii) enter into performance agreement with intern;
- iv) provide experiential learning activities to intern;
- v) provide supportive environment for the intern to facilitate the intern's development; and
- vi) Conduct ongoing monitoring and assessment of intern and provide regular feedback on performance.

### **2.5.6 Intern**

The intern shall be required to:

- i) abide by rules, regulations and protocols of the section, the department and the County Assembly;
- ii) demonstrate commitment and willingness to fully and actively participate in the learning experiences of the internship programme;
- iii) be ready to be deployed to any relevant office/work station where there may be an internship vacancy;
- iv) make effort to acquire relevant skills in the area of specialization;

- v) complete assignments given by the mentor and/or supervisor;
- vi) complete the internship programme as per guidelines provided by the regulatory body;
- vii) provide regular feedback to the line manager through the supervisor on the progress he/she is making and any challenges thereto with regard to the internship programme;
- viii) observe confidentiality of information and security of tools/equipment that are placed in their possession in the course of the programme;
- ix) hand over all materials and equipment/tools belonging to the organization at the end of the internship period;
- x) submit a copy of the report on internship experience to the line manager; and
- xi) Clear with the department attached and the HR before leaving the internship station.

### **2.6 Payment of Stipend to Interns**

Internship shall be non-remunerative. However, interns will be paid a stipend as may be determined by the County Assembly Service Board from time to time. Departments will be expected to make budgetary allocation for the stipend on annual basis.

### **2.7 Insurance**

All interns in the County Assembly shall be required to have a personal accident insurance to cover for personal risks during the internship period. They will also be required to have medical insurance cover by the National Hospital Insurance Fund (NHIF) or any other reputable medical insurance firm.

### **2.8 Departmental/Vetting**

To ensure confidentiality of the Assembly information and safety of equipment, the intern will be subjected to Assembly vetting and sign a prescribed security declaration form. In this regard, the intern shall be required to:

- i) provide general personal information;
- ii) submit a copy of National Identity Card (ID) or copy of Passport
- iii) submit two (2) coloured passport size photographs
- iv) Sign for tools/equipment issued to them.

### **2.9 Intern Entitlements**

An intern will be entitled to the following:

- i) sick leave as applicable in the prevailing regulations;
- ii) stipend; and

### **2.10 Discontinuation/Termination of Internship**

a) An intern may be discontinued from a programme on any of the following grounds:

- i) absence from the hosting department without permission or reasonable cause for a period exceeding 24 hours;
- ii) reporting to the workstation under the influence of alcohol;
- iii) performance is not satisfactory and not in line with County Assembly ethos;



- iv) involvement in fighting at the workstation or in the Assembly precincts;
  - v) charged in a court of law with a criminal offence;
  - vi) willfully destroys the property of the County Assembly;
  - vii) if at any time the Assembly incurs a loss that is attributable to the neglect or fault of the intern;  
and
  - viii) Refuses to obey lawful instructions.
- b) An intern may terminate the contract by submitting a written letter of resignation/termination of the contract to the Clerk of the County Assembly through the supervisor by giving a one month's notice.
- c) The Assembly reserves the right to terminate a contract with an intern at any point during the specified period. Notice for the termination of the contract will be as per the requirements set out in the contract.

## **CHAPTER THREE: ASSEMBLY ORGANIZATIONAL FRAMEWORK**

### **3.0 Assembly Management and Implementation of the Policy**

For proper management and effective implementation of the programme, the following stakeholders will be involved:

- i) County Assembly Service Board
- ii) Departments/Section Heads
- iii) Committee on Interns Management

#### **3.1 County Assembly Service Board**

The County Assembly Service Board will oversee the management and implementation of the internship programme. The Board will undertake the following:

- i) Issue policies and guidelines;
- ii) Collect, collate and put in the public domain information on internship opportunities in the County Assembly;
- iii) Receive reports and maintain a database on internship;
- v) Monitor and evaluate the implementation of the internship programme in the County Assembly;  
and
- vi) Undertake annual reviews and analyze performance of internship programmes in the service.

