



**KENYA FORESTRY RESEARCH INSTITUTE**

**INTERNSHIP AND INDUSTRIAL ATTACHMENT POLICY**

**APRIL, 2019**

## FOREWORD

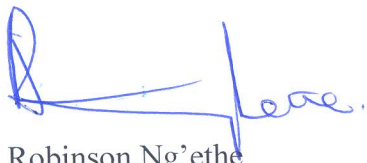
KEFRI is committed to capacity building of its staff through developing the requisite competencies needed for efficient and effective service delivery. The Institute has expanded its research and facilities to cope with demand on its mandate but it has been unable to employ sufficient number of employees to undertake the expanded responsibilities. Despite the need for more employees of various categories, the public sector policies on employment and control of public sector salary bill has made it difficult for KEFRI to get approval to engage adequate staff in various fields.

The current strategy therefore is exploring innovative opportunities to harness manpower through collaborative framework with our strategic partners to facilitate in delivery of its mandate beyond its current capacity including MOUs, joint projects, outsourcing, and voluntarisms among others. The targeted groups will be mainly Attachee and Interns that are routinely attached in KEFRI for short periods to gain experience. The Institute has been taking up Attachees for industrial attachment and Interns for a long time but it has not developed a strategy to attract and utilize Attachees and interns to deliver its mandate hence the need to develop this policy.

The goal of the internship and Attachee attachment policy is to provide standard procedures and information that will guide the Institute in its engagement with Interns, institutions and Attachees for greater outputs and benefits to all parties. The policy is based on discussions with various stakeholders within KEFRI and institutions of higher learning with some inputs from best practices elsewhere in the public and private sector. The main focus of the policy is to enable KEFRI improve its engagement with middle level colleges and institutions of higher learning, Interns and Attachees to jointly undertake and deliver its mandate.

This policy is in line with the Constitution of Kenya (CoK, 2010) which require the Government to take up measures that ensure access of youth to relevant education, training and employment. and the Internship Policy and Guidelines for the Public Service, 2016 which provides guide for effective and fair management of internship programmes in the public service.

The policy will be monitored and evaluated through quarterly and annual reports. The policy will also be integrated within the Institute's operations and end-term review will be undertaken to inform development of the next policy or revision of parts of the current policy.



Mr. Robinson Ng'ethe

**FOR: KEFRI BOD**



Joshua K. Cheboiwo (PhD)

**Director**

## TABLE OF CONTENTS

FOREWORD .....	2
ACRONYMS .....	5
1.0 INTRODUCTION.....	6
2.0 GOAL AND OBJECTIVES.....	6
3.0 AIM AND PRINCIPLES .....	7
3.1 Aim.....	7
3.2 Guiding Principles and Definitions .....	7
4.0 INTERNSHIP AND ATTACHEE ATTACHMENT POLICY .....	7
5.0 OBJECTIVE OF INTERSHIP AND INDUSTRIAL ATTACHMENT POLICY .....	7
6.0 BENEFITS OF THE POLICY .....	7
7.0 KEFRI PROCEDURES IN ENGAGING ATTACHEES AND INTERNS .....	8
8.0 WHO WILL PARTICIPATE IN KEFRI ATTACHEES AND INTERNSHIP PROGRAMME .....	8
9.0 PROCEDURES FOR KEFRI ATTACHMENT OPPORTUNITIES .....	8
9.1 Special Mentorship/Empowerment Programme.....	8
10 PROCEDURES .....	9
10.1 Internship Implementation Procedure .....	9
10.2 Attachment Implementation Procedure.....	9
11. DUTIES AND RESPONSIBILITIES .....	10
11.1 Duties and responsibilities of Interns and Attachees.....	10
11.2 Duties and Responsibilities of KEFRI .....	10
11.3 Duties and Responsibilities of KEFRI Supervisor .....	10
11.4 Duties and responsibilities of Universities and colleges .....	10
12 OWNERSHIP OF COPY RIGHTS OF PRODUCTS DEVELOPED DURING INTERNSHIP/ATTACHMENT .....	11
13. EMPLOYMENT CONTRACTS AND REMUNERATION.....	11
14. FACILITATION .....	11
15. TERMINATION OF INTERNSHIP/ATTACHMENTS EARLIER THAN AGREED .....	11
16. CONFIDENTIALITY .....	11

