



TECHNICAL, ENTREPRENURIAL AND VOCATIONAL EDUCATION AND TRAINING (TEVET) AUTHORITY

Skills for A Vibrant Economy (SAVE) Project Guidelines for SAVE Grant Applicants

Reference: (P172627)

Deadline for submission of Institutional Development Plans (IDPs):

07/10/2022 at 16:30

NOTICE

This call for Institutional Development Plans (IDPs)/proposals is being made under the competitive grants window in the SAVE project. Applicants are to submit a full application. An evaluation on the full applications will be done to check the eligibility. Checking of eligibility will be performed by the Competitive Grants Committee (CGC). Eligibility will be checked on the basis of timeliness, completeness of the IDP, availability of supporting documents and relevance to the project goal.

To reply to this call for proposals, institutions must be registered TEVET providers and currently providing technical and vocational skills training.

Preparation: Information session for the project beneficiaries shall be conducted on 22nd September, 2022. But in case of requiring more information on the project visit TEVET Authority website on <https://tevetamw.com>

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1.0 Background

The Government of Malawi with support from the World Bank is implementing the Skills for a Vibrant Economy (SAVE) Project at an estimated cost of US\$100 million through the International Development Association (IDA) financing.

The Project Development Objective is to increase equitable access to market-relevant skills in priority areas of the economy, especially for females and vulnerable youth. This will be done by (a) improving access to market-relevant skills programs in priority areas of the economy; (b) enhancing equity in skills training with empowerment of women and girls and vulnerable youth through targeted skills in priority areas of the economy; and (c) creating a conducive policy environment & strengthening systems and institutional capacity for skills development. It is anticipated that the impact of the project will support Malawi's human capital development for a vibrant economy, equitable growth, and development through improved youth skills in key areas of the economy.

Key implementing agencies are the Ministry of Education as lead and the Ministry of Labour as Co-chair. The TEVET Authority is the implementing institution for the TEVET component of the project.

2.0 Introduction

The TEVET Authority is a regulatory body established in 1999 by an Act of Parliament. It was founded to operate as an independent and autonomous body mandated to create an integrated TEVET system in Malawi that is demand-driven, competence-based, modular, comprehensive, accessible, flexible and consolidated enough to service both the rural and urban Malawian population. The major purpose of the TEVET Authority is to contribute to human resource development through sustainable skills training and development to, spearhead the country's production and export-led socio-economic growth. The TEVET Authority is mandated to regulate, promote and facilitate TEVET in Malawi.

In line with its mandate, under the TEVET component in the SAVE project, the TEVET Authority is implementing a **USD 15 million** Competitive Grants Scheme (CGS) which will support selected Community Technical Colleges (CTC), Private Technical Colleges, and Community Skills Development Centres (CSDC) to expand their training offers in line with market needs, especially targeting females and vulnerable youth

In order for the institutions to benefit from this grant scheme, institutions will have to apply for funding to a Competitive Grants Fund set up by TEVET Authority.

3.0 The Competitive Grants Scheme

Support to the competitive Grants Scheme falls under component 2 of the SAVE Project which aims at increasing access to Market-oriented TEVET Programs. These grants will allow selected Community Technical Colleges (CTCs), Private Technical Colleges (PTCs), and Community Skills Development Centres (CSDCs) to expand their training offers in line with market needs, especially targeting female and vulnerable youth. It is expected that in total 30 institutions will be supported with an average grant amount of US\$ 500,000.

The funds will be used for expenditures related to the introduction or expansion of training programs in priority areas, general institutional development leading to increased intake capacity, special services and support to vulnerable groups and girls, and selected recurrent costs. By the end of the project, it is expected that 3,000 additional intake capacities for TVET students will be created. In addition, it will support the institutions to improve and expand their training offers.

4.0 Project Development Objectives and Key PDO Indicators

The objective of this call for proposals (IDPs) is to increase access, particularly for females, to labour market-relevant skills development programs in SAVE project participating institutions, targeting priority areas of the economy.

The SAVE project will focus on priority areas as follows (not in order of relevance):

- i. Agriculture,
- ii. Energy,
- iii. Education and Skills,
- iv. Health,
- v. Information Communication Technology,
- vi. Industry.

Labour market-relevant skills development will be supported through strong linkages and partnerships with relevant industry in the public and private sector.

The key PDO level indicators are:

- a) Increasing number of enrolments in diploma, and certificate programs in priority areas. This has two specific project outcomes:
 - i. increasing the number of female students enrolled; and
 - ii. increasing the number of Open Distance e-Learning (ODeL) and Blended Instruction.
- b) Increasing the percentage of students who pass the annual assessment. This objective has two specific project outcomes:
 - i. increasing the percentage of female students passing annual assessment; and
 - ii. increasing the percentage of ODeL and Blended Instruction.

The other objective for this call for proposals (IDPs) is to increase the level and percentage of Industry Engagement. This objective track private sector and industry engagement including students in attachments and Memorandum of Understandings (MOUs) with industry.

5.0 Financial Allocation for The Grants

The overall indicative amount made available under this call for proposals is USD15 million. The TEVET Authority reserves the right to allocate funds to participating institutions based on the following;

- a) Financial capacity
- b) Availability of associated resources to facilitate additional student intake in priority areas supported by the SAVE project
- c) Evidence of quality and innovativeness of private sector partnerships through existing MoUs;
- d) Labor market relevance of proposed programs in priority areas of the project
- e) Interventions to support girls and vulnerable youth; and
- f) Sustainability of interventions.

