Enhancing Capacities for Institution Building (ECIB) Programme

PZA 12 029 11

***Work Based Learning (WBL) Fund***

***Call for Proposals***

***Scholastic Year 2015-2016***

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**1.** **Introduction**

This Call for Proposals of the Work Based Learning (WBL) Fund is part of the Enhancing Capacities for Institution Building (ECIB) Programme. The programme is funded by the Belgian Government and is implemented through cooperation between the Belgian Development Agency (BTC) and the Palestinian Ministry of Education and Higher Education (MoEHE) and the Ministry of Labour (MoL).

The ECIB programme focuses on improving the qualitative and quantitative aspects of Work Based Learning practises at the Technical Vocational Education and Training (TVET) programmes in Palestine. The programme is aligned to the national TVET strategy and the five-year plan of the relevant ministries (MoEHE & MoL).

The WBL Fund aims at stimulating an (inter-)active partnership between the TVET institutions and the labour market. By supporting a series of innovative initiatives, the fund envisages to enhance WBL practises in order to improve the practical skills of the TVET trainees

The fund intends to support the transition from the world of training (vocational institutions) to the world of work (the institutions of the private sector and the labour market).

**2. Key elements of the ECIB programme:**

**The 1st key element:**

*Apprenticeships, internships, scholarships*, etc.: The project will not be dependent on any strict definition of the above nor be limited to either. In general under “Work Based Learning” it is to be understood “any kind of scheme facilitating the transition from school to work resulting in a trainee spending time at the work floor during, or right after graduation, including informal apprenticeships and first employment promotion.”

**The 2nd key element:**

TVET subsector: The programme focuses on the TVET sub-sector, including private sector providers, vocational training centres, over industrial schools to technical colleges at the higher education level. The programme will not focus on academic (university) systems as such, but could be integrated or aligned to relevant administrative and management examples of similar schemes.

**The 3rd key element:**

*Capacity building:* The programme aims to enhance the institutional capacity of the governmental and private sector institutions involved in technical and vocational skills development in order to allow them to facilitate, supervise and implement Work Based Learning models at national, district and local level.

**The 4th key element:**

*Gender and disadvantaged groups:* The programme aims at offering opportunities to youth from lower income families with a focus on pro-poor, pro-gender, environment-friendly and pro-good governance. The programme seeks to pro-actively enhance the access to training and coaching of economically and socially disadvantaged youth by a specific Scholarship Fund (see 5.4 of this document).

**3. Objectives and Outcomes of WBL Fund**

**3.1 Objectives of WBL Fund:**

Establishing an integrated system of a demand-driven Technical and Vocational Education and Training (TVET) provision that encourages Work Based Learning (WBL)by:

* Benefiting from existing experiences of WBL and building upon other (previous or existing) support initiatives reinforcing TVET in Palestine
* Stimulating innovative WBL initiatives and models
* Allowing for circulation of these WBL practices in Palestine with a potential multiplication effect.

**3.2 Expected outcomes of WBL Fund:**

* Increase the relevance of TVET training, stimulating employability or providing new job opportunities for TVET graduates
* Enhance tangible partnerships between TVET institutions and the labour market, bridging the gap between school and work experiences
* Promote active participation of female youth
* Provide access to labour market for disadvantaged youth (males and females), in particular those with special needs and whose families face economic or social hardships
* Provide opportunities for learning from bottom-up initiatives through action research.

**4. Selection process of the WBL Fund**

**4.1 Application Form**

See Annex

**4.2 Eligibility criteria for WBL Fund**

The TVET institutions in partnership with a private sector enterprise are the direct beneficiaries of this fund. They can apply in accordance with the following criteria:

The WBL initiative:

* Focuses on improving WBL practices as its main target
* Focuses on one specific vocation
* Includes a partnership with one (or more) private sector enterprise(s) or federations registered at the Chambers of Commerce and Industry

The TVET institution:

* Can introduce a proposal in partnership with one or more private sector enterprises or federations, each proposal includes one initiative only
* Is registered under the MoL, MoEHE or/and MoSA, including UNRWA institutions, e.g. vocational training centres, vocational schools, technical colleges, etc. (Please note that academic streams are not eligible for this fund.)

