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

**SKILLS FOR A VIBRANT ECONOMY (SAVE) PROJECT**

**Guidelines for SAVE Competitive Grant Scheme Applicants**

**Reference: (P172627)**

**Deadline for submission of Institutional Development Plans (IDPs):**

**24/01/2025 at 16:30**

IMPORTANT INFORMATION

This guideline document is to support applicants responding to a call for proposals of Institutional Development Plans (IDPs)/proposals being made under the Competitive Grants window in the SAVE project. Applicants are to submit a full application and the review of the applicant’s eligibility will be done by an independent Competitive Grants Committee (CGC). The review process will largely focus on the following key aspects; timeliness, completeness of the IDP, availability of supporting documents and relevance to the project goal. This call for proposals targets a maximum of ten (10) potential Grant recipients.

**To reply to this call for proposals, institutions MUST be registered TEVET providers and currently providing formal technical and vocational skills training for the past three (3) years in Malawi.**

**Preparation:** An Online Information session for the potential project beneficiaries shall be conducted on **14th January 2025** from **9:30 am** to **12:30pm** using the link below ---------. For more information on the project, kindly visit the TEVET Authority’s 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) offering formal training 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 25 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 2,500 additional intake capacities for TEVET 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):

1. Agriculture,
2. Energy,
3. Education and Skills,
4. Health,
5. Information Communication Technology,
6. 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:

1. Increasing number of enrolments in diploma, and certificate programs in priority areas. This has two specific project outcomes:
2. Increasing the number of female students enrolled; and
3. Increasing the number of Open Distance e-Learning (ODeL) and Blended Instruction.
4. Increasing the percentage of students who pass the annual assessment. This objective has two specific project outcomes:
5. Increasing the percentage of female students passing annual assessment; and
6. 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;

1. Financial capacity
2. Availability of associated resources to facilitate additional student intake in priority areas supported by the SAVE project
3. Evidence of quality and innovativeness of private sector partnerships through existing MoUs;
4. Labor market relevance of proposed programs in priority areas of the project
5. Interventions to support girls and vulnerable youth; and
6. 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,

1. the interventions:

Interventions for which a grant may be awarded;

1. 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 Scheme:

1. Private TCs, must have operated for at least five (5) years as a registered institution, with an annual enrolment rate of at least 100 apprentices per year and offering of at least five (5) trades;
2. 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
3. CSDCs, must offer a minimum of two (2) trades, have at least 40 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), Including other Public Technical and Vocational Colleges - not currently participating in the grant.
* 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/ declared bankrupt
* Politically affiliated

If awarded the grant, the Head of the institution will be the main project focal person with the TEVET Authority. The main focal person shall represent and act on behalf of an institution to design and implement the action in accordance with the guidelines.

### 6.1.2 Eligibility of Interventions

* 1. **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 the 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.

1. **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.

1. **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 are 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; and
* Penalties.

**Contributions in kind and Cash**

Private Technical Colleges (PTCs) 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 Application Procedure

To apply for this call for proposals, the applicants need to;

1. Provide information about the organisations involved in the action;
2. Provide information about the action in the documents listed under the full application;
3. Applicants must apply in English;
4. Applicants must submit a detailed budget;
5. Hand-written proposals/IDPs will not be accepted;
6. Applicants shall develop Proposals/IDP using the designated application form annexed to these guidelines **(Annex A).**
7. Applicants should keep strictly to the format of the grant application form and fill in the paragraphs and pages in order;
8. 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);
9. Applicants must complete the application form carefully and clear so that it can be assessed properly;
10. Clarifications will only be requested when the information provided is unclear and thus prevents the CGC from conducting an objective assessment; and
11. Applicants must submit full budget alongside the proposal/IDP. (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 the TEVET Authority email address** **projects@tevetamw.com****.**

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

Similary, hard copies must be sent to;

**Executive Director**

**TEVETA Secretariat**

**TEVETA House**

**Private Bag B406**

**Capital City**

**Lilongwe 3**

**Please note that incomplete proposals/IDPs shall 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 is **24/01/2025 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: ADMINISTRATIVE CHECKS**

1. Submission of proposals has a deadline; all late submissions will be automatically rejected.

**STEP 2: EVALUATION OF THE PROPOSAL/IDP**

The application will be assessed against the specified checklist (**Annex D).** If any of the requested information is missing or is incorrect, the application shall be rejected on that **sole** basis.

The applications that pass this stage will be subjected to a further evaluation consistent to the desired quality, including the proposed budget and capacity of the applicants.

