INTERNATIONAL in Somalia/Somaliland

The Internship Policy

JULY 2017
1.0 The Internship Program

a) Internship is a learning program that is closely monitored and assignment/project driven. It provides CARE Somalia/Somaliland with the opportunity to benefit from the Intern’s knowledge and skills. The program provides a student or recent graduate or school leaver (Intern) with a substantive and challenging work experience that is relevant to his/her career aspirations. This program is a practical expression of CARE's to support development of human resources for the labour market.

b) Interns will be attached to CARE’s Departments, Units or Programs (Hosting Office) for a minimum duration of 6 months and maximum of 9 months. Internship may not be extended beyond the 9 months.

c) Internship is an experience which exposes the intern to the working environment and enables him/her to apply his/her competencies and skills in performing assignments/projects that are in line with his/her career aspirations. The program is designed in such away that it provides the intern opportunity to interact with experienced employees. It is anticipated that this could enhance his/her confidence in performing the responsibilities of the assignment/project, and ultimately prepare him/her to face the challenges of labour markets.

d) The Internship Program will be coordinated by the HR Office but implemented in collaboration with Programs, Departments and other Units.

1.1 Who are eligible?

CARE’s internship program will admit Final Year College, University or middle level institution students, recent graduates (within the last 18 months) and secondary school leavers. The interns will be nationals of Somalia, Somaliland and Kenya. Somalia/ Somaliland and Kenyan women will be encouraged to apply and given priority. However, the program will also admit applicants from other countries on certain specialized assignment/projects.
1.2 CARE’s Internship Options

a) Interns may be sponsored by another agency or academy institution
b) Interns may be sponsored by CARE Somalia/ Somaliland

i) Interns Sponsored by Institutions & other Agencies.

a) CARE accepts interns who are sponsored by learning institutions and other agencies to undertake their internship in a Department or Program/Project where there is a vacancy.
b) Selections of interns under this category are done according to the policies and procedures of the sponsoring institution or agency.
c) The Sponsoring Institution or Agency will send a letter of commitment to meeting the expenses of the internship program and recommendation for the applicant to the CARE Human Resources Officer before commencement of the internship program.
d) The sponsoring Institution/Agency will meet all expenses of the internship including insurance, transport to and from the office where the vacancy is available, medical cover, evacuation expenses, stipends and other expenses related to the internship.
e) CARE’s hosting office will be responsible for developing a scope of work for the intern using the format given in appendix I of this policy.
f) The completed scope of work format, letter of commitment to meeting expenses of internship program by the sponsoring Institution/Agency and recommendation for the Intern must be attached to the Internship request form (see appendix III) for the CD’S signature of approval.
g) The Hosting Office will consider possibility of meeting accommodation and meals expenses at the CARE guesthouse or compound. Where this is possible the Hosting Office will provide the charging details at the beginning of the internship.
h) The Hosting Office will meet expenses related to the official work of the assignment/project that the intern will perform. The expenses will be accessed following the current CARE financial procedures.

ii) Interns Sponsored directly by CARE Somalia/ Somaliland

These are interns who will be attached to CARE Departments, Projects, Units or Sub-offices to carry out specified assignments/projects. They will be paid a stipend and medical allowance as provided for by this policy.

1.3 Scope of Internship Work

The Hosting Office will be responsible for defining the assignment/project and developing a scope of work responsibilities for the internship opportunity using the format attached
to this policy as appendix (I). The scope of work responsibilities should provide information on the following aspects:

- a) The assignment/project
- b) The purpose of the assignment/project
- c) Objectives of the internship
- d) Describe the product or service the intern is expected to produce or deliver
- e) Explain how the intern’s work will be evaluated
- f) State the planned start and end date of the internship
- g) Skills and knowledge required for the internship
- h) Required academic qualifications
- i) Position and name of the person that will supervise the intern
- j) Explain how often the supervisor will meet the intern

1.4 Criteria for Internship at CARE

a) The internship will provide work experience related to a specific time-bound assignment/project for which a scope of work has been developed. The work will be clearly related to the intern’s educational or career objective and his/her academic program.

