



**Report
On
KPCIP INTERNSHIP Program
GAP Output 3.1.1**



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Introduction:

Khyber Pakhtunkhwa Province (KPK) is one of the four administrative provinces of Pakistan, located about 130 kilometers (km) northwest of Islamabad, the country's capital, sharing a border with Afghanistan. KPK has a population of about 32 million which is expected to increase to about 58 million by 2035. KPK's rapid urban population growth rate (about 3.4% per annum) is placing a tremendous strain on its cities. Inadequate infrastructure and limited capacity to manage municipal water, sanitation, and solid waste services are further exposing the population to health risks and making the cities more vulnerable to the effects of climate change.



Khyber Pakhtunkhwa Cities Improvement Projects (KPCIP) sponsored by Asian Development

Bank (ADB), Asian Infrastructure Investment Bank (AIIB), and Government of Khyber Pakhtunkhwa aims to improve the quality of life of the residents of five KP cities, including Abbottabad, Kohat, Mardan, Mingora, and Peshawar, directly benefitting about 6 million of urban population, according to the project outcomes by 2024, the residents in all 5 project cities will have improved access to quality urban basic services and enhanced civic amenities and will support economic growth, social development, and an improved urban environment for the concerned cities in the form of upgraded service delivery of water supply, sanitation, green space initiatives and solid waste management and to provide the households' access to water and sanitation services, which will ease women's domestic work, and provide women with safe access to urban green spaces.

The project also facilitates the institutionalization of gender-sensitive policies and programs to enable the recruitment and retention of female technical workers in WSSCs. The ADF 13 grant enables the project scope under Gender Action Plan to (i) provide women with scholarship and internship support and enlarge the pool of female technical and professional workers in urban governance and water supply and sanitation, (ii) rehabilitate and upgrade the women's business development center (WBDC) in Kohat, which will provide livelihood training and support to women entrepreneurs, (iii) establish a women's technical training center, which will provide women with formal technical skills so they can find employment in the water and other urban infrastructure and services sector, and (iv) facilitate the establishment of childcare facilities in WSSCs.

Output 3: Women's Participation in Urban Governance & Access to Economic Opportunities Increased

Under Gender Action Plan (GAP) output 3, activity 3.1, the performance indicator 3.1.1 states that at least 200 female graduates of university and technical institutes provided with internship in a higher skill technical position at WSSCs. The Internship program was proposed for qualified female students with 16 years of education to gain practical on hand experience in relevant subjects to





create a female skilled workforce in fields of urban water & sanitation services. To serve the purpose of the KPCIP mandate efficiently, the 1st batch of internship program has been launched in January 2024.

Internship Program Rollout:

Gender section PMU-KPCIP lead the design and roll-out of internship program to be launched. The overall process includes situation analysis, TORS & application development, advertisement, corrigendum, evaluation criteria for shortlisting, interview & selection committee formation and conducting interviews in 5 selected KPCIP cities.

Proceedings:

Situation analysis has been done by consultant and conducted consultation meetings with WSSCs, TMAs, PHED, LG&RD, Cantonment Boards in all the five targeted cities. The gaps and opportunities have been identified and articulated recommendations.

The TORs and application form has been developed for candidates to apply, and the request call has been issued to stakeholders for internships to cater their required number and field for interns to be hired.

The institutional mechanisms for review & evaluation for shortlisting & selection and the advertisement for the internship has been developed. Eligibility Criteria developed and finalized jointly by ADB and PMU-KPCIP gender teams. Internship interview and selection committee has been notified the program was advertised, but due to low number of female applicant's addendum was issued for females only.



After advertising the program, campaigns were conducted including consultation meetings and awareness raising sessions at communities & universities at each city to inform the design and implementation of the internship program. For information dissemination on a higher scale the advertisement has been uploaded on the KPCIP website and social media platforms of KPCIP & all 5 WSSCs.

The long listing and shortlisting have been done through software and the interviews have been conducted by the interview & selection committee.

To formally launch the program, the MOU has been signed between PMU-KPCIP and CEOs of all 5 WSSCs.

First batch of 25 interns have been placed as per requirement in all 5 WSSCs in January 2024. The remaining 25 interns were placed in June 2024 completing the target of 50 interns for the year 2024. Provision of laptops was decided to facilitate the interns in performing given tasks smoothly and efficiently during their internship, to serve the purpose laptops distribution ceremony has been held, and laptops were handed over to interns. The internship duration for 1 batch of 50 interns was January-December 2024, who were trained through hands on experience in the fields relevant to their subjects.



