

Dakchyata: TVET PP Practical Partnership Fund

EOI Guidance to Applicants

Deadline for EOIs: Tuesday 20 November 2018



Funded by



European Union

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Section I: Introduction

1.1 Project Overview

Dakchyata: TVET Practical Partnership is a skills development project funded by the European Union (EU) and implemented by the British Council, under the leadership of the Ministry of Education, Science and Technology, in coordination with the Council for Technical Education and Vocational Training (CTEVT).

The specific objective of the project is to strengthen and implement a more effective policy in the TVET sector, responsive to labour market needs. The project also aims to pilot an integrated Public Private Partnership (PPP) approach in three key economic sectors: i) agriculture (commercial farming and food production) ii) construction, and iii) tourism, offering opportunities for promoting the transition to a greener, climate resilient, low-emission economy.

1.2 Overview of the Practical Partnership Fund

The overall objective of the Practical Partnership Fund is to pilot ways of improving relevance, quality and sustainability of training provision in TVET by facilitating innovative Public-Private Partnership (PPP) models. The specific objectives of the grant funded projects are to:

- Improve the access to and quality of TVET service provision
- Promote linkages between labour market demand and supply
- Pilot innovative PPP models and recommend scale-up of relevant TVET provision.

Please note that these are non-profit making grants.

What is PPP?

Public-private partnership (PPP) can be understood as a voluntary alliance among actors from different sectors whereby they agree to work together to reach a common goal or fulfil a specific need that involves shared risks, responsibilities and competencies.

In the context of the Dakchyata programme, PPP brings together public and private actors, seeking new ways of improving the quality of training so that it meets the needs of individuals, enterprises, communities and national economic development. The active involvement of the private sector in TVET is expected to:

- Enhance quality of TVET and anticipate building competencies for future needs
- Build solid bridges between the world of work and training providers in order to match skills provision to the needs of enterprise
- Offer continuous workplace training and lifelong learning
- Widen the participation of unemployed youths in skills development

The role of employers and industry representatives

In order to reduce the existing mismatch of skills demand and supply, TVET must move towards ensuring that training programmes are based on business and industry skills demands. For that to happen, Nepal needs a decisive shift to engage employers more effectively in the TVET system. In order to support this, testing on piloting ways to increase

employer involvement in TVET are needed, to provide evidence on what works – and what doesn't.

Dakchyata will support such pilots by testing different TVET PPP implementation models which shift the emphasis from institute-led training to employer/demand-led training. Drawing on local and international experience, the project has developed a range of example PPP models to promote clarity on possible PPP approaches to increasing employer involvement in the design and delivery of training. The models illustrate practical ways in which the role of the employer in TVET can be strengthened, through increasing opportunities for employers to become involved in influencing and making decisions in the design and contents of the TVET skills development system.

Example PPP models

Example models have been developed to give an overview of different methods of increasing employer engagement in TVET. As there is a strong emphasis on testing new ways to improve the voice and influence of employers, applicants should feel free to draw inspiration from the example models, or propose alternative models which increase the role of employers across different aspects of TVET in Nepal.

Detailed information on the models outlined below and others can be found in the **Summary of TVET PPP Models**, downloadable from the Dakchyata website.

a. Training and Market Outlet Model

In the *Training and Market Outlet Model (TMO)*, training providers develop and run a market outlet for goods and services produced by trainees, linked to the institute. Both theoretical and practical training is provided inside the institute premises, with trainees getting the opportunity to work in the actual world-of-work environment from day one.

Even in the very early stages, trainees begin to produce marketable products and services (through the outlet) under close and strict supervision of senior workers or instructors, allowing trainees to earn while learning. Employer engagement in this model centres on supporting the development of market relevant training, rather than direct delivery of training in practice.

b. Semi-Apprenticeship and Employment Model

Under the *Semi-Apprenticeship and Employment Model*, employers and training institutes work together in training people. Training institutes have a limited yet critical role to play to make this model a success, through providing instructors who collaborate with existing senior experienced workers in the enterprise to deliver training at the work site. Training targets existing workers to raise skills to a specific skills level, but can also be offered to new labour market entrants.

c. Complete Workplace based Training and Employment

The *Complete Workplace based Training and Employment* model provides an entirely employer led approach to training, where trainees are in the actual work environment from day one. Both theoretical and practical training are conducted in the workplace, with employers/enterprises taking the lead in training with support from training providers or vice versa. Training delivery is led by business or industry, with only the testing and certification of the quality of learning is done elsewhere.

