

Rabai Empowerment for Change RefCom

Internship and Volunteer Programme Policy Manual

RABAI EMPOWERMENT FOR COMMUNITY

Building passion for community development

✉ refcom2024@gmail.com

P.O. Box 21-80114

Final Version_v01

Table of contents

1. Background.....	3
2. Purpose of Internship/ volunteer.....	3
3. Identifying candidates.....	3
4. Target courses and skills.....	4
5. Timing and duration	5
6. Supervision	6
7. Identification of candidates	6
8. Relevant labour laws	7
9. Potential internship demand	7
10. Norms in Kenya related to hiring of interns	7
11. Budgetary considerations.....	8
12. Internship Request, vetting and selection	8
13. Performance evaluation	8

 refcom2024@gmail.com
P.O Box 21-80114

1. Background

Rabai Empowerment for Community (RefCom) is a not-for-profit organization registered under the NGO Coordination Board to champion poverty while also harnessing existing natural resources to improve the livelihoods of the respective local communities. While working through a diverse programming scope with its limitation in human resource, RefCom always seeks more manpower to deal with the emerging demands at work. RefCom is cognisant of the emerging demands and at the same time the staff limitations to equate the work load. RefCom is also cognisant of the capability of young men and women graduating every now and then from our nearby institutions of higher learning/ universities and their quest to develop their skills. As such, it is therefore prudent for project leads to identify their demands and request for some internship/ volunteer assistance/ support from organizational heads to deal with the workload for a successful program.

2. Purpose of Internship/ volunteer

The purpose of the internship and/or volunteer programme is to:

- Provide additional human resources to RefCom at a reasonable cost, thereby delivering value for money to the organization.
- Improve the employability of young men and women by offering short term work experience; giving exposure to issues of environment, socio-economic empowerment, skills development; and developing skills such as natural resources management, public and private partner engagement, finance and accounting, data analysis and management, report writing, and monitoring and evaluation.

3. Identifying candidates

3.1: Academic Institutions

RefCom will partner with a wide range of institutions of higher learning within Kenya to offer interns to the organizations. At the moment, RefCom has existing relationships with Technical University of Mombasa (TUM) Pwani University (PU) and Taita Taveta University (TTU).

RefCom will also develop and extend links with other institutions within the Coastal region and beyond such as Kenyatta University, Nairobi University (Mombasa Campus), Moi University, Kenya Institute of Management and Mount Kenya University.

3.2: Final-course attendees

RefCom will consider the participants who have successfully completed their final year of academic studies at any of the aforementioned campuses; including diploma graduates who would wish to pursue their skills development with community organizations.

RefCom will also explore potential participants who still have reached their internship period during their academic years and have full credentials from their institutions to pursue internship.

Only those with required skills may be considered for internship.

4. Target courses and skills

Internship opportunities will be determined by the needs of the organization or project. The organization /project will aim to select suitable candidates for these opportunities based on their experience, interests, and academic background.

Examples are shown in the below table:

Table 1: Target courses and skills for internship

Component	Relevant courses and skills
Socio-economic Empowerment & development	Diploma and/or Degree in Community development/ Development studies with knowledge in capacity building and adult training. Added knowledge on managing and recording data and information/ reporting would be appropriate.
Environment and Climate Change	Diploma and/or Degree in any Environmental related course. Students with some knowledge of Agroforestry, Natural resources Management, Climate Smart Agriculture, Carbon Modelling and

	waste management sector would have an added advantage.
Monitoring and Evaluation	Diploma and/ Degree in Monitoring and Evaluation related course with basic IT or computer knowledge preferably MS Excel and Access. There are a number of data entry/analysis/verification tasks which require analytical skills.
Media and Communications	Diploma and/or Bachelor's degree in Mass Media, Journalism and Communication; skills in communication and knowledge of communication dynamics, experience in working with media is an added advantage.
Finance	Diploma and/or Bachelor's degree in Finance, Business Administration or Economics. Basic understanding of book keeping and financial management.
Legal (paralegal) Service	Bachelor's degree in Law; skills in paralegal services, experience in working with community related field is important

Basic computer literacy is necessary for all interns. In addition, interns will need to be motivated, have good written and verbal communication skills, demonstrate a high level of integrity, and be able to work effectively as part of a team.

5. Timing and duration

Internships will last for an initial period of 3 months. They may be extended for an additional 3 months upon a successful review from their line manager. Internships will last no longer than 6 months¹.

¹ This is in line with the law in Kenya. Any extension after the 6-month period would attract a different arrangement/ call for full employment

Students are generally available for internships during their second and/or third year of study depending on whether they pursue a degree or a diploma.

However, there appears to be potential for the institutions to align their programmes with RefCom requirements. The best months for intern recruitment are May and September. RefCom will also seek to target students who have completed coursework and are awaiting graduation or have complete set of credentials from their institutions for the internship.

