

# **COUNTY GOVERNMENT OF BUNGOMA**



## **THE BUNGOMA COUNTY INTERNSHIP POLICY**

**NOVEMBER, 2023**

## Table of Contents

FOREWORD .....	4
DEFINITION OF TERMS .....	5
LIST OF ABBREVIATIONS.....	7
CHAPTER ONE .....	8
1.0.    Introduction.....	8
1.2.    Rationale for developing this policy .....	8
1.3.    Policy Statement .....	9
1.4.    Vision.....	9
1.5.    Mission.....	9
1.6.    Policy Goals and Objectives .....	9
1.6.1.    Goal.....	9
1.6.2.    Specific Objectives .....	9
1.7.    Principles of Internship .....	9
1.8.    Scope.....	10
CHAPTER 2 .....	11
2.0.    LEGAL AND POLICY ENVIRONMENT .....	11
2.1.    Introduction.....	11
2.2.    The Constitution of Kenya .....	11
2.3.    International Labour Organization (ILO) Conventions .....	11
2.4.    The Employment Act, 2007.....	11
2.5.    Persons with Disabilities Act, 2003 .....	11
2.6.    Work Injury Benefits Act, 2007.....	11
2.7.    Occupational Safety and Health Act, 2007 .....	11
2.8.    Labour Relations Act, 2007 .....	11
2.9.    Technical and Vocational Education and Training Act, 2013 .....	12
2.9.10.    The Public Service (Values and Principles) Act, 2015 .....	12
2.9.11.    Kenya National Youth Development Policy 2019.....	12
2.9.12.    Human Resource Development Policies and Procedure manuals for the Public Service 2016	12
CHAPTER 3: STRATEGIES, PROCEDURE AND REQUIREMENTS .....	13
3.0: Introduction.....	13
3.1.    Target Group and Eligibility .....	13
3.4.    Duration .....	13
3.5.    Selection Criteria and Procedure.....	13
3.5.1.    Selection Criteria.....	13

3.5.2. Selection Procedure.....	13
3.6. Roles and responsibilities of the key players .....	14
3.6.1. Role and Responsibility of the Chief Officer/Authorised Officer .....	14
3.6.2. County Director of Human Resource Management and Development.....	14
3.6.3. Mentor.....	15
3.7. Obligations of Interns.....	15
3.8. Payment of stipend and other entitlements .....	16
3.9. Insurance .....	16
3.10. Vetting.....	16
3.11. Discontinuation and Termination of Internship .....	17
3.11.1. Discontinuation from the internship programme .....	17
3.11.2. Termination of contract by intern .....	17
3.11.3. Termination of Contract by County Government .....	17
CHAPTER 4: INSTITUTIONAL FRAMEWORK .....	18
4.0. Introduction.....	18
4.2. Bungoma County Public Service Board .....	18
4.3. County Departments and Agencies.....	18
4.4. Professional Regulatory bodies.....	18
CHAPTER FOUR: MONITORING EVALUATION AND REPORTING .....	20
4.0. Introduction.....	20
4.1. Framework for Monitoring and Evaluation of the Internship Programme .....	20
CHAPTER FIVE .....	21
5.0. Compliance with the policy & policy review .....	21
5.1. Compliance .....	21
5.2. Non-Compliance .....	21
5.3. Review of the Policy .....	21

## **FOREWORD**

The County Government of Bungoma acknowledges that an Internship Program provides youth an opportunity to acquire requisite training and practical skills that will make them suitable for absorption to substantive posts in the private and public sector. The program will enable fresh graduate to apply the concepts, issues and skills learnt in their areas of specialization to the work place, while at the same time understanding the roles of all the other departments within the county government.

While the county government is keen at providing an enabling environment for the youth to reach their full potential through internship, the engagement and management of the interns has been hampered by lack of a policy. The Internship Policy therefore establishes mechanisms for managing an effective and efficient internship program that aims to bridge the gap between academic knowledge and world of work. It is my hope and belief that chief officers, directors and other supervisors will find this policy useful. The policy will be revised from time to time to ensure it remains relevant in a dynamic work environment.