5.1 Size of Grants

Any grant requested under this call for proposals must fall between the following minimum and maximum amounts:

- minimum amount: \$ 200,000.00
- maximum amount: \$ 500,000.00

Any grant requested under this call for proposals must fall between the following minimum and maximum percentages of each of the interventions:

- Physical infrastructure: 40%
- Procurement of Equipment/tools, including digital equipment: 40%
- Staff Capacity Building: 15%
- Other: 5%

6.0 Rules for This Call for Proposals

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this call.

6.1 Eligibility criteria

There are three sets of eligibility criteria, relating to:

(1) the actors:

- The '**applicant**', i.e. the entity submitting the application (IDP) form,

(2) the interventions:

Interventions for which a grant may be awarded;

(3) the costs:

- types of cost that may be considered in setting the amount of the grant.

6.1.1 Eligibility of applicants

Applicant

The following eligibility criteria shall be applicable to applicant participating in the competitive grant:

- a. Private TCs, must have operated for at least five (5) years as a registered institution, with an annual enrolment rate of at least 120 apprentices per year and offering of at least five (5) trades;
- b. Public CTCs, must offer a minimum of three (3) trades, at least 60 apprentices per year, and a bursar with at least a certificate in accounting, at least 1 qualified instructor per trade; and
- c. CSDCs, must offer a minimum of two (2) trades, have at least 60 apprentices per year, have bursar with at least a certificate in accounting and at least one (1) qualified instructor per trade.

In order to be eligible for a grant, the applicant must:

- be a TEVET Provider registered entity **and**
- be a specific type of organisation such as: Private Technical College, Community Technical College (CTC) or Community Skills Development Centre (CSDC), **or**
- be directly responsible for the preparation and management of the action.

Potential applicants may not participate in calls for proposals or be awarded grants if they are in any of the following situations;

- Involved in fraud
- In liquidation/ bankrupt
- Political

If awarded the grant, the Head of the institution will be the main interlocutor with the TEVET Authority. The main interlocutor represents and acts on behalf of an institution to design and implement the action in accordance with the guidelines.

6.1.2 Eligibility of Interventions

a. Eligible interventions for which an application may be made

The types of interventions which are eligible and may be financed under this call are those directly contributing to the achievement of SAVE Project objectives. These include interventions that;

- are relevant, innovative and labour market-oriented.

- focus on women and youth living in vulnerable situation.
- promote self- and wage employment opportunities.
- develop training methodologies that consider trainee learning capacities and local labour market demands.
- design and develop training activities that provide trainees the skills and competences required in the workplace in formal and informal labour markets
- support skills development in general, but also ensure economic empowerment of women and vulnerable groups
- promote TEVET awareness campaigns
- support TEVET graduates in Business development (establishment of incubation/innovation hubs)
- support partner learning' activities (seminars, meetings, exchange of information and practices) for the exchange of best practice

Interventions planned for by the applicant shall be covered within the stipulated project timeframe (not exceeding 48 months). It should be noted that the above list of possible activities is not exhaustive and appropriate activities that are not mentioned above might also be considered for support, provided that they contribute to the overall project objective. Sustainable interventions shall be promoted.

2. Ineligible interventions

The project shall consider some of the interventions as ineligible based on the guidelines.

The following types of interventions are ineligible:

- Interventions concerned only or mainly with individual benefits;
- Interventions concerned only with one-off conferences. Conferences can only be funded if they form part of a wider range of activities to be implemented in the life-time of the intervention.
- Interventions which consist exclusively or primarily in capital expenditure, e.g. land, buildings, equipment and vehicles;
- Interventions which discriminate against individuals or groups of people on grounds of their gender, sexual orientation, religious beliefs or lack of them, or their ethnic origin;
- Interventions supporting political parties;

6.1.3 Eligibility of costs: costs that can be included

The total budget must be within the amount allocated to each institution based on the costs of the proposed interventions. The categories of costs that are eligible and non-eligible are indicated below.

1. Eligible direct costs

Eligible costs to be financed out of the Financing proceeds shall satisfy the following requirements:

- The payment is for the reasonable cost of Project activities that meet the requirements of the relevant Legal Agreements.
- The payment is made on or after the date of the financing agreement or before the eligible date specified for retroactive financing.

2. Eligible indirect costs

Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the standard grant contract and must not exceed 7% of the total eligible direct costs.

The lead applicant may be asked to justify the percentage requested before the grant contract is signed.

3. Ineligible costs

The ineligible cost is construed to mean amounts withdrawn from project funds that are used to finance expenditures that are not eligible (that is, do not qualify). These costs that must be avoided at all cost. Examples of ineligible expenditures include, but are not limited to the following:

- Expenses incurred prior to the signing of the project financing agreement or before the eligible date specified for retroactive financing.
- Previous obligations (i.e. expenses related to activities that were implemented prior to the approval of the project).
- Bad debts.
- Fines.
- Penalties.

Contributions in kind and Cash

Private Technical Colleges (PvTCs) participating under the competitive grant shall provide a matching grant of 15 percent in kind and 10 percent in cash.

