**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. **Implementation strategy:**
4. **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. Lecture panel (qualification / standard / Experience)
   6. Expected basic qualification for the recruitment of youths
5. **Nature of the Employment opportunity**

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

1. **Project Costs:**

**Basic criteria to select trainees:**

* Female youths
* Be a resident from one of the district in Vavuniya and Mannar
* 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

**Primary considerations**

* This proposal primarily targets the female; maximum number of three courses ( 15 – 20 trainees per batch).
* Identified jobs should be above the basic level employment
* 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

**ADVANCING SPECIALIZED SKILLS FOR ECONOMIC TRANSFORMATION**

**DECENT WORK PLEDGE**

World University Service of Canada (WUSC) subscribes to the International Labour Organization’s program of Decent Work. Decent Work is productive and delivers a fair income, security in the workplace and social protection for families, better prospects for personal development and social integration, freedom for people to express their concerns, organize and participate in the decisions that affect their lives and equality of opportunity and treatment for all women and men.

**EMPLOYMENT TERMS AND CONDITIONS FORM**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **1.NAME OF COMPANY** | | | | |  |  | | |  | |  |
| POSITION | | LOCATION | GENDER | START DATE & DURATION | BASIC SALARY | BENEFITS | OTHER PAYMENTS (overtime, service charge etc) | | | HOURS OF WORK | | WORK FACILITIES |
|  | |  |  |  |  | EPF/ETF | | Transp | Other (specify) |  |  |  |
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Each employer is required to outline the specific terms and conditions under which they are employing each individual personnel under the ASSET project. These provisions will be communicated clearly to trainees and future employees. It is expected that each employee will be given a separate contract which specifies the terms of their employment.

All provisions provided during On the Job Training (OJT) training should be listed separately.

**NAME: AUTHORIZED SIGNATURE:**

**DESIGNATION:**

**DATE:**

**: 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.
* Proposal to be sealed and submitted to NCIT through VICTA & Manfict on or before 16th May 2018.
* Evaluation of proposals will be held on 17th of May 2018 (place will be notified)
* Succeeded Bidder will be informed on 21st May 2018
* Succeeded Bidder to send their acceptance letter on or before 22nd May 2018
* Try party discussion (Selected VT partner, Job providers & WUSC) will be held 24th May 2018.
* Gap filling of job providers for those who fail to fulfill the terms & conditions provided (if needed) on or before 25th May 2018
* Finalizing the job providers’ and getting MoU details on 28th May 2018
* Sending MoU details with Job providers’ list to Colombo for preparation of MOU & TSC on or before 30th May 2018
* Course Inauguration will be 10th June 2018