

REPUBLIC OF KENYA



**COUNTY GOVERNMENT OF KERICHO
PUBLIC SERVICE BOARD**

Policy Document on Internship

JUNE, 2022

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FOREWORD

The Constitution of Kenya requires 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 commits to promote and strengthen internship programmes for the youth graduating from training institutions to enable them acquire practical experience.

The Public Sector has a responsibility to take the lead in creating internship opportunities for the youth in the country. However, for a long time, the public sector did not have a policy to guide the engagement and management of the interns. The Internship Policy for the Public Service establishes mechanisms for managing an effective and efficient internship programme that aims to bridge the gap between academic knowledge and the world of work. The policy is therefore part of the County government strategy for developing and implementing youth leadership and entrepreneurship programme.

As the employer, the public sector 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 improve their competitiveness. This will contribute to the County government's effort in alleviating youth unemployment by offering them a chance to gain workplace experience, thus enabling them to have a competitive edge in their job search.

This Policy on Management of Internship in the County Public Service has been developed to provide guidelines on effective management of internship programmes for the youth seeking such opportunities in the County Government of Kericho.

H.E Dr. Erick Kipkoech Mutai
Governor Kericho County

PREFACE

This policy provides guidelines for engagement and management of internship programmes in the County Public Service. 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 Board's commitment to provide guidelines 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 in the County Public Service. A monitoring and evaluation mechanism has been proposed for purposes of enhancing effective implementation and ensuring that lessons learnt are brought on board.

Prof. Joel Koech

Chairman, County Public Service Board

ACRONYMS

CECM	County Excecutive Committee Member
CHRMO	County Human Resource Management Officer
CPSB	County Public Service Board
CS	County Secretary
DG	Deputy Governor
HRM&D	Human Resource Management and Development
HRMAC	Human Resource Management Advisory Committee
ID	Identity Card
HRM	Human Resource Management
M&E	Monitoring and Evaluation
NHIF	National Hospital Insurance Fund
PSM	Public Service Management
SAGAs	Semi Authonomaous Government Agencies

DEFINITION OF TERMS

Certificate

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

Host Institution/Department

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 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 to increase chances of employability.

Divisional Heads

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 Department or SAGAs 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 provides practical training and facilitates other forms of training to trainee or mentee

Public Service

Meaning assigned to it in Article 260 of the Constitution of Kenya.

Public Sector

Meaning assigned to it in Article 260 of the Constitution of Kenya.

Supervisor

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

Youth

Meaning assigned to it in Article 260 of the Constitution of Kenya.

County Government of Kericho

Kericho County is one of the 47 counties in the Republic of Kenya. It's located in the South Rift of the Great Rift Valley, about 256kms from Nairobi, the capital city of Kenya. The County lies between longitude 35° 02' and 35° 40' East and between the equator and latitude 0 23' South with an altitude of about 2002m above the sea level. The county is bordered by the Uasin Gishu County to the North West, Baringo County to the North, Nandi County to the North-West, Nakuru County to the East and Bomet County to the South. It is bordered to the South West by Nyamira and Homa Bay Counties and to the West by Kisumu County. The county occupies a total area of 2,479 sq.Km and is divided into 6 sub-counties, 30 wards, 85 locations and 209 sub locations. The county is well positioned to benefit from various markets provided by the neighboring counties as it has robust national and county roads connecting to the rest of the counties.

Kericho County is cosmopolitan and largely inhabited by Kipsigis sub-tribe of the Kalenjin community. Culturally, the Kipsigis people believed in a god called Asis; the Supreme Being that created the sky and the earth. Most of the residents of Kericho County are Christians, although there is a small population of Muslims and Hindus.

County Vision

“A prosperous county where residents enjoy a high quality of life in a sustainable environment”

County Mission

“To foster equitable and sustained socio-economic development through effective and efficient mobilization and utilization of available resources”

Core Values

- Accountability and Professionalism
- Yield and Sustainability
- Commitment and Hard work
- Innovation and Creativity

Kericho County Public Service Board

County Public Service Board Vision

To be a highly effective and efficient body in the provision and development of competent and dedicated human resource in the county public service.