Contributions in kind mean the provision of goods or services to beneficiaries free of charge. As an exception, contributions in kind may include personnel costs for the work carried out by volunteers under an action or work programme (which are eligible costs).

7.0 How to Apply and The Procedures to Follow

To apply for this call for proposals the applicants need to:

- i. Provide information about the organisations involved in the action.
- ii. Provide information about the action in the documents listed under in the full application.
- iii. Applicants must apply in English.
- iv. Applicants must submit a detailed budget.
- v. Hand-written proposals/IDPs will not be accepted.
- vi. Applicants shall develop Proposals/IDP using the designated application form annexed to these guidelines **(Annex A)**.
- vii. Applicants should keep strictly to the format of the grant application form and fill in the paragraphs and pages in order.
- viii. Applicants must submit their full applications with a copy of the applicant's accounts of the latest financial year (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed).
- ix. Applicants must complete the application form carefully and as clearly as possible so that it can be assessed properly.
- x. Clarifications will only be requested when information provided is unclear and thus prevents the CGC from conducting an objective assessment.
- xi. Applicants must submit alongside the proposal/IDP full budget. (It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action.)

7.1 Where and How to Send Proposal/IDP

The proposal/IDP with all other required attachments from the applicants **must be submitted to TEVET Authority email address projects@tevetmw.com**.

Upon submission of the proposal/IDP, the lead applicant shall receive an automatic confirmation of receipt.

Similarity, hards copies must be sent to;

Executive Director

TEVETA Secretariat

TEVETA House

Private Bag B406

Capital City

Lilongwe 3

Please note that incomplete proposal/IDPs may be rejected. Applicants are advised to verify that their proposal/IDPs are complete by using the checklist in the **(Annex D)**.

7.2 Deadline for Submission of Proposal

The deadline for the submission of proposal/IDP **07/10/2022 at 16:30 (local time)**.

Any proposal/IDP submitted after the deadline will be rejected.

8.0. Evaluation and Selection of Applications

Applications will be examined and evaluated by the Competitive Grants Committee (CGC) following the underlined steps:

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in Section **6.0**, the application will be rejected on this sole basis.

STEP 1: OPENING & ADMINISTRATIVE CHECKS

(1) During the opening and administrative checks the following will be assessed:

- Adherence to the deadline. Late submissions will be automatically rejected.

STEP 2: EVALUATION OF THE PROPOSAL/IDP

Firstly, the following will be assessed:

- If the full application satisfies all the criteria specified in the checklist **(Annex D)**. If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis.

The full applications that pass this check will be further evaluated on their quality, including the proposed budget and capacity of the applicants.

Applicants will be evaluated based on the criteria in the evaluation grid below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria help to evaluate the applicant(s)'s operational capacity and the applicant's financial capacity and are used to verify that they:

- have stable and sufficient sources of finance to maintain their activity throughout the proposed action and, where appropriate, to participate in its funding;
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action.

The award criteria help to evaluate the quality of the applications in relation to the objectives and priorities set forth in the guidelines, and to award grants to projects which maximise the overall effectiveness of the call for proposals/IDPs. They help to select applications which the TEVET Authority can be confident will comply with its objectives and priorities. They cover the relevance of the action, its consistency with the objectives of the call for proposals/IDPs, quality, expected impact, sustainability and cost-effectiveness.

Scoring:

The evaluation grid is divided into Sections and subsections.

Sections A has 1 point divided into 0.1; 0.1; 0.1; 0.2; and 0.5 and

Section B1 has 1.5 points evenly divided into 0.5; 0.5 and 0.5 while

Sections B2 to B7; Section C1 to C2a, C2b, C2c and C2d, C3, C4, C5, Section D have specific assigned scores with score weight of between 1 and 10 as follows:

1 = Not good;

2 = very weak;

3 = weak;

4 = below average;

5 = Average;

6 = above average;

7= good;

8 = very good;

9 = extremely good;

10 = excellent

If the total score for Section 1 (financial and operational capacity) is less than 12 points, the application will be rejected. If the score for at least one of the subsections under Section 1 is 1, the application will also be rejected.

Provisional selection

After the evaluation, a table will be drawn up listing the applications ranked according to their score. The highest scoring applications will be provisionally selected until the available budget for this call for proposals is reached. In addition, a reserve list will be drawn up following the same criteria.

STEP 3: DUE DILIGENCE OF THE APPLICANTS

Due diligence will be undertaken to verify the eligibility of the applicant based on the following:

- Availability of the supporting documents requested by the TEVET Authority **(Annex D)**.
- Adherence to the criteria set out in **Sections 6.0**.

Any rejected application upon step 3 verification will be replaced by the next best placed application on the reserve list that falls within the available budget for this call for proposals.

9.0 Submission of Supporting Documents

The applicant whose application has been provisionally selected or placed on the reserve list will be informed in writing by the contracting authority. It will be requested to supply the following documents in order to allow the contracting authority to verify the eligibility of the applicant, (if any):

Supporting documents must be provided through TEVET Authority email

- (1) The external audit reports
- (2) A copy of the latest accounts (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed)
- (3) Evidence of capacity to make financial contribution to the project e.g. bank letter (For Private Technical Colleges).
- (4) List any other supporting documents required:

After verifying the supporting documents, the evaluation committee will make a final recommendation to the sub-contracting authority, which will decide on the award of grants.