b) Interns should be students enrolled in a relevant course in a college/university/middle level institutions or people who may have completed their courses from college/university/middle level institutions within the last 18 months or secondary school leavers. Documentary proves must be produced by applicants to support their interest.

c) The intern will undergo the CARE internship orientation program and relevant coaching that may be deemed necessary for the internship.

d) The Hosting Office will identify the employee that will supervise the intern. In addition to providing close supervision, the supervisor will coach and counsel the intern to ensure a successful internship experience for both CARE and the intern.

e) Each internship will include a formal performance evaluation involving the intern and the supervisor to ensure that the experience met defined objectives and accomplished both CARE’s and the intern’s needs.

f) Internships costs and expenses must be included in the requesting Department/Project/Unit/Field Office annual budget.

- g) The intern should be willing to abide by the CARE policies and procedures during the period of the internship program.

- h) Intern should be able to communicate and write in English.

Updated July 2017
i) The applicant for Internship program should be willing to undertake the assignment/project at the CARE office where the vacancy is available.

1.5 Recruitment and Selection of Interns

The recruitment and selection processes provided for in this part are applicable to interns that are sponsored by CRAE. It will be done as provided below:

a) The HR Officers receives several applications in each year from final year College, University and middle level institution as well as recent graduates and secondary school leavers requesting for internship placement. The Hosting Office may wish to peruse the CVs in the files to see whether they can identify possible candidates to be interviewed for internship opportunity.

b) The Hosting Office may develop an advert and circulate it internally to seek support of staff in attracting applicants for the internship opportunity.

c) The other options that may be considered is to linking with training institutions or community development programs that are run in Somalia and Somaliland as access points to attract applicants for internship opportunities.

d) The Hosting Office will short list internship applicants, who will be invited for selection interviews. It is recommended that the Hosting Office should convene a selection interview panel with a representative from HR Department to conduct the selection interviews.

e) The final selection process will be done using the matrix attached to this policy as appendix (ii). The panel will recommend a suitable candidate upon completion of selection interviews.

f) The HR Officer will be responsible for carrying out reference checks of the selected applicant. The Intern’s admission will proceed upon obtaining two satisfactory references.

g) In the case where references obtained are not in support of the internship offer to the applicant, the HR Officer will advise the selection panel, who will decide the next action, which should be consistent with CARE HR practices.

h) Upon the recommendation of the selection panel and satisfactory references, the Head of hosting Project, Department, Unit or Sub Office will complete the Intern Contract Request form which is attached to this policy as appendix (iii).
Officer will complete the other parts of the intern contract request form and forward it to the Country Director or his designate for approval.

i) Upon obtaining approval of the intern contract request from the CD or his designate, the HR Officer will prepare the Internship Contract for the Country Director’s signature.

j) The selected applicant for internship opportunity fills form SDF-7, which is attached to this policy as appendix (IV).

1.6 Orientation of the intern

a) Orientation is the process of receiving and welcoming interns to CARE. It will involve giving them the basic information that will enable them to settle quickly in their internship opportunity.

b) The orientation program for interns is coordinated by the HR office in collaboration with the identified supervisors’ and will start on the first day that the new intern reports to the Hosting Office and fills the internship forms.

c) The orientation program is designed to run for 5 days with breaks to allow the intern to reflect on the information that he/she would have got from the various sources within CARE.

d) The objectives of orientation program are to:

   • Familiarize the intern with the new working environment as well as reduce the fear and anxiety associated with a new working environment
   • Introduce the intern to his/her assignment/project.

   e) Once the intern has reported and completed filling the internship forms, and signed the Internship Contract, his/her Supervisor, will ensure that the intern is

      i. Allocated a desk/table, chair, computer, phone extension and email address
      ii. Provided hard copies of the internal telephone directory and
      iii. Introduced to the key collaborators and security contacts of the office.

   k) The orientation curriculum will include

      • Introduction to key staff in the Country Office and the program or department where he/she will being hosted
      • CARE vision, Mission and Strategic Directions
      • CARE Organizational structure & reporting relationships
      • Policy against discrimination, harassment and exploitation
• Objectives of the internship
• Building an agreement of the internship work-plan & duration of the internship
• Describing the product or service the intern is expected to produce or deliver
• Discussions on how the intern’s work will be evaluated
• If the internship involves traveling to Field Offices, procedures of Travel Expenses Report will be covered.
• Safety procedures
• CARE resource centre
• CARE Academy

1.7 Staff Development Opportunities

Interns will participate in relevant organizational staff development activities, sub-office staff meeting and social activities. They will also be initiated to use the CARE Academy learning resources. In the event that the hosting office determines that a short relevant external training (Maximum of two weeks) is required to enhance performance during the internship period, then it will meet the tuition expenses of the training opportunity, which should not exceed US $300.