WSSC Peshawar:

At WSSC Peshawar 6 interns have been placed in relevant departments including GIS, finance, HR, operations, and civil engineering.

The key responsibilities interns performed include:

- Conducting field visits, preparing Bills of Quantities (BOQs), performing water sampling, and maintaining operational records.
- GIS interns digitized drainage systems, participated in data validation, and actively participated in all progress meetings.
- HR and Finance interns handled payroll processing, attendance records, reimbursement payments, and budget allocations.
- Civil engineering interns studied contract agreements, conducted site visits, learned and prepared technical reports.



WSSC Mingora Swat:

At WSSC Swat 5 interns have been placed in relevant departments including administration & HR, procurement, billing, media, solid waste management, and field operations.

The key responsibilities interns performed include:

- Tasks included data acquisition, GIS mapping, financial record-keeping, media content editing, procurement document preparation, and environmental impact assessments.
- Solid Waste Management interns worked on daily waste disposal data entry and customer billing software.
- Procurement interns reviewed bidding documents and contract management processes.
- HR and Administration interns handled staff attendance records, office asset verification, and BoD meeting arrangements.





WSSC Mardan:

At WSSC Mardan 12 female interns have been placed a crossed different departments including Finance, HR, Operations, Legal, Media, and Social Mobilization.

The key responsibilities interns performed include:

- Finance interns managed revenue calculations, procurement processes, and budget allocations.
- HR interns worked on employee records, recruitment procedures, and leave management.
- Legal interns assisted in case handling, contract reviews, and regulatory compliance.
- Media interns contributed to communication strategies and public engagement activities.



WSSC Abbottabad:

At WSSC Abbottabad 10 female interns have been placed a crossed different departments including Engaged across HR, administration, procurement, billing, media, solid waste management, operations, IT, and CEO sections.

The key responsibilities interns performed include:

- Tasks included file maintenance, awareness campaigns, field visits, and general office administration.
- Solid Waste Management interns assisted in waste tracking, operational reporting, and environmental impact assessments.
- Procurement interns worked on bid evaluations, contract documentation, and purchase order processing.
- HR and Admin interns managed staff attendance records, office asset verification, and employee documentation.
- Finance interns handled budget allocations, reimbursements, and financial record-keeping.
- Media and Communication interns contributed to public engagement initiatives, content creation, and social media outreach.
- IT interns provided technical support, data management, and assisted in digital transformation projects.
- CEO Section interns supported executive reporting, policy documentation, and stakeholder coordination.





WSSC Kohat:

At WSSC Kohat 12 interns have been placed in relevant departments including Engaged across HR, finance, procurement, civil engineering, environmental management, media & communication, and IT.

The key responsibilities interns performed include:

- HR Admin & Procurement Interns managed file organization, attendance records, data entries, and letter drafting.
- Assisted in procurement documentation and note-sheet preparation.
- Finance Interns maintained M&R expenditure records and staff salary updates.
- Tracked TMA & UADA expenditure, POL usage, and operational expenses.
- Reviewed financial statements and bank book records.
- Civil Engineering Interns conducted regular field visits to OHRs, STP, and water supply networks.
- Visited batching plants to test concrete, soil, and bricks.
- Worked on Primavera P6 for cost budgeting and utilized AutoCAD.
- Environmental Interns performed georeferencing and digitization for mapping WSSCK jurisdiction areas.
- Conducted awareness sessions in schools on hygiene and environmental regulations.
- Participated in EPA studies and monitored environmental impacts.
- Media & Communication Interns designed and posted public service messages on social media.
- Organized and covered handwashing awareness campaigns in schools.
- Created newsletters and performed videography and photography for events.
- IT Interns worked on GIS mapping, graphic design, and newsletter development.
- Assisted in complaint management and record-keeping.



Challenges & Recommendations:

- The some of the WSSCs could not provide suitable working space/environment for interns.
- There was a need for structured mentorship and guidance of interns.
- The interns had transportation issues as there were no commuting facilities.
- Some internship activities were disorganized, and the interns were not placed in departments relevant to their subjects.
- There was a need for additional training programs for capacity building of interns
- The stipend should have increased to over 50K