10.0 Notification of the Contracting Authority's Decision

10.1 Content of the decision

The applicants will be informed in writing of the Sub-Contracting Authority's decision concerning their application and, if rejected, the reasons for the negative decision. This letter will be sent by e-mail.

An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint by contacting the TEVET Authority through email projects@tevetmw.com

10.2 Indicative timetable

	DATE	TIME
1. Release of advert	10 th September, 2022	
2. Deadline for receiving proposals	07 th October, 2022	
3. Last date for evaluation of proposals/IDPs	29 th October, 2022	
4. Provision of feedback to applicants	18 th November, 2022	
5. Addressing of Queries from Applicants	On - going till 21 st Nov.	

6. Publishing of the successful institutions	23 rd November, 2022	
7. Signing the Agreement with the Grantees	02 nd December, 2022	
8. Awarding the resources to the Grantee	9 th December, 2022	
9. Presenting the cheque	9 th December, 2022	

10.3 Conditions for implementation after the contracting authority's decision to award a grant

Following the decision to award a grant, the grantee will be offered a contract based on the standard grant contract (**see Annex C**).

By signing, the applicants agree to accept the contractual conditions of the standard grant contract.

NOTE: The applicants must take all necessary steps to publicise the fact that the WBG has financed or co-financed the action.

11.0 List of Annexes

DOCUMENTS TO BE COMPLETED

Annex A: Grant application form (Word format)

Annex B: Budget (Excel format)

Annex C: Standard Grant Contract Document

Annex D: Documents checklist

Annexe A: Grant Application Form

SAVE Grant Proposal

**to outline the application for grant funding under NTC grant facility under the SAVE Project
Malawi**

A – Summary Information

Institution	
Name of NTC	
Address	
Person responsible for the IDP	Name
	Function
	Phone
	Email
IDP	
Date of Submission of the IDP	
Total budget of IDP	<p>Million MK:</p> <p>Of which (in%):</p> <p><i>Physical infrastructure:</i></p> <p><i>Equipment/tools, including digital equipment:</i></p> <p><i>Staff Capacity Building:</i></p> <p><i>Other:</i></p>
Expected Results	New programs (include levels) to be introduced:
	Increase in annual enrolment in formal TEVET programs:
	Number of MoUs with private sector:
	Percentage of students undergoing attachment according to curriculum:

	Female participation rate in formal TEVET:
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B – Key Information on the Technical College

B1. Total new enrolment during the previous three years

Regular (apprenticeship) programme (TEVETA subsidized)									
Programme	Level	2018/19		2019/20		2020/21			
		male	female	Male	female	male	Female		
Total									
Parallel students									
Programme	Target qualification and number of years	2018/19		2019/20		2020/21			
		male	female	Male	female	male	Female		
Total									
Any other TEVET programme, including short courses									
Programme	Duration	Funding source	2018/19		2019/20		2020/21		
			male	female	Male	Female	male	Female	

Total							

B2. Female enrolment rate in 2019/20

	Total new enrolment:	of which female:	% females of total:
Regular apprenticeship training			
Parallel students			
Other programmes			

B3. Students undergoing attachment in 2019/20

	Total number/students on campus (from all enrolment years)	Number/students undergoing attachment in accordance with curriculum	Percentage of all students actually undergoing attachment
Regular apprenticeship training			
Parallel programmes			

B4. Staffing at time of application

Total number of staff:	of which female:	% females of total:
Number of full-time instructors:	of which female:	% females of total:
Number of instructors on contract:	of which female:	% females of total:

(Include more detailed staff information in Annex 1)

B5. Relationships with industry/private sector

Companies that cooperated with the TC during the previous three years

Name of company	Type of cooperation (e.g. attachments; donation of equipment, etc.)

B6. Revenue and Expenditure

a. Budget of TC in 2019/20

	Million MK
REVENUE	
Allocation from public budget	
TEVETA subsidies for regular students	
Student fees from parallel students	
Other own generated income	
Allocations from projects	
Any other revenue	
Total revenue in 2019/20	
EXPENDITURE	
Total Staff emoluments	
Consumables	
??	
Staff training	
Investment in infrastructure, equipment, etc.	
Any others	
Total expenditure in 2019/20	

b. Did any significant differences occur between the budget and actual expenditure? If yes, please explain further:

B7. Previous projects: List all projects from which the institution benefitted during the last eight years (add rows as appropriate)

Name of project	Funding source	Type of benefits (e.g. equipment, training, construction)	Value of benefit (million MK)	Year

C – Description of the SAVE Grant Project

C1. Project Objective

State the objective of the grant project to be funded by the SAVE Project:

C2. Increase enrolment

a. Programmes to be newly introduced in the college

Occupational area/economic sector	TEVET programme to be introduced	Target qualification/certificate	Number of students to be trained annually	Major type of investment needed (e.g. new workshop construction; equipment; contract teacher employment; etc. Details to be included in Annex)

b. Programmes to be expanded

Programme to be expanded	Target qualification/certificate	Current annual enrollment	Planned future annual enrolment	Major type of investment needed (e.g. new workshop construction; equipment; employment of contract teachers; etc. Details to be included in Annex)

c. Digital infrastructure

List what digital infrastructure is planned to be installed with support from the SAVE Project. If appropriate, attach further descriptions, sketches, etc. in the Annex.

d. Other investment needed to increase enrolment

List and describe all other planned investment, which will lead to increased intake capacity of the college. This may include investment such as common services, boarding facilities, etc.