**4.3 Selection criteria for WBL Fund**

The proposed initiatives are selected on the basis of the following set of criteria:

* **Institutional partnership**: The degree of coordination between the TVET institutions and the private sector, including the participation of a group of teachers / trainers / coaches. This will guarantee the institutional anchoring of the proposed initiatives
* **Quality of the WBL initiative**: The ability of the initiative to increase the employability of the TVET graduates by improving the quality of WBL in the TVET institution and at the work floor (private sector)
* **Enhanced capacities**: Its ability to enhance the capacities of the institutions and the individuals working on the implementation of the WBL initiatives (training staff at TVET institutions as well as private sector partners involved) to guarantee the sustainability of the public private partnership
* **Relevance**: The extent to which the targeted vocation corresponds to the needs of the labour market, the local economy and is aligned with the relevant national strategies in this domain
* **Action Plan**: The quality and clarity of the action plan ensuring the timely implementation of the WBL initiatives
* **Human Resources**: The proposal should be ambitious but also feasible, i.e. the availability of HR to implement the WBL initiatives
* **Multiplier effect**: The extent to which the WBL initiatives are organised in a systemic way allowing for replication elsewhere
* **Monitoring & Evaluation**: The proposal includes an integrated M&E mechanism to assure a proper follow up of the initiative by a qualitative monitoring progress able to remediate deficiencies and integrate lessons learned
* **Accessibility**: The proposal includes provisions to pro-actively enhance the participation of female youth in the initiative, and to pro-actively enhance the access to training and coaching of economically and socially disadvantaged youth, including TVET students with disabilities.

**5. General Instructions for Fund Applicants**

**5.1 Basic instructions**

The application for the fund has to be co-signed by the Director of the TVET institution and the Manager of the private sector institution.

The application should demonstrate the following:

1. The initiative focuses on stimulating the WBL practises both in a quantitative and qualitative way
2. The Director of TVET institution has consulted the private sector partner(s) to complete the application form
3. The initiative contributes to the enhancement of the organizational capacity of the TVET institution
4. The expected impact on the beneficiaries of the programme (trainees and their trainers and coaches). Please note that the fund adheres to a pro-poor & pro-gender policy, enhancing participation of female students and graduates, in addition to economically and socially disadvantaged learners, including TVET students and graduates with different abilities.
5. The Sustainability of the WBL initiative
6. The potential of a multiplier effect at other locations

The application should contain the following elements:

1. The management set-up for implementing the WBL initiative
2. The HR set-up including training needs of the management team
3. The M&E mechanism that assures a proper follow up by a qualitative monitoring progress
4. A detailed financial plan including all the expected costs of the initiative

The maximum amount of the proposal **should not exceed €10,000** per year for existing vocations and should not exceed €20,000 for each new vocation.

**5.2 Obligations of the applicants**

The Director of the TVET institution submitting the application is responsible for:

* The validity of the information included in the application and its annexes
* Applying the WBL initiative together with the leading partner from the private sector and to follow up on its implementation
* To participate in the monitoring process of the WBL initiative and facilitate a related action research
* To adhere to the administrative & financial procedures of the ECIB programme (BTC procedures)
* To submit a quarterly progress report using ECIB templates
* To submit a final report showing the achieved results of the initiative, outcomes, successes, obstacles and lessons learned
* To inform the focal point of the WBL committee as well as the representative of the concerned Ministries about any constraint, disorder or obstruction that might jeopardize the timely implementation of the WBL initiative; especially if it needs urgent action
* To inform the above mentioned reference persons on the start and the end dates of the WBL initiative.

