



# **Terms of Reference for Internship Program under Youth Engagement and Livelihood Program (YELP)**

**Department of Employment and Entrepreneurship  
Ministry of Industry, Commerce and Employment**

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## **Introduction**

As per the clause 32 of Guideline for Youth Engagement and Livelihood Program 2021, internships in government ranging up to the duration of 3 months shall be supported based on requirement.

## **Objective of Internship Program**

- To keep youth meaningfully engaged while seeking employment.
- Enable youth to gain relevant work knowledge, skills and experiences through internships in various organizations.
- Meet short-term manpower requirements in the organizations.
- Help sustain youth during the transitional period between the end of their academic pursuit and before employment.

## **Objective of the ToR**

- This ToR is being adopted to provide uniform and systematic procedures for the effective implementation of internship programs under YELP.

## **Implementation Procedure**

1. Any government agency interested in recruiting interns shall submit an application along with Terms of Reference (ToR) for the particular intern/s to the Department of Employment and Entrepreneurship (DoEE) or the Regional Office of Industry, Commerce and Employment (ROICE).
2. The concerned government agency may have identified eligible candidates or may request the DoEE or ROICE for interested candidates.
3. The Employment Service Division (ESD), DoEE or ROICE shall facilitate finding interested interns within 3 working days after the receipt of the application from the concerned agency if the agency does not have identified candidate/s.
4. The candidate/s and a representative from the agency shall report to the DoEE or ROICE for pre-placement briefing and signing of the undertakings.
5. The placement will be made (issuance of placement order) on or before the 15th day of the month.
6. The duration of internship may range from 1 month till 3 months and is not extendable.
7. The internship allowance support shall be provided w.e.f the month of placement and shall not cover the previous month's engagement/s i.e prior to placement.



8. The interns shall be eligible for any other employment and training programs of the Ministry after the completion of their internship or discontinuation from the internship. However, they cannot not avail two programs simultaneously (internship and training or any other programs of the Ministry).

### **Eligibility Criteria**

9. Any government agencies shall be eligible for recruiting interns under YELP.
10. A candidate applying for internship support should:
  - a) Be a Bhutanese citizen registered as a job seeker with the Ministry.
  - b) Be at least 18 years and above.
  - c) Have a minimum qualification of class X.
  - d) Not be a transitional job seeker, i.e waiting to go for further studies or training.
  - e) Not currently undergoing study or training.
  - f) Preference shall be given to PWDs.

### **Document Required**

11. Prior to issuance of placement order from DoEE or ROICE, the concerned agency and the candidates are required to submit the following documents in addition to Clause 1:
  - a) The concerned agency shall submit:
    - I. Undertaking form duly filled by the employer.
    - II. Conflict of interest form duly filled by employer.
    - III. Appointment order.
  - b) The candidates shall submit:
    - I. Undertaking form duly filled by the candidates.
    - II. Duly filled e-PEMS vendor party form.
    - III. Latest academic transcripts.
    - IV. CID copy.

### **Mode of Payment**

12. Candidates must open a savings account with Bank of Bhutan and obtain Taxpayer Number (TPN) when they come to submit relevant documents mentioned above.
13. The candidates placed as interns shall be paid Nu. 5000/- per month by the Ministry and the concerned agencies may provide top up allowance.



14. The Concerned agency must submit the attendance sheet of the interns either electronically or in hard copy to the focal officer in DoEE or ROICE by the last week of every month.
15. Unreasonable delay in submission of attendance sheet may result in withholding of allowance for the particular month but shall be paid as arrear in the following month upon reasonable justification.
16. Non-submission of attendance sheets as well as no information from the concerned agency may result in forfeiture of allowance and the internship shall be discontinued.
17. The focal officer in DoEE or ROICE shall compile, verify and process for payment of allowance with the Finance Section at the end of every month.
18. The allowance shall be deposited within the first week of the following month.

#### **Discontinuation/Completion of Internship**

19. The candidates shall submit the YELP logbook along with an internship completion report upon the completion of the internship or a withdrawal application in case of discontinuation.

Approved by:



(Kunzang Lhamu)  
**Director General**