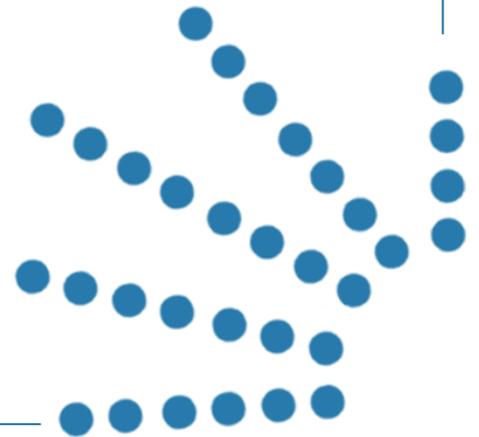


Dakchyata: TVET Practical Partnership

Call for Grant Concept Notes

November 2017



1. Overview

The **Dakchyata: TVET Practical Partnership** project is funded by the European Union (EU) and implemented by the British Council, under the leadership of Ministry of Education of Nepal and in coordination with the Council for Technical Education and Vocational Training (CTEVT). The project aims to contribute to Nepal's inclusive and sustainable growth through investment in human capital and by creating better employment opportunities. The specific objective of the project is to strengthen and implement a more effective policy in the TVET sector, responsive to labour market needs.

One of the key components includes piloting an integrated Public Private Partnership (PPP) approach in three key economic sectors: i) agriculture ii) construction, iii) tourism, offering opportunities for promoting the transition to a greener, climate resilient, low-emission economy. Under the project's Result Area 2, the project aims to pilot innovative PPP models to enhance the relevance, quality and sustainability of TVET provision in Nepal through the grants programme.

Under the grants programme, Dakchyata will provide funding for activities targeted towards improving the TVET sector through piloting innovative Public-Private Partnership (PPP) models aimed at enhancing the relevance, quality and sustainability of TVET up to a maximum total value of 9 million Euros.

2. Grants programme

2.1 Overview of grants programme

The overall objective of the Dakchyata grants programme is to improve relevance, quality and sustainability of training provision in the TVET sector by piloting innovative Public-Private Partnership (PPP) models.

The specific objectives of the grants are to:

- Improve the access to and quality of TVET service provision
- Promote linkages between labour market demand and supply
- Pilot innovative PPP models and recommend scale-up of relevant TVET provision

The PPP models will promote shared ownership of the TVET system, support the sustainable development and delivery of an effective TVET system and facilitate partnerships between the supply and demand sides of the labour market. In line with the project objectives, the grants programme will encourage activities offering opportunities for promoting the transition to a greener, climate resilient, low-emission economy.

Projects may initiate new activities or build upon existing activities conducted by the applicant organization.

A summary of the main features is as follows:

Main features

- Minimum: 500,000 EUR
- Maximum: 1,000,000 EUR
- Project timeline of 18 – 24 months
- Focus on at least one of the Dakchyata focal sectors (from either Agriculture, Construction or Tourism, or sub-sectors within these)
- Two stage application process (concept note and full proposal)

2.2 Scope of grant projects

Sector focused grants target public and private sector organisations working with one of the three focal sectors for Dakchyata: agriculture, construction or tourism. For the purposes of the grant programme, the sectors are deemed to include (though are not limited to) the following:

- Agriculture includes improving the quality of agriculture crops, improving quality testing and better access to standards; agriculture crops' packaging, storage, and transportation; and agro-tourism.
- Tourism includes improving standards in hotel and hospitality, including customer service standards, and the promotion of cultural products etc
- Construction includes training on reconstruction, earthquake resilient construction skills, heavy equipment operation, awareness of construction sanitary standards related to Ministry of Health's construction regulations and international standards in construction, etc

Applications should focus on improving **quality, relevance** and **access of** TVET services. This includes:

- Design, implement and promote demand driven training programmes to increase and/or open access to the labour market and enhance income generating opportunities as regards (self) employment, to national standards and the national TVET quality assurance model
- Develop innovative approaches to existing training and learning methodologies, including assessment procedures

For guidance only, the types of interventions that Dakchyata may support include, but are not limited to:

- Proposals from employer associations or groups of employers to develop a sustainable approach to engaging with the TVET system. For example, supporting the establishment of a TVET committee and/or undertaking research to identify skills needs to act as an action plan for further work.
- Proposals from private employers for a PPP with a TVET provider for a work experience learning project to pilot new frameworks

- Development of training sites, provision of required training equipment and implementing training programmes.
- Activities which strengthen the private sector's role in the development of occupation standards, occupation performance standards and learning / skills standards as a guideline for enterprise performance and development of TVET skills and competence standards
- Activities carried out in partnership with TVET centres which enhance skills training and offer services to association members in dissemination of standards e.g. facilities to support small business start-ups, business management advice / training, joint stakeholder management coordination of learning facilities and learning programmes, etc.
- Provincial and municipal projects, especially those involving local TVET stakeholder coordination to respond to local skills demand based on local economic development.
- Activities which focus on developing workplace learning environments to a national standard
- Activities which include training of existing workers through non-formal training and the recognition of worker competence gained through informal learning / work experience through Recognition of Prior Learning (RPL).