1.8 Evaluation of Intern’s Work

a) The performance of the intern will be evaluated continuously by their supervisors. This will ensure that the progress they are making in undertaking the assignment/project is in line with the set objectives and will lead to the realization of the desired results.

b) The end of internship evaluation will be carried out using the format which is attached to this policy as appendix V. Upon completion of the intern’s evaluation, the supervisor will provide the intern feedback as well as help him/her to understand the competencies and skills needing improvement.

c) The intern and HR Officer will be given a copy of the completed evaluation form for records purposes.

1.9 Terms & Conditions for Interns Sponsored by CARE

a) Stipend
Interns that are sponsored by CARE will be paid a monthly stipend of US & 220. Where the period of internship is less than a month, the stipend will be pro-rated. Interns in Somalia/Somaliland will be paid in US dollars while Interns in Kenya will be paid in Kenya Shillings.

Interns stipends will be taxed according to the prevailing taxation laws in the hosting country.
b) Travel & upkeep
The Hosting Office will meet:

a) In-the-country official travel expenses,

b) Meals, accommodation and per diem expenses for the field official duties at the rates applicable to CARE employees.

c) The sub office Coordinators and Team Leaders will decide whether the interns hosted in their sub offices will be accommodated and provided meals at the sub office expenses or not. Where a decision to provide the intern accommodation and meals is made, the relevant budgetary details which the resulting expenses will be charged must be provided at the beginning of the internship program.

d) Interns at the Nairobi office are not entitled to accommodation, transport and meals

e) Working Hours
Interns will observe CARE working hours, days and public holidays as will be provided for in the office where the internship is taking place (Nairobi, Somalia and Somaliland).

f) Leave and Benefits
   i. Interns are entitled to one and a half (1.5) paid leave days for each month successfully completed in the internship program.
   ii. Interns that are sponsored by CARE will be entitled to a medical allowance of US $ 15 per month. The medical allowance will be paid in US dollars in Somalia/ Somaliland and in Kenya Shillings in Kenya.

1.10 Early Termination of Internship

a) Either party may express in writing intentions to terminate the internship early than planned. It will be the responsibility of the expressing party to give reasons for intentions to terminate the internship early.

b) Notice for early termination will take effect within 5 working days.

c) In the event of early termination of the internship, the intern will return to his/her supervisor all working tools, documents and materials that may have been allocated to her/him for the purposes of carrying out the assignment/project of the program.

1.11 End of Internship program

At the end of the internship program:

a) The performance of the intern will be evaluated by his/her supervisor using the format attached to this policy as appendix V. The supervisor will provide the intern feedback and forward a copy of the performance evaluation form to the HR Office.

b) The Intern prepares an evaluative report detailing his/her experiences during the internship period and submits a copy to the HR Office.
c) CARE sponsored interns will be required to clear with the organization and return all CARE working tools and documents which were assigned to him/her during the internship period before their stipends and medical allowance for the last month of internship is processed. Full handover will be confirmed by the Intern’s supervisor.

d) The Hosting Office and the HR Office will issue a joint certificate of successful completion of internship to the intern.
Appendix I

International in Somalia/Somaliland

FORMAT OF SCOPE OF WORK FOR INTERNSHIP PROGRAMS

________________________________________________________________________

Assignment/Project Information
Assignment/Project Title: ____________________________________________

CARE's Program/Department/Unit: ________________________________
Office Where the Intern will be Based_______________________________

Internship Supervision
Name & Title of intern’s Supervisor________________________________________

Email: ___________________________________________________________
Telephone NO ______________________________________________________

Please indicate the approximate number of Hours per week the supervisor will be available to Coach the intern: ________________________________