C3. Increase relevance and market-orientation of training

a. Partnerships with Industry

List the companies and other industry partners with whom the college intends to sign an MoU. Describe in few words what these partnerships will entail? What role will industry play in the college? How will industry influence the further development of the college? What is planned to be done under this grant project to strengthen and deepen partnerships?

b. Industrial attachments for students

Outline the problems you encounter to secure attachment places for all your students. Describe your strategies and plans to ensure that as many as possible students can undergo industrial attachment in line with the TEVET curriculum, i.e. as long as stipulated and at the time foreseen in the curriculum.

c. Improve the availability of sufficient and sufficiently qualified staff

Please describe the activities planned to develop the human resources in the college. Identify the teachers/instructors and other staff that need upgrading, describe the planned upgrading activity and who will provide the needed service, any plans to recruit new staff and any other measures to improve the human resources in the college. If appropriate, support your plans with further detailed descriptions in the Annex.

d. Employment Promotion of Graduates

Describe in detail your plans to support future graduates to find a job or start their own business, and all related planned investment and activities. Example may include incubation activities, job fairs, establishment of an industrial liaison office, entrepreneurship promotion activities, etc.

e. Other activities to improve relevance and market-responsiveness

Describe all other activities to be funded through the SAVE Project that will deepen the college's relationship with the private sector and the market-orientation of the training.

C4. Increase access and successful completion of studies of female students and vulnerable youth

a. Increase of Female Participation

Please describe in detail your strategy and all planned activities to increase the share of female students in your technical college. Also describe your planned initiatives to make the college more attractive for female students and to prevent gender-based violence and sexual harassment in your college.

b. Participation of People with Disabilities in TEVET

Describe your plans, if any, to facilitate participation of people with disabilities (PWD) in your college.

C5. Overall college management and facilities

a. Improvement of common facilities

Please describe all planned activities to be funded under the SAVE Project that aim at improving common facilities in the College, such recreational facilities, sanitary facilities, hostels, administration block, etc. If appropriate, attach further descriptions, sketches, etc. in the Annex.

b. Income Generating Activities

Please describe your strategies and plans to improve the financial situation of the college through strengthening your income generating capacities, and how the grant project will contribute to this. If appropriate, attach further details in the Annex.

c. Other Plans

Describe all other goals, plans and activities planned to be funded with the grant of the SAVE project and explain how they will be instrumental to improve the performance of the college, the intake capacity, the quality and labour-market orientation of training and the reach of female and vulnerable youth. If appropriate, attach further details in the Annex.

D – Key performance Indicators

Quantify all listed indicators; these represent key indicators of the SAVE Project. Add additional indicators as appropriate.

Indicator	Measure	Baseline/Start of Project	Target End of Project
Increase in enrolment	Number of students		
Increase in the share of formal students (regular and parallel) undergoing	Percentage of students having completed all		

attachment in line with curriculum requirements)	attachments required		
Female participation rate	% of female students		
Increase number of cooperation agreements with private sector partners	Number of MoUs signed		
....			
.....			

E – Implementation Schedule and Milestones

Main Activities	1. Year				2. Year				3. Year				4. Year			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.																
2.																
3.																
4.																
5.																
6.																
7.																
8.																
9.																
10.																
11.																
12.																
13.																
14.																
15.																
16.																
Milestones*																
1.																
2.																
3.																
4.																
5.																

* Milestones represent important outputs in the course of project implementation, which can demonstrate implementation progress. Please indicate the expected time of achievement of each milestone by ticking the relevant box.

F – Budget

Add rows as necessary

	Year 1	Year 2	Year 3	Year 4	Total
CONSTRUCTION					
.....					
Sub-total					
GOODS (equipment, tools, etc)					
.....					
Sub-total					
SERVICES (Consultancies, training, etc)					
.....					
Sub-total					
RECURRENT COST					
Salaries of contract staff					
.....					
Sub-total					
GRAND TOTAL					

Annexes:

Annex 1 Detailed information on teaching and management staff

Annex 2 Detailed Specification of Civil Works to be undertaken

Annex 3 Detailed Specification of Equipment and other goods to be Procured (excluding digital infrastructure)

Annex 4 Detailed description of digital infrastructure to be installed

Annex 5 Detailed Specification of Services to be Procured

Annex 6 Detailed description of key private partners (optional)

Annex 7

Annex 8

Annex 1 – Detailed staff information (management and instructional staff)

Management Staff (add rows as appropriate)						
Function	Name	Age	Fulltime/on contract (FT/C)	Highest qualification	Attended qualification upgrading training during last five years? (Y/N)	Attended skills upgrading training during last five years? (Y/N)
Instructors (add rows as appropriate)						
Trade/subject	Name	Age	Fulltime/on contract (FT/C)	Highest qualification	Attended qualification upgrading training during last five years? (Y/N)	Attended skills upgrading training during last five years? (Y/N)

Annex B. Budget (copied from excel)