#### **3.2 Departments/Sections Heads**

Departments and Sections will be responsible for the management and implementation of the internship programme within the Assembly. They will:

- i) Develop internship plans and budget for the programmes;
- ii) Implement the internship policy and guidelines;
- iii) Generate and forward information on internship opportunities to the County Assembly Service Board;
- iv) Develop an internal database and submit quarterly reports on internship to the County Assembly Service Board through the Clerk;

### **3.3 Committee on Interns Management**

#### **3.3.1 Select and place interns;**

- i) Monitor, evaluate and report on the internship programme.
- ii) develop norms, standards and evaluation criteria for the internship programme;

#### **3.3.2 Committee on Interns Management composition**

The committee shall be constituted by members drawn from the following departments;

- i) Director HR
- ii) HR/Administrative
- iii) Finance
- iv) ICT
- v) Clerkship

## **CHAPTER FOUR: MONITORING AND EVALUATION**

### **4.0 Monitoring and Evaluation of Internship Programmes**

It is a policy requirement that Monitoring and Evaluation be an integral part of all activities undertaken by Government agencies. As such, Internship Programmes shall be monitored and evaluated to ascertain the extent to which the objectives have been met, and for purposes of instituting remedial measures.

Monitoring and evaluation will ensure control and provide information needed for improvement and sustainability of the programme. Evaluation will further establish the extent to which the interns and the Assembly departments have benefited from the programme.

The internship programme in the County Assembly, therefore, will be carefully managed and coordinated for sustainability, consensus and shared ownership by all stakeholders in order to realize the internship programme goals and targets.

Monitoring and evaluation of the programmes shall be undertaken through the following mechanisms:

- i) monitoring of internship uptake trends and patterns for forecasting and planning purposes;
- ii) determining the total number of interns who successfully complete the programme, obtain a recommendation letter and secure employment after the completion of the programme;
- iii) ascertaining the degree to which the management of the Assembly is satisfied with the value of and contribution made by the interns;
- iv) preparing annual reports on the Internship Programmes; and
- v) Reviewing the overall programme for purposes of improvements and alignment with the County Assembly's strategic objectives.

#### **4.1 Framework for Monitoring and Evaluation of the internship Programme**

M&E framework will be designed to ensure adoption of a participatory approach in the implementation of the internship programme in the County Assembly. Focus shall be on the following:

- i) definition of the main objectives and targets;
- ii) selection of indicators to measure the efficiency and effectiveness of the internship activities;
- iii) identification of lessons learnt and the reapplication of best practices; and
- iv) Involvement of the Board and other stakeholders in the monitoring and evaluation of the internship programme.

#### **4.2 Review of the Policy**

The policy will be reviewed by the County Assembly Service Board every three years or as need arises in order to address emerging issues as recommended by the relevant departments and other government agencies.

## **APPENDICES**

### **Appendix I: INTERNSHIP GUIDELINES**

#### **1. Scope**

The internship guidelines shall apply to the County Assembly, except otherwise directed by the County Assembly Service Board.

#### **2. Declaration and Application for Internship Opportunities**

All internship opportunities in the County Assembly shall be approved by the Clerk of the County Assembly Service Board before commencement. The declared internship vacancies in each department shall be guided by the available opportunities and the budgetary allocation.

#### **3. Eligibility**

The persons eligible for this programme shall:

- (iv) Continuing students undertaking a Diploma or a Degree from a recognized Government based training institution
- (v) Unemployed Kenyan graduates from training institutions who have completed their degree courses and have not been exposed to work experience related to their area of study.
- (vi) Graduates of degree and diploma programmes, for whom internship is a requirement for registration by their respective professional bodies.

#### **4. Duration**

The internship period shall be at least six (6) months except where otherwise directed by the CASB. The attachment shall be three (3) months non-renewable.

#### **5. Selection**

Selection of interns shall be undertaken by CAIMC Industrial Attachment Management Committee who shall be guided by the principles of merit, fairness and inclusivity. Once selected the intern shall sign an internship agreement with the County Assembly using the prescribed format at Appendix IV.