Applications 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) operational capacity and the applicant's financial capacity and are used to verify;

* Stable and sufficient sources of finance to maintain their activity throughout the proposed action and, where appropriate, to participate in its funding; and
* 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 outlined 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; Sections 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

***The application will be rejected if;***

* The total score for Section 1 (financial and operational capacity) is less than 12 points; and
* 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, successful applicants will proceed to the next level. **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); and**
* Adherence to the criteria set out in **Sections 6.0.**

Any rejected application upon step 3 verification will be replaced by the next best applicant.

# 9.0 Submission of Supporting Documents

All applicants who have reached this stage will be informed in writing that they have been provisionally selected to stage 3. At this stage, applicants will be requested to supply the following documents in order to allow the TEVET authority to verify the eligibility of the applicant.

***Supporting documents must be provided through the 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); and
4. Any other supporting documents that may be required.

After due diligence the evaluation committee will make a final recommendation to the Project Steering Committee (PSC) through the Project Technical Committee (PTC) which will then approve the successful applicants.

# 10.0 Notification of the Contracting Authority’s Decision

## 10.1 Content of the decision

The outcome of the applications will be communicated in writing to the applicants after the Project Steering Committee (PSC) approval.

Any applicant having reservations or complaints regarding the awarding process may lodge a complaint in writing to the TEVET Authority through the Executive Director via the email **projects@tevetamw.com** within seven (7) days after the award notice.

**10.2 Indicative timetable**

|  |  |  |
| --- | --- | --- |
|  | **DATE** | **TIME** |
| * + 1. **Release of advert**
 | 2nd January 2025 |  |
| * + 1. **Deadline for receiving proposals**
 | 24th January, 2025 | 16:30 pm (local time) |
| * + 1. **Last date for evaluation of proposals/IDPs**
 | 7 February, 2025 |  |
| * + 1. **Provision of feedback to applicants**
 | 18 February, 2025 |  |
| * + 1. **Addressing of Queries from Applicants**
 | 20-27 February, 2025 |  |
| * + 1. **Publishing of the successful institutions**
 | 28 February, 2025 |  |
| * + 1. **Signing the Agreement with the Grantees**
 | 4Th March, 2025 |  |
| * + 1. **Awarding the resources to the Grantee**
 | 1 April, 2025 |  |
| * + 1. **Presenting the cheque**
 | 1 April, 2025 |  |
| ***N.B these dates are tentative and may change without notice*** |

## 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 World Bank Group (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: Documents checklist

**Annex A: Grant Application Form**

**SAVE Grant Proposal**

**Application for grant funding under Competitive Grants Scheme under the SAVE Project Malawi**

**A – Summary Information**

|  |
| --- |
| **Institution** |
| **Name of Institution** |  |
| Address |  |
| Person responsible for the IDP | Name |  |
| Designation |  |
| Phone |  |
| Email |  |
| IDP |
| Date of Submission of the IDP |  |
| Total budget of IDP | Million MK: Of which (in %): *Physical infrastructure (40%):**Equipment/tools, including digital equipment (40%):**Staff Capacity Building (15%):**Other (5%):* |
| Expected Results | New programs (include levels) to be introduced: |
| Expanded programs: |
| Increase in annual enrolment in formal TEVET programs:Current enrolment\_\_\_\_\_\_\_\_\_\_\_\_\_Projected enrolment\_\_\_\_\_\_\_\_\_\_\_Percentage of Increase\_\_\_\_\_\_\_\_\_\_ |
| Number of MoUs with private sector/Industry: |
|  Students undergoing attachment currently according to curriculum (Not applicable to CSDCs)Enrolment:Number of students undergoing attachment:Percentage: |
| Female participation rate (%) in formal TEVET: |

**B – Key Information on the Institution**

**B1. Total new enrolment during the previous three years**

|  |
| --- |
| **Regular (apprenticeship) programme (Government/TEVETA subsidized)**  |
| **Programme** | **Level**  | **2022** | **2023** | **2024** |
| **Male** | **Female** | **Male** | **Female** | **Male** | **Female** |
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| **Total**  |  |  |  |  |  |  |  |
| **Parallel Students**  |
| **Programme** | **Target qualification and number of years** | **2022** | **2023** | **2024** |
| **Male** | **Female** | **Male** | **Female** | **Male** | **Female** |
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| **Total**  |  |  |  |  |  |  |  |
| **Any other TEVET programme, including short courses**  |
| **Programme** | **Duration**  | **Funding source** | **2022** | **2023** | **2024** |
| **Male** | **Female** | **Male** | **Female** | **Male** | **Female** |
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| **Total**  |  |  |  |  |  |  |