Section 2: Overview of grants

2.1 Types of project

There are two types of project which can be funded under this call:

Project Type 1 Delivery of employment driven training programmes piloting innovative methods of training provision

Project Type 2 Increase employer participation in the planning, provision and/or funding of TVET (targeting employer representative bodies)

A summary of the main differences between the two types of grant follows:

	Project Type 1	Project Type 2
Main objective	Delivery of employment driven training programmes	Increasing employer participation in the planning, provision and/or funding of TVET
Eligible organisations	TVET service providers e.g. training providers, non-governmental organisations, enterprises, cooperatives, etc. in any of the three Dakchyata focal sectors (or a relevant sub-sector)	Employer associations, federations, confederations, local chambers of commerce, commodity associations etc. represent employers in any of the three Dakchyata focal sectors (or a relevant sub-sector)
Max. grant size	EUR 200,000	EUR 350,000

Applicants can only submit one application for a grant, and must indicate at EOI stage which type of project is being applied for (project type 1 or 2).

2.2 Financial allocation

A total of **EUR 4,000,000** is being made available under this call: EUR 2,000,000 in total for each type of project. The contracting authority reserves the right not to award all available funds.

Strict financial and accounting procedures must be adhered to in the management of grant funds once grants are awarded – all project expenditure must be accounted for, with appropriate supporting evidence and record keeping. It is expected that adequate systems and trained staff are in place. The Dakchyata team will provide guidance and support where necessary to strengthen the systems and reporting for the grant funded project in particular.

Whilst it is hoped that models piloted will lead to improved efficiency and productivity of enterprises nationally in the longer term, all grant funded projects are strictly **non-profit making**. A maximum of 7% overhead costs is permissible.

Please note that pre-financing (advances) can only be provided to non-profit making organisations. Grants to other types of organisation will be managed on a quarterly reimbursement basis – in such cases, applicants must ensure they have sufficient funds to carry out the required activities. Any VAT liabilities arising must be taken into consideration in the project budget.

2.3 Project duration

The estimated project duration is approximately 18 months. More specific information on timelines will be provided at the proposal development stage of the application process.

2.4 Scope of work

Projects may pilot or provide recommendations for improving employer participation in the public TVET system. Projects can pilot new approaches or embed existing ones to make them sustainable or more widespread.

Through increasing the skills of potential new entrants or the existing workforce, projects will ultimately:

- increase opportunities for long-term employment amongst those trained
- advance the environmentally sustainable economic development of Nepal and its communities
- support improved efficiency, productivity and profitability of enterprises

Project Type 1 – Employment driven training programmes

Under **Project Type 1**, we are seeking proposals from TVET service provider organisations (training providers, NGOs, enterprises, cooperatives, etc.) working in agriculture, tourism or construction.

Proposals should aim at improving quality, relevance and access of TVET services through more effective engagement between employers (or employer representative organisations) and the national TVET system. This includes:

- Designing, implementing and promoting **employment driven training programmes** to increase and/or open access to the labour market and enhance income generating opportunities as regards (self) employment, to national standards;
- Develop **innovative approaches to existing training and learning methodologies**, including assessment procedures, through effective engagement with employers

Examples of activities that projects could include (but are not limited to):

- Provincial and municipal projects, especially those involving local TVET stakeholder coordination to respond to local skills demand based on local economic development.
- Piloting new forms of work-based learning for new entrants to labour market such as apprenticeships.
- Activities which focus on developing workplace learning environments to a national standard.
- Activities which make learning more relevant, for example experts from employers to be used as part-time trainers or guest lecturers; joint management of vocational schools/centres by public and private sectors; development of business-school partnership agreements.
- Activities developing models to improve transition of TVET graduates into the labour market e.g. through the provision of careers advice or the introduction of new approaches to internships.
- Working with NSTB/CTEVT to conduct skills testing for the recognition of skills learned in non-formal and informal settings

Who can apply?

- TVET service provider organisations such as training providers
- Non-Government Organisation (NGOs)
- Enterprises
- Cooperatives
(all must be working within agriculture, construction or tourism)

- Activities which include training of existing workers through non-formal training which may include the recognition of worker competence gained through informal learning / work experience.
- Development of training sites, provision of required training equipment and implementing training programmes.
- Activities carried out in partnership with TVET centres, cooperatives, which enhance skills training and offer services to association members in dissemination of standards e.g. business management advice / training, joint stakeholder management coordination of learning facilities and learning programmes, etc.