17. REVIEW OF POLICY .....11

18. VERIFICATION/AUTHORIZATION/APPROVED BY .....11

## ACRONYMS

BOD	:	Board of Directors
CoK	:	Constitution of Kenya
KEFRI	:	Kenya Forestry Research Institute
NHIF	:	National Health Insurance Fund
NITA	:	National Industrial Training Authority
MOU	:	Memorandum Of Understanding
MSc	:	Master of Science
PhD	:	Doctor of Philosophy



## **1.0 INTRODUCTION**

Kenya Forestry Research Institute (KEFRI) is mandated to conduct research in forestry and allied natural resources, disseminate research findings and establish partnerships and cooperate with other research organizations and institutions of higher learning in joint research and training.

KEFRI undertakes its research and development activities through strategic themes to meet the needs of customers and stakeholders by delivering value through its products and services. Some of the products include; forestry technologies and innovations, information and knowledge products, research and demonstration plots, quality tree seeds and seedlings, wood and non-wood forest products. Services offered by the Institute include; research and advisory services on forestry technologies and innovations, consultancy and tailor made courses in forestry and allied natural resources, soil, plant, and wood properties analysis, training and conference facilities, attachments for Attachees and research associates, nature walks and landscaping.

### **VISION**

A world class centre of excellence in forestry research for development.

### **MISSION**

To conduct research and provide information and technologies for sustainable development of forestry and allied natural resources for socio-economic development.

### **CORE VALUES (THEPPIIC)**

- Team work
- Healthy Environment
- Professionalism
- Partnership
- Integrity
- Innovation and Creativity
- Customer Focus

## **2.0 GOAL AND OBJECTIVES**

The goal of Internship and Attachment policy is to enhance the Institute's human resource capacity and country's skilled manpower in forestry and environment sector scientific technology and innovations.

The specific objectives of the policy are:

- i. To improve the Institute's collaborative engagements with principal partners
- ii. Ensure that the country has a talent pool from which to source potential employees
- iii. To enhance country's skilled manpower
- iv. To increase the Institutes research outputs

### **3.0 AIM AND PRINCIPLES**

#### **3.1 Aim**

The aim of the Internship and Attachee attachment policy is to improve engagement with our partners to enhance the country skilled manpower for sustainable management of forests and allied natural resources.

#### **3.2 Guiding Principles and Definitions**

**Core Business:** To undertake research in forestry and allied natural resources, technology development and dissemination through collaborations and alliances to enhance outputs and corporate responsibilities.

**The Focus:** To enhance working partnerships with various stakeholders and partners to improve forestry research outputs and corporate responsibilities.

**Partnership:** To collaborate with other research organizations, development partners and institutions of higher learning in joint forestry research and dissemination of KEFRI's products and services.

**Intern:** This refers to any person who has graduated within the last two (2) years and in possession of an academic and/or professional certificate from a recognized institution and who has not undergone another internship in another institution.

**Attachee:** This refers to a continuing senior year student in a recognized College or University undertaking studies and is required by their respective institution to undertake an industrial attachment in their area of study in order to gain practical hands on experience.

### **4.0 INTERNSHIP AND ATTACHEE ATTACHMENT POLICY**

KEFRI admits Interns and Attachees on attachment proactively through partner institution requests and corporate responsibility. In order to improve on its Internship and Attachee attachment programme, the Institute will enhance its proactive policy to engage partners to develop the country's human resource base in forestry and environment sectors through joint research training and mentorship programmes.

### **5.0 OBJECTIVE OF INTERSHIP AND INDUSTRIAL ATTACHMENT POLICY**

Internship and Attachee industrial attachment is an old practice that is aimed at providing college graduates and Attachees with a real-life organizational contexts to develop specific or generic skills that are valuable to their future professional development. During the period, it is expected that the interns and Attachees can apply and enhance their skills in reality and contribute to KEFRI's outputs under the guidance of KEFRI's experienced professionals.

### **6.0 BENEFITS OF THE POLICY**

- i. To provide the Institute with a sustainable, flexible and effective channel to source and select talents to meet its short and/or long term manpower needs.



