

THE TECHNICAL EDUCATION,

VOCATIONAL AND ENTREPRENEURSHIP TRAINING (TEVET) FUND

FINANCED BY

THE SKILLED DEVELOPMENT FUND (SDF)

INVITATION FOR PROPOSALS FROM EMPLOYERS IN COLLABORATION WITH REGISTERED TEVET PROVIDERS

JULY 2022

FINANCING SKILL TRAINING FOR EMPLOYER BASED IN-SERVICE TRAINING

Background

The Technical Education, Vocational, and Entrepreneurship Training Authority (TEVETA) is a statutory body under the Ministry of Technology and Science established under the Technical Education, Vocational and Entrepreneurship Training Act of No. 13 of 1998 and the amendment Act No. 11 of 2005 to regulate, coordinate and monitor technical education, vocational and entrepreneurship training in consultation with stakeholders. Amongst the responsibilities TEVETA include management of the Technical Education, Vocational, and Entrepreneurship Training (TEVET) Fund.

The TEVET Fund is a financing platform that purchases training services from training providers in the TEVET on a competitive basis, to facilitate skills development in both the formal and informal sectors of the economy, at an arm's length transaction. It also shifts the focus from quantity to quality. As a financier of training being procured from TEVET providers, the TEVET Fund is able to introduce standards and accountability to the system for the desired outcomes. The Fund also introduces performance incentives for training providers and, through its stakeholders, establishes rules for spending on training services that promote national development objectives, including equitable access.

1.2 INVITATION TO EMPLOYERS AND TRAINING PROVIDERS

The Government of the Republic of Zambia, through the Ministry of Technology and Science, has set aside funds from the proceeds from the Skills Development Levy towards the implementation of the **Employer Based Training** activities through the TEVET Fund.

TEVETA is hereby inviting Employers in collaboration with Training Institutions registered with TEVETA, under the Technical Education, Vocational and Entrepreneurship Training Act No. 13 of 1998 and the amendment Act No. 11 of 2005, to submit proposals for support, through the TEVET Fund, towards employees' skills development for **Employer Based Training.** This financing is available to Employers and TEVET providers whose request for financing will be considered responsive to the disbursement criteria.

Funding will be directed to skills development in the formal sector and is expected to focus on higher level skills to be provided by public or private training institutions in collaboration with employers.

2.0 INVITATION FOR PROPOSALS TO FINANCE EMPLOYER BASED TRAINING FOR THE FORMAL SECTOR FROM THE TEVET FUND

2.1 DESCRIPTION

Employers in collaboration with Training providers are requested to submit funding proposals for Employer Based Training for the Formal Sector.

2.2 GRANT ELIGIBILITY CRITERIA

Funding Window – Employer Based Training for the Formal Sector

The access criteria for this funding window are as follows:

Employers Requirements

(i) The company must be registered under the Companies Act Cap 388 of the Laws of Zambia;
(ii) The company must be operating in the formal sector in Zambia;
(iii) The company must be contributing to the SDF through the Skills Development levy in accordance with the Skills Development Levy Act No. 46 of 2016.
(iv) The employer should provide a training needs analysis (TNA), which details the training requirements of their employees and how the proposed skills requirements will benefit the company and how they will lead directly to increased productivity;
(v) The company will have a final say on the content and duration of the training;
(vi) 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; and
(vii) In rare circumstances where the training is unavailable in Zambia, the TEVET Fund **may** sponsor training outside the country at a reasonable cost.
(viii) In the case where an association is representing a group of companies who supposedly contribute to the SDF, the Certificates of Incorporation and proof of contribution to the SDF should be attached for the member companies as only those that are compliant will benefit from the Fund.

Training Provider Requirements

i) The training provider must provide a copy of their Certificate of Registration issued by TEVETA;
ii) The training provider must have demonstrable capacity to provide the training requested by the employers;
iii) A signed copy of the curriculum vitae detailing the staff qualifications. Please note that all the key staff proposed, including part-time lecturers, **must be** accredited by TEVETA. Please ensure that you adhere to the template for the curriculum vitae as provided in

Appendix 1; and,

iv) A signed activity schedule showing level of involvement of the proposed professional staff to deliver the training for each proposed program. A copy of the activity schedule is attached as Appendix 2.

2.3 TRAINING PROPOSALS

Proposals must also contain the following information:

(a) A brief background on the employer;

(b) Copy of Valid company registration certificate for the employer and proof of the employer's Skills Development Levy contribution;

(c) Objectives the employer and training provider plan to achieve;

(d) The agreed course content which the employer deems relevant to its operations and would lead to improved productivity and competitiveness;

(e) The employer's Human Resource Development Plan of the employers should be provided;

(f) Projected number of employees to be trained per course;

(g) The profile of the training provider including its location, overview of organizational structure, management, staffing and the roles and CVs of the instructors accredited with recognized quality assurance bodies;

(h) A detailed budget for each of the courses proposed to be offered;

(i) A Memorandum of Understanding (MoU) detailing the roles of both the employers and the training providers, which should be signed by the heads of the institutions; and,

(j) Any other information that may be of interest to the TEVET Fund.

2.4 COST OF TRAINING

The TEVET Fund will meet up to 50% of the cost of training while the other balance will be met by the employers. However the TEVET fund may negotiate for reduction of budgets where they are deemed to be too high. The funds for the provision of training will be paid directly to training providers.

2.5 TIMING AND REPORTING REQUIREMENTS

TEVETA expects to commence disbursement of funds to the training providers within a month of signing the contract and after the employer have paid their contribution.

At commencement of training, the training provider will submit to TEVETA an 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 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 in partnership with employers will be required to submit five (5) copies of each of the proposals in a sealed envelope. The envelope should be clearly marked as **Employer Based Training Window** with the **Name of the Applicant Training Institution and Employer**.

The closing date for submission of proposals is **Friday 19th August 2022 at 15:00hrs**. Proposals sent by Tele-fax or email will not be accepted. Opening of proposals will immediately follow 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 (TEVETA)
Bird Cage Walk, Longacres
Private Bag RW 16X
LUSAKA.
Tel: 253331-4; WhatsApp: +260954590783 Email: tevetfund@teveta.org.zm; cnyirenda@teveta.org.zm hntankula@teveta.org.zm; bmbuzi@teveta.org.zm; csiachiyako@teveta.org.zm;

Appendix 1 Format for Curriculum Vitae

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Program to be conducted: _____

Name of Training Provider: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Institution: _____ Nationality: _____

Membership in Professional Societies: _____

TEVETA Accreditation Number:_____

Detailed Tasks Assigned: _____

_____

Previous Work Experience in Specific Field:

_____

_____

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

ACTIVITY SCHEDULE FOR PROFESSIONAL PERSONNEL

			Day or Week or Months (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:_____