Project Type 2 – Increasing employer participation in TVET

The Dakchyata grant programme is designed to pilot new PPP approaches in TVET, to bridge the gap between training provision and employer needs. Employer representative bodies have a vital role to play in increasing employer voices and participation in shaping the TVET system, strengthening relevance to labour market needs.

Who can apply?

- Employer associations
- Federations
- Confederations
- Local chambers of commerce
- Commodity associations (working within agriculture, construction or tourism)

Under **Project Type 2**, we are seeking proposals from employer associations, federations, confederations, local chambers of commerce, or commodity associations representing the private sector in one of the three targeted sectors (or sub-sectors). Proposals should aim to **increase employer participation in the planning, provision and/or funding of TVET** so that TVET provisions are more responsive to labour market needs, higher quality, and increased relevance.

Projects must target skills needs in specific occupations and may support existing employees or potential new entrants (e.g. trainees). However, projects must link to the national public TVET system, for example through developing or revising CTEVT curricula and ensuring training leads to a recognised and useful certificate for trainees.

Examples of activities that projects could include (but are not limited to):

- Research to identify skills gaps or skills needs not currently being met by TVET provision and the development of an action plan to address these gaps. This could be a first stage of a project to ensure sufficient demand and be the basis for an on-going dialogue with CTEVT and other government TVET planning agencies or local government entities about national or local level training needs.
- Upskilling/reskilling the existing workforce to meet employers needs through the provision of new or updated CTEVT (or other government approved) training and/or to ensure certification.
- Working with NSTB/CTEVT to conduct skills testing for the recognition of skills learned in non-formal and informal settings
- Working with CTEVT to develop new standards/curricula in new areas identified by market research or update existing curricula that employers think are no longer relevant.
- Piloting new forms of work-based learning for new entrants to labour markets such as apprenticeships.
- Piloting new ways of working with training providers to improve the quality of training provided and prepare trainees better for employment, for example provide experts to be used as part-time trainers or guest lecturers in the TVET institutions or providing internships/occupational skills upgrading for CTEVT trainers to update their industry knowledge/understanding.
- Capacity building employer representatives to engage effectively with vocational

school groups such as Enterprise Advisory and Partnership Committees, School Management Committee or other business-school partnership arrangements. This could include how to represent themselves and their industry.

- Development of materials and/or activities such as careers information and career fairs which provide realistic information about the sector and the jobs available to ensure those that seek training and employment are well motivated and attracted to the sector.
- Employer supported activities which help disadvantaged groups access training with the potential of realistic employment opportunities.
- Employer supported activities which encourage the development of skills associated with environmental sustainability such as climate-smart agriculture, energy efficient and climate-proof buildings or eco-tourism.

Section 3: Instructions for submission of EOIs

3.1 Introduction & general rules including submission

These guidance notes are designed to help applicants complete the EOI submission. They contain essential information to enable you to decide if you are eligible to apply, to know what kind of activities can be funded and to be able to complete the application form correctly. It is important to refer to these notes before and during the process of submission. Failure to provide required information in the requested formats may lead to disqualification.

3.2 Eligibility

To be eligible to submit EOI, applicants must fulfil all of the following criteria:

- The Organisation must fall under one of the categories of eligible applicants for the Project Type applied for (see 'who can apply?' above at 2.4)
- The Organisation must be working in at least one of the three Dakchyata focal sectors: agriculture, tourism or construction (or a relevant sub-sector)
- Have a valid registration certificate from the Government of Nepal, and have been registered for at least 2 years
- Have a valid Tax Clearance Certificate or approved time extension letter from IRD for last fiscal year (FY 2074/75)
- For applicable entities, have valid Certificate of Affiliation with CTEVT to conduct training on the proposed focal sector
- Possess sufficient technical and financial capacity within the organisation to ensure transparent, responsible use of funds and project delivery.
- Possess any other valid approvals essential for operating in the sector and/or undertaking the project
- Are not under any investigation or bankrupt etc.

For the purposes of the Dakchyata programme, the three focal sectors mentioned above should be interpreted in a wide sense. In addition to obvious areas of scope, the three focal sectors are deemed to cover (though are not limited to) the following examples:

- Agriculture includes improving the quality of training in crops/livestock production, improving quality testing and better access to standards; packaging, storage, transportation and marketing; and agro-tourism.

