

## **Work-for-Skills Internship Program (WSIP) Program Brief**

Under the Work-for-Skills component of Ba-Ikhtiyar Naujawan Internship Program, 40,000 paid internships will be awarded to young graduates in public, private and development sector organizations of Pakistan for a duration of 6 months. Interns will receive a monthly stipend of Rs. 25,000 conditional upon the timely completion and submission of their monthly deliverables. Upon the successful completion of their internship, interns will be awarded an internship certificate by their host organization and by the Ministry of Planning, Development and Special Initiatives.

Candidates can apply to the Work-for-Skills Internship Program (WSIP) and the Build-for-Skills Internship Program (BSIP) simultaneously. However, candidates selected for one program will be excluded from the selection process of the other program.

### **Eligibility**

1. Nationality: Pakistani
2. Level of education: Minimum 16 years of education or higher. Minimum 14 years of education permissible for flood-affected regions, Balochistan, rural Sindh, South Punjab and Khyber Pakhtunkhwa's merged districts
3. End date of last degree: Last degree completed within 2 years of the last date of internship application
4. Employment status: Currently unemployed
5. Age limit: 30 years

### **Duration**

The internship will be for a duration of six months. Interns may leave the program prematurely subject to the submission of a one-month written notice to the host organization and the Ministry of Planning, Development and Special Initiatives.

Interns who leave the program after a minimum of 120 days of internship will be awarded a certificate of the same tenure. However, those who leave the program before that will not be awarded any certificate. Interns who leave the program prematurely on

account of having secured permanent employment will be eligible for an internship certificate for the duration for which they interned at the host organization.

### **Compensation**

A compensation of Rs. 25,000/- per month will be paid to each intern for the entire duration of the internship. Payment of monthly stipends will be conditional upon the completion and submission of monthly internship deliverables.

### **Host organizations**

Following their selection, interns will be placed in positions relevant to their job roles in host organizations spanning across the public, private and development sectors. Placements will be done by the Ministry of Planning, Development and Special Initiatives.

### **Application process**

Applicants will be required to share their educational details and internship details along with a short analytical test during the application process.

Educational details will be mandatory for bachelor's degree, intermediate degree/A-level and matriculation/O-level. For each level of education, applicants will need to provide details such as the title of their degree, the name of their degree awarding institution, marks obtained, total marks and the start and end dates of their degree. Applicants will also need to upload their attested degree and attested transcript for each level of education. Shortlisted candidates will be required to bring all attested and verified educational documents before their final placement at the host organization. Any misrepresentation of information during the application stage will lead to immediate termination of the internship. Such misrepresentation also constitutes fraudulent activity and is prosecutable under Pakistan's law.

Internship details will include applicant's current employment status, the internship role for which they want to apply, the skills and educational background that are relevant to the role they want to apply for, and their internship preferences such as

location, industry and type of employer. Meeting candidates' preferences, however, will be conditional upon the availability of internship positions and cannot be guaranteed.

Applicants will also be required to complete a short close-ended analytical test during the application process. The analytical test will be timed. Applicants are advised to ensure stable internet connection before starting the test.

### **Selection criterion**

A weighted composite score for each applicant will be computed using their educational scores and their scores in the analytical test.

Applicants will first be grouped by gender only for open merit, and by both gender and region for all other allocated placement positions. Applicants will then be ranked by their weighted composite scores within their respective groups. Applicants with the highest scores within their group will be selected for the internship program against the available number of placements.

### **Placement process**

Following the selection process, an algorithm will match intern's profiles with the internship positions provided by employers. Matching will, however, be conditional upon the availability of internship positions. Placements of interns will be made by the Ministry of Planning, Development and Special Initiatives in light of the results of matching.

### **Internship deliverables**

In addition to the day-to-day tasks at host organizations, interns will be required to attend mentorship sessions with leading professionals from their fields, complete online training courses on soft skills and industry-relevant technical skills, organize or participate in voluntary activities, and submit monthly work plans along with progress reports.

Every intern's deliverables will be randomly assigned to peer interns of the same internship role for review and evaluation. All interns will be required to submit peer-

evaluations in addition to the evaluation of their internship experience and performance evaluation by their internship supervisor every month.

All interns will also be required to submit a detailed internship report along with the outputs they've produced during their internship towards the conclusion of their internship.

### **Internship certificate**

All interns will be awarded an internship certificate by their host organization and by the Ministry of Planning, Development and Special Initiatives upon the successful completion of their internship. The award of internship certificate will be conditional on the completion and submission of all internship deliverables.

Interns who leave the program after a minimum of 120 days of internship will be awarded a certificate of the same tenure. However, those who leave the program before that will not be awarded any certificate. The interns who leave the program prematurely on account of having secured permanent employment will be eligible for an internship certificate for the duration for which they interned at the host organization.

### **Terms and conditions**

1. Shortlisted candidates will be required to produce upon arrival, attested and verified educational documents including degrees/certificates and transcripts/marksheets for bachelor's degree, intermediate degree/A-level and matric/O-level. In case any contradiction is found between educational documents presented at the time of placement and the educational details indicated during the application stage, the internship will be terminated immediately. Moreover, such misrepresentation constitutes fraudulent activity and is prosecutable under Pakistan's law.
2. All candidates will be bound to sign an internship contract with the host organization and with the Ministry of Planning, Development and Special Initiatives before the start of their internship.
3. All interns will be bound to complete and submit the deliverables outlined in the internship contract. Payment of monthly stipends and issuance of internship completion certificate will be conditional upon the timely completion and submission of all internship deliverables.

4. Interns can apply for transfer to a different placement position within the first three months of the internship. However, this shall not be a norm and will be an exception. Interns will need to provide a written request along with a suitable reason for transfer to the Ministry of Planning, Development and Special Initiatives.
5. Interns may leave the program prematurely subject to the submission of a one-month written notice to the host organization and the Ministry of Planning, Development and Special Initiatives. Interns who leave the program after a minimum of 120 days of internship will be awarded a certificate of the same tenure. However, those who leave the program before that will not be awarded any certificate. Interns who leave the program prematurely on account of having secured permanent employment will be eligible for an internship certificate for the duration for which they interned at the host organization.
6. The internship is neither an immediate or subsequent offer of a job nor does it grant any right of absorption. It is a placement which will automatically terminate after 6 months. The internship contract may be terminated before the completion of the internship on the basis of any misconduct on part of the intern as per the government's conduct rules or on account of unsatisfactory performance.