**Project Proposal**

# Employment based Skill Training in ICT sector for Vulnerable Youths

# (Exclusively for women)

1. **General Information:**
   1. District:
   2. DS Division:
   3. Name of the Training Provider:
   4. TVEC Registration Number:
   5. Other legal status (if you have any registration number please provide) :
2. **Organizational Information:**
   1. Short briefing of the Organization (Infrastructure facilities, staff details HR policies):
   2. Past Experience in the related area:
   3. Strengths that contribute to the project:
3. **Nature of the Employment opportunity**

Please provide the detail information individually for each job provider in the given format attached (Annex – 1)

1. **Description of the Training** 
   1. Name of the Training:
   2. Duration of the Training:
   3. Modules to be covered: (Please provide details in attached table Annex – 2:
   4. Type of certificate to be awarded:
   5. Location of the Training center:
   6. Lecture panel (qualification / standard / Experience)
   7. Expected basic qualification for the recruitment of youths
2. **Basic criteria to select trainees:**

* Female youths
* Be a resident from one of the district in north region (Jaffna, Kilinochchi and Mullaithivu)
* Be un-employed
* Be between the age limits of 16 to 29 years old; age limit is exception up to 35 years old for extremely vulnerable category (women headed families, rehabilitated ex-combatants, person with disabilities)
* Have the minimum education qualifications required by the skills trade
* Be willing to follow the training course including required attendance
* Be interested to work in the identified skills trade after training
* Has a positive attitude and commitment to be trained and to work in a multi-cultural environment
* Agree to the terms and conditions of the employer and be willing to work in different districts

1. **Implementation strategy:**
   1. Explain the Trainees recruitment process
   2. Explain the monitoring mechanism to minimize and the dropouts
   3. Explain how do you place all the trained youths on employment after the completion of the training and follow-up placement monitoring
   4. Expected support from WUSC (technical / physical support)
   5. Explain how you will incorporate job-providers throughout the process (Planning/designing/implementation and placement)
2. **Project Costs:**
   1. Overall budget and summary – (please use the given cost sheet for budget calculation – Annex - 3)
   2. Maximum WUSC’s contribution per trainee would be 40,000.00 LKR

**Primary considerations**

* This proposal primarily targets the female; maximum number of trainees will be as follows;

Jaffna – 20, Kilinochchi – 15 and Mullaithivu - 15

* Identified jobs should be above the basic level employment such as Computer Application Assistant, Data Entry Operator etc.
* Minimum standard expected is NVQ level 3 or equivalent and the timeframe for the training is limited to 6 months.
* Demand should be collected from the job providers who agree to provide the jobs with the consideration of Sri Lankan Labour law in terms of providing salary and other benefits such as EPF and ETF
* Innovative ideas are appreciated
* Implementing the training with cost effective and best quality aspects will be considered
* The training provider is ultimate responsibility for dropout management and placement just after the completion of training
* All the training courses must be completed by end of November 2018, job placement should be done by mid December 2018 and no extension will be granted for any reasons.

Annexes:

1. Nature of the Employment opportunity
2. Modules to be covered
3. Overall budget and summary
4. Selection process of VT Institution and timeline

**Annexes**

**Annex – 1: Nature of the Employment opportunity**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the Job providers** | **Job provider -1** | **Job provider -2** | **Job provider -3** | **Job provider -4** | **Job provider -5** |
| Title of job/s |  |  |  |  |  |
| Basic salary |  |  |  |  |  |
| Expected entry level educational qualification |  |  |  |  |  |
| Other Benefits (Lunch, overtime, transport, service charge, insurance, Bonus) |  |  |  |  |  |
| Working hours (per week) |  |  |  |  |  |
| Safe working environment (adequate space, conducive environment for female employee, already female staff are employed) |  |  |  |  |  |
| Proper basic facilities (Washroom, lunch room) |  |  |  |  |  |
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**Annex – 2: Modules to be covered**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Module No** | **Description** | **Hours** | | | |
| **DIRECT LEARNING HOURS** | | **INDIRECT LEARNING HOURS** | |
| **Guided Learning** | **Guided Practical work** | **Independent and unsupervised Learning** | **Unsupervised Practical and Assignment work** |
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| **Total HRS** | |  |  |  |  |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of the Partner** | | | | | | | | | | |
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|  |  |  |  |  |  |  |  |  |  |  |
| **No** | **Budget Item** | **Details** | **Qty** | **No. of Months/ Hours** | **Unit  Cost** | **Total  Cost** | **WUSC contribution** | **VTI contribution** | **Job provider contribution** | **Comments** |
| **1** | Training centre Facilities | Furniture/Classroom and lab |  |  |  |  |  |  |  |  |
| 2 | Course Fee/Instructors | Course Fee |  |  |  |  |  |  |  |  |
|
| 3 | Individual trainee Support | Uniform /overall |  |  |  |  |  |  |  |  |
| Insurance |  |  |  |  |  |  |  |  |
| 4 | Assessment and Certification | Final assessment |  |  |  |  |  |  |  |  |
| Certificate awarding |  |  |  |  |  |  |  |  |
| 5 | Job Provider contribution | Industrial training (in Kind) |  |  |  |  |  |  |  |  |
| 6 | TOTAL | |  |  |  |  |  |  |  |  |
| 7 | COST PER TRAINEE |  |  |  |  |  |  |  |  |  |

**Annex – 3: Overall budget and summary**

**Annex – 4: Selection process of VT Institution and timeline**

* Selection process will be done through a panel of selected representative from private sectors, members form relevant association/s and WUSC officials.
* Evaluation of proposals will be held on 11th May 2018 (place will be notified)
* Succeeded Bidder will be informed on 14th May 2018
* Succeeded Bidder to send their acceptance letter on or before 15th May 2018
* Job providers’ will be visited individually during 16th to 19th May 2018
* Try party discussion (Selected VT partner, Job providers & WUSC) will be held 21st May 2018
* Gap filling of job providers for those who fail to fulfill the terms & conditions provided (if needed) on or before 23rd May 2018
* Finalizing the job providers’ and getting MoU details on 23rd May 2018
* Sending MoU details with Job providers’ list to Colombo for preparation of MOU & TSC on or before 24th May 2018
* Interview to recruit trainees during 24th & 25th May 2018
* Meeting the selected trainees 30th May 2018
* Gap filling of trainees if needed on or before 31st May 2018
* Course Inauguration will be 1st June 2018