

THE TECHNICAL EDUCATION, VOCATIONAL AND ENTREPRENEURSHIP TRAINING (TEVET) FUND

FINANCED BY THE SKILLS DEVELOPMENT FUND

INVITATION FOR PROPOSALS FROM REGISTERED PUBLIC TRAINING PROVIDERS

MAY 2019

1. FINANCING SKILL TRAINING FOR YOUTH EMPLOYMENT

Background

The Skills Development Levy was established in 2016 under the Skills Development Levy Act No. 46 of 2016. The main objective of the levy is to provide financial resource for the TEVET sector for skills development, in collaboration with the Technical Education, Vocational, and Entrepreneurship Training Authority (TEVETA) which was established under the Technical Education, Vocational and Entrepreneurship Training Act of No. 13 of 1998 and the amendment Act No. 11 of 2005. Among the responsibilities of TEVETA, is the management of the Technical Education, Vocational and Entrepreneurship Training (TEVET) Fund. The Skills Development Fund, in certain instances, using the TEVET Fund, is expected to play an important role in assisting the Government of the Republic of Zambia (GRZ) develop a high quality, sustainable, demand-driven, and equitable TEVET system. The Fund establishes a financing platform that purchases training services from public providers, on a competitive basis, for skills development in both the formal and informal sectors of the economy.

The Fund plays a critical role in the reform of the TEVET system by separating the provision of training from its financing. It also shifts the focus from quantity to quality. As a financier of training being procured from TEVET providers, the Fund is able to introduce standards and accountability to the system for the desired outcomes.

The Fund through its financing will introduce performance incentives for Employers and TEVET providers. Focus is on purchasing training that meets market demands at an arm's length transaction. The Fund, through its stakeholders, established rules for spending on training services that promote national development objectives, including equitable access.

This financing is available to TEVET providers whose request for financing will be considered responsive to the disbursement criteria. The TEVET Fund will finance training in support of **SDF Window – SMEs and Informal Sector Training.**

1.2 INVITATION TO TRAINING PROVIDERS

The Government of the Republic of Zambia with the support from Skills Development Fund under the Ministry of Higher Education (MoHE) has set aside funds towards the implementation of the through the TEVET Fund.

The TEVET Fund now invites proposals from Training Institutions registered by TEVETA, under the Technical Education, Vocational and Entrepreneurship Training Act No. 13 of 1998, to present proposals for support of the TEVET Fund towards skills development for the Micro and Small Enterprises and the Informal Sector.

2.0 INVITATION FOR PROPOSALS TO FINANCE SKILLS TRAINING FOR YOUTH EMPLOYMENT/JOB CREATION IN THE INFORMAL SECTOR AND SMEs FROM THE TEVET FUND

2.1 DESCRIPTION

Training Providers are requested to submit funding proposals for provision of training in the Small and Micro Enterprises (SME) and the Informal Sector. This invitation to submit proposals will cover funding for courses leading to skills upgrading, employment creation and poverty reduction in the SMEs and Informal Sector. Training providers may wish to know that this invitation to submit proposals has been sent to all public training providers that are registered with TEVETA.

2.2 GRANT ELIGIBILITY CRITERIA

Funding Window 3 – SME and Informal Sector Training

The access criteria for this funding window are as follows:

(i) Funds will only be allocated to fully paid up TEVETA registered training providers;

(ii) Preference shall be given to providers who can document good results from their implementation of training programmes they propose to conduct;

(vi) Training providers must offer training programmes that meet the stipulated criteria specified below for the sub windows;

(vii) Training providers must submit signed curriculum vitae of the instructors/trainers accredited with a recognized assurance body who will provide the proposed training. A copy of the format for the curriculum vitae is attached as Appendix 1.

(viii) A signed activity schedule showing level of involvement of the proposed professional staff to deliver the training. A copy of the activity schedule is attached as Appendix 2.

2.2.1 SME Sub-Funding Window:

(i) The main beneficiaries of this funding window will be unemployed youth, youth entrepreneurs, out of school youth, youth needing re-skilling or upskilling, and Recognition of Prior Learning (RPL);

(ii) Training must be responsive to training needs of the communities or areas in which the training is to be provided/conducted;

(iii) Training must support the acquisition of skills which leads to job creation/employment.