- ii. To obtain fresh ideas from the creative and energetic young talents.
- iii. To promote good corporate social responsibility
- iv. To groom younger generations for a sustainable workforce for the sector and society.
- v. To equip the Attachees and Interns with essential industrial knowledge and skills, right working attitudes, as well as understanding on workplace safety, professional expectations, legalities and ethics.

## **7.0 KEFRI PROCEDURES IN ENGAGING ATTACHEES AND INTERNS**

All heads of Division are required to place their requirement to the Human Resource Division every year between March-April for placement indicating the number, skills and duties available to keep the Interns or Attachees occupied.

The Executive Committee shall approve the requests and the Human Resource Division shall place the Interns or Attachees appropriately based on the received needs.

## **8.0 WHO WILL PARTICIPATE IN KEFRI ATTACHEES AND INTERNSHIP PROGRAMME**

Participants for Internship will be drawn from recent college/university graduates and for attachment will be senior year students of various colleges and universities in the country at various levels mostly Diploma and Degree courses. They will be placed in the Institute's various working centres that match areas of their studies that include broad range of disciplines, namely Applied Science, Business Courses, Humanities and social sciences, Engineering, Hospitality Studies, and Information Technology.

## **9.0 PROCEDURES FOR KEFRI ATTACHMENT OPPORTUNITIES**

Interns and Attachees from recognized institutions of middle level and higher learning can apply for internship and industrial attachment in any of KEFRI centres and sections. The applications will be evaluated based on availability of space, work load and supervisors in the relevant field and outcome notified to the applicants and the institutions.

The second tier attachment and mentorship programme will be available to Attachees who are pursuing high academic learning in colleges and universities outlined in the section below.

### **9.1 Special Mentorship/Empowerment Programme**

This is a programme that is jointly managed between KEFRI and institutions of higher learning for enhanced human resource development in the country. The programme is open to top of the range Attachees undertaking Masters (MSc) and Doctorate (PhD) courses to perform their research work in KEFRI centres with mentoring from KEFRI senior professionals.

The programme involves institutions that have MOUs with KEFRI that outline the programme as part their collaborative activities.

The Attachees must have attained a minimum of Upper Second Class Honours in their first degrees for MSc and PhD and are already registered in the relevant courses at specific universities.



The Attachee will choose a subject from KEFRI Strategic Plan or work closely with KEFRI scientists to develop research areas to be delivered that is of interest to both parties.

The university must nominate the Attachees through their internal process and provide names to KEFRI for evaluation and approvals.

KEFRI and the institution will enter into a formal agreement on the management of the programme per Attachee or group of Attachees during the mentorship period.

## **10 PROCEDURES**

### **10.1 Internship Implementation Procedure**

- i. Interns will be expected to report to KEFRI in July for a period of six (6) months renewable once subject to satisfactory performance.
- ii. Every intern will be required to have a personal accident insurance cover for the period of internship and sign an indemnity form.
- iii. The intern will be expected to contribute to the National Health Insurance Fund (NHIF).
- iv. The Intern will be attached to KEFRI Headquarters, regional centres and sub-centres depending on the available capacity.
- v. KEFRI will provide research funds through its budgets and donor projects and stipends to the Interns based on prevailing rates to be determined by KEFRI Directorate and availability of funds.
- vi. On expiry of the internship engagement period, the intern will be expected to submit a report to the Human Resource Division detailing the coverage of the internship, observations, lessons learnt, challenges and recommendations.
- vii. Upon receipt of the internship terminal report, the Human Resource Division will prepare a letter of recommendation to the intern.
- viii. The intern shall vacate KEFRI premises upon expiry of their engagement failure to which a stern action shall be taken against the intern and the supervisor.

### **10.2 Attachment Implementation Procedure**

- i. The attachment will be for a maximum period of three (3) months non renewable.
- ii. The Attachees will be required to seek the opportunity through National Industrial Training Authority (NITA) for consideration.
- iii. Every attachee will be required to have a personal accident insurance cover for the period of attachment and sign an indemnity form.
- iv. The Attachees will be attached to KEFRI Headquarters, regional centres and sub-centres depending on the available capacity.
- v. On expiry of the industrial attachment engagement period, the attachee will be expected to submit a report to the Human Resource Division detailing the coverage of the attachment, observations, lessons learnt, challenges and recommendations.