**BENEDICT EMACHAR,**

**CECM PUBLIC SERVICE MANAGEMENT, ADMINISTRATION&ICT**

## **DEFINITION OF TERMS**

### **Certificate**

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

### **Internship**

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

### **Intern**

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

### **Graduate**

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

### **Director**

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

### **Agreement/Contract**

A binding agreement between an intern the county government of Bungoma and 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.

### **Mentor**

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

### **County Public Service**

All individuals other than state officers, performing a function within the county government organs.

**Supervisor**

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

**Youth**

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

## **LIST OF ABBREVIATIONS**

<b>CHRAC</b>	County Human Resource Advisory Committee
<b>CPSB</b>	County Public Service Board
<b>CECM</b>	County Executive Committee Member
<b>CO</b>	Chief Officer
<b>DHRAC</b>	Departmental Human Resource Advisory Committee
<b>HRM&amp;D</b>	Human Resource Management and Development
<b>ID</b>	Identity Card
<b>M&amp;E</b>	Monitoring and Evaluation
<b>NHIF</b>	National Hospital Insurance Fund

## CHAPTER ONE

### **1.0. Introduction**

Bungoma County is one of the devolved units created by the constitution of Kenya. It is located in the western part of country with agricultural production being the main economic activity. According to the 2019 population censuses, the county has a population of approximately 1.7 million people with a majority living in rural areas. The county just like other counties in the country has been experiencing a rapid growth of the youth population. It is estimated that youth constitute a significant portion of the total population in the county.

The main challenge facing the county is the issue of youth unemployment which significantly affects economic development. High unemployment rate implies that a majority of the youth graduating from training institutions are not able to access employment opportunities in the public or private sector. Due to youth unemployment, it has been reported that a number of them end up being involved in antisocial vices, such as drug and alcohol abuse, early pregnancies, crime among others. As part of its mandate, the county government of Bungoma has prioritized the development and implementation of appropriate strategies for solving youth unemployment.

The internship programme is one of the strategies that the county government of Bungoma intend to apply as one way of dealing with the problem of youth unemployment. Internship is planned and structured to provide the intern with relevant work experience for a specific period of time. It targets young people who have completed their studies in training institutions and are unemployed. The internship programme will also play a vital role in preparing the young graduates gain relevant skills that are required for registration by their respective professional bodies. There is however, no policy framework to guide the implementation and management of interns in Bungoma County.

### **1.2. Rationale for developing this policy**

Bungoma County is faced with the challenge of high rate of unemployment particularly among the youth. The challenge is worsened by lack of work experience that is relevant to the job market. The high unemployment rate among the youth has led to frustrations, increased dependency level and slow economic growth.

Other negative vices include increased poverty levels, drug abuse and crime. The above challenges negatively affect the realization of the Kenya vision 2030 as well the county's economic development agenda. The county government has therefore prioritized job creation and

increased youth employment by promoting internship for those graduating from training institutions.

This policy framework is therefore part of the county government strategy for promoting youth inclusion in the workplace.

### **1.3. Policy Statement**

The County Government of Bungoma shall establish an internship programme in its public service so as to enable the youth who have completed their courses acquire workplace experience to enhance their employability.

### **1.4. Vision**

A competitive, knowledgeable and skilled youth with relevant work experience for economic development

### **1.5. Mission**

To provide, promote and coordinate an efficient and effective internship program to the youth of Bungoma County

## **1.6. Policy Goals and Objectives**

### **1.6.1. Goal**

The goal of the internship policy for the county public service is to provide the youth with opportunity to gain practical experience in the world of work.

### **1.6.2. Specific Objectives**

The Specific the objective of the policy are:

- a. Ensure a well-structured and coordinated internship programme
- b. Provide a framework and standards for all interns
- c. Ensure effectiveness and efficiency of implementation and management of internship programme
- d. Provide a framework for monitoring, evaluation and reporting for improvement and sustainability of the internship programmes.

## **1.7. Principles of Internship**

The internship programme in Bungoma county public service shall be governed by the following principles.

