



TEVET FUND

INVITATION FOR TEVET HUMAN RESOURCES DEVELOPMENT PROPOSALS FROM REGISTERED TEVET PROVIDERS

WINDOW FOUR (4) – HUMAN RESOURCES DEVELOPMENT SUB-COMPONENT

JULY/AUGUST 2025

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, mandated 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.

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.

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) initiatives have been identified as a major 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.

In a bid to attain the aspirations of the 8NDP, the Government of the Republic of Zambia 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 an industrialised middle-income competitive economy.

2.0 Terms of Reference for the invitation for submission of scholarship proposals to finance skills upgrade for TEVET staff

TEVETA invites registered Training Providers 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 TEVET staff to undertake training aimed at enhancing technical competencies and institutional effectiveness through long-term and short-term training. This will entail shifting labour and other resources from low to higher productive activities between and within sectors.

2.1 Purpose of Terms of Reference

The terms of reference seek to guide the nomination process of trainers, assessors, examiners, and management personnel from TEVET-registered institutions for sponsorship under the TEVET HRDP – Skills Upgrade initiative.

2.2 Sponsorship Categories

- i. Long-term Sponsorship
 - a) Meant for skills upgrade and continuous professional development for accredited trainers, assessors and examiners who are in fulltime employment with the TEVET registered training providers.
 - b) Applicable to programmes with a study duration exceeding one (1) year.
- ii. Short-term Sponsorship
 - a) Meant for skill upgrade, re-skilling and continuous professional development for all TEVET staff including institutional management and non-teaching staff.
 - b) Applicable to programmes with a study duration of less than one (1) year.

The sponsorship includes new courses for skills emerging in the TEVET sector.

2.3 Programmes of Study

- i. Long-Term Programmes
 - a) All training programme areas are eligible. However, precedence will be given to priority, scarce and critical skills relevant to national development priorities in line with the 8NDP.
 - b) Sponsorship for international training may be considered where no suitable local training programme is available and shared costs with the Institution were applicable.
- ii. Short-Term Programmes:
 - a) Any training relevant to training delivery and the operations of the training institution.
 - b) Sponsorship for international training may be considered where no suitable local programme is available and shared costs with the Institution were applicable.

2.4 Eligibility Criteria

Support under this finding window will be targeting TEVET sector personnel for skills development inclusive of trainers, assessors, examiners, management and staff engaged in TEVET in order to enhance their competencies and upgrade staff qualifications were applicable. The following criteria will be used:

- (i) The nominating institution **MUST** be registered with TEVETA.
- (ii) The nominated teaching staff must be accredited by TEVETA.
- (iii) Long-term training must be responsive to training needs of the 8NDP in which the training is to be undertaken in Mining, Agriculture, Manufacturing and Tourism.
- (iv) Preference for long-term sponsorship shall be given to trainers, examiners and assessors from training institutions who will document good results from their Strategic

Plan and Human Resource Development Plan for training programmes the staff are proposed to undertake.

- (v) Beneficiaries of long-term sponsorship must be teaching programmes that meet the stipulated criteria specified below under HRD funding criteria.
- (vi) Training must support the acquisition of skills which leads to training transformation and enhanced training delivery.
- (vii) Provide a detailed level of involvement and commitment of the proposed professional staff to deliver the training after the proposed skills upgrade and continue contributing to the TEVET sector post-training.
- (viii) Training should be focused on the acquisition of technical skills which will lead to improved productivity and innovation in training students after attending the training.
- (ix) Long-term training must lead to official certification.
- (x) 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) For long-term sponsorship, education and training programmes must relate to priority TEVET skills development. Institutional trainers seeking to upgrade in priority skills will be prioritized over other candidates,
 - c) For long-term sponsorship, skills upgrade program must be in the trainer's specialty,
 - d) Should show proof of valid acceptance in the course at the host institution or evidence of application,
 - e) For long-term training, a letter of commitment from the nominating institution, signed by the Chief Executive Officer, committing to grant paid study time must be provided,
 - f) The long-term training nominee must show commitment that they will continue contributing to the TEVET sector and current employer upon completion of the course,
 - g) For long-term sponsorship, nominees must NOT be more than 55 years of age at the time of commencing the programme.
 - h) For short-term sponsorship, there is NO age limit, and
 - i) No application for sponsorship outside Zambia will be approved if the same course is available locally (this shall apply to all types of study). The nominating institution must be prepared to contribute on certain costs.

(xi) Nomination

- a) Institutional management shall be responsible for identifying and nominating staff to undergo training.
- b) Only applications by the TEVET Institution will be considered. No individual nomination or self-application will be accepted.
- c) For training abroad, clearance to travel outside must be obtained from Cabinet Office.

(xii) Deliverables

Each nominating institution is required to:

- a) Submit complete nomination documents aligned with these terms of reference
- b) Provide justification for each nomination, including relevance to institutional and national goals.
- c) Ensure that nominees meet all eligibility requirements to enroll in the programme of study.
- d) Submit a methodology on how the Institution will monitor staff progress during training until completion of long-term programmes.

(xiii) Training Cost

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

- a. Tuition and essential course fees such as examinations and registration, which shall be paid directly to the host institution,
- 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 textbooks are not provided by the institution, a book allowance will be paid to the staff, and
- e. Out of pocket allowance – where board and lodging is provided by the institution but paid for by the Fund.

(xiv) Bonding

For long term programmes, 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 employees 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 through the Training Institution which nominated them.

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

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

- a. Failure to pass examinations and excluded from training
- 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
- f. Withdraw from the studies for failure to comply with regulations

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

TEVET Fund sponsorship shall be terminated upon completion of study programme

2.5 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) For long-term training, the projected enrolments per course before and after the staff is trained should be highlighted,
- (f) A budget for the proposed course(s), and
- (g) Any other information that may help or be of interest to the TEVET Fund.

2.6 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 a reduction of budgets where they are deemed to be too high.

2.7 TIMING AND REPORTING REQUIREMENTS

TEVETA expects to commence disbursement of funds to the beneficiaries within fourteen days of signing the sponsorship agreement.

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 presentations 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 nomination proposals in a sealed envelope. The envelope should be clearly marked as **Human Resource Development Window** with the **name of the applicant institution.**

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.

The closing date for submission of proposals is **Friday 29th August 2025 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 Proposal Box.

Any clarification or query can be forwarded to:

Email: tevetfund@teveta.org.zm