- Tourism includes improving training standards in hotels, hospitality and trekking, including customer service standards, and the promotion of cultural products etc.
- Construction includes training on construction/reconstruction, earthquake resilient construction skills, heavy equipment operation, awareness of construction sanitary standards related to Ministry of Health's construction regulations and international standards in construction, etc.

3.3 Submitting an Expression of Interest

Interested applicants must submit the following:

please include all soft copies on the same USB stick – multiple USBs not required

Document	How to submit
Expression of interest	
Completed EOI application (template downloadable from Dakchyata website)	1 x Soft copy (USB) and 2 x hard copies (one original with signature/stamp, and one photocopy)
Supporting documentation as follows:	
a) Incorporation papers/ Registration document with renewal history valid till FY 2075/76	1 x Soft copy (scan on USB) and 1 x hard copy of each registration (photocopy of original)
a) Tax clearance certificate of FY 2074/75	1 x Soft copy (scan on USB) and 1 x hard copy (photocopy of original)
b) If applicable, Certificate of Affiliation with CTEVT with renewal history if any	1 x Soft copy (scan on USB) and 1 x hard copy (photocopy of original)
c) Constitution/ By-laws/ Prospectus of the Organisation (as applicable)	1 x Soft copy (scan on USB) and 1 x hard copy (photocopy of original)
d) Complete Audit report of last 2 years including management response	hard copy submission only (1 photocopy)
e) Letter of Declaration on organisation letterhead using the provided template	1 x Soft copy (scan on USB) and 2 x hard copies (one original with signature/stamp, and one photocopy)

Deadline for submissions

All submissions must be received as one package with both hard and soft copies (USB) as required by **17:00 Nepal Standard Time on Tuesday 20 November 2018**. **Please note no email submissions can be accepted.**

The full application package must be received within the specified deadline at the following address:	Grants Manager Dakchyata TVET Practical Partnership C/o British Council Lainchaur Kathmandu, Nepal
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If you have any questions regarding the submission of EOIs please contact grants-dakchyata@britishcouncil.org no later than **17:00 Nepal Standard Time on Sunday 4 November**. Clarification responses will be published on the website.

3.4 Review and assessment of EOIs

An initial eligibility assessment of the EOIs will be conducted. EOIs that do not comply with the outlined eligibility criteria or do not fall within Dakchyata's scope of work will not be entertained.

ELIGIBILITY
1. Eligibility of submission The EOI must be submitted prior to the deadline, adhering to the template provided. The EOI must be accompanied by all requested supporting documents outlined in section 3.3. EOI should be submitted in English only.
2. Eligibility of applicant The applicant must meet all of the eligibility criteria as outlined in Section 3.2 above.

Eligible EOIs will then be further reviewed qualitatively, scored between 0 and 3 per criteria:

ASSESSMENT CRITERIA	
1	Organisation and administration
1.1	Existence of organisational policies
1.2	Prior experience of project/grant management
2	Organisation experience in key areas
2.1	Skills demand and supply analysis in Organisation/sector/sub-sector
2.2	Occupation standards/job profile development
2.3	Development of curriculum
2.4	PPP experience - working with other TVET actors
2.5	Tracking trained graduates (only applicable to training providers)
3	Objectives and proposed approach (scores to be multiplied by 2)
3.1	Clear understanding of current needs of organisation and/or sector/community
3.2	Relevancy of issues to Dakchyata objectives
3.3	Clear logical link between activities and issues to be addressed
3.4	Understanding of and linkages to market demand

Applicants scoring a minimum of **23/45** will be eligible to attend the facilitated workshop, subject to number of spaces (maximum 60 spaces available).

2.5 Terms and conditions

Terms and Conditions for Applicants
<ol style="list-style-type: none">1. Maximum duration for all projects will be 18 months2. All funds are processed in NPR only.3. Only not-for-profit organisations will be eligible to receive pre-financing (advances). Organisations receiving advances will be required to open a separate bank account for the project. All other organisations must demonstrate availability of funds to carry out activities.4. Applicants with a conflict of interest are required to declare their interest.5. Applicants can submit only one application as lead organisation. They may partner with another lead organisation/applicant for a limited role which does not

- compromise delivery of their project and where there is no conflict of interest.
6. Dakchyata takes plagiarism very seriously and will reject applications with plagiarised content. Any material from other sources must be appropriately cited.
 7. Any question in relation to the application or selection process must be submitted in writing to grants-dakchyata@britishcouncil.org. Phone enquiries **cannot** be entertained.

