## **Request Form for Internships**

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| **REQUEST FORM**  **One-Year Long Paid Internship Program**  **Khyber Pakhtunkhwa Cities Improvement Project (KPCIP)**  **\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Mr. Zafar Ali Shah**  Project Director  Khyber Pakhtunkhwa Cities Improvement Project (KPCIP)  Subject: **REQUEST FOR INTERN(S)**  Dear Sir,  With reference to the offer of one-year-long internship opportunities to fresh graduates (with 70% female graduates) under the KPCIP, the undersigned request for intern(s) with the following details;   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Name of discipline(s)** | **Qualification required** | **Duty station** | **Placement in section/unit** | **Brief description of activities** | |  |  |  |  |  |   *Please add rows if interns are required for more than one trade/discipline.*  This request is made by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in his/her capacity as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Official stamp (requesting organization)* |

**APPLICATION FORM**

**One-Year Long Paid Internship Program**

**Khyber Pakhtunkhwa Cities Improvement Project (KPCIP)**

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| *01attested passport size picture* |

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| **Eligibility Criteria for Internship:**  Fresh unemployed graduates who are self-motivated, dedicated, eager to learn who are fulfilling the following criteria are encouraged to apply for one-year long paid internships;   * Fresh graduates who have completed sixteen years of education in the field of engineering, management sciences, social sciences, development studies and gender studies from HEC recognized universities and degree awarding institutions * Applicant must have a minimum 2.5 cumulative GPA or 60 % marks. * Applicant must be Pakistani citizen and must have domicile of Peshawar/Mardan/Kohat/Mingora/Abbottabad. * Age limit: 22 – 35 years. * Applicant must not be availing the National Internship Program nor having full time job. |

**APPLICATION FORM – MS/MPhil - IQBAL SCHOLARSHIP PROGRAM**

**Personal Information:**

Applicant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, S/D/W of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant CNIC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Applicant Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Domicile District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Applicant Marital Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you working (Tick): Yes/No. Monthly Income (PKR): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Present Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Educational Record:**

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| --- | --- | --- | --- | --- | --- |
| **Level of Study** | **Name and Location of Institute** | **To - From**  **(Year)** | | **Total Marks / CGPA** | **Marks**  **Obtained / CGPA** |
| *S.S.C or equivalent* |  |  |  |  |  |
| *Intermediate or equivalent* |  |  |  |  |  |
| *14 years of education* |  |  |  |  |  |
| *16 years of education* |  |  |  |  |  |
| *16 years of education* |  |  |  |  |  |
| *Ph.D / Any other* |  |  |  |  |  |

**Statement of Purpose:** *(Explain why you are suitable for this internship) – attach separate sheet if required.*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Undertaking by the Applicant:**

1. PMU-KPCIP reserves the right to use information given in this form for verification and other purposes.
2. PMU-KPCIP reserve the right to reject or cancel any application(s) which it deems to be unsuitable for the internship program. The rejection or selection decision shall not be challenged in any court of Law / Authority.
3. The information given in this application are true to the best of my knowledge and belief. I understand that any incorrect information will result in the cancellation of this application. If any information given in this application is found incorrect or false after awarding internship, the PMU -KPCIP will be liberty to cancel the internship and the applicant shall refund all payment received for the program.

Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TERM OF REFERENCES**

**One-Year Long Paid Internship Program (Batch - I)**

**Khyber Pakhtunkhwa Cities Improvement Project (KPCIP)**

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**Background**

The rapid population growth puts Khyber Pakhtunkhwa cities under increasing stress. The urban environments and service delivery are exceedingly poor and have degraded over the past decade. Similarly, the urban infrastructure and services have not kept pace with growth. Urbanization if planned and inclusive could serve as an opportunity in transforming stereotypical gender roles and reducing socio-cultural barriers which restrain women’s participation in the urban governance and access to economic opportunities. To address the aforementioned issues, the Government of Khyber Pakhtunkhwa has launched a project titled “Khyber Pakhtunkhwa Cities Improvement Project (KPCIP)”.

The project aims to improve the livability of five cities (Abbottabad, Kohat, Mardan, Mingora, and Peshawar) by (i) expanding physical investments in urban water, sewerage, solid waste disposal, and green infrastructure; (ii) providing institutional support to improve service delivery and the performance of municipal companies, and (iii) promoting gender-friendly municipal services through empowerment and capacity development. The project will benefit up to 3.5 million people in the five target cities of KP during 2022 - 2027. Considering the aforementioned gender related area of intervention (iii), the project considers the following components as part of the Gender Action Plan and implementation strategy:

Component 1: Increase women’s access to urban spaces and make urban spaces more women-friendly

Component 2: Increase women’s role in improving the quality of municipal services

Component 3: Increase women’s access to decent employment and economic opportunities

The component - 3 aims to increase participation of women in urban government services and generate economic opportunities for women in the above mentioned five cities of KP through:

1. Women business development center upgradation, livelihood skills, and seed funding for Durshal,
2. Refurbishment and equipping of Polytechnic Institute for Women, and
3. Extensive on-job WASH training program & strong CSWs to realize “Safa Khaar Da Tolo”.
4. Scholarship programs to allow women to pursue research in urban development, engineering, and climate change
5. Internship program to involve young women in urban services,

The baseline study of KPCIP indicated limited access to internship opportunities for female students. Of the various reasons, most common reasons for women’s limited access to job opportunities are gender segregation of education and skills and limited or no access to information about such opportunities;

**One-Year Long Paid Internship Program (Batch -I)**

The project is offering a one-year-long internship opportunity to fifty (50) fresh graduates (with 70% female graduates) in the city administrative units including WSSCs, KPCIP sub-projects, the executing agencies, and the implementing agencies from 05 KPCIP targeted cities. To address access barriers, female interns will also be provided with a secure, culturally sensitive work environment, and transportation. The internship opportunities will be advertised via all mainstream media including social media, print, and electronic media. Special efforts will be made to engage with the universities and opportunities are communicated to the graduates particularly women and girls. The monthly stipends @Rs.50,000/- will be made to interns. It is expected that the internship program will increase employment of women and girls in the urban planning and governance and reduced barriers for women's employment in urban sector.

**Seats Allocation**

Applications will be invited from fresh graduates of five target cities on a prescribed application form.

Seats allocated for Female are 35 (70%)

Seats allocated for Male are 15 (30%)

* Peshawar = **10** *(07 Female, 03 Male)*
* Mardan = **10** *(07 Female, 03 Male)*
* Kohat = **10** *(07 Female, 03 Male)*
* Mingora = **10** *(07 Female, 03 Male)*
* Abbottabad = **10** *(07 Female, 03 Male)*

Interns will be placed including but not limited to the following departments/organizations at the aforementioned cities:

* Water and Sanitation Companies (WSSCs)
* Tehsil Municipal Administrations (TMAs)
* Public Health Engineering Departments (PHEDs)
* Local Government Departments
* Cantonment Boards (CBs)
* Relevant national and international NGOs

**Eligibility**

Fresh unemployed graduates who are motivated, dedicated, self-motivated, and eager to learn are encouraged to apply for one-year long paid internships by meeting the following criteria:

* Fresh graduates who have completed sixteen years of education (minimum) in the field of engineering, management sciences, social sciences, development studies and gender studies from HEC recognized universities and degree awarding institutions
* Applicant must have a minimum 2.5 cumulative GPA / 60 % marks.
* Applicant must be Pakistani citizen and must have domicile of Peshawar, Mardan, Kohat, Mingora, and Abbottabad.
* Age limit: 22 – 35 years.
* Applicant must not be availing the National Internship Program nor having full time job.

**Duration**

The duration of internship will be one year. The period of the internship (Batch-I) tentatively starting from June 01, 2023 and will end on May 31, 2024. The internees who fail to complete the one-year time period will not be entitled for internship completion certificate.

**Benefits**

* Interns will be paid PKR. 50,000/- per month during the entire period of internship.
* Intern will be provided a laptop.
* Intern will get internship completion certificate upon successful completion of the internship.

**Application Submission Procedure**

Interested eligible applicants will be invited to submit their applications against the advertisement to be published in the daily newspapers in the target cities. The application form *(attached)* will be available on the KPCIP website. Besides, universities in the five target districts will be engaged to communicate the internship opportunities to their recently graduated students.

Applicants will submit attested copies of the following documents to the Cities Improvement Units (CIUs) in the target cities.

* Filled application form
* All academic / educational documents
* CNIC Copy
* Domicile Copy
* Updated CV
* 01 recent passport size photo

**Selection Process**

The PMU will receive applications in hard and will conduct longlisting and shortlisting of the applications. The shortlisted applicants will be invited for screening test and interviews. A notification of the interview panel will be issued from the PMU-KPCIP, comprising of the following members:

1. Director Gender and Inclusion Convener
2. Head of Office (WSSC/TMA/PHED/LGRD) Member
3. Technical Expert (WSSC/TMA/PHED/LGRD) Member
4. Manager HR (PMU-KPCIP) Member
5. Research Specialist (PMU-KPCIP) Member
6. Gender Coordinator (CIU-KPCIP) Member

After the screening test and interviews, a report of the selection process will be produced for Project Director of KPCIP for approval.

**Award of Internship’s Contract**

The successful candidates will be offered one-year paid internship and the modalities will be fulfilled by the PMU-KPCIP.

**Placement of Interns**

1. The placement of interns in various government organizations will be based upon the academic qualifications of the interns and matching the broader academic disciplines with the broader functional categorization of jobs within the government.
2. The interns will be required to join the allocated organization on a full-time basis and follow prescribed rules and regulations of the concerned organization including observance of office working time and confidentiality requirements etc.
3. Effort will be made during the selection process to assign the intern, the most convenient locations to minimize the likelihood of accommodation or logistic issues.
4. However, the PMU-KPCIP will be fully competent to place any intern in any organization or geographical location as deemed appropriate in the best interest of the internship program and such decisions could not be challenged in any forum.

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