



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

**INVITATION FOR HUMAN RESOURCES DEVELOPMENT  
PROPOSALS FROM REGISTERED TEVET PROVIDERS**

**FUNDING WINDOW FOUR (4) – SUB COMPONENT  
HUMAN RESOURCES DEVELOPMENT**

**MAY 2024**

# 1. THE TEVET FUND

## 1.1 GENERAL OVERVIEW

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 of TEVETA include administering and 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 sector on a competitive basis, to facilitate skills development for both the formal and informal sectors of the economy, at an arm's length transaction. It 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 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.

The TEVET Fund provides for opening up of equal private and public provider access to skills development training funds on a competitive basis; a commitment to greater cost-sharing through private sector and learner contributions to the cost of training and the establishment of national quality assurance mechanisms to improve the quality of delivery and the confidence of beneficiaries in the training and skills they acquire.

In order to achieve the Human and Social Development objective of the Eighth National Development Plan (8NDP) under Human Capital Formation which focuses on creating a self- Sustaining Economy Resilient to Shocks through Skills Development, Human Resource Development (HRD) has been identified as a contributor to strategic development in priority areas such as Mining, Manufacturing, Agriculture and Tourism supported by energy, transport and logistic, infrastructure including technology as key for the country to be an industrialized middle-income competitive economy.

## 1.2 INVITATION TO TRAINING PROVIDERS FOR THEIR TRAINERS, INSTRUCTORS, EXAMINERS AND ASSESSORS CAPACITY BUILDING

The Government of the Republic of Zambia, through the Ministry of Technology and Science, has set aside funds from the proceeds of the Skills Development Levy towards the implementation of the **TEVET Human Resource Development** activities through the TEVET Fund for economic transformation and job creation leading to Industrialised Middle-Income Competitive Economy.

Therefore, the Authority hereby invites Training Providers 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 training proposals for support under the TEVET Fund towards Human Resources

Development component. This financing is available to the TEVET sector staff whose request for financing will be considered responsive to the disbursement criteria. Focus is on trainers, instructors, examiners and assessors to undertake training in priority and critical skills areas in line with the 8NDP, which states that, “the focus of the country to attain economic transformation that will be marked by advancements in industrialization and economic diversification for sustained growth driven by the agriculture, mining, manufacturing and tourism sectors. This will entail shifting labour and other resources from low to higher productive activities between and within sectors. Ultimately, this will increase employment opportunities for all Zambians.

To ensure sustainable economic transformation and resilience of the economy, measures will be undertaken to transition Zambia to a modern green and resource efficient economy”. Skills development will be key for the country to achieve this objective.

## **2.0 INVITATION FOR SUBMISSION OF SCHOLARSHIP PROPOSALS TO FINANCE SKILLS UPGRADE FOR TRAINERS, INSTRUCTORS, EXAMINERS AND ASSESSORS**

### **2.1 DESCRIPTION**

Training Providers are requested to nominate and submit funding proposals for scholarship support towards the training of their teaching staff. This invitation to submit scholarship proposals will cover funding for courses leading to skills upgrading from craft/certificate up to degree level in priority skill areas. Training providers may wish to know that this invitation to submit proposals MUST be supported by the institution’s Human Resources Development Plan, in line with the institution’s Strategic Plan.

### **2.2 GRANT ELIGIBILITY CRITERIA**

#### **Human Resources Development Window**

Support under this window will be targeting TEVET sector skills development inclusive of trainers, Instructors, assessors and examiners engaged in the TEVET sector to up-grade their qualifications. The following criteria will be used:

- (i) Funds will only be allocated to fully paid up TEVETA registered training providers as at 31<sup>st</sup> December 2023. The training provider must provide a copy of their Certificate of Registration issued by TEVETA;
- (ii) The main beneficiaries in this funding window will be staff in TEVET sector specifically trainers and Instructors including assessors and examiners who are in full-time employment with registered institutions with TEVETA;
- (iii) Long term training, in the case of HRD, refers to training undertaken for a period of twelve (12) months or more;
- (iv) Preference shall be given to trainers, instructors, examiners and assessors from training institutions who will document good results from their Strategic Plan and Human Resource Development Implementation Plan for training programmes they propose their staff to undertake;
- (vi) Trainers and Instructors must be teaching programmes that meet the stipulated criteria specified

- below under HRD funding criteria;
- (vii) Training providers must submit the curriculum vitae of the trainers or instructors who are eligible for the proposed training, detailing the staff qualifications. Please note that all the proposed trainers. Instructors, examiners and assessors, **MUST** have a valid TEVETA accreditation; and,
  - (viii) Provide a detailed level of involvement of the proposed professional staff to deliver the training after the proposed skills upgrade.