(iv) Training should be focused on the acquisition of medium to high level technical skills which will lead to improved enterprise productivity and innovation;

(v) Training must lead to official certification.

2.2.2 Informal Sector Sub-Funding Window:

(i) The main beneficiaries of this funding window will be unemployed youth, youth entrepreneurs, out of school youth, and youth needing re-skilling or upskilling, and Recognition of Prior Learning (RPL);

(ii) Training must sensitize and prepare the participants to the world of self-employment;

(iii) Training must support the acquisition of skills which provides for and leads to the start-up and improvement of own business (registered and non-registered);

(iv) Training must be responsive to training needs of new and/or existing non-registered businesses of a "survivalist" nature;

(v) Training should preferably lead to official certification.

2.3 TRAINING PROPOSALS

2.3.1 Institutions offering training must submit a training needs/work opportunity analysis. Proposals must contain the following information:

(a) Objectives the training provider plans to achieve;
(b) Overview of organizational structure, management and staffing;
(c) Courses the Training provider intends to deliver/ coordinate over the period in question;
(d) Projected enrolments per course;
(f) A budget for the courses proposed to be offered;
(h) Any other information that may be of interest to the TEVET Fund.

2.4 COST OF TRAINING

The TEVET Fund will meet the cost of training for all the courses that are eligible for funding under this Programme. However the TEVET fund may negotiate for reduction of budgets where they are deemed to be too high.

2.5 TIMING AND REPORTING REQUIREMENTS

TEVETA expects to commence disbursement of funds to the training providers within seven days of signing the contract.

At commencement of training, the training provider will submit to TEVETA a short inception report one week after the start of the course and thereafter reports on funds utilization and the progress of training as may be requested by TEVETA.

The training provider will be responsible for answering any questions from TEVETA, The Ministry of Higher Education (MoHE) and make appropriate presentation of progress and initiatives as may from time to time be required.

3. SUBMISSION OF PROPOSALS

Please note that the costs of preparing the proposal and of negotiating the contract, including a visit to TEVETA, are not reimbursable as a direct cost of the proposed funding. TEVETA is not bound to accept any of the proposals submitted. All proposals submitted will remain the property of TEVETA.

Training Providers will be required to submit **five (5) copies** of each of the proposals in a sealed envelope. The **Name of the Applicant Institution** should be clearly marked on the envelope.

The closing date for submission of proposals is **Friday 7th June 2019 at 15:00hrs**. Proposals sent by Tele-fax will not be accepted. Opening of the proposals will be done immediately, following closure of the Tender Box. Applicants are welcome to witness the Opening of the Tender Box.

Proposals should be submitted to:

The Director General
Technical Education Vocational and
Entrepreneurship Training Authority
Birdcage Walk
Longacres
Private Bag RW 16X
LUSAKA, ZAMBIA
Tel: 211 253331-4
Fax: 211 253382
Email: tevetfund@teveta.org.zm; cnyirenda@teveta.org.zm; hntakula@teveta.org.zm; csiachiyako@teveta.org.zm; nyirendacn@teveta.org.zm

Appendix 1 Format for Curriculum Vitae

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Training Provider: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Institution: _____ Nationality: _____

Membership in Professional Societies: _____

_____

Detailed Tasks Assigned: _____

_____

Key Qualifications:

[*Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.*]

_____

Education:

[*Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.*]

_____

Employment Record:

[*Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.*]

Languages:

[*For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.*]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, the data correctly describe me, my qualifications, and my experience.

_____ Date: _____

[Signature of staff member and authorized representative of the institution] *Day/Month/Year*

Full name of staff member:_____

Full name of authorized representative: _____

Appendix 2 Format for Activity schedules

TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

			Day or Week (Please tick applicable days/weeks)												
Name	Position	Activities	1	2	3	4	5	6	7	8	9	10	11	12	Number of days/weeks
															Subtotal (1) Subtotal (2) Subtotal (3) Subtotal (4)

Full-time: _____ Part-time: _____
Reports Due: _____
Activities Duration: _____

Signature: _____
(Authorized representative)

Full Name: _____

Title: _____

Address: _____

ACTIVITY (WORK) SCHEDULE

A. Field Investigation and Study tours

	[1st, 2nd, etc. are days from the start of assignment.]												
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	
Activity (Work)													
_____													
_____													
_____													
_____													