**B2. Female enrolment rate in 2024**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Total new enrolment:** | **of which female:** | **% Females of total:** |
| Regular apprenticeship training |  |  |  |
| Parallel students |  |  |  |
| Other programmes |  |  |  |

**B3. Students undergoing attachment in 2024**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **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. Number of staff members at time of application**

|  |  |  |  |
| --- | --- | --- | --- |
| **Total numbers of staff:** | **Number of Male staff members** | **Number of female staff members:** | **% of Females to the total:** |
|  |  |  |  |
| Number of full-time instructors: | Male  | Female | % of females to the total: |
|  |  |  |  |
| Number of instructors on contract/part time: | Male | Female | % of females to the total: |
|  |  |  |  |

(Include more detailed staff information in Annex 1)

**B5. Relationships with industry/private sector**

**Companies that the training institution has cooperated with in the past three years**

|  |  |
| --- | --- |
| **Name of company** | **Type of cooperation (e.g. attachments, donation of equipment, MoUs etc.)** |
|  |  |
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**B6. Revenue and Expenditure**

1. **Budget of the Training Institution in 2023/2024**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Million MK** |  |  |
| **REVENUE** | **Budgeted amount** | **Actual amount received** | **Variance/ Difference** |
| Allocation from public budget/ORT |  |  |  |
| Government/TEVETA subsidies for regular students |  |  |  |
| Student fees from parallel students |  |  |  |
| Other own generated income |  |  |  |
| Allocations from other projects |  |  |  |
| Any other revenue |  |  |  |
| Total revenue in 2023/2024 |  |  |  |
| **EXPENDITURE** | **Budgeted expenditure** | **Actual expenditure** | **Variance/ Difference** |
| Total Staff emoluments/ Salaries |  |  |  |
| Training materials/Consumables  |  |  |  |
| Staff training |  |  |  |
|  Investment in infrastructure |  |  |  |
| Investment in equipment |  |  |  |
| Any others |  |  |  |
| **Total expenditure in 2023/2024** |  |  |  |

1. **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/amount of benefit (million MK)** | **Year**  |
|  |  |  |  |  |
|  |  |  |  |  |
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**C – Description of the SAVE Grant Project**

**C1. Project Objective**

*State the Institutional Development Plans objective of the funds to be supported by the SAVE Project:*

**C2. Increase enrolment**

1. **Programmes/trades to be newly introduced**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Economic sector/occupational area** | **TEVET programme/trades to be introduced** | **Level of qualification/ certificate to be achieved** | **Projected annual enrolment** | **Major type of investment needed (e.g. new workshop construction; equipment; contract teacher employment; etc. Details to be included as an Annex)** |
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1. **Programmes/trades to be expanded**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Programme/Trades to be expanded** | **Level of qualification/ certificate to be achieved** | **Current annual enrollment** | **Projected future annual enrolment** | **Major type of investment needed (e.g. new workshop construction; equipment; employment of contract teachers; etc. Details to be included as an Annex)** |
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1. **Open Distance e-Learning (ODeL)/ Technology Assisted Learning (TAL)-Digital infrastructure**

*List what digital infrastructure is planned to be procured and installed to support ODeL/TAL delivery. If appropriate, attach further descriptions, sketches, etc. in the Annex.*

1. **Other Initiatives planned to increase enrolment**

*List and describe all other planned Initiatives, which will lead to increased intake capacity of the college.*

**C3. Increased training relevance and market-orientation**

1. **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?*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***S/N*** | ***Name of Company/Organisation*** | ***Programme/Trade of collaboration*** | ***The role of the industry in the college*** | ***Plans to enhance the partnership in the project*** |
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1. **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.*

|  |  |
| --- | --- |
| ***Challenges encountered*** | ***Strategies and plans to ensure students get attachment*** |
|  |  |

1. **Improve the availability of adequately 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.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Name of Instructor*** | ***Trade*** | ***Skills Gap*** | ***Planned upgrading activity*** | ***Period of Training (Long term/Short term) and Mode of delivery***  |
|  |  |  |  |  |

1. **Employment Promotion of Graduates**

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

1. **Other activities to improve institution’s 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**

1. **Increase of Female Participation**
2. *Please provide details of your planned initiatives and activities to increase the number of female students in your technical college.*

|  |  |
| --- | --- |
| *1* |  |
| *2* |  |
| *3* |  |

1. *Provide initiative to prevent gender-based violence and sexual harassment in your Institution.*

|  |  |
| --- | --- |
| *1* |  |
| *2* |  |
| *3* |  |

1. **Participation of People with Disabilities/Special needs in your institution**

*Describe your plans to facilitate participation of persons with disabilities (PWD)/ Special needs in your Institution.*

|  |  |
| --- | --- |
| *1* |  |
| *2* |  |
| *3* |  |

**C5. Overall college management and facilities**

1. **Improvement of common facilities**

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

1. **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.*

1. **Sustainability Measures**

Please provide strategies/initiatives that the institution will put in place to sustain the benefits of the project.