**5.3 Aspects of support:**

**The overall budget available for each WBL fundis up to 10,000** €per year for existing vocations and should not exceed €20,000 for each new vocation

The fund anticipates covering the following items (non-limitative and non-exhaustive list and subject to final approval); the final percentage should add up to 100 %:

Of TVET institutions ≤ 70%:

* The acquisition of all necessary basic equipment, raw materials, tools, teaching aids, etc. for implementation of the WBL initiative
* Enhancing the capacities of the TVET institutions working towards implementing the WBL initiatives (modern methods of teaching and learning, active coaching methods, networking with the institutions of the private sector and the labour market, etc.)
* Covering the transportation expenses and allowances of the (technical) trainers and the coordinators of the WBL initiative so as to assure the necessary follow-up and evaluation of the WBL initiative
* Providing insurance against accidents for trainers participating in implementing the WBL fund at the private sector in case this is not covered by other instances
* Any coaching related activities (e.g. visit to a private sector establishment)
* Covering the expenses of the stationery (worksheets, registration, attendance sheets etc.) for facilitating WBL workshops
* Etc.

Of Private Sector institutions ≥ 30%:

* Enhancing the capacities of the private sector and the labour market working towards implementing the WBL initiatives (modern methods of teaching and learning, active coaching methods, networking with the institutions of the private sector and the labour market, etc.)
* Providing the participating private sector institutions with in-kind funds (supplementary appliances or teaching aids) to guarantee the successful implementation of the WBL initiatives
* Adapting and enriching the training manuals needed for skills development in private sector establishments
* Etc.

**5.4 Supplementary Aspects of Support: The Scholarship Fund**

**5.4.1 A Scholarship Fund** will cover all costs related to the participation of the trainees of the WBL initiatives. The fund anticipates covering the following items:

* Transportation
* Insurance against accidents
* Costs of work uniforms and safety equipment
* Basic training instruments

**5.4.2 A** **specific fund** in line with the social and gender sensitive objectives of the programme can cover the following items:

* tuition fees
* subsistence fees (not exceeding 100 euro per month/per person)

Eligibility criteria for the social and gender sensitive scholarship fund:

1. The poor youth: is the youth that is part of a household with a family income identified to be under the poverty line or deep poverty line, based on set lines by PCBS and MoSA. Emphasis is provided for those under the deep poverty line, with registration within MoSA Cash Transfer Programme for the poor (CTP)
2. Youth of a household living in vulnerable areas according to UNOCHA: those living in area C, boarder areas, Bedouin, East Jerusalem and Gaza
3. People with disability
4. Female youth that have limited access to TVET and labour force participation
5. Refugees and internally displaced people.

**NOTA BENE:**

* All proposed expenses have to be directly related to implementing WBL initiatives
* Budget and proposed expenses are subject to final approval
* The ECIB programme will execute the financial transactions in accordance with the BTC financial regulations and under direct supervision of the financial officer of the Project Management Unit (PMU)

**6. Fund Implementation Procedures**

**6.1 Notification of the decision of approval or rejection**

Upon the conclusion of the selection process and no later than 1 month past the application deadline, a letter of notification will be sent to the prospective institutions in regard to the approval or the rejection of the application.

The letter outlines all conditions and further requirements directing the approved proposals to the ECIB Programme Management Team to finalize the *Fund Implementation Agreement*.

Upon request of the applicant the ECIB Programme Management Teamwill provide further information on the decision of the selection committee.

**6.2 The fund Implementation Agreement**

The agreement is signed in three copies: The first is submitted to the beneficiary TVET institution, the second to the partner institution from the private sector and the third is kept in the ECIB Programme archive.

The *Fund Implementation Agreement* is the formal, legally binding contract that sets out the rights and obligations of the beneficiary institutions with regard to the approved WBL initiative.

The *Fund Implementation Agreement* is the only document, which, in legal terms, contains rules and regulations concerning the breach of contract and non-compliance with the contractual conditions.

**6.3 The fund disbursement procedures**

* All expenses and financial transaction are implemented in accordance with the BTC financial regulations which are followed for implementing the ECIB Programme activities. This has to be done under the direct supervision of the financial and administrative staff of the ECIB programme
* Payments will be issued in accordance with the terms of the contract
* Regular administrative and financial progress reports have to be delivered to the ECIB Project Management Team by the TVET institution
* All administrative and financial transactions of the WBL fund have to be kept in a separate file for possible auditing by the TVET Directorates General in the concerned Ministries and the BTC auditors during or after implementation of the WBL initiative
* A detailed final financial report has to be presented for approval by the ECIB programme at the end of the WBL initiative
* The winning proposals must consult the ECIB Project Management Team on visibility of the WBL initiatives
* The equipment (if any) should be registered in the inventory of the participating institutions according to their internal rules, regulations and applicable laws.

