PROPOSAL WRITING GUIDELINE – EMPLOYER BASED TRAINING

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 thrive to increase access and equity for skills training.

1. **Cover letter**

   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.

2. **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 similar projects previously accessed under the TEVET Fund or any other financier, as well as the total number of trainees trained on such programmes. Indicate any relevant experience and similar projects carried out before, capabilities and previous achievements.
   - The proposal should provide an overview of the organisational structure, indicating the number of staff that comprises management 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.
   - 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.
   - The institution's physical and postal addresses should also be included.

3. 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.

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. Background Information for the Employer

A general overview of the collaborating company should be provided**.**

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.

Ensure that the physical and postal addresses for the employer are included.

6. Company Registration under the Companies Act

The company must be registered under the Companies Act Cap 388 of the Laws of Zambia and operating in the formal sector in Zambia. A copy of the Company Registration Certificate should be attached in the proposal.

7. Company contribution to the SDF

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. A copy of the ZRA receipt should be provided as proof of the contribution.

8. Human Resource Development (HRD) Plan

The organisation's intended learning and development plan should be provided by the employer and attached in the proposal. This document should be provided by the employer. The tabular HRD Plan should contain the following:

- The desired training outcome
- The proposed course
- The learning objective
- The output
- The target number of trainees
- The estimated cost of training
- The cost benefit
- The training schedule

9. Training Needs Analysis

The **employer** should provide 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. Their issues of concern, training needs and the improvements they desire to make through training should be clearly outlined.

10. Memorandum of Understanding

The institution and employer should sign a Memorandum of Understanding (MoU) stating the obligations and rights of each parties. The following should be among the contents:

TRAINING PROVIDER

The training provider's obligations are to;

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.

THE EMPLOYER

The employer's obligations are to;

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.

The duration of the MoU should also be highlighted, as well as the courses agreed, the training schedule, review, termination and other issues.

11. 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.

12. Budget

All proposals must include a detailed budget for the courses proposed to be offered. Training material costs, instructor and administrative costs should be itemised, and the unit and total costs of training program should be indicated.

13. Methodology

The methodology the institution will use in conducting the training should be outlined. The methodology should include the program content, the mode of learner training i.e. whether the training will be theory or practical, what teaching aids will be used in training, the schedule of the lessons i.e. morning or afternoon classes, if the trainees will be exposed to field study, the instruments for program monitoring, if any assessments will be administered and how often, and if an evaluation of the program will be conducted.

14. Activity and Time Schedules

An Activity Schedule is very important because it gives guide to the timeline of the program. The proposals should present the activity schedule in both tabular form as well as provide a detailed explanation of the activities.
The activity schedule should give a detailed list of the proposed activities of the assignment, content and duration of the activities which should be determined by the employer, as well as the level involvement of the proposed professional staff to deliver the training. Milestones such as the schedule of lessons, schedule for field study, schedule for assessments and program evaluation, as well as the delivery dates for the inception, progress, terminal reports required, and the post training evaluation report should be tabulated and the dates of the milestones should be indicated.
The tabular Activity Schedule 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.

15. Curriculum Vitae

The Curriculum Vitae (CV) is very important. The institutions must submit CV of the instructors who will provide the proposed training and the support staff that will be involved in the training. The submitted CV should indicate the qualifications of the trainer and the qualifications must be relevant for the program 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 CVs must also outline the experience, achievements and capabilities of the staff to deliver the proposed courses.

The submitted CV must be signed, as unsigned CV will render the proposal invalid. Please always use the CV template provided for in the terms of reference. Please note that all the key staff proposed, including part-time lecturers, **must be** accredited by TEVETA.

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