1. **Other Plans**

*Describe any other items or activities required to improve the performance of the college.*

**D – Key Performance Indicators**

*Quantify all listed indicators; these represent key indicators of the SAVE Project. Additional indicators may be included as appropriate.*

|  |  |  |  |
| --- | --- | --- | --- |
| Indicator | Measure | Baseline/Start of Project | Target/End of Project |
| Increase in enrolment | Number of students |  |  |
| Increase in % of formal students (regular and parallel) undergoing attachment in line with curriculum requirements) | % of students having completed all attachments required |  |  |
| Female participation rate | % of female students enrolled |  |  |
| Increase number of cooperation agreements with private sector partners | Number of MoUs signed |  |  |
| Increase in number of Persons with disabilities (PWDs)/ Special needs | Number of Persons with disabilities/ Special needs |  |  |
| ….. |  |  |  |

**E – Implementation Schedule and Milestones**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Main Activities** |  **Quarter 1** | **Quarter 2** | **Quarter 3** | **Quarter**  |
| **M1**  | **M2** | **M3** |  | **M1**  | **M2** | **M3** |  | **M1**  | **M2** | **M3** |  | **M1**  | **M2** | **M3** |  |
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| **PROJECT IMPLEMENTATION MILESTONES\*** |
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**\* N.B *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 – Project Detailed and Summary Budget**

*Please populate the attached detailed Budget and then provide a summary of all your proposed activities/ infrastructures that the project will support (Add rows as necessary).*

**

| **DETAILS** | **Quarter 1 (MWK)** | **Quarter 2 (MWK)** | **Quarter (MWK)** | **Quarter 4 (MWK)** | **Total (MWK)** |
| --- | --- | --- | --- | --- | --- |
| **Construction** |
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| **Sub-total** |  |  |  |  |  |
| **Goods (equipment, tools, etc.)** |
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| **Sub-total** |  |  |  |  |  |
| **Services (Consultancies, trainings, Capacity building etc.)** |
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| **Sub-total** |  |  |  |  |  |
| **Recurrent Cost**  |
| Salaries of contract staff  |  |  |  |  |  |
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| **Sub-total** |  |  |  |  |  |
| **GRAND TOTAL**  |  |  |  |  |  |

**Annexes:**

* Annex 1 Detailed information on teaching and management staff
* Annex 2 Detailed Specification and budgets of Civil Works to be undertaken
* Annex 3 Detailed Specification and budgets 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 and budgets of Services to be Procured
* Annex 6 Detailed description of key private partners (optional)
* Annex 7 Evidence of Land / Title Ownership (Letter from the DC, T/A etc.

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

|  |
| --- |
| **Management Staff (add rows as appropriate)** |
| **Designation**  | **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)** |
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| **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)** |
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**Annex B. Detailed Budgets (copied from excel)**

***Add rows as necessary***

|  | **Quarter 1 (MKW)** | **Quarter 2 (MKW)** | **Quarter 3 (MKW)** |  **Quarter 4 (MKW)** | **Total (MKW)** |
| --- | --- | --- | --- | --- | --- |
| **Construction** |
| ……. |  |  |  |  |  |
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|  |  |  |  |  |  |
| **Sub-total** |  |  |  |  |  |
| **Goods (equipment, tools, etc.)** |
| ……. |  |  |  |  |  |
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| **Sub-total** |  |  |  |  |  |
| **Services (Consultancies, Capacity building,**  **Training, etc.)** |
| ….. |  |  |  |  |  |
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|  |  |  |  |  |  |
| **Sub-total** |  |  |  |  |  |
| **Recurrent Cost**  |
| Salaries of contract staff  |  |  |  |  |  |
| ….. |  |  |  |  |  |
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|  |  |  |  |  |  |
| **Sub-total** |  |  |  |  |  |
| **GRAND TOTAL**  |  |  |  |  |  |

**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 acroynm 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 alloacations in the guidelines  | 0.2 |
| 1.5. Are the expected results of the IDP clearly artuculated  | 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 Governement 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 2024** | **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 coperation 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 instutition 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/initiatives 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/initiatives 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 persons with disabilities/special needs | 4.0 |
| 15.3 Are there strategies/initiatives 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** |  |