#### **6. Placement**

- i) The heads of Directorates shall be responsible for posting of Interns to specific departments, sections and units in consultation with the Head of Human Resource Management and Development and the units heads.
- ii) Placement shall be done in accordance with the academic/professional qualifications of the Intern.

**7. Working Hours**

Interns shall adhere to the normal Assembly working hours as prescribed in the County Assembly Human Resource Policies and Procedures Manual.

**8. Stipend and Subsistence Allowance Each intern will be entitled to:**

- (i) a monthly stipend

The rates shall be determined and communicated through circulars to be issued by the Clerk through the Director of administrative services from time to time. Departments shall make budgetary provisions for the stipends and subsistence allowance every financial year.

**9. Post Internship Gains**

The experience gained during Internship may be considered as an added advantage while seeking formal employment in the County Assembly.

**10. Insurance**

Interns shall be required to have a valid personal accident insurance cover at the time of engagement to cover the period of internship.

**11. Medical Cover**

Interns shall be required to have a valid personal medical insurance cover by NHIF or other reputable medical insurance firm for the duration of the internship.

**12. Protective Clothing/Working Tools**

Assembly shall provide interns with relevant working tools/equipment and protective gear where applicable. Interns shall account for tools and equipment issued to them at the end of internship period.

**13. Security/Vetting**

Interns shall be vetted and sign a security declaration form during engagement. They shall provide bio-data and copies of National Identity card or Passport and 2 coloured passport size photographs at the time of engagement. Interns shall not divulge any information acquired in the course of duty to unauthorized persons.

**14. Training**

Each Department shall organize an induction programme for all newly engaged interns. In addition section heads shall develop a structured training programme to ensure exposure to different functional areas of the department/unit.

Every endeavor shall be made to ensure that the internship programme offers experiential learning activities and hands-on learning experience for the interns, including participation in seminars and workshops.

#### **15. Supervision**

Departments/Section heads shall be responsible for monitoring the performance of Interns. Each intern shall be assigned a supervisor and or a mentor to set targets, assign working tools, oversee the day to day work performance, and appraise him/her within the existing performance management framework and or Assessment guidelines as issued by HR department.

#### **16. Conduct**

Interns shall conduct themselves in line with established codes of conduct, rules and regulations of the County Assembly as well as those of the public service.

#### **17. Discipline**

Disciplinary proceedings shall conform to relevant instruments such as the Employment Act, County Assembly Service Board regulations and departmental policies.

- (i) In case of gross misconduct, the services of an intern shall be terminated without notice.
- (ii) Upon termination, an intern shall not be entitled to the stipend.
- (iii) In case of a charge for a criminal offence, an intern shall be discontinued from the internship programme.

#### **18. Termination of Internship Contract**

The internship contract may be terminated at one month's notice by either party.

#### **19. Completion of Internship Programme**

Upon completion of internship an intern shall be:

- (i) Required to present a report/paper to the head of the department;
- (ii) Provided with a recommendation letter signed by the Clerk of the County Assembly.

#### **20. Intern's Liability and Loss of Property**

- (i) Any loss occasioned by an intern shall be promptly reported to the Head of the department with the advice or recommendations pertaining to the loss.
- (ii) At the end of the programme, or upon termination of internship, records of the intern shall be checked for any debts or loss of returnable supplies to the County Assembly.

#### **21. Programme Co-Ordination**

All Departments are required to have a well-documented structure/plan for managing the internship, which should be coordinated by the Head of Human Resource Management & Development.



Date.....

## Appendix II: APPLICATION FOR INTERNSHIP FORM

### COUNTY ASSEMBLY OF NYANDARUA

#### APPLICATION FOR INTERNSHIP PROGRAMME FORM

Please complete this form in BLOCK LETTERS and submit to the Department/ Section/Institution that you had applied for internship.

1. Department/Section.....
2. Full name.....
3. Date of Birth.....
4. Identity Card Number..... Gender  Female  Male
5. Personal Identification Number (PIN).....
6. Postal Address.....Postal Code..... Town.....
7. E-mail Address.....Mobile Number.....