**6.4 The WBL Fund Monitoring & Evaluation (M&E) Mechanism:**

The WBL initiative has to include an integrated M&E mechanism to assure a proper follow up by a qualitative monitoring progress able to remediate deficiencies and integrate lessons learned.

The M&E mechanism has to be developed at different levels, but the accountability for reporting lies with the main applicant, namely the TVET institution:

* The follow-up will be assured in the first place by the staff of the TVET institution through regular visits and periodic progress reports during each stage of the WBL initiative implementation
* Both parties of each WBL initiative have to ensure that all procedures are in place for achieving the desired objectives
* Both parties of each WBL initiative have to produce a final self-assessment report
* The M&E mechanism has to be implemented by checking progress against the output indicators and objectives defined in the original proposal

The WBL Fund Committee will be in charge of:

* Monitoring the implementation of the WBL initiatives by i.a. monthly visits regular progress briefings with ECIB Project Management Team, etc.
* Ensuring Beneficiaries’ commitment to the principles, policies and procedures of WBL

In addition to the WBL initiative self-assessment and monitoring obligations, the funded initiatives commit to participate in action research activities that will be set up by the ECIB programme to draw lessons learned.

To this end the WBL funded initiatives are expected to be available to participate in the external evaluation and auditing of the ECIB Programme during and after implementation.

**Annex 1**

Enhancing Capacities for Institution Building (ECIB) Programme

PZA 12 029 11

***Work Based Learning (WBL) Fund***

**Call for Proposals**

**Application Form**

**Introduction:**

The application form consists of **five main parts**:

**Part one**: Contains information on the applicant’s profile

**Part two**: Contains information and details about the suggested initiative, its mechanism and quality

**Part three**: Contains details about the current Work Based Learning programmes in the TVET Institutions

**Part four**: Contains information regarding planning the initiative, suggested activities and related outputs and outcomes

**Part five**: Contains information and data about the required resources to implement the initiative

**Part six:** Contains Statement of responsibility and validity of information

1. **The original application and its attachments are to be submitted in a sealed envelope to the Directorate General of TVET at the concerned Ministries.**

**The submitted envelope should include two printed copies of the application and its attachments**

1. **A certified copy is to be delivered to the Coordinator of the BTCECIB Programme and to the following e-mail address:** [**naser.ghanim@btcctb.org**](mailto:naser.ghanim@btcctb.org)
2. **The application should be delivered no later than 01/10/2015 at 3:00 pm.**

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| --- |
| **Part 1: Applicant’s Profile** |

1. **TVET Institution**

|  |  |
| --- | --- |
|  | **Official organization name** |
|  | **Supervisory Authority (e.g. Ministry of Labour…)** |
| **Vocational training centre, secondary vocational school, technical college, other please specify……….** | **Educational level** |
|  | **No. of vocations** |
| **Male ( ) , Female ( ) total ( )** | **No. of students** |
|  | **Address** |
|  | **Telephone** |
|  | **Fax** |
|  | **Email** |
|  | **Name of Applicant (director of institution)** |
|  | **Jawwal** |
|  | **E-mail** |

1. **Private Sector and Labour Market Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| **Third (if applicable)** | **Second (if applicable)** | **First** | **Official organization name** |
|  |  |  | **Number of employers** |
|  |  |  | **Address** |
|  |  |  | **Telephone** |
|  |  |  | **Fax** |
|  |  |  | **Email** |
|  |  |  | **Name of Applicant (director of institution)** |
|  |  |  | **Jawwal** |
|  |  |  | **E-mail** |

Name of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_

Date of application: \_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Part 2: Information related to the WBL initiative** |

1. **Title of the initiative to be implemented? (name of vocation/ targeted program)**

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1. **Brief description of the *WBL* initiative and the implementation mechanism**

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1. **Description of the problem to be solved/reduced by the *WBL* initiative**