<b>s/no</b>	<b>Principle</b>	<b>Explanation</b>
1	Equity and Inclusivity	Ensure inclusivity and accessibility of opportunities to interns from diverse background through transparent recruitment and selection process
2	Professionalism	Ensure that interns acquire skills and experience required their professional development
3	Efficiency	Ensure that internship programmes are cost effective
4	Relevance	Ensure that the interns are exposed to relevant work experiences that is commensurate with their qualifications.
5	Resource mobilization	Capacity of the county department mobilize resources to accommodate interns

### **1.8. Scope**

This policy shall apply to the county public service of Bungoma County

## CHAPTER 2

### 2.0. LEGAL AND POLICY ENVIRONMENT.

#### 2.1. Introduction

There are various legal, International conventions, statutory and policy instruments that can be relied on in support of this policy. These include:

#### 2.2. The Constitution of Kenya

The constitution of Kenya has significant provisions that highlights the need for youth empowerment through training and education. Some of the constitutional provision are found in article 10 on national values and principles of governance, article 232(1)(I) on values and principles of public service and Article 55 that require the state to take measures to ensure the youth to have access to education, training and employment opportunities.

#### 2.3. International Labour Organization (ILO) Conventions

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

#### 2.4. 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.

#### 2.5. 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.

#### 2.6. Work Injury Benefits Act, 2007

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

#### 2.7. Occupational Safety and Health Act, 2007

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

#### 2.8. Labour Relations Act, 2007

The Act provides for protection of workers' rights.

## **2.9. 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, labor market needs and employable skills.

## **2.9.10. 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 Public Service.

## **2.9.11. Kenya National Youth Development Policy 2019**

The policy envisions society where youth have equal opportunity to realize their fullest potential and identifies the most important youth issues as unemployment and Underemployment, health, school and college drop-outs, crime and deviant behavior, limited sports and recreational facilities, abuse and exploitation, limited participation and lack of opportunities, among others.

## **2.9.12. Human Resource Development Policies and Procedure manuals for the Public Service 2016**

The Policy recognizes that trainees graduating from training institutions join the labor market with academic and theoretical approach to work and therefore require Practical exposure in real work environment.

## **CHAPTER 3: STRATEGIES, PROCEDURE AND REQUIREMENTS**

### **3.0: Introduction**

This chapter discusses the strategies, procedures and requirements to be employed by the County Government in achieving the objectives of this policy.

### **3.1. Target Group and Eligibility**

The internship programme shall be open to:

- i. Unemployed graduate from training institutions who have completed their course of study at diploma or degree levels and have not been exposed to work experience related to their area of specialization.
- ii. Graduates of degree and diploma programmes for whom internship is a requirement for registration by their respective professional bodies
- iii. Graduate who have not undertaken any internship programme after graduating. Internship shall **ONLY** be undertaken once after graduating from a course of study

### **3.4. Duration**

The duration for internship programme shall be between three (3) and 12 month, or the duration prescribed by the professional regulatory body which regulates the profession in which the intern seeks registration.

### **3.5. Selection Criteria and Procedure**

#### **3.5.1. Selection Criteria**

Selection of intern shall be based on the following criteria:

- i. Merit and discipline,
- ii. Gender,
- iii. Ethnic representation
- iv. Disability status
- v. Minority and marginalized groups

#### **3.5.2. Selection Procedure**

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

- i. At Departmental level, the Departmental Human Resource Advisory Committee(DHRAC) shall identify and forward their needs for interns
- ii. The County Human Resource Advisory Committee (CHRAC) shall then consider request and forward the recommendations to the County Public Service Board (CHRAC). The County Government of Bungoma shall engage a reasonable number of interns at any particular time subject to service need and availability of resources , but not exceeding 3 percent of the approved staff establishment;
- iii. The County Public Service Board(CHRAC) will advertise vacancies for interns in daily newspapers, county website and through notices
- iv. The advertisement for internship vacancies shall include area of specialization, number of interns required, duration of internship and deadline of application
- v. The County Public Service Board shall coordinate the interview and recruitment of interns and forward the same to the County Secretary.
- vi. The county secretary shall coordinate the placement and deployment interns to various County Departments

### **3.6. Roles and responsibilities of the key players**

#### **3.6.1. Role and Responsibility of the Chief Officer/Authorised Officer**

In the Departments, the interns shall be supervised by the respective chief officers. The Chief Officer with therefore:

- a. Provide the necessary facilities to enable the interns to acquire the required skills and knowledge
- b. Ensure that the interns are properly engaged in relevant work assignments
- c. Appoint a mentors for the interns
- d. Prepare and submit quarterly progress report to the county public board through the county secretary
- e. Issue a letter of completion of the internship upon successful completion of the programme.

