

## **PROPOSAL WRITING GUIDELINE**

The TEVET Fund unit have developed these guidelines for training providers and employers seeking to access employer based in-service training funds through the TEVET Fund. The guidelines are in an effort to help enhance the quality of proposals submitted for TEVET financing. Institutions should ensure that they highlight and cover all the sub-headings outlined below. It is our hope that these guidelines will aid institutions and increase the success rate to 100% as we strive to increase access and equity for skills training.

### **1. Background for the Training Provider**

- The institutional historical background should be provided, stating when the institution was established and location. The purpose for the institution's establishment, and for whom it was established. The ownership and management of the institution should be indicated.
- The courses previously and currently on offer. Which other courses is the institution planning to offer in the near future? And why?
- Indicate any previously accessed funding under the TEVET Fund or any other financier for any programme that have been funded as well as the total number of trainees trained on such programmes.
- The proposal should provide an overview of the organisational structure, showing the composition of management, training staff and other support staff, as well as a pictorial illustration of the organisational structure (organisational chart).
- The capacity of the institution's physical infrastructure, facilities and equipment should also be highlighted for each programme on offer. For example, institutions proposing to offer poultry production should indicate the capacity of their institution's poultry house.

Registration and affiliation of statutory bodies and associations such as TEVETA. One of the access criteria for accessing the funding is that the institution must be a TEVETA registered training provider. A valid copy of the institution's TEVETA issued registration certificate must be included in the proposal. Only after this requirement is met, will the other requirements be evaluated.

### **2. SWOT Analysis**

A SWOT analysis of the organisation should be explained in the proposal. The internal strengths and weaknesses of an institution, and external opportunities and threats faced by the institution must be highlighted, especially those relating to skills training.

### **3. Background Information for the Employer**

The company must be registered under the Companies Act Cap 388 of the Laws of Zambia and operating in the formal sector in Zambia.

The employer should provide a training needs analysis (TNA), which details the training requirements of their employees. The employer should demonstrate how the proposed skills requirements will benefit the company and how they will lead directly to increased productivity or lowering the cost of production.

The company should be contributing to the SDF through the Skills Development Levy in accordance with the Skills Development Levy Act No. 46 of 2016.

The company will determine the content and duration of the training as well as post training evaluation report.

In the case where the employer is able to provide in-company training, the training will be supported provided it is in line with the TEVET Act No. 13 of 1998 and the amendment Act No. 11 of 2005 as stated in (1) above.

### **4. Proposed Programme and its Objectives**

The purpose for the proposal should be stated clearly. The programme the institution and employer are proposing to undertake should be clearly indicated, as well as the number of employees the employer proposes to be trained in the indicated programme or course. The objectives which the institution and employer intend to achieve or wants to meet through the proposed training should be clearly defined.

### **5. Training Needs Analysis**

A Training Needs Analysis should be carried out to identify the existing skills gaps and determine the type of training that will effectively assist in closing the skills gaps. This is the main reason why the institution and employer are proposing the training, and it should be identified by the employer. The analysis should justify how once the target group gets the training, they will be able to use the skill and take advantage of employment/job opportunities, increased efficiencies, productivity and effectiveness due to the enhanced skills. It should highlight how the proposed programs would lead to increased productivity and efficiency for the companies for whom the training is intended. The relevance of the programme must be clearly highlighted.

### **6. Memorandum of understanding**

The institution and employer should sign a Memorandum of Understanding (MoU) stating the obligations and rights of each parties. Among the contents to be included in the MoU, the following should be clearly outlined:

### **Obligations of the Employer**

1. Provide the employees for training.
2. The employer will meet 50% of the total training cost. The following payment terms are agreed:
  - Upon signing the training contracts, the employer will pay 75% of the 50% training cost obligations. The remaining 25% of the 50% will be retained and only be paid upon successful completion of the training, subject to the post training evaluation.
  - The employer will pay its 50% obligations to the training provider before TEVETA pays its part. The training provider will confirm the payment to TEVETA.
3. Conduct a post training evaluation to assess the impact of the training on employee performance.
4. In the case where an employee undergoing training is required to leave the training and attend to work related emergencies, the training provider is required to ensure that the employee covers the course content. If any extension in training duration is required to cover the time lost, the employer will bear 100% of the cost of the additional time added to the contract period.

### **Training Provider's Obligations**

1. Provide the expertise according to the standards set by TEVETA.
2. Train the employees according to the agreed contract terms.
3. Maintain a separate account solely dedicated to the TEVET Fund.
4. Submit a terminal report after the employer conducts a post training evaluation.

## **7. Methodology**

The methodology the institution will use in conducting the training should be outlined. The organisation and structure, programme content and how it will be delivered to the learners should be stated. Phasing and interrelations, milestones and delivery dates for program reports.

The mode of learner assessment and evaluation should also be indicated. It is important that assessments are incorporated at the end of training especially for programs with a longer duration in order to ascertain the success of the training. It's also important that program phasing is highlighted, where applicable, in order to ensure that the trainee – teacher ratio is conducive for effective training.

## **8. Expected Outcomes**

The outcomes the institution expects to accomplish at the training period should be stated. An example of expected accomplishments may be how many employees the institution expects to successfully train by the end of the programme and the effect to the employer and employees.

## **9. Budget**

All proposals should include a budget for the courses proposed to be offered. A breakdown of the cost of training should be provided. Training material costs, instructor and administrative costs, should be itemised and the total cost of training programme should be indicated clearly.

## **10. Activity and Time Schedules**

- An Activity Schedule is very important because it gives guide to the timeline of the programme. It shows the proposed main activities of the assignment, content and duration as well as the level involvement of the proposed professional staff to deliver the training.
- It must be properly filled in and signed. An unsigned activity schedule will render your proposal unsuccessful. Please always use the Activity Schedule template provided for in the terms of reference.

## **11. Curriculum Vitae**

- The Curriculum Vitae (CV) is very important. The institutions should submit CV of the key staff (instructors) who will provide the proposed training.
- The submitted CV should indicate the qualifications of the trainer and the qualifications must be relevant for the programme proposed. For example, an instructor proposed to provide training in electrical must have an electrical qualification. Such an instructor cannot provide training in accounting programme.
- The CV should indicate the TEVETA accreditation number for the proposed trainer, as it is mandatory that any proposed trainer, full-time or part-time, should be accredited with TEVETA.
- The submitted Curriculum Vitae should be signed, as unsigned Curriculum Vitae will render the proposal invalid. Please adhere to the CV template provided in the terms of reference.

## **Cover letter**

Finally, all proposals must be accompanied by a cover letter addressed to the Director General. This is a response to the invitation for proposals or bids. The letter should be signed by an authorised officer, as an unsigned cover letter will render the proposal invalid.

## **CHECK LIST ON KEY CONTENTS REQUIRED IN THE TERMS OF REFERENCE**

- Copy of valid TEVETA Registration certificate for Training provider and attached
- Copy of Valid company registration certificated for the employer and attached
- Cover letter for the proposals and dully signed by authorised officer attached
- Five (5) copies for each proposal
- Fully signed Curriculum Vitae (Template used) for key staff relevance to the program attached
- Signed detailed activity schedule (Template used) properly done and attached
- A detailed budget for the proposed program attached
- Proposed programme clearly indicated
- Employer Human Resource Development Plan attached
- A heading for Training Needs Analysis (TNA) clearly indicated and outlined
- Employer contributing to the Skills Development levy and copy of any ZRA receipt attached
- Memorandum of Understanding (MoU) copy signed and attached