County Public Service Board Mission

To promote excellence in service delivery through recruiting, nurturing and retention of competent and dedicated county human resource workforce.

County Public Service Board Core Values

The core values of the County Public Service Board shall be as follows
Creativity and Innovation in service delivery.

- Professionalism and Skills improvement is our pillar
- Safety and Security of our staff is critical.
- Build a responsive workforce.

County Public Service Board Tag Line

"Service With Passion"

Board's Strategic Thrust

- In order for the Board to achieve the above strategic objectives it will develop and disseminate critical institutional framework and policy guidelines that will inform and regulate various operations in the county public service on pertinent human resource management issues through establishment of the county Government Performance Management and reward systems.
- The Board will endeavour to create a lean, effective, efficient and highly motivated county public service for quality service delivery.

- The Board will promote, monitor and evaluate adherence to values and principles referred to in Article 10 and 232 of the Constitution of Kenya 2010 on public service and report on the extent of adherence.

Objectives of the County Public Service Board

- To create a lean, effective, efficient and highly motivated county public service for quality service delivery.
- To develop and disseminate critical institutional framework and policy guidelines that will inform and regulate various operations in the county public service on pertinent human resource management issues.
- To establish the county Government Performance Management and reward systems.
- To promote, monitor and evaluate adherence to values and principles referred to in Article 10 and 232 of the Constitution of Kenya 2010 on public service and report on the extent of adherence.

Functions of the board

The functions and powers of the Board are listed under section 59 of the CGA (2012) as shown below:

- i. Establish and abolish offices in the county public service;
- ii. Appoint persons to hold or act in offices of the county public service including in the Boards of cities and urban areas within the county and to confirm appointments;
- iii. Exercise disciplinary control over, and remove, persons holding or acting in those offices as provided for under this part;
- iv. Prepare regular reports for submission to the CA on the execution of the functions of the Board
- v. Promote in the county public service the values and principles referred to in Articles 10 and 232;

- vi. Evaluate and report to the County Assembly on the extent to which the values and principles referred to in Articles 10 and 232 are complied with in the county public service;
- vii. Facilitate the development of coherent, integrated human resource planning and budgeting for personnel emoluments in counties;
- viii. Advise the County Government on human resource management and development;
- ix. Advise County Government on implementation and monitoring of the national performance management system in counties;
- x. Make recommendations to the SRC, on behalf of the county government, on the remuneration, pensions and gratuities for county public service employees.

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. While the contributing factors to this state of affairs are many and varied, the single most significant factor especially among the youth is the lack of practical work-based experience.

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. This needs to be prevented at all costs.

As the employer, the public sector 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, which will improve their chances of employment. They will eventually be integrated into the economy, with the resultant effect of improved competitiveness, higher household incomes, reduced poverty, and a cycle of investment and growth.

It is therefore pertinent that the County Public Service establishes an internship programme, which would be a fundamental contribution to the County 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 vocational and professional skills, among others, that are 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 County 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 County government is committed to developing; promoting and strengthening internship for youth graduating from training institutions to enable them acquire practical experience.

Further, the Constitution of Kenya requires that the state takes measures to ensure that the youth gain access to relevant education, training and employment. Youth internship programmes will go a long way in providing them a chance to employment and livelihoods.

The Public Sector has a responsibility to take the lead in creating internship opportunities for the youth. However, the sector has no policy to guide the

engagement and management of the interns. Although the Human Resource Development Policy for the public service includes an internship frame work, the Internship Policy for the County Public Service 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 County government strategy for developing and implementing youth leadership and entrepreneurship programme.

1.2 Objectives of the Policy

The objectives of the Internship Policy for the County Public Service are to:

- i) Ensure a well-structured and coordinated internship programme;
- ii) Provide policy guidelines and standards applicable to all interns;
- iii) Ensure effectiveness and efficiency in implementation and management of internship programme;
- iv) Provide policy guidelines for monitoring, evaluation and reporting for improvement and sustainability of internship programmes; and
- v) Provide interns with the requisite experience.

1.3 Principles of Internship

The following principles shall govern internship management in the County public service:

- a) 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's demographics through transparent recruitment and selection procedures.
- b) 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.