6. Supervision

- Each intern will be supervised by a member of the core team, typically the sector lead for interventions.
- The supervisor will be responsible for:
 - Developing a Terms of Reference (ToR) for the position
 - Effectively manage the intern on a day-to-day basis and be the main point of contact for them
 - Setting an initial 3-month work plan, and a subsequent final 3-month work plan, if required
 - Performing an initial assessment to ensure the intern is fully aware of her/his responsibilities
 - Perform an assessment after 3 months and then after 6 months, if required
 - Hold regular bi-monthly informal catch-up sessions to assess progress and fulfilment from the role.

7. Identification of candidates

After a need is identified and terms of reference developed, RefCom will communicate selection criteria to participating academic institutions and other partners or post a vacancy notice on the same.

Once prospective candidates have been identified, RefCom will run a formal assessment (usually a combination of a written test and face-to-face interview) to determine the most suitable candidates.

Criteria at both stages will vary by position. These processes will be clearly documented.

RefCom will provide full information on each opportunity to preferred candidates prior to making a formal offer. This will include a formal question and answer session to ensure expectations are aligned between RefCom and each intern. The formal offer will be communicated by letter.

8. Relevant labour laws

Most institutions (JKUAT, Pwani and TUM etc) provide insurance covers to the students on internship. Most institutions release their students for Internship for 3 months minimum and 6 months' maximum.

This is the official internship period recommended by law in Kenya. Any extension after the 6th month will clearly indicate the need for a full position in the organization and thus would call for a full employment.

9. Potential internship demand

During the initial stages of the implementation phase, the capacity to take up interns (considering budget restrictions) is limited. Sector managers should carefully plan and clearly demonstrate the need for interns.

10. Norms in Kenya related to hiring of interns

It is also important that RefCom (sector manager) indicate the working station for the interns and nature of work (for example, how much travel the interns will take within and without the project area/ County) to aid in decision making.

The need for a formal letter (where necessary) requesting for interns would be a mandatory once RefCom has settled on the required interns.

11. Budgetary considerations

Based on the proximity of the working environment and the job demands for the internship, it would be prudent to consider an allocation of Kshs. 500 a day for internship which calculates to Kshs. 15,000 a month.

Since much of the internship needs would be computerised, there would be need to consider provision of or access to a computer. This would help each intern to computerise work where necessary. However, due to the tight budget for equipment, RefCom will need to do a stock-take to see what could be affordable.

12. Internship Request, vetting and selection

Sector lead could request for interns from the Senior Manager, specifying the internship needs, scope of internship, period and specific skills required from the intern. Upon approval, a request or vacancy announcement will be made, short listing will be conducted and selection for the best interns made.

The selection criteria will be aided by the specifications from the sector lead. Selected candidates will be hired, and will be required to sign an internship contract. The intern will work directly under the line manager, who will be the supervisor.

The Sector manager will provide liaison between the Institution and the organization. Interns will be given a duration of three months; after which they may be provided with a recommendation letter based on their performance.

13. Performance evaluation

Set 3-month work plan

- The supervisor will work with the intern to set an initial work plan and goals for the duration of their internship.
- The work plan should follow the template in Annex 1.

Presentation



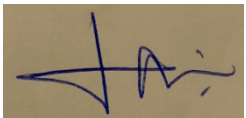
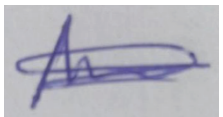
- Towards the end of the 3-month internship each intern will be required to give a short presentation on what they have been working on.
- The supervisor can select up to 5 people that can attend the presentation.
- Each participant will provide feedback on knowledge and presentation style.

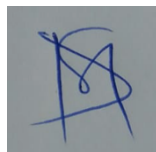
Final Assessment

- At the end of the 3-month period, and subsequently after 6 months (if required), the supervisor will complete the assessment in Annex 2.
- The Internship Manager will be present for the assessment.

This policy is effective as of 19th November 2024 and will remain in force until further notice.

Approved by:



S/NO	Names, Postal Addresses, position held and Occupations of Directors	ID number of Director	Mobile Number of Director	Signatures of Directors
1.	James Katana Gibson	21005098	0723 734 303	
2.	Edward Chongwa Gamimbah	14499314	0721 786 550	
3.	Lennox Ringa Mwabaya	28186907	0718 056 796	
4.	Alicia Wanjoru Pauline	35195779	0796 981 760	

5.	Douglas Shauri Saha	11876086	0711 449 317	
----	---------------------	----------	-----------------	---




✉ refcom2024@gmail.com
P.O Box 21-80114

Annex 1: Internship work plan and goals

Name:		
Position:		
Line Manager:		
Date:		
High level goals for following 3 months		
		
Agreed knowledge and skills to develop:		
 refcom2024@gmail.com P.O Box 21-80114		
Signed: Name: Date:	Signed (Line Manager): Name: Date:	

Annex 2: 3-Month performance review

Name:	
Position:	
Line Manager:	
Date:	
Performance evaluation in relation to initial goals:	
	
Feedback from presentation:	
Knowledge and skills to develop further:	
Signed: Name: Date:	Signed (Line Manager): Name: Date:



Building passion for humanity through action to community

✉ refcom2024@gmail.com
P.O Box 21-80114