#### **3.6.2. County Director of Human Resource Management and Development**

The Director of human resource management and development shall be responsible for the following

- i. Advice the county human resource advisory on internship programme

- ii. Align internship programmes with human resource management and development(HRM&DSS) plan and county strategic plans
- iii. Coordinate performance management systems that involve interns, mentors and managers
- iv. Develop a data bank of all interns in the county
- v. Facilitate the processing of payment of the prescribed stipend to interns in accordance with the set guidelines
- vi. Coordinate the monitoring, assessment and evaluation of the interns
- vii. Compile reports on progress and challenges of the internship programme on quarterly and annual basis

### **3.6.3. Mentor**

A mentor shall be assigned to each intern with sole responsibility being to:

- i. Ensure work programme for intern is in place
- ii. Enter into work performance agreement with intern
- iii. Ensure internship programme is implemented as stipulated
- iv. Provide supportive environment for the interns and facilitate the interns development
- v. Conduct continuous monitoring, assessment and report on interns performance

### **3.7. Obligations of Interns**

The intern shall be required to;

- i. Observe rules, regulations and protocols of the County Government of Bungoma
- ii. Show commitment and willingness to fully and actively participate in the learning experiences of the internship programme;
- iii. Make effort to acquire relevant skills in the area of specialization;
- iv. Complete assignments given by the mentor and/or supervisor;
- v. Complete the internship programme as per guidelines provided by the regulatory body;
- vi. Provide regular feedback to the chief officer through the mentor on the progress he/she is making and any challenges encountered during the internship programme;
- vii. Observe confidentiality of information and security of tools/equipment that are placed in their possession in the course of the programme;
- viii. Hand over all materials and equipment/tools belonging to the organization at the end of the internship period;

- ix. Submit a copy of the report on internship experience to the chief officer
- x. Clear with relevant authorities before leaving the internship station.

### **3.8. Payment of stipend and other entitlements**

- i. Internship shall be non-remunerative. However, interns will be paid a monthly stipend as may be determined by County Government of Bungoma and as guided by the Salary and Remuneration Commission. The County Departments/ Agencies will be expected to make budgetary allocation for the stipend on annual basis.
- ii. The stipends shall be paid as follows:

<b>s/no</b>	<b>Category</b>	<b>Stipend(kshs)</b>
1	Bachelor's Degree /Higher National Diploma	25,000
2	Diploma	20,000
3	Certificate holder	15,000

- iii. An intern will also be entitled to the following;
  - a. 15 working days per annum as annual leave
  - b. Be eligible to benefit from accrued leave days after 3 months of continuous internship;
  - c. Be granted up to 30 days' paid sick leave. Any period of sick leave beyond 30 days shall not be considered for the stipend;
  - d. Be granted a compassionate leave of up to 5 working days
  - e. Daily subsistence allowance when out of station as maybe guided by existing circulars from time to time.

### **3.9. Insurance**

All interns in the County public service shall be required to acquire a personal accident insurance to cover for personal risks during the internship period. They will also be required to have medical insurance cover by a reputable medical insurance organisation.

### **3.10. Vetting**

To ensure confidentiality of the County Government information and safety of equipment, the intern will be subjected to vetting and sign a prescribed security declaration form. The intern shall therefore be required to:

- i. submit copies of academic and professional certificates
- ii. acquire a valid certificate of good conduct;
- iii. Provide general personal information;

- iv. Submit a copy of National Identity Card (ID) or copy of Passport and a copy of PIN certificate
- v. two (2) coloured passport size photographs;
- vi. Sign for tools/equipment issued to them.