- c) Capacity of the public organizations to accommodate interns in terms of resources such as office space, facilitative and mentorship capabilities.
- d) Efficiency of the internship programmes on the basis of cost-effectiveness.
- e) Relevance, fit to purpose and quality supervision through ensuring provision of appropriate and relevant work experience that is commensurate with the intern's qualification.
- f) Adherence to County government/ public agency programmes and activities.

1.4 Scope

This Policy shall apply to the County Public Service, except the public service institutions listed in Article 234 (3) of Constitution. However, any institutions within the County are free to adopt the provisions of this policy.

The policy will also be applicable to the following:

- i) unemployed graduates with appropriate skills who require practical hands-on experience to improve their chances of employment; and
- ii) graduates with professional qualifications who are required by their professional bodies to undertake internship as a pre-condition for registration.

1.5 Policy Statement

The County Government is committed to providing opportunities to the youth who have 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 for registration with respective bodies.

1.6 Legal and Policy Framework

This policy is in compliance with the Constitution, international conventions, legal, statutory and policy requirements.

1.6.1 The Constitution of Kenya

- i. Article 10 - national values and principles of governance.
- ii. Article 232(1)(i)- values and principles of public service.
- iii. 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 or on internship 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 Public Service.

1.6.10 Kenya National Youth Policy

The policy envisions a 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 behaviour; limited sports and recreational facilities; abuse and exploitation; limited participation and lack of opportunities, among others.

1.6.11 Human Resource Development Policy for the Public Service

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 public service 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 Public Service

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 one (1) year.

CHAPTER TWO

POLICY PROVISIONS AND REQUIREMENTS

2.0 Internship programme

Internship in the County Public Service is a planned and structured programme that provides work experience for a specific period of time. It is directed at young people 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 young people the opportunity to consolidate and translate the skills learned from their training course work 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 get a first-hand perspective of the skills and attributes required for employment.

2.1 Objectives of the Internship Programme

The internship programme in the County Public Service serves to:

- i) Enhance youth development and employability by creating clear linkages between education, training and work;
- ii) Gain hands-on experience to build upon skills learned in the classroom;
- iii) Develop a culture of high quality life-long learning, positive work habits and attitudes; and
- iv) Establish a supply pipeline of skills to the County public service.

2.2 Declaration of Internship Opportunities

All internship opportunities in the County public service shall be declared to the Public Service Board for approval then forwarded to department of Public Service Management for implementation. Advert for the position shall be put in the public domain(public notice boards) and appropriate website for information on the opportunities available for the public to access.

2.3 Eligibility and Duration of Internship

The internship programme is open to unemployed Kenyan graduates from training institutions who have completed their diploma and degree courses in the last three (3) years and have not been exposed to work experience related to their area of study. It is also open to 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 after graduating from a course;
- ii. The internship programme shall not be a learnership programme, but for persons who have completed their training and graduated; and
- iii. Retirees and those who lose formal employment will not be eligible.

The internship period shall be between three (3) and (12) twelve months; or the duration prescribed by the institution/professional body which regulates the profession in which the intern seeks registration.

2.4 Selection Criteria and Placement Procedures

2.4.1 Selection Criteria

Selection for interns shall be guided by the following:

- i. Merit
- ii. Gender consideration
- iii. Regional balance
- iv. Special needs /disability

- v. 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. The advertisement for internship vacancies shall include areas of specialization, number of interns required, duration of internship and deadline for application;
- ii. County Public Service Board will coordinate the interviews and placement of interns.

2.5 Roles and responsibilities

2.5.1 Departments and SAGAs

The Departments and SAGAs shall:

- i) Adhere to statutory guidelines with regard to engagement of interns;
- ii) Manage the internship program;
- iii) Plan and budget for internship programmes;
- iv) Provide the necessary facilities to enable interns to acquire the required skills and knowledge;
- v) Pay the prescribed stipends to interns in accordance with the guidelines;
- vi) Appoint supervisors and trainers/mentors for the interns;
- vii) Ensure that interns are properly engaged in relevant work assignments;
- viii) Monitor and evaluate the progress of internship programmes in their organizations;
- ix) Report to the CPSB on a quarterly basis, on internship programmes undertaken in their organizations and any challenges experienced; and

- x) Issue certificates of internship to interns upon successful completion of the programme.