## **2.2 HRD-Funding Criteria:**

- (i) Training must be responsive to training needs of the 8NDP in which the training is to be undertaken such Mining, Agriculture, Manufacturing and Tourism;
- (ii) Training must support the acquisition of skills which leads to economic transformation and job creation/employment.
- (iii) Training should be focused on the acquisition of medium to high level technical skills which will lead to improved productivity and innovation in training students;
- (iv) Training must lead to official certification. (Craft/Certificate, Advance Certificate/Technician, Diploma/Technologist and Degree)
- (v) Specifically, the following criteria shall be used in selecting and supporting TEVET staff education, training and development programmes:
  - a) Availability of a human resource development plan for the institution,
  - b) Education and training programme related to priority TEVET skills development,
  - c) Should show proof of valid acceptance in the course at the host institution,
  - d) Skills upgrading programmes in the trainer's specialty,
  - e) Institutional trainers seeking to upgrade in priority skills will be prioritized over other candidates,
  - f) Provide a satisfactory medical certificate of health obtained from a Government health facility,
  - g) A letter of commitment from the institution, signed by the Chief Executive Officer, committing to grant paid study,
  - h) The nominee must show commitment that they will continue contributing to the TEVET sector and current employer upon completion of the course,
  - i) Nominees must not be more than 45 years of age at the time of commencing the programme, and
  - j) No application for sponsorship outside Zambia will be approved if the same course is available locally (this shall apply to all types of study).

**(vi) Nomination**

- a) Institutional management shall be responsible for identifying staff to attend local/external courses
- b) For training abroad, clearance to travel outside must be obtained from Cabinet Office

**(vii) Training Cost**

These shall be paid according to the approved Government rates and shall cover:

- a. Tuition and essential course fees such as examinations and registration,
- b. Board and lodging – only where this is not provided by the institution concerned,
- c. Maintenance allowance – only where the institution does not provide board and lodging facilities,
- d. Book allowance – this is normally covered in tuition. However, where essential text books are not provided by the institution, a book allowance will be paid to the employee, and
- e. Out of pocket allowance – where board and lodging is provided by the institution but paid for by the Fund.

**(viii) Bonding**

The beneficiaries shall be bonded to serve their employing organization for a period equal to the duration of the programme. In the event of the sponsored employee leaving before serving their bonding period, they shall be liable to pay back all the training expenses proportionate to the period served to the Fund.

**(ix) Progress Reports**

The award recipients shall be required to provide quarterly reports on the progress of training.

**(x) Withdrawal of the TEVET Fund Sponsorship**

TEVET Fund shall withdraw sponsorship for training under the following circumstances:

- a. Failure to pass examinations
- b. Failure to complete studies due to illness
- c. Unauthorized absence from class
- d. Expulsion from the course
- e. Failure to comply with sponsorship conditions

**(xi) Termination of the TEVET Fund Sponsorship**

TEVET Fund sponsorship shall be terminated upon completion of study programme

## 2.3 TRAINING PROPOSALS

Proposals must contain the following information:

- (a) Overview of organizational structure, management and staffing,
- (b) Objectives the training provider plans to achieve (Strategic Plan),
- (c) Courses the training provider is nominating the staff and the expected duration,
- (d) The training needs analysis (Human Resources Plan) which will detail the skills gaps in the institution and how the proposed training programme(s) will help bridge the skills gaps and lead to productivity and innovation and improve delivery of training,
- (e) Projected enrolments per course before and after the staff is trained,
- (f) A budget for the proposed course(s), and
- (g) 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 window. 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 beneficiaries within fourteen days of signing the contract.

After commencement of training, the sponsored staff, through the training provider, will submit progress reports detailing the progress of the training fourteen days after the end of each semester to TEVETA.

The training provider will be responsible for answering any questions from TEVETA and make appropriate presentation of progress and initiatives as may be required from time to time.

## 3. SUBMISSION OF PROPOSALS

*Please note that the costs of preparing the proposals and of negotiating contracts, including visits to TEVETA, if need be, 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 envelope should be clearly marked as **Human Resource Development Window** with the **name of the applicant institution**.

The closing date for submission of proposals is **Friday 21<sup>st</sup> June 2024 at 15:00hrs**. Proposals sent by email **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 (TEVETA)  
Bird Cage Walk, Longacres  
Private Bag RW 16X  
LUSAKA.

Any clarification or query can be forwarded to: WhatsApp: +260954590783 Email:  
[tevetfund@teveta.org.zm](mailto:tevetfund@teveta.org.zm)