Add rows as necessary

	Year 1	Year 2	Year 3	Year 4	Total
CONSTRUCTION					
.....					
Sub-total					
GOODS (equipment, tools, etc)					
.....					
Sub-total					
SERVICES (Consultancies, training, etc)					
.....					
Sub-total					
RECURRENT COST					
Salaries of contract staff					
.....					
Sub-total					
GRAND TOTAL					



MEMORANDUM OF UNDERSTANDING

Between

**TECHNICAL, ENTREPRENEURIAL AND VOCATIONAL, EDUCATION
AND TRAINING AUTHORITY (TEVETA)
(Hereinafter referred to as the “TEVETA”)
Private Bag B406, Lilongwe 3,**

and

Skills for A Vibrant Economy (SAVE) Project Grantee Recipient

**(TEVET PROVIDER)
(Herein referred to as Grant Recipient)
P.O. Box,
(postal address)**

For

IMPLEMENTATION AND MANAGEMENT OF INTERVENTIONS AND TRAINING PROGRAMMES UNDER SAVE PROJECT

1.0 PREAMBLE

The Memorandum of Understanding (MoU) establishes a broad understanding of two or more organizations regarding their strategic relationship in implementing a programme that is focusing on a prescribed area of mutual interest existing in a defined location or vicinity.

This statement is prepared in a spirit of reciprocal trust, respect and collective commitment for social justice and preferential option for the people operating in the target communities. The agreement is therefore a declaration of shared intent to which the organisations are bound and lays down the roles and responsibilities of each of the parties involved.

The parties recognize that they have a common mission and commit themselves to a relationship based on values of transparency, accountability and responding to the desires of the target group.

1.1 PARTIES TO THE MOU

This Memorandum of Understanding and its annexes (**herein referred to as the MOU**) is made on thisday of, (year) between **Technical, Entrepreneurial and Vocational Education and Training Authority (herein referred to as TEVETA)** of Private **Bag B406, Lilongwe 3 – Malawi**, and **SAVE GRANTEE RECEPIENT of P.O. Box, (Postal Address) (herein referred to as SAVE Recipient)** . The validity of this MOU expires on

1.1.1 TEVETA

TEVETA was established by the **TEVET Act No. 6 of 1999** with a mission **“To regulate, promote and facilitate sustainable provision of quality technical, entrepreneurial and vocational education and training in Malawi.”**

TEVETA is mandated to attain the following objectives:

- (a) To promote an integrated, demand driven, competency based modular technical education and training system.
- (b) To monitor gaps between supply and demand for skills.
- (c) To support the adoption and application of appropriate technologies.
- (d) To promote managerial and business skills, and a spirit of entrepreneurial culture with regard to both wage and self-employment.
- (e) To facilitate sound and sustainable financing and funding mechanisms.
- (f) To facilitate and bring together the expertise and moderate the different interests of stakeholders.

1.1.2 GRANTEE RECIPIENT (TEVET PROVIDER)

Details of the Grantee and Background Information

Strategy and Trainings

In this MOU, the institution is to be engaged as a Vocational Training Centre to provide formal trainings to various identified beneficiaries.

In the meantime, the centre will be providing skills in (*indicate trades*)

It is anticipated that the institution is to work in cooperation with other development organizations and partners in the furtherance of skills provision. Beneficiaries from the institution will be graduating with appropriate TEVET certificates based on the Competency-Based Education and Training (CBET) methodology.

2.0 COMMITMENT

TEVETA and GRANT RECIPIENT having the interest and objectives, commit themselves to establishing strategic partnership based on values of transparency and accountability for purposes of provision and/or facilitation

of technical, entrepreneurial and vocational skills training in response to the desires of the target groups.

3.0 OBJECTIVES OF PARTNERSHIP AGREEMENT BETWEEN TEVETA AND GRANT RECIPIENT AS OUTLINED IN THIS MEMORANDUM OF UNDERSTANDING

The objectives of the partnership between TEVETA and GRANT RECIPIENT as cemented by this Memorandum of Understanding are:

- a)** To increase uptake and access to skills training and development for youth in both urban and rural communities;
- b)** To promote community-managed skills and entrepreneurial training;
- c)** To create a pool of local skills and entrepreneurship trainers from within the community;
- d)** To enhance self-employment through increased skills and entrepreneurial training; and,
- e)** To bring skills development services closer to beneficiary communities.

4.0 OBLIGATIONS OF PARTIES TO THIS MEMORANDUM OF UNDERSTANDING

4.1 TEVETA

TEVETA shall:

- a)** Facilitate capacity development for trainers at the institution;
- b)** Facilitate the development and provide training courses to be undertaken at the institution;
- c)** Conduct induction/orientation, periodic monitoring, verifications and inspections of the institution to ensure maintenance of standards and adherence to TEVET policies and objectives;
- d)** Orient the school management in Governance and Management for effective accountability of resources;
- e)** Facilitate training programmes to beneficiaries at the institution;
- f)** Ensure that the institution is using competent personnel to conduct trainings as required;
- g)** Assess and approve identified trainers;
- h)** Promote collaboration between the institution and other TEVET partners;
- i)** Share the institution's reports with other stakeholders; and,

- j) Facilitate linkage of beneficiaries to Micro-finance institutions for business capital and further support.