Note:

- i. The County shall not be under any obligation to employ the interns on completion of the internship programme. Interns, alongside other applicants, will compete for vacancies as declared by CPSB.
- ii. The departments shall be required to engage a reasonable number of interns at any one time for adequate exposure.
- iii. The entry grade for interns shall be the equivalent of the entry level of corresponding qualifications in the respective cadres.

2.5.2 Head of HRM.

The Head of HRM shall:

- i) Facilitate and coordinate internship programmes across the departments;
- ii) Prepare, plan and budget for internship programmes;
- iii) Administer performance management systems that involve the intern, mentor and manager;
- iv) Provide advice to HRMAC on internship programmes and activities;
- v) Develop capacity for mentoring and supervision of interns, and management programmes for internship activities;
- vi) Conduct induction programmes for interns;
- vii) Align internship programmes with Human Resource Management and Development plans and institutional strategic plans;
- viii) Facilitate payment of the prescribed stipend to interns in accordance with the guidelines;
- ix) Coordinate the monitoring, assessment and evaluation of the performance of interns within the department; and

- x) Compile and disseminate quarterly and annual reports on progress and challenges of internship programmes to the office of the Governor, County Secretary and CPSB.

2.5.3. Divisional heads

The Divisional Head shall be responsible for:

- i) Identifying available internship opportunities/vacancies in their departments/units and forwarding them to authorized officer,
- ii) Receipt and placement/deployment of interns within their departments/units;
- iii) Ensuring that interns are provided with the necessary facilities and work space for effective performance of assigned tasks;
- iv) Nominating mentors within their departments/units in accordance with set criteria;
- v) Supervising internship and mentorship programmes; and
- vi) Reporting on implementation of internship and mentorship activities.

2.5.4 Supervisor

The Supervisor shall be responsible for:

- i) Assigning work to the interns;
- ii) Overseeing the day to day work performance;
- iii) Setting performance targets with the interns;
- iv) Assigning tools/equipment to the interns; and
- v) Appraising the interns.

2.5.5 Mentors

Each intern shall be assigned a mentor who shall:

- i) Ensure work programme for interns 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 interns;

- v) Provide supportive environment for the intern to facilitate the intern's development; and
- vi) Conduct ongoing monitoring and assessment of interns and provide regular feedback on their performance.

2.5.6 Interns

The intern shall be required to:

- i) Abide by rules, regulations and protocols of the units and the department;
- 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) 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;
- vii) Observe confidentiality of information and security of tools/equipment that are placed in their possession in the course of the programme;
- viii) Ensure that at the end of the internship period, they properly hand over all materials and equipment/tools belonging to the department; and
- ix) Ensure clearance by the relevant authorities before leaving the internship station.

2.6 Payment of Stipend to Interns

The internship policy is meant to provide the youth with opportunities to acquire skills and gain experience that can make them employable. Internship, therefore, shall be non-remunerative. However, the County Government will set

aside funds for supporting the interns with a stipend. These funds will be made available through the regular budgetary allocations so as to ensure the County government and SAGAs engage interns every financial year.

Supporting the interns with a stipend will encourage youth from poor backgrounds and disadvantaged areas who may otherwise miss to take up such opportunities. The rate of stipend will be determined using existing guidelines developed by the County and National Government from time to time.

2.7 Insurance

All interns in the County public service 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 Security

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

- i) Acquire a valid certificate of good conduct;
- ii) Provide general personal information;
- iii) Submit a copy of National ID/ Passport and PIN
- 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) Compassionate Leave;
- iii) Maternity/paternity leave;
- iv) Stipend; and
- v) Subsistence allowance at a rate to be determined by the County or National Government from time to time.
- vi) Internship certificate.