- ix. Upon receipt of the attachment terminal report, the Human Resource Division will prepare a letter of recommendation to the attachee.
- vi. The attachee shall vacate KEFRI premises upon expiry of their engagement and return to their respective college or university.

## **11. DUTIES AND RESPONSIBILITIES**

### **11.1 Duties and responsibilities of Interns and Attachees**

- i. The Interns and Attachees will be responsible for selecting KEFRI for their attachment.
- ii. The intern/attachee will be responsible for meeting with the host supervisor prior to the programme to clarify expectations and responsibilities.
- iii. An intern/attachee will required to keep record of all activities covered, any observations made, lessons learnt and challenges during the period of internship.
- iv. Intern/attachee should keep record on the required number of hours, seeking out supervision on site as needed and completing the academically-related tasks which are agreed upon with affiliate institution.
- v. The intern/attachee shall be expected to maintain high standards of professionalism and comply with the rules and regulations governing the Institute.
- vi. The intern/attachee will be required to make their own travel and accomodation during the engagement period.

### **11.2 Duties and Responsibilities of KEFRI**

- i. To assign interns/attachees tasks or projects in research or administration on day-to-day operation with learning opportunities;
- ii. To assign a supervisor to guide the intern/attachee during engagement with the Institute.
- iii. To provide a safe and supportive working environment.

### **11.3 Duties and Responsibilities of KEFRI Supervisor**

- i. The supervisor will be responsible for inducting interns/attachees to the organization, supervising, directing, and evaluating their work.
- ii. Will serve as a mentor in the field and giving suggestions for improvement and progression in the profession.
- iii. Will help in recommending ways to enhance the interns/attachees learning.

### **11.4 Duties and responsibilities of Universities and colleges**

- i. The college or university shall nominate Attachees and coordinators/supervisors for the attachment in KEFRI.
- ii. Shall provide insurance cover where applicable for the period in KEFRI.
- iii. Shall facilitate the assessment of the Attachee's performance during their attachment period.



## **12 OWNERSHIP OF COPY RIGHTS OF PRODUCTS DEVELOPED DURING INTERNSHIP/ATTACHMENT**

- i. During internship/attachment all works/products produced shall remain the property of KEFRI and in cases where MOUs exist it will be as spelt out in such documents.
- ii. In special cases KEFRI may enter into explicit contract or agreement with Attachees/institutions under special circumstances on some work or products for mutual benefits.

## **13. EMPLOYMENT CONTRACTS AND REMUNERATION**

- i. Interns and Attachees are trainees in the Institute and therefore not employees of the Institute, therefore no employment contract is applicable.
- ii. Interns may earn a monthly stipend at a rate approved by the Board of Directors. Attachees shall not be entitled to any pay.

## **14. FACILITATION**

Where the intern/attachee is required to travel on official duties outside their duty station, the government rates on internship/attachment will apply.

## **15. TERMINATION OF INTERNSHIP/ATTACHMENTS EARLIER THAN AGREED**

- i. Upon receipt of unsatisfactory performance/misconduct report during the internship, the engagement will be terminated.
- ii. The Attachee attachment will be terminated upon consultation of the relevant institution on grounds of unsatisfactory performance/misconduct or both.

## **16. CONFIDENTIALITY**

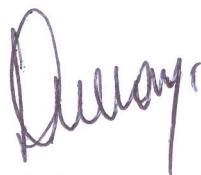
Interns and Attachees shall exercise discretion regarding any information known to them by virtue of their official position. This obligation shall be binding even after leaving the Institute.

## **17. REVIEW OF POLICY**

The policy will be reviewed every five (5) years or as the case may be

## **18. VERIFICATION/AUTHORIZATION/APPROVED BY**

This policy on Internship and Industrial Attachment is endorsed and approved by the Board of Directors during their meeting held on 3<sup>rd</sup> August, 2018 and signed by:



**Joshua K. Cheboiwo, PhD**  
**Director/ Chief Executive Officer**

**Date: 8<sup>th</sup> April 2019**