

INTERNSHIP POLICY

The purpose of this Policy is to establish guidelines for the engagement and mentoring of interns within SeSTA, ensuring a positive and mutually beneficial experience for both the organization and the interns. We at SeSTA believes that engendering transformation process at grassroots, to stay in a village and experience the “rural realities” with the community is essential. Therefore, the Internship offered at SeSTA will be a completely field-based where an Intern will be placed at one of SeSTA’s field location at Assam, Tripura and Meghalaya. This is an evolving document hence, the Internship Policy will be subject to changes as and when required as per emerging trends in the sector.

From the point of view of the organization

Purpose:

- Provide opportunities to the young people to experience and feel inspired to contribute to the field of development
- Build linkages with educational institutions
- Enhance the potential pool of young people who may enter the field of development

From the point of view of the Intern

Objectives:

At the end of the Internship, the Intern would have:

- Enhanced their appreciation of rural realities
- Enhanced their appreciation of development challenges
- Had opportunity to put into practice some aspects of their learning from their classrooms

Duration:

Stage	Period of Exposure
Basic	15 Days
Intermediate	4 Weeks
Advanced	2-4 Months

Selection process:

Upon receiving internship application and CV, the Human Resource Management will set up a call to understand and assess the intern interest and motivations for screening. Shortlisted

applicants must produce “Recommendation Letter” from the respective Head of Department duly signed. Internship will be offered only after fulfilling these criteria.

Stipend:

No stipend is offered for Internship. No expenses incurred during internship will be borne by SeSTA. Candidates are expected to make their own arrangements for travel, board and lodge. SeSTA, however, will extend necessary assistance in helping locate a suitable place to stay and help the Intern settle in her/his/their location.

Mentoring and Support:

Each Intern will be attached to a ‘Field Friend’ who will act as the friend, philosopher, guide of the Intern and extend support facilitating the Intern’s stay and exploration. A senior professional (SeSTA’s leadership or supervisory position) will be assigned to the Intern for mentoring and supervision.

Evaluation and Feedback

At the end of the internship, interns will receive constructive feedback and a formal performance evaluation. The Intern has to submit a detailed report capturing the entire internship journey learning and experiences. A brief presentation will be conducted by the respective Field Friend at the location office where the Intern is placed. Successful completion of the internship may be accompanied by a certificate or letter of recommendation.

Adherence to organizational norms:

Interns are expected to adhere to SeSTA’s organizational code of conduct, treating teammates, beneficiaries, stakeholders, partners with respect and dignity. Any violations may result in the discontinuation of the internship.

MACRO DESIGN (Basic and Intermediate Exposure)

Exposure	Assignment
Interns will be inducted to the process of internship through the following processes <ul style="list-style-type: none">➤ Welcome➤ Orientation to the organization and its work➤ Clarifying expectations➤ Assignment briefing➤ Village allocation➤ Logistics➤ Field visit with a SeSTA professional	<ul style="list-style-type: none">➤ All Interns will undertake the generic assignments➤ Assignments 3–9 will be allocated depending upon the Intern’s area of interest, SeSTA’s ability to support and feasibility of travel, time availability of SeSTA’s professional staff, etc.

Exposure	Assignment
➤ Demonstration and hand-holding	

Assignments:

No.	Assignment	Level
1.	Life in a village- my experiences and reflection	Basic
2.	Building rapport with the community- problems and prospects	Basic
3.	Self-Help-Group (SHG)- Observe and record how an SHG is established and nurtured.	Basic
4.	Health of an SHG- parameters for assessment. Assess at least three SHGs. Compare and contrast reasons for differences in health parameters.	Basic
5.	Facilitating participatory processes [Participatory Rural Appraisal (PRA)]- Facilitate the use of three PRA tools to gather data. Write down your understanding of the community.	Intermediate
6.	Livelihoods- Map out the processes underlying <i>one</i> livelihood intervention. Gather data and information about the need, the nature of intervention and its effect(s).	Intermediate
7.	Community-based organizations (CBOs). Map out the different kinds of CBOs in a location. Their functioning, structure and the purpose(s) they seem to be serving.	Intermediate
8.	Accounting systems of collectives- Delineate the accounting system. Describe the nature of climate that the system seems to help create.	Advance
9.	Changes- How they were brought about? Describe three changes you have been able to identify that have been brought about in the past year or so. What was the need? What effect(s) did the intervention(s) have?	Advance

