



# Seven Sisters Development Assistance Internship Policy 2025



The SeSTA Internship Policy outlines the various aspects associated with the program. From its genesis to now a leading Non Profit Civil Services Organisation in the region of North East, SeSTA aims at bringing in positive affirmative change via inducting young educated minds into the field of development. The policy consists of the interests and motivation behind the program, keeping its focus on the terms and conditions the organisation and the Intern will be abiding by. It enlists the perspectives of the organization and the intern, selection, cost and expenses, mentoring, evaluation as well as feedback. Additionally, nature, period of exposure and the task engagement have also been included here for understanding of the design, but the design and tasks remain subject to change and adaptation.

**Seven Sisters Development Assistance(SeSTA)**, registered in the year 2011, is a non-profit organization, working to bring in change for the remote rural communities across North East, **with direct intervention in the states of Assam, Meghalaya and Tripura and indirect intervention with the rest.** The purpose of the internship is to give a platform to prospective development professionals and bring them into the field, **making themselves part of the macrocosm via a microcosmic engagement** while bridging the gap and connecting Urban to Rural. It allows for proper understanding of the purpose that one has to work for, giving insights into the lives of the people that one would work with and bringing forth socio-cultural and economic understanding.

The purpose of this brochure is to establish the guidelines for engagement and mentoring of interns within SeSTA, ensuring a positive and mutually beneficial experience for both the organisation and the interns. We believe that to engender transformation at the grassroots level, one has to “live” and “experience” the rural realities within a respective community is essential.

### **From the point of view of the organisation:**

#### **Purpose:**

- Create a pool of potential young professionals who in future would add value to the sector
- Provide a platform for **experiential learning**, through grassroots engagement thus, bringing in a source to motivate and create stories that would inspire
- Build linkages with institutions and work on creating and maintaining an effective human resource chain

### **From the perspective of the Intern:**

At the end of the internship, the intern would have

- Better **understanding of the rural realities and form a sense of empathy** from the direct engagement that they would be dealing with
- Enhance their knowledge on the challenges faced in the development sector and build appreciation for the peer professionals
- Opportunity to put into practice various aspects of classroom learning into field

## **Stage**

## **Period of Exposure**

**Basic**

**30 Days**

**Intermediate**

**45 - 60 Days**

**Advanced.**

**2 - 4 Months**

## **Selection Process:**

Upon receiving an internship application and CV, the Human Resource Team will set up a call to understand and assess the intern, his/her interests and motivations. Once screened, shortlisted candidates must produce a "Recommendation Letter" from their respective Department, attested. If in case, the interested candidate wishes to join independently, he/she must produce a "Self Declaration", duly signed. If unable to produce either of the documents sought for, the offer will not be considered.

## **Cost and Expenses:**

The organisation **will not provide for any stipend** for the course of the internship. The expenses incurred during the period of internship will not be borne by SeSTA. Each of the candidates is expected to make their own arrangements for travel, board and lodge. However, they will be provided with necessary assistance, whether it be in "Operations" or "Functions", in helping locate a place or in settling down for the period in their location.

## **Mentoring and Support:**

Working for a community is a tedious task, thus, we at SeSTA, work as a community for the community. To maintain the work culture that we pertain to and make the intern feel as inclusive, the intern is put under the supervision of one of the professional's of the team s/he is a part of. They are also provided with "Field Friend" , a friend and guide who extends support facilitating the intern's stay, learning and overall journey. The team ensures that the intern feels welcomed so that learning becomes an experience, bringing forth socio-emotional growth.

## **Evaluation and Feedback:**

At the end of the internship, interns are provided with constructive feedback and a formal performance evaluation. For the purpose of the evaluation, the intern will submit a detailed narrative report, capturing his/her journey, from learnings to experiences. The report will be followed by a presentation, conducted at the completion of the internship term at the behest of the respective team s/he will be engaged with.

The purpose of the Report and Presentation is to create spaces for dialogue, opening up doors for newer perspectives and building gaps that might be existing with the help of the created dialogue. The intern will receive feedback from the team after completion when s/he presents her journey. Along with that, s/he will also be provided with a feedback form too, so that learning becomes more inclusive and productive.

## **Adherence to organizational norms and values:**

SeSTA functions with respect to certain core values which the professionals work in accordance with, the Interns too are expected to adhere to the same. Additionally, they are expected to adhere to the organization's basic code of conduct of treating teammates, beneficiaries, stakeholders, partners with respect and dignity. Any violations may result in discontinuation of the internship.

## **Nature:**

### **Functions:**

- Human Resource Management
- Accounts and Finance
- Fundraising and Communications
- Organisational Development (OD)
- Research

**Operations:** Field Engagement

**Please note that Rural Stay is a mandatory part of the Internship to have a better understanding of our organisational purpose and get a deeper understanding of the value system we adhere to.**

## **Design:**

<b>Exposure</b>	<b>Assignment</b>
<ul style="list-style-type: none"><li>• Interns will be inducted through the following process:</li><li>• Orientation to the organization and its history and work</li><li>• Clarifying expectations</li><li>• Assignment briefing</li><li>• Village allocation</li><li>• Logistics</li><li>• Field visit with a SeSTA professional</li><li>• Demonstration and hand-holding</li></ul>	<p>The interns will be oriented and given the opportunity to enhance their skills around the field that align with them most. They either work on the tasks provided by the organisation, or work with us to fulfill their course requirement. Additionally, they can also come up with their own learning interests that align with the organisation.</p>

## **Assignment:**

### **Basic:**

1. Life in a village- Experiences and Reflections.
2. Building rapport with the Community- Problems and Prospects.
3. Self-Help-Group (SHG)- Observe and record how an SHG is established and nurtured.
4. Health of an SHG- Parameters for Assessment. Assess at least three SHGs. Compare and contrast reasons for differences in health parameters.

### **Intermediate:**

1. Facilitating participatory processes [Participatory Rural Appraisal (PRA)]- Facilitate the use of three PRA tools to gather data. Write down your understanding of the community.
2. Livelihoods- Map out the processes underlying one livelihood intervention. Gather data and information about the need, the nature of intervention and its effect(s).
3. 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.

### **Advanced:**

1. Accounting systems of collectives- Delineate the Accounting System. Describe the nature of climate that the system seems to help create.
2. SeSTA, Interventions and Changes- How were they 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?

### **Generic Assignments:**

- Immersion in the rural and among the rural poor and build understanding about the different aspects of a village such as its History, Culture and Traditions, Demography, Settlement Pattern, Available Resources, Livelihood Pattern, Seasonality Calendar, Existing institutions, Inter/Intra- Dependence, Gender Relations, Power Dynamics etc.
- Attend SHGs and VOs meetings and understand about their norms, processes and their functionalities.
- 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.

### **Research:**

#### **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 of need assessment.

#### **Data entry and Analysis:**

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

### **Communications:**

#### **Documentation and Reporting:**

- Write field reports, case studies, the socio-economic impact of SHGs on 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).
- 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.

### **Operations:**

#### **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.

**Application of Participatory Rural Appraisal Tools (PRA):**

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

## **SeSTA's other thematics:**

### **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.

### **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.

### **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, the status of women's participation in decision-making processes at the household as well as community level, interviewing or interacting with local women leaders and capturing their journey focusing on their motivations and aspirations, hurdles etc.

### **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.

### **Sustainable Development and Environmental Conservation:**

Study and document indigenous knowledge and eco-friendly livelihood practices of communities, adaptation to climate change and building resilience by communities, conservation initiatives of locals around biodiversity etc.





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