4.2 GRANT RECIPIENT (TEVET PROVIDER)

GRANT RECIPIENT through its management and school committee shall:

- a) Manage day-to-day activities of the centre through its existing governance structures;
- b) Develop strategic plans and resource budgets for implementation of centre activities;
- c) Conduct needs assessment prior to any training event;
- d) Mobilize resources for training events and other centre activities;
- e) Put in place sustainability mechanisms for continuous implementation and development of training activities;
- f) Facilitate linkage of skills and entrepreneurial trainings beneficiaries to Micro-finance organisation for business capital;
- g) Maintain resource/ asset register;
- h) Share the institution's reports with relevant stakeholders;
- i) Strengthen linkage with TEVETA;
- j) Ensure that all resources are utilized only for the intended purpose;
- k) Supporting trainers with capacity building initiatives and
- l) Monitor and report on training progress.

4.3 OBLIGATIONS OF BOTH PARTIES

Both parties shall:

- a) Ensure scheduled activities are carried out as planned to make certain that the programs are implemented within the designated period.
- b) Promote transparency and accountability in all operations and activities concerning the institution.
- c) Enhance partnership and collaboration in the operations and activities of the institution.
- d) Periodically monitor the performance of the trainers and the training processes as well as management of the institution.
- e) Evaluate the impact of interventions covered in this MoU.

5.0 TERMS OF AGREEMENT

This MoU shall enter into force upon signing by all parties and if not simultaneously, on the date of the last signature and shall endure for a period of two years, subject to reviews that may necessitate extensions or until terminated in accordance with the provisions of this MOU. The MoU shall subsist only for the duration as explicitly stated thereof or as stated otherwise by mutual written agreement between parties.

6.0 FINANCIAL ARRANGEMENTS

TEVETA and GRANT RECIPIENT agree as follows on financial arrangements:

- a)** Grant Recipient shall, in collaboration with the TEVET Authority, determine the amount of fees to be paid by course participants and use such fees for the training implementation and management of the programme.
- b)** Training activities at Grant Recipient shall be implemented through fair cost-sharing and co-financing approach where TEVETA or any other partner shall provide the larger percentage of the contribution of funds.
- c)** All funds shall only be disbursed to Grant Recipient through a designated account.
- d)** All disbursed funds shall be accounted for in full before a subsequent training event or any other scheduled activity is funded.
- e)** Prior to any withdrawal of funds, relevant vouchers shall be raised with necessary approvals of the required members of Samaritan Trust Management.
- f)** In order to manage financial transactions effectively the finance personnel must preferably have basic qualifications in handling finances or has academic qualification ready to be trained.

7.0 RESPONSIBILITY TO OVERSEE EXECUTION OF THIS MOU

The Executive Director of TEVETA and the Executive Director of the Grant Recipient will manage the implementation of this MOU. This responsibility may be delegated to relevant members of staff/offices at TEVETA and Samaritan Trust in relation to particular areas of the Memorandum of Understanding.

8.0 SETTLEMENT OF DISPUTES

- 8.1** This MOU, its meaning and interpretation, and the relationship between TEVETA and Samaritan Trust shall be governed in essence by the Applicable Laws of Malawi.
- 8.2** The MOU is, however, based on a spirit of trust and intent that shall ensure that all unforeseen matters on issues that may arise, in the ensuing relationship, are at all times resolved in a spirit of mutual understanding by both parties. In the event that there is a conflict, it shall be resolved in a peaceful and amicable manner. Every effort will be made to settle the matter through dialogue and negotiation and to accommodate the policies and intention of each other's respective conference of board, donors and constituents.
- 8.3** In case of failure to settle the conflicts (Beyond 30-day period) or in case of the conflict involving all parties, a mutually agreed upon mediator shall be called upon to intervene before referring the matter to the Courts of Law.

9.0 MODIFICATION OF THIS MOU

Either party can initiate dialogue and call for a meeting. This MOU shall be subject to periodic review to strengthen cooperation between the involved organisations. The partners shall take turns in hosting and facilitating the review meeting. This MoU and its annexes shall only be modified through written agreement by all parties to the MoU.

10.0 PERIOD OF THE MEMORANDUM OF UNDERSTANDING

The period of this MOU shall be for two (2) years, subject to extension by mutual consent.

11.0 TERMINATION

11.1 No party to this MoU shall unilaterally terminate this agreement.

11.2 In the event of early termination:

11.2.1 Either Party may terminate this Agreement with or without cause by giving the other Parties thirty (30) days prior written notice of its intention to do so.

11.2.2 Such termination shall not be deemed a breach of contract.

11.2.3 Both parties agree to pay on termination all unpaid invoices and expenses up to the date of termination.

11.2.4 Both parties shall account for all assets including financial resources in its custody to other parties during the agreed upon period of termination of the MoU.

11.3 Upon normal expiry of this MoU:

11.3.1 All parties shall conduct joint financial and asset audit or review of the programmes at the institution.

12.0 GENERAL

a) To ensure adequate protection of Samaritan Trust structure and assets as well as enhance accountability in and ensure sustainability of all centre interventions as outlined in this MoU and other subsequent documents, Samaritan Trust and all its assets and documents (Financial and non-financial) shall at all times remain property of Grant Recipient.

b) All communication pertaining to this MOU should be in writing and addressed first to:

i. The Regional TEVET Service Centre Manager-South

TEVETA LUSO House

Mount Pleasant

P.O. Box 31559

Blantyre 3

cbamusi@tevetamw.com

ii. The Principal

TEVET Provider,

Address

IN WITNESS WHEREOF, the undersigned, being the duly authorized representatives of the parties, have caused this MOU to be signed in their respective names as of this day and year written and stamped below at **TEVET Authority, At TEVET House, Private Bag B406, Capital City, Lilongwe 3.**

For and on behalf of TEVETA

Executive Director

Name:

Signature:

Date:.....