Please describe the nature of support the supervisor will provide:

________________________________________________________________________

The assignment/project

Updated July 2017
Please provide a description of the assignment/project that you would like the intern to implement:

Please describe the deliverables that you will expect the intern to produce:

What is the duration of the planned internship? ______________________

Please indicate proposed dates of internship: Start date__________End date__________

Indicate the required Computer Skills for the project assignment

Desired Education

Required Technical Skills
Please indicate what resources the Department/Unit/Project will provide to the intern

<table>
<thead>
<tr>
<th>Resource</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stipend</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-country transportation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work Space</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email Account</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Supplies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access to a printer</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

List any other resources that will be provided to the intern

Please provide any other additional information

Prepared by___________________________ On___________________________

Your position________________________Signature_____________________

**************************************************************************
### INTENSHP INTERVIEW MATRIX

<table>
<thead>
<tr>
<th>Name of interviewee:</th>
<th>MAX. SCORE</th>
<th>SCOR E</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASPECTS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personality and communication skills (i.e. personality, listening, presentation)</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relevant Qualifications and experience</td>
<td>30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>People skills, adaptability and ability to work within a team - (e.g. ability/experience working in a multicultural setting,</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knowledge and understanding of the assignment/project</td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to set objectives and formulate corresponding activities</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to write reports</td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall understanding of development issues and situation where this internship is tenable</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**General comments:**

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

**Updated July 2017**
Appendix III

CARE SOMALIA/SOMALILAND INTERN CONTRACT REQUEST FORM (JULY 2017)

Important:
• This form should be completed for every Internship request that is made by a project, department, unit or sub-office.
• The request form is approved by the Country Director or his designate prior to preparing contract documents.

SECTION A: COMPLETED BY PROJECT(S) MANAGER, HEAD OF DEPARTMENT/UNIT/HEAD OF SUB-OFFICE

Position attached to (Project/Department/Unit/Sub-Office): ___________________________

Position Required (Designation): ______________ Location _____________________

Name of Intern: __________________________________________________

Position to report to (Designation): ______________ Monthly Stipend: ______________

Proposed start date: __________ Proposed end date: ______________

To be charged to:

<table>
<thead>
<tr>
<th>Item</th>
<th>Project Number</th>
<th>Fund Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stipend</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical allowance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accommodation/per diem</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The following documents are attached:-

<table>
<thead>
<tr>
<th>Documents</th>
<th>Check (Put a tick)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum Vitae</td>
<td></td>
</tr>
<tr>
<td>Interview Papers/Summary</td>
<td></td>
</tr>
<tr>
<td>Scope of Work</td>
<td></td>
</tr>
</tbody>
</table>

Updated July 2017
Name of Person Initiating Request: _______Signature_______________ Date:__________

Position______________________________________________________________

SECTION B HUMAN RESOURCES DEPARTMENT/HR OFFICER

I certify that:

a) I obtained two successful reference checks for ________________________________

b) The intern selection process followed the prescribed procedures in the internship policy and that the CV, Summary of selection interviews and scope of work attached were the ones presented to the selection panel.

c) Interns sponsored by institutions and other agencies:

   (i) A letter of commitment to meet the internship expenses in attached

   (ii) Recommendation letter for the applicant from sponsors is attached

d) Risk Declaration (if any)

   __________________________________________________________________________

   __________________________________________________________________________

   __________________________________________________________________________

Comments (if any): __________________________________________________________

Name:_________________________ Signature:________________ Date __________

SECTION D: COUNTRY DIRECTOR OR HIS/HER DESIGNATE

☐ Approved ☐ Not approved

Comments (if any):__________________________________________________________

Signature___________________________ Date __________
CARE SOMALIA/SOMALILAND
APPLICATION FORM FOR INTERNSHIP
SDF-7

Instructions
This form is filled by people who are applying to be considered for Internship Program at CARE SOMALIA/SOMALILAND

PLEASE NOTE THAT INTERNSHIP IS A LEARNING OPPORTUNITY AND NOT EMPLOYMENT AT CARE SOMALIA/ SOMALILAND

Attach to this form:

1) Your current CV
2) Prove that you are either a final year student in College, a recent graduate, within the last 18 months or secondary school leaver.
3) In case your internship is sponsored by an organization other than CARE, attach an introduction & commitment letter for the sponsorship
4) A statement why you would like to undertake internship at CARE

SECTION A: PERSONAL DETAILS

Name (In full): _____________________________ Date of Birth: _______________________

Nationality: ___________________________ Marital Status: _________________________

Address: _________________________________________________________________

_________________________________________________________________________

Telephone Number: _________________________________________________________

Email Address: _____________________________________________________________

Updated July 2017
Name of your College/university/Institution /School________________________

Name and Telephone of Contact person at the College/University/Institution/School
________________________________________________________________________

When did you complete college/university/Institution/School___________________________?

Length for the Internship _______From___________________To________________

Please state the competencies and skills that will enable you to successfully perform the
tasks of the internship project/assignment?

**SECTION B: TO BE COMPLETED BY THE HEAD OF PROJECT/ DEPARTMENT/ UNIT/SUB-OFFICE HOSTING INTERNSHIP**

Sponsorship  
- CARE  
- Institution/Other Agency

**SECTION B: EDUCATIONAL BACKGROUND**

Give full details- exact names of institutions/schools and titles of the qualifications attained.

<table>
<thead>
<tr>
<th>INSTITUTION</th>
<th>YEAR FROM</th>
<th>TO</th>
<th>QUALIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SECTION D: COMPUTER SKILLS, REFERENCES & NEXT OF KIN

Please state the computer software that you are proficient in:

__________________________________________________________________________

__________________________________________________________________________

List two persons to be contacted in case of emergency

<table>
<thead>
<tr>
<th>Full name</th>
<th>Full address</th>
<th>Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

List three persons, not related to you who are familiar with your character and qualifications.

<table>
<thead>
<tr>
<th>Full name</th>
<th>Full address</th>
<th>Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Provide any other information we need to be aware of about yourself

Signature of applicant ___________________________ Date ________________
Appendix V

International in Somalia/Somaliland

FORMAT OF INTERNSHIP PERFORMANCE EVALUATION

Please complete this performance evaluation and provide a copy to the intern, and forward a copy to the HR Officer. If the internship is not sponsored by CARE, and the sponsoring organization has provided evaluation questionnaire, the supervisor need not complete this document.

This performance evaluation form should be completed by the intern and intern’s supervisor.

________________________________________________________________________

1. Background Information

Intern’s Full Names ________________________________________________

Intern’s Email ________________________________________________

Assignment/Project Title: __________________________________________

CARE’s Project/Department/Unit: ____________________________________

Intern’s Sponsor ________________________________________________

Dates of Internship ______________________________________________

Name & Position of Intern’s Supervisor/Evaluator ________________________

Supervisor’s Email: ______________________________________________

________________________________________________________________________
2. Please describe the tasks/responsibilities that were assigned to the intern

3. Please describe the progress that the intern made against each responsibility /task that he/she was assigned

4. Please rate the realization of the **deliverables** that you expected the intern to produce:

<table>
<thead>
<tr>
<th>Outstanding</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Average</th>
<th>Below Average</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Please provide a descriptive evaluation on the following aspects in relation to the intern

<table>
<thead>
<tr>
<th>Aspect</th>
<th>Descriptive Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical abilities</td>
<td></td>
</tr>
<tr>
<td>Ability to work effectively</td>
<td></td>
</tr>
<tr>
<td>Ability to foster and promote diversity</td>
<td></td>
</tr>
<tr>
<td>Ability to meet deadlines</td>
<td></td>
</tr>
<tr>
<td>Ability to adapt to new working environment</td>
<td></td>
</tr>
<tr>
<td>Others (Please specify):</td>
<td></td>
</tr>
</tbody>
</table>
6. Would you recommend the intern for a position in CARE requiring the same competencies and skills as this internship?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

7. Please provide your overall rating of the intern’s performance during the internship period

<table>
<thead>
<tr>
<th>Outstanding</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Average</th>
<th>Below Average</th>
</tr>
</thead>
</table>

Evaluator’s Name______________________ Sign____________________________

Intern’s Name________________________ Sign____________________________