Section 4: Next Steps

Applicants successful at the EOI stage will be invited to attend a facilitated workshop at the beginning of December 2018 {exact details (To be confirmed)}. Both a technical and financial representative from each invited Organisation will be required to attend. Please note the Dakchyata project will provide full board accommodation during the workshop, any other expenses must be borne by applicant organisations.

This facilitated workshop is aimed towards:

- gaining a better understanding of the scope of work under the call, and the proposal development process and requirements
- proposed PPP models will be discussed in depth to give inspiration to potential grantees
- providing opportunities for participants to extend their networks and potentially support the development of relevant partnerships for Dakchyata grant project implementation
- gaining a clear understanding of grant project and fund management requirements

Participating organisations will then be invited to submit **full proposals** by a specified deadline, which will be evaluated in line with the British Council's grant management procedures.

The British Council has a strict and transparent set of procedures for the selection and award of grants. ***Any attempt to influence individuals in connection with the project will be taken very seriously, and may result in disqualification from the selection process.***

Child protection statement

*The British Council takes the welfare and safety of children very seriously. In line with the United Nations Convention on the Rights of the Child, under the British Council's Child Protection policy a child is defined as anyone who has not reached their 18th birthday. The Child Protection Policy is mandatory for British Council staff and also applies to all organisations/contractors that we fund. Grantees are expected to work under the Policy as a condition of their involvement with the British Council. Organisations applying for grant funding will be required to confirm that they follow a Child Protection Policy; where this does not already exist they must commit to develop and follow this policy if awarded the contract. The Dakchyata programme team will support successful grant applicants in developing this policy after contract award which organisations **MUST** follow through the life of the grant funded project. For details of the Child Protection Policy please visit the [British Council website](#).*

Annex 1 - Budget Guidelines

For information only at this stage

1. Organisations applying for grant funds will be required to submit an indicative financial proposal (budget) along with their Expression of Interest (EOI). A detailed project budget breakdown is not required at this stage. The purpose of these guidelines is to inform applicants of the types of costs that can (and cannot) be covered by grant funds.
2. At the full proposal stage applicants will be required to submit a detailed budget on templates to be provided by Dakchyata under two main categories/sections:
 - a. **Administrative and Management Costs:** Dakchyata will require clear presentation of the direct costs of managing the project. Administrative and management costs should generally not exceed 30% (including indirect overheads) of the total project value.
 - b. **Programme (activity) Costs:** Estimated Programme costs for the activities the Organisation expects to undertake. Applicants must consider the cost of visibility/publicity and sharing of lessons learnt in addition to their project activities.
3. Only not-for-profit organisations are eligible to receive advance funding, decided on case by case basis. If payment of advance instalments is approved, grantees will be required to open a separate bank account for the project which will operate for project funds only. Financing for other types of organisation implementing Practical Partnership projects will be managed on a reimbursement basis, and therefore will not require opening of a separate bank account to implement the project.
4. **Ineligible costs:** Example of costs not eligible under the Practical Partnership Fund are as follows:
 - Loans to staff and others
 - Fines or penalties resulting from violations of, or failure to comply with local law etc.
 - Compensation to individual employees that is not reasonable for the services rendered or that does not conform to the established policy of the organisation other than costs agreed in the budget
 - Expenditure in excess of the grant amount and approved budget.
 - Payment of debts, bad debts and related collection and legal costs and provisions for losses
 - Interest payments
 - Items already financed in another framework or funded by other donors
 - Cost not agreed under the contract
 - Hiring of its assets/goods/services such as building, vehicle etc. for the project at a cost
 - Purchases of land, buildings or vehicles
 - Cost incurred before and after the official grant period (unless permitted by a Special Condition or otherwise noted in the grant agreement or correspondence)
 - Entertainment, amusement, social activities, ceremonials and related costs
 - Bribes, contributions, donations, gifts to individuals or organisations including tips.
 - International travel
 - Goods and services for personal use of employees (e.g. personal travel, personal calls) or for other work not agreed under the proposal/contract

The Dakchyata – TVET Practical Partnership project is funded by the European Union, and managed by the British Council in Nepal under the leadership of the Ministry of Education, Science and Technology and in coordination with the Council for Technical Education and Vocational Training.

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