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 institution without permission or reasonable cause for a period exceeding 24 hours;
 - ii) Reports to a hosting institution under the influence of alcohol;
 - iii) Performance is not satisfactory and not in line with public service ethos;
 - iv) Involvement in fighting at the hosting institution;
 - v) charged in a court of law with a criminal offence;
 - vi) willfully destroys the property of the hosting institution;
 - vii) If at any time a hosting institution sustains a loss that is attributable to the neglect or fault of the intern;
 - viii) refuses to obey lawful instructions;
 - ix) Any other action which is deemed to be in violation of service regulations or any other law.
- b) An intern may terminate the contract by submitting a written letter of resignation/termination of the contract to the head of department through the supervisor by giving a one month's notice.
- c) The County Government 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
INSTITUTIONAL FRAMEWORK

3.0 Institutions/Agencies for Management and Implementation of the Policy

For proper management and effective implementation of the programme, the following institutions/agencies will be involved:

- i) County Public Service Board
- ii) Departments/SAGAs
- iii) The County Treasury
- iv) HRMAC
- v) PSM/HRM

3.1 County Public Service Board

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

- i) Issue and review policies and guidelines;
- ii) Establish an appeals mechanism to hear appeals that may arise;
- iii) Receive reports and Vacancies as declared by the departments and SAGAs and provide approvals for engagement.
- iv) Monitor and evaluate the implementation of the internship programme in the public service;
- v) Cancel the process or make the necessary amendments or other interventions if it is mishandled particularly where there are genuine complaints
- vi) Undertake annual reviews and analyze performance of internship programmes in the service.

3.2 Departments/SAGAs

Departments and Agencies will be responsible for the management and implementation of the internship programme within their department. 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 HRMAC;
- iv) Develop an internal database and submit quarterly reports on internship to the Public Service Board;
- v) Monitor, evaluate and report on the internship programme

3.3 The County Treasury

The County treasury and SAGAs will provide budgetary allocation for internship programmes in departments.

3.4 Department of Public Service Management(PSM) and HRM

- i) maintain a database on internship;
- ii) Facilitate payment of the prescribed stipend to interns in accordance to the guidelines
- iii) Cordinate the intership programmes on behalf of the County Public Service Board

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 the County Government. 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 Departments/SAGAs have benefited from the programme.

The internship programme in the County Public Service, 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 certificate and secure employment after the completion of the programme;
- iii) Ascertaining the degree to which management of Departments/SAGAs are 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 Deapartments/SAGAs strategic goals.

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 Public Service. 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 Departments/SAGAs and stakeholders in the monitoring and evaluation of the internship programme.

4.2 Review of the Policy

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

APPENDICES

Appendix I

NAME OF DEPARTMENT

.....

TERMS AND CONDITIONS OF INTERNSHIP CONTRACT WITH THE COUNTY GOVERNMENT OF KERICHO.

1. Personal information

- (a) Name of Intern.....
- (b) Date of Birth.....
- (c) Identity No.....
- (d) Gender.....Male [] Feamale []
- (d) County of birth.....
- (e) Address.....Tel No.....
- (f) Next of kin.....Relationship.....Tel.....
- (g) Qualifications.....
- (h) Are you a person living with disability? Yes [] No []
- (i) Section
.....
- (j) Directorate
.....
- (k) Station
.....

- 2. The internship shall commence on..... and terminate on
- 3. The employer shall pay a stipend to the intern as stipulated in the Government guidelines issued from time to time.
- 4. The intern shall report for duty on a daily basis for 8(eight) hours per week and observe punctuality.
- 5. The host department 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 host department 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 department.
10. The intern shall faithfully and diligently devote his or her time to the services of the department as agreed upon, and shall undertake duties in accordance with the job description as the host department or any person duly authorized thereto in this respect shall require of him or her.
11. No amendments to this agreement or any of the provisions or terms thereof and no extension of time or waiver or relaxation or suspension of any of the provisions or terms thereof shall be of any force or effect unless written and signed by both parties.
12. 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 government except if it is used in the exercise or protection of any right or legitimate expectation, conferred by law.
13. This agreement may be terminated at one month's notice, by either party.
14. In cases of serious indiscipline or non-performance on the part of the intern the department shall terminate the services of the intern without notice.
15. Nothing contained in this agreement shall entitle the intern to a permanent position with the organization on expiry of this agreement.

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

SIGNATURE OF AUTHORIZED COUNTY GOVERNMENT
REPRESENTATIVE
SIGNATURE:.....**Date**.....