Generic Assignments:

1. Immersion in the rural and among the rural poor and build understanding about the different aspects of a village such as its history, cultures and traditions, demography, settlement pattern, available resources, livelihood pattern, seasonality calendar, Participatory Rural Appraisals (PRA) existing institutions, interdependence and intra-dependence, gender relations, power dynamics etc.

2. Genesis of SeSTA, vision and mission, goals and values, organization structures, geographical presence and teams, SeSTA's interventions at the grassroots, approaches and strategies, understanding the Executive Traineeship programme.

3. Attend SHGs and VOs meetings and understand about their norms, processes and their functionalities.

4. Identifying various stakeholders and their roles and engagements with the community/SHG/VO

Specific Assignments

Based on the Intern's area of interest, proclivity and organization's needs, the Intern may select assignments mentioned below to gain valuable experience and contribute to their learning. For undertaking the assignments, the intern can identify 1-2 villages with the help from field supervisor or as per need and requirement of the respective field team.

1. Field study and data collection

Conduct surveys, interviews, or observations to gather data related to the ongoing projects at the location,

Assist teams in collecting and analyzing data for impact assessment or need assessment.

2. Documentation and reporting

Write field reports, case studies, socio-economic impact of SHGs in women, their participation in the decision making process at household or various local level platforms, success stories based on observations and interactions with beneficiaries, documenting best practices (livelihood, community institution building, convergence etc)

3. Data entry and analysis

Enter and organize data collected from the field into database, help analyze data to extract meaningful insights and trends to the field team

4. Communication

Support in creating content for social media, newsletters, or other communication channels to share updates on field activities, assist in developing communication materials like brochures, posters or short videos specific to the field location

5. Village level engagement- Community Development

Study and document SeSTA's interventions on agriculture and other farming techniques, Natural Resource Management, awareness and accessibility of various right and entitlements schemes, participate in SeSTA's intervention at the field level, learn and prepare Family Based Livelihood Planning (FBLP) through INRM approach, attend SHGs/VOs/PGs/FPCs meetings and learn about their functioning and processes, visit PRI institutions and learn more about its roles, functions, identify gaps etc., facilitate Focus Group Discussions (FGDs) with women collectives/villagers to learn about social issues, aspirations etc. of the community, visit line

departments to understand about convergence or linkages, conduct awareness training on Social protection and Social security schemes at SHG/VO level

6. Financial Literacy and Management

- budgeting and saving techniques of SHGs, how VOs use Revolving Fund (RF) for livelihood and income enhancement, its repayment process, access to financial services and banking, microfinance and entrepreneurship

7. Health and wellness

- study and analysis of maternal and child health, nutrition, access to healthcare services and other social security schemes, study on senior citizens/physically or mentally challenged individuals in terms of social support systems, access to nutrition, healthcare, ration card or other relevant government services etc.

8. Gender equality and women's rights

-status of leadership and empowerment, legal awareness and access to those services, documenting how communities address gender-based violence, status of women's participation in decision-making processes at the household level or larger community level, interviewing or interacting local women leaders and capture their journey, motivations and aspirations, overcoming hurdles etc.

9. Education and literacy

- status of education at the village level, availability of infrastructures, functioning and quality of education imparted to students at the primary or middle schools, access to quality education for girls, awareness and accessibility of various government related schemes/scholarships, reservations etc by students/parents

10. Application of Participatory Research Appraisal tools (PRA)

- build in-depth understanding about the village, its people, livelihood patterns, resource availability, mapping aspirations, understanding challenges or issues faced by villagers etc.

11. Sustainable development and environmental conservation

-study and document indigenous knowledge and eco-friendly livelihood practices of communities, adaptation towards climate change and building resilience by communities, conservation initiatives of local biodiversity etc