

## **Dakchyata: TVET PP Practical Partnership Fund**

### **Frequently Asked Questions (FAQs) on Grants Proposal Development - Part 1**

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#### **Technical Proposal**

- 1. Dakchyata has outlined three focal sectors - can we apply for multiple sectors, eg. Agro-eco tourism? Is it possible to apply in all three sectors?**

Applicant can apply for one or more of the three focal sectors (Agriculture, Tourism and Construction) or sub-sectors within these.

- 2. Dakchyata has encouraged new curriculum development. Will it be possible to develop curriculum, provide training and test skill within the 18 months project timeline?**

For proposals that are seeking to develop new curriculum, if the applicants completes all preparatory work, Dakchyata could help coordinate with CTEVT to expedite the process.

- 3. For new occupations, developing training curriculum could be possible but skill test for that new occupation will be a new thing. How can we coordinate with NSTB for skill test?**

Once the new curriculum is developed, applicants should coordinate with NSTB for the development of Occupational Skills Standard. Given the applicant completes all required preparatory work; Dakchyata could help coordinate with CTEVT to expedite the process.

- 4. How can we ensure the cooperation and participation of local government in our grant project? If we cannot include them as project partners, how can we harness the fund they have for related activities?**

Applicants could collaborate with local government as key stakeholders. Dakchyata encourages applicants to coordinate and collaborate with local government.

- 5. The requirements states that technical training providers must have valid Certificate of Affiliation with CTEVT to conduct training on the proposed occupation. If the partner technical training provider does not already have affiliation, could one of the grant activities be about getting them affiliated?**

Applicants should develop partnership with only those technical training providers who have valid affiliation with CTEVT to conduct such trainings. This partnership must be established at the proposal stage.

- 6. Should the project location only be in the area where the applicant organisation is currently working?**

There is no limitation on project location- proposed activities can be implemented anywhere in Nepal. Applicants are encouraged to consider locations where projects will have the most impact. There is no restriction on the number of locations, but Applicants must be able to demonstrate sufficient capacity to deliver the project successfully in the selected location(s).

- 7. Who could be grant project partners?**

Partners are those organisations who will work together with the lead applicant to achieve the stated grant project objectives. Partners will participate in the design and implementation of the project. The lead applicant should develop suitable partnership with eligible organisations for the grant project.

- 8. There is a section in the technical proposal related to project team's roles and responsibilities. Should we also submit the CV of the proposed personnel?**

The CV of proposed personnel is not requested at this stage.

- 9. For the training activities, are there minimum qualification requirements for the trainees or should CTEVT requirements be adopted?**

CTEVT training requirements are applicable for occupational trainings. All CTEVT training curriculum include specific requirements that each training should follow.

- 10. Construction sector in Nepal has high prevalence of Indian nationals; can they also participate in trainings conducted under the project grants?**

The target group of the grant project must be Nepali citizens.

- 11. Can we only provide Level 1 training or Level 2 is also allowed?**

The applicant can propose any level of training provided that the required training level is ascertained from skills demand assessment.

**12. For the trainers and co-trainers that we will hire/ propose for the grant project, do we only recognize the TITI certificate that CTEVT has mandated?**

CTEVT training requirements are applicable for occupational trainings. All CTEVT training curriculum include specific requirements for trainers and co-trainers for each training.

**13. Can an organisation partner with two different lead organisations for two different grant proposals?**

An organisation could only partner with one lead organisation for the given call.

**14. Can we utilize the fund under this project type 2 in training the human resources like project 1? We understand that the activities in this category should focus on increasing employer participation in the planning, provision and/or funding of TVET. Does it have to solely focus on bringing private sector involvement in the TVET sector or can we also use the part of the fund in producing skilful manpower as per the market demand?**

Type 2 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 revisiting CTEVT curricula and ensuring training leads to a recognised and useful certificate for trainees.

**Financial Proposal**

**15. How to address VAT in the budget? Is VAT expense or liability?**

VAT and taxes, if any, should be built in within the itemised costs for each activity. VAT that is recoverable by the grantee may not be included as an expense.

**16. What are indirect costs? Please give some examples.**

Indirect costs are those costs which are necessary for the organisation to deliver the project, but which cannot be directly attributed to the project activities. This includes corporate management costs or other costs linked to the normal functioning of the organisation, such as horizontal and support staff, office or equipment costs (except those directly attributable to the project), etc.

**17. Can we also include the staff cost of partners in the grant budget?**

All staff cost specific to implementing the project should be charged under personnel cost.

**18. The grant size for Type 1 of Euro 200,000 and Type 2 of Euro 350,000- are these amounts inclusive of VAT?**

The specified maximum grant size is inclusive of all taxes.

**19. The 18 month duration of the project - is it 18 months after signing the contract or 18 months from the date of proposal submission?**

All projects must be for a maximum of 18 months from the date of signing of the contract.

**20. The technical proposal template requires signature of the representatives of the partner organisation. Should the financial proposal also be signed by all of them?**

Signature of the representatives of the partner organisation is not required. The entire budget template must be signed by the authorised representatives of the lead organisation.

**21. The technical proposal template states that project title should not exceed 50 characters while the budget template requires the project title to not exceed 35 characters. How long should the project title be?**

Project title should not exceed 50 characters as stated in the technical proposal template.

**22. Should the budget for risk mitigation and sustainability come under programme cost?**

Budget for activities on risk mitigation and sustainability has to be proposed under the programme cost.

**23. For the purpose of the project should we use English calendar or Nepali calendar?**

English calendar should be used.

**24. What should be written on the justification/comment section of the budget template? Should the applicants fill this section or is it for Dakchyata comment?**

All the sections of the template should be filled by the applicants. The applicants should use the justification column to justify the proposed unit, cost, frequency and activity.

**25. NGOs require Social Welfare Council's monitoring visits for project activities; where should this budget be included?**

Such expenses can be included under indirect costs.

**26. If an organisation is applying for all three sectors, should there be three separate budgets for each sectoral activity?**

Budget should be prepared on the specified templates with all activity within the same budget sheet. Sector specific activities can be grouped under the activity line. There should not be three separate budgets on such case.

**27. 7% of the total eligible cost is allowed as indirect cost- is it 7% of total eligible programme cost or the grand total?**

This is 7% of the total eligible cost. The total eligible cost is defined as the total of the administrative & management cost and programme cost before charging indirect costs.

**28. Should the 7% indirect cost be budgeted as lump sum or is detail required?**

Lump sum can be accepted; however we encourage details as much possible.

**29. Should the consultant cost be budgeted under programme cost or administrative cost?**

The costs of the consultant to conduct the programme activity should to be budgeted under programme cost. Cost of consultant directly attributable to the administrative function of the project, if any, has to be budgeted under administrative costs.