PROPOSAL WRITING GUIDELINE – WINDOW 3

The TEVET Fund unit have developed these guidelines for training providers seeking to access SMEs and Informal Sector 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 must be signed by an authorised officer, as an unsigned cover letter will render the proposal invalid.

2. **Background**

   - 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. The courses which the institution plans to introduce in the near future should also be indicated.
   - 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 programs.
   - 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 (organizational chart).
   - The capacity of the institution's physical infrastructure, facilities and equipment should also be highlighted for each program on offer.
   - Registration and affiliation to 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. Only after this requirement is met, will the other requirements be evaluated. A copy of the institution's TEVETA issued registration certificate should be included in the proposal.

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.

4. **Proposed Program and its Objectives**

The program the institution is proposing to undertake should be indicated, as well as the number of students the institution proposes to train in the indicated program. The institution's purpose for the proposal should be stated. The objectives which the institution wants to meet

through the training should be clearly defined. The proposal should outline the goals that the training aims to achieve and the impact that the training will make.

5. Training Needs Analysis

A Training Needs Analysis (TNA) is important as it shows the relevance of the program being proposed. The TNA 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 is proposing the training. The analysis must justify how once the target group gets the training, they will be able to use the skill and take advantage of income generating opportunities.

6. Target Group and Projected Enrolments

The number of students the institution plans to enrol and the target group should be stated. The catchment area should also be identified. The target group should be identified as:

- Out of school youths,
- Unemployed Youths,
- Youth Entrepreneurs, or
- The youth needing re-skilling or up-skilling

7. 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 students the institution expects to successfully train by the end of the program.

8. Budget

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

9. 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.

10. 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.

11. 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 general Agriculture must have an agricultural qualification. Such an instructor cannot provide training in Bricklaying and Plastering. The CV must also highlight the trainer's previous experience in the program being proposed.

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
- Cover letter for the proposals and duly 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 and target group clearly indicated
- A heading for Training Needs Analysis (TNA) clearly indicated and outlined