### **3.11. Discontinuation and Termination of Internship**

#### **3.11.1. Discontinuation from the internship programme**

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

- i. Absence without permission or reasonable cause for a period exceeding 24 hours;
- ii. Reports to work under the influence of alcohol and substance abuse;
- iii. Performance is not satisfactory and not in line with the prescribed rules and regulations;
- iv. involvement in fighting within County premises;
- v. Charged in a court of law with a serious criminal offence;
- vi. Wilfully destroys the property of County Government;
- vii. If at any time sustains a loss that is attributable to the neglect or fault of the intern;  
and
- viii. Refuses to obey lawful instructions.
- ix. Violation of any other provisions that contravenes the employees of County Government of Bungoma terms and conditions of service
- x. Is engaged in cases of professional misconduct

#### **3.11.2. Termination of contract by intern**

- i. An intern may terminate the contract by submitting a written letter of resignation/termination of the contract to the county secretary through chief officer by giving a one month's notice or one month payment in lieu of the notice;

#### **3.11.3. Termination of Contract by County Government**

The County Government of Bungoma 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 4: INSTITUTIONAL FRAMEWORK

### 4.0. Introduction

This policy aims at providing a coordinated approach to the management and implementation of the internship programme so as to achieve its objectives. The following institutions/agencies will be involved in the management and implementation of this policy:

1. Bungoma County public service Board (CPSB)
2. County Departments and Agencies
3. Professional regulatory bodies

### 4.2. Bungoma County Public Service Board

The County Public service Board will oversee the management and implementation of the internship programme. The service 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 public service;
- iii. Coordinate the selection of interns as present guidelines

### 4.3. County Departments and Agencies

County government department/ agencies and municipal boards shall be responsible for the implementation of this policy by:

- i. Identifying internship opportunities;
- ii. Generate and submitting internship opportunities to CHRAC through DHRAC for onward processing;
- iii. Implementing the internship policy and guidelines;
- iv. Budgeting for the internship programme;
- v. Supervising the interns;
- vi. Submit monthly and quarterly reports and on interns to county public service board through the county secretary;
- vii. Liaise with county treasury for funding of the internship programme.

### 4.4. Professional Regulatory bodies

- i. Professional regulatory bodies regulate professional practice and shall:
- ii. Develop programmes consistent with the fulfilment of the learning objectives of the internship programme;
- iii. Set and review the internship programmes;
- iv. Develop norms standards and evaluation criteria for the internship programme;
- v. Register and license professionals after successful conclusion of the internship;
- vi. Disseminate professional conduct of conduct.

- vii. Establish an appeals mechanism to hear appeals that may arise; receive reports and maintain a database on internship; monitor and evaluate the implementation of the internship programme in the public service; and
- viii. Undertake annual performance reviews of internship programmes.

## CHAPTER FOUR: MONITORING EVALUATION AND REPORTING

### 4.0. Introduction

The internship programme shall be monitored and evaluated to ascertain the extent to which its 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 have benefited from the programme. The internship programme 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 programme 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 letter of completion of internship and secure employment after the completion of the programme;
- iii. Establishing the degree to which management is satisfied with the value of and contribution made by the interns;
- iv. Preparing annual reports on the internship programme; and
- v. Reviewing the overall programme for purposes of improvements and alignment with the County strategic objectives.

### 4.1. Framework for Monitoring and Evaluation of the Internship Programme

Monitoring and Evaluation framework will be designed to ensure adoption of a participatory approach in the implementation of the internship programme. Attention 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 stakeholders in the monitoring and evaluation of the internship programme.

## **CHAPTER FIVE**

### **5.0. Compliance with the policy & policy review**

#### **5.1. Compliance**

This policy shall be applicable to all stakeholders to ensure effective implementation of the internship programme. Compliance in this Policy indicates adhering to guidelines, standards, operating procedures and regulations.

#### **5.2. Non-Compliance**

Non-compliance to this Policy shall be managed in accordance with the relevant legal and regulatory provisions.

#### **5.3. Review of the Policy**

The policy will be reviewed every three years or as need arises in order to address emerging issues.