8. Home County.....Sub-county.....

9. Disability Status.....

10. Educational/Professional Qualifications

S/No	University/Institution	Year of Study/ Graduation	Course	Internship period

11. Area of Interest .....

I certify that the above information is true to the best of my knowledge.

Name: .....

Signature: .....

Date: .....



**Appendix III: INTERNSHIP AGREEMENT FORM**

**TERMS AND CONDITIONS OF INTERNSHIP AGREEMENT**

DEPARTMENT/SECTION.....

**1. Bio-Data**

- (a) Name of Intern.....
- (b) Date of Birth.....
- (c) Identity No..... Sex.....  M  F
- (d) PIN No .....
- (e) County of birth.....
- (g) Address..... Post code ..... Town..... Tel.....
- (h) Next of kin..... Relationship..... Tel.....
- (i) Qualifications.....
- (j) Are you a person living with disability? Yes  No
- (k) Section.....
- (l) Directorate.....
- (m) Station .....

- 2. The internship shall commence on..... and terminate on .....
- 3. The employer shall pay a stipend to the intern as stipulated in the County Assembly guidelines issued from time to time.
- 4. The intern shall report for duty on a daily basis, work for 8 hours per day and observe punctuality.
- 5. The County Assembly shall ensure that, immediately upon commencement of the internship, the intern shall undergo an appropriate induction programme, and shall furnish him/her with all relevant and available information and access to relevant equipment necessary to perform the duties and receive the experience agreed upon under this agreement.
- 6. A supervisor or mentor shall be assigned to supervise the work of the intern and to assess the performance of the intern on a regular basis in accordance with the job description which forms an integral part of this agreement, for the purposes of development.

7. The County Assembly undertakes to make every effort to ensure that the work assigned to the intern is, insofar as practically possible, intellectually challenging and shall seek to draw out the intern's educational, technical and vocational skills to the full.
8. If the intern is required to travel and subsist overnight in the course of his/her assigned duties, he/she will be entitled to subsistence allowance as stated in the appropriate guidelines.
9. The intern shall comply with all relevant workplace policies of the County Assembly.
10. The intern shall faithfully and diligently devote his or her time to the services of the Assembly as agreed upon, and shall undertake duties in accordance with the job description in the Assembly or any person duly authorized thereto in this respect shall require of him or her.
11. The intern undertakes not to, without authorization, during his/her training or at any time thereafter, disclose or use any record obtained as a result of his or her employment, to the detriment of the National Government, County Government or County Assembly except if it is used in the exercise or protection of any right or legitimate expectation, conferred by law.
12. This agreement may be terminated at one month's notice, by either party.
13. In cases of serious indiscipline or non-performance on the part of the intern the County Assembly shall terminate the services of the intern without notice.
14. Nothing contained in this agreement shall entitle the intern to a permanent position with the County Assembly on expiry of this agreement.

I declare that I have not been engaged as an intern prior to this engagement.

INTERN'S SIGNATURE:.....Date.....

WITNESS:.....Date.....

**SIGNATURE OF AUTHORIZED ASSEMBLY REPRESENTATIVE**

.....Date.....

**Appendix V: SAMPLE LETTER ON COMPLETION OF INTERNSHIP**

To whom it may concern

REF: RECORD OF COMPLETION OF INTERNSHIP PROGRAMME

This serves to confirm that

Mr/Ms.....

ID Number..... was on a.....months internship in the Department/Section of .....

From ..... to .....

During this period, the above named was placed in the following unit/ department/ directorate .....

In the course of his/her work, he/she undertook the following tasks / functions and or work in the following capacities / positions:

- 1) .....
- 2) .....
- 3) .....
- 4) .....
- 5) .....

As part of the internship experience, he/she developed an end of internship report to document his/her work environment experiences.

Should you wish to discuss the intern's performance in the Department you are welcome to contact the head of department where the intern was placed.

Mr./Mrs/Ms: .....

Designation: .....

Office Telephone No: ..... Mobile

Telephone No: ..... Email Address:

.....

Any necessary assistance to him/her will be highly appreciated.

**Mukiri Muchiri**  
**Chairperson**  
**Industrial Attachment Management Committee**  
**County Assembly of Nyandarua**