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|  |

1. **Motivation**

Clarify the WBL initiative in relation to the following

|  |  |
| --- | --- |
| **Clarification/supporting information** | **Features** |
|  | Enhancing partnership between the labour market and the TVET institution |
|  | Increase employability of the TVET graduates and reduce unemployment |
|  | Sustainability |
|  | Implementation of initiative |
|  | Enhancing harmonization with the needs of the labour market |
|  | Participation of female, economically and socially disadvantaged trainees |

1. **Outputs and indicators**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activities** | **Output** (during and directly after implementation) | **Outcome** (after one year of implementation) | **Impact** (long term) |
|  | Output 1:  Indicator 1: | Outcome 1:  Indicator 1: | Impact 1:  Indicator 1: |
|  | Output 1:  Indicator 1: | Outcome 1:  Indicator 1: | Impact 1:  Indicator 1: |

1. **Expected Risks**

What **risks might have a negative effect on the** implementation of the initiative, and what measures might be taken to reduce the impact of these risks? Please show in the following table:

|  |  |  |  |
| --- | --- | --- | --- |
| Describe the Risk | Likelihood that the risk will occur  (Please choose: High / Medium/ Low) | The expected Impact of the risk  (Please choose: High Medium / Low) | Actions to mitigate the risk and reduce its effect |
|  |  |  |  |
|  |  |  |  |
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| **Part 3:**  **Details about the current WBL Initiatives in the TVET Institutions** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Donor | Budget | duration | Type of program/project |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

|  |
| --- |
| **Part 4:**  **Information regarding planning the initiative** |

1. **Detailed operational plan and procedures of implementation (by the TVET institution and the Labour**

**Market)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activities** | **2015** | **2016** | | | | **2017** | | | | **Expected outputs** | **Indicator of achieving outputs** | **Responsible institution** | **Responsible person** |
| Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| **Output 1** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 1.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 1.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Output 2** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 2.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Output 3** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 3.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. **Role/Responsibilities/Commitments of the Partners**

|  |  |
| --- | --- |
| **Role of TVET Institution** | **Role of Labour Market** |
| **1.**  **2.**  **3.** | **1.**  **2.**  **3.** |

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| **Part 5**  **Details for financial support & commitments** |

**Table (1): Budget estimate to the TVET institution**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Activity** | **Unit** | **Amount** | **Unit price**  **(Euro)** | **Total Price (Euro)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total 1 (Euro) | | | | |  |

**Table (2): Budget estimate to the Private Sector**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Activity** | **Unit** | **Amount** | **Unit price**  **(Euro)** | **Total Price (Euro)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total 2 (Euro) | | | | |  |

**Table (3): Total budget**

|  |  |  |
| --- | --- | --- |
| **No.** | **Totals** | **Total cost (Euro)** |
| 1 | Total (1) / copied from table (1) |  |
| 2 | Total (2) / copied from table (2) |  |
| **Grand total (EURO)** | |  |

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| --- |
| **Other information related to the suggested programme** |

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| **Part 6: Statement of responsibility and validity of information** |

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| --- | --- |
|  | |
| **On behalf of TVET institution, I hereby declare that all the information provided in this application is correct.**  The institution agrees that the coordinators of the ECIB program, the concerned ministries, the institutions of the private sector and the labour market can visit, monitor and investigate for the purpose of evaluating the application.    Herewith I guarantee that the teachers who are involved in the initiative will remain at their post and will be dedicated to this task at least during the project’s implementation.  Furthermore I confirm that the idea of the proposed initiative is a product of the institution’s teachers and students in cooperation with the private sector institutions.  Signature of the authorized person:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date / / 2015 | **On behalf of the private sector institution, I hereby declare that all the information provided in this application is correct.**  The institution agrees that the coordinators of the ECIB program, the concerned ministries, the institutions of the private sector and the labour market can visit, monitor and investigate for the purpose of evaluating the application.  Herewith I guarantee that the relevant personnel who are involved in the initiative will be dedicated to this task during the initiative implementation period.  Furthermore I confirm that the idea of the proposed initiative is a product of the institution’s teachers and students in cooperation with the private sector institutions.  Signature of the authorized person:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date / / 2015 |