Witnessed By:

TEVET Service Centre Manager

Name:

Signature:

Date:

For and on behalf of TEVET Provider,

Name:.....

Signature:.....

Designation:.....

Date:.....

Witnessed by:

Name:

Signature:

Designation:

Date:

For and on behalf of TEVETA BOARD

Name:

Signature:

Designation:

Date:

Annexe D: Checklist for IDP Completeness (Evaluation grid)

Section A	Maximum Score
1. Summary of Institution (PTC, CTC & CSDC) Information	1.0
1.1. Has the applicant provided name and acronym of the institution	0.1
1.2. Has the applicant provided institutional official address	0.1
1.3. Has the applicant provided name and contact details of the head of institution or delegated person (responsible person)	0.1
1.4. Does the total budget summary satisfy the prescribed allocations in the guidelines	0.2
1.5. Are the expected results of the IDP clearly articulated	0.5
Section B1.	
2. Key Information for the Institution (PTC, CTC & CSDC)	1.5
2.1. Has the applicant provided total new enrolment for Government sponsored students	0.5
2.2. Has the applicant provided total new enrolment for parallel students	0.5
2.3. Has the applicant provided enrolment for any other TEVET courses including short courses	0.5
Section B2	
3. Female enrollment 2019 – 2020	1.5
3.1. Has the applicant provided enrolment for female students(apprentices) sponsored by Government.	0.5
3.2. Has the applicant provided enrolment for female students(apprentices) for parallel program.	0.5
3.3. Has the applicant provided enrolment for female students(apprentices) for other TEVET courses including short courses.	0.5
Section B3	
4. Students undergoing attachment	1.0
4.1. Has the applicant provided data for students undergoing attachment sponsored by the government.	0.5
4.2. Has the applicant provided data for students undergoing attachment from parallel.	0.5

Section B4	
5. Staffing at the time of application	0.5
5.1. Has the applicant provided number of full time teaching staff against total enrolment.	0.5
Section B5	
6. Relationship/partnerships with the Private Sector	2.0
6.1. Does the applicant have significant cooperation with Industry	2.0
Section B6	
7. Revenue and Expenditure	2.0
7.1. Has the applicant included the income and expenditure report in their submission.	1.0
7.2. Is there any significant adverse difference between budget and the actual expenditure (conformity)	1.0
Section B7	
8. Implementation of Previous Projects	0.5
8.1. Does the institution have track record and experience of implementing projects.	0.5
Section C1	
9. Project Objectives	3.0
9.1. Are the project objectives stated in the IDP and aligned to SAVE PDOs	3.0
Section C2	
Outcomes of the project interventions	20
Section C2 a.	
10. Increase access to skills training in TEVET Programs	6.0
10.1. Has the institution introduced new program in line with the set economic sectors of the SAVE project	2.0
10.2. Are the proposed new programmes innovative	2.0
10.3. Is the budgeting realistic	1.0
10.4. Are the proposed new programs realistic and achievable	1.0
Section C2 b.	

11. Digital Infrastructure	4.0
11.1. What is the proposed digital infrastructure	1.0
11.2. Are the proposed major investments innovative	1.0
11.3 Is the budgeting realistic	1.0
11.4 Are the programmes realistic and achievable	1.0
Section C2 c.	
12. Programme expansion	6.0
12.1 Has the institution expanded programs in line with the set economic sectors of the SAVE project	2.0
12.2 Are the proposed major programmes innovative	2.0
12.3 Is the budgeting realistic	1.0
12.4 Are the programmes realistic and achievable	1.0
Section C2 d.	
13. Strategic investments	4.0
13.1 Does the institution have other strategic investments proposed	1.0
13.2 Are the proposed major investments innovative	1.0
13.3 Is the budgeting realistic	1.0
13.4 Are the programmes realistic and achievable	1.0
Section C3	
14. Increased Market Relevance of skills training	27
14.1 How many partnerships does the institution have with industries/ private sector	7.0
14.2 What strategies will the TP use to strengthen partnerships with industry	5.0
14.3 Does the institution attach students to the industry and how many	6.0
14.4 How will the institution improve the availability of qualified staff	5.0
14.5 Does the institution have strategies of promoting employment among Graduates	4.0
Section C4	
15. Increase equity in skills training	14.0

15.1 How will the institution increase female participation	6.0
15.2 Does the institution have strategies to improve participation of students with special needs	4.0
15.3 Are there strategies to eliminate GBV	4.0
Section C5	
16. Overall Technical College (TC) management	6.0
16.1 How will the institution improve common facilities	3.0
16.2 Does the institution have income generating activities	3.0
Section D	
17. Key Performance Indicators and sustainability	20.0
17.1 Has the institution included key performance Indicators in the IDPs	10.0
17.2 How will the institution sustain the proposed interventions	10.0
GRAND TOTAL POINTS	