

Dakchyata: TVET PP Practical Partnership Fund

Frequently Asked Questions (FAQs) on Grants Proposal Development - Part 2

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Technical Proposal

- 1. Please explain what “MIS linking NSTB” means in the Roles and Responsibilities section of the PPP Model Summaries document.**

It means facilitate linkage with NSTB database. The Applicants should conduct training in line with OSS available in NSTB database, unless there is demonstrated demand for updating/revising the relevant OSS. In the case of new occupations for which OSS is not available in NSTB database, the Applicant should facilitate NSTB in developing new OSS for such occupations.

- 2. Can we partner with local firms and associations which are not affiliated to CTEVT for our training programmes?**

Yes, although any professional training providers must be affiliated to CTEVT whether acting as lead or partner. Activities not related to training delivery could be conducted in partnership with other organisations.

- 3. During the EOI submission time we had only one partner. Can we now have additional partners at proposal stage?**

Yes, you may change the number of partners at proposal stage, but the proposed consortium cannot be changed once the proposal has been submitted.

- 4. What is the minimum numbers of partners that we can include to implement the project?**

There is no limitation set on the number of partners; it is at the discretion of the Applicant.

- 5. Should the partner be occupation or trade or sector specific?**

Not necessarily, but their roles should be clearly defined and specify how their inputs contribute to fulfilling the objectives of the grant project.

6. **We have the capacity to conduct industry based training but we will need partner to conduct OJT/Industrial training and Job placement. Can we implement the in-house trainings ourselves and partner with hotels/restaurants only for OJT/Industrial training and Job placement through MOUs?**

Can we take one among those OJT/Industrial training organisation as an implementing partner?

Can we take one Industry partner for few events for implementing only one trade and rest of the trade we implement ourselves in our own institute?

Yes you can.

7. **We have CTEVT affiliation to conduct level 1 training on a potential but not well-explored trade in agriculture. We are in the process of receiving level 2 training affiliation for CTEVT so can we include the level 2 training in the proposal?**

If CTEVT has curriculum and occupational skills standard for this training, it could be included in the proposal. Please note that CTEVT affiliation to provide these training should be obtained prior to starting the training.

8. **Are the following subject materials relevant for construction sector?**
- a) Refrigerator and Air Conditioning Repairer**
 - b) Industrial Electrician**
 - c) AC Motor Rewinding Repairer**
 - d) Building Electrician**

Although according to OSS of NSTB all these occupations fall under Electrical Trade, Building Electrician could be included as a part of construction sector. In line with the multi-skilling concept in Nepal, construction workers should also be equipped with the skills of electrical occupation, particularly in construction of buildings/houses. With this rationale, Building Electrician could be considered relevant to the construction sector as a cross-cutting occupation.

9. **If we are providing training to new entrants i.e. 390 hours training, should it necessarily be of three months? Since it is employment driven training and the trainees will start to go to workplace from the very first day of their training, can we conduct it for just 52 days?**

The Applicant can design or vary the length of the training provision, as long as the occupational trainings follow CTEVT curriculum, adhere to trainer qualification requirements, and skills standard of NSTB.

10. **In the proposal can we revise the number of trainees from what was initially proposed in the EOI?**

Yes.

11. What is the tentative numbers of trainees to be trained by each applicant?

There are no set parameters on the number of trainees to be trained by each Applicant, as this will vary according to the type of approach being piloted. However, the cost of skills development should be reasonable and justifiable.

12. Can we expand the project area in other municipalities and adjacent districts (as appropriate) from what was proposed in the EOI?

Yes, but Applicants must be able to demonstrate they have sufficient existing capacity to deliver in the target locations.

Financial Proposal

1. Does the grant budget have to be within the limit of maximum Euro 200,000 for Type 1 and Euro 350,000 for Type 2 as outlined in the EOI call document?

The grant budget has to be within the maximum limits as outlined in the EOI call document.

2. What is the difference between Activities and Sub-Activities?

Sub activities are those which are required to complete the main activities. For instance, sub-activities for conducting training (activities) might be hiring resource person, purchase stationery for participants, hiring training venue and so on.

3. In the budget guidelines, the section on Indirect Cost states that indirect costs does not need to be supported by accounting documents but during the proposal development workshop it was said that we must maintain document evidence for all indirect cost. Please clarify.

At this stage, Applicants must justify the percentage rate of indirect expenses proposed in the budget, which cannot exceed 7% of the total eligible expenses. Once the agreed rate has been fixed and contracts have been awarded, indirect costs do not need to be supported by accounting documents (as specified on the budget guidelines).

4. On our proposal we have mobile trainings that will require residential training for the trainees. Is residential training eligible for funding or are there limitations?

Costs related to residential training may be eligible, provided they are reasonable, justified, necessary and directly attributable to project delivery. All costs must be distinguishable and must match the activities detailed in the Technical Proposal.

- 5. For skill testing through NSTB there are few costs that trainees need to pay like application form charge, registration charge, general charge, etc. Can we charge the project for these skills testing cost of trainees?**

Can we include in the budget the cost for skill test? If yes, how much budget should be allocated for each trainee for level-1 trainings?

Costs of relevant skills testing must be included in the budget. The cost of each skill test should be budgeted according to current NSTB requirements.

- 6. Can we include some specific project related capacity building workshop or training budget for organisational capacity building?**

Only costs of capacity needs of the organisation which may reasonably require support under the project delivery are eligible. Any proposed capacity building activities should be designed to develop or improve the quality of project delivery.

- 7. Can we include motorbike under the operational cost heading for effective monitoring and implementation of the project?**

As detailed in the Budget Guidelines, cost of vehicle purchase is ineligible. But fuel costs may be reimbursed for the use of vehicles that the organisation already has provided they are reasonable, justified, necessary and directly attributable to project activity.

- 8. Can we charge the festival allowances of employee in this project?**

If the festival allowance is in compliance with the established policy of the organisation, the cost is eligible.

- 9. Should we include target group or remote area allowance in the budget? If yes, what should be the average cost per trainee?**

All cost which is necessary and directly attributable to the training delivery is eligible (e.g. food, accommodation, travel, etc.). These costs must be reasonable, identifiable and backed by supporting documents. Other allowances are not allowed.

- 10. Is the cost of trainers program cost or personnel cost?**

Trainer required for the delivery of the programme activities are part of the programme cost.

- 11. There is no separate sheet or template for budget note, shall I use common format for budget note?**

Budget notes should be noted in the Justification/comments column of the provided template.

Submission

- 1. Should the technical and financial proposal be submitted separately in two envelopes or in a single envelope?**

The technical and financial proposals and requested supportive documents should be submitted in a single sealed envelope.

- 2. What will be the result if the contents of the technical proposal exceed the page limitation prescribed for each section?**

Applications are required to adhere to the specified page limits for each section; failing to do so may lead to disqualification.