2.3 Geographic coverage

Activities funded under the Dakchyata grants programme can take place anywhere in Nepal. However, applications will also be evaluated on their geographic relevance, with applicants providing adequate rationale for the choice of location, for instance to ensure that the selected sector is relevant for the proposed area and therefore could lead to employment opportunities.

2.4 Target groups

The target groups for grant funded activities must consist of those that have no or limited access to training systems (formal, non-formal or informal), including school drop outs, unemployed, minorities, marginalized/deprived groups such as women, youth, disabled, IDP communities. Existing workforce who lack relevant skills, qualification or want skills training for career progression are also included in the target group.

2.5 Capacity building

Capacity building is an important element of the PPP grant models. Proposals should be designed to include a capacity building component to support the specific needs of grant recipients. A capacity needs assessment will be conducted alongside due diligence checks of pre-selected grantees to guide the development of this component.

3. Grant selection process

The Dakchyata grant application process takes a two tier approach. Initially, applicants will be requested to submit a concept note accompanied by a self-assessment form.

3.1 Overview of process

Under the Dakchyata grants programme, a grant cycle will have the following procedural steps:

- a. Define activity area and scope of work for grant projects
- b. Development and submission of concept notes
- c. Initial screening of concept notes to determine eligibility
- d. Independent evaluation of the eligible concept notes, the evaluation score and summary being presented to Grant Selection Committee (GSC) for shortlisting
- e. If concept approved, applicant invited to submit full proposal package
- f. Grantee capacity assessment and due diligence
- g. Collaborative design of grant proposal
- h. Ensuring final technical and financial proposal meets required standards against award criteria
- i. Recommendation of grant proposal to GSC for award
- j. Prepare and sign the grant contract and supportive documents
- k. Conduct orientation for the grantee on grant administration process and requirements (technical, financial, public awareness, M&E)
- l. Ongoing monitoring of activities and reporting
- m. Closeout with complete reporting

Stage 1: Concept notes

The concept note is a summary of the grant activity containing a brief description of the idea to be pursued, the major objectives, implementation model and results. The concept note will include the following primary sections:

- Information of the applicant including organisational objectives and experiences
- Outline of grant concept with background, objectives and expected results
- Clear breakdown of the grant activities
- Target group and sustainability plan
- Project location and timeline
- Summary of the grant budget and resource requirements

Applicants should keep strictly to the format of the application form and fill in the paragraphs and the pages in order. The concept note should be accompanied with the

Applicant Self-assessment Form and requested supportive documents.

Although a detailed budget is not required until stage 2, a summary must be included as part of the concept note submission. Importantly, costs must correspond to actual costs incurred by the grantees, and costs must not already be covered by other sources of funding (no double funding). Further information on eligibility of costs will be provided at stage 2.

The concept note will go through the eligibility assessment and evaluation, and only if approved by the Grant Selection Committee, a full grant proposal package will be requested.

Applicant self-assessment form

The objective of the form is to capture vital organisational information to assist during the evaluation in terms of the organisation's management and technical capacity.

The information provided by the applicant in the self-assessment form, and the supportive documentation which includes (but not limited to) registration documents, policies and manuals, audit reports, etc. These documents will serve as the initial source of information. The self-assessment form will capture information with regards to staffing, internal control and accounting and financial system. The applicant's history and performance in similar projects/ activities will also serve as vital information.

The concepts will be screened for eligibility, after which a panel of independent assessors will evaluate the concept against score-based evaluation criteria. The Grant Selection Committee (GSC) will approve a shortlist of concepts that will then be invited to develop submit technical and financial proposals.

Stage 2: Full proposals

Applicants who are selected following at assessment of concept notes at stage 1, will be invited to submit full proposals. **Further information on the development of the full proposal and submission process will be provided to invited applicants at that time.**

The project team will conduct grant application orientation and will also support the preparation of full grant proposal package. The team will also conduct capacity and risk assessment for the applicants, based on which appropriate capacity development activities will be inbuilt into the grant proposal.

The shortlisted applicants will submit the technical and financial proposal which will be reviewed against award criteria. Proposals that meet the award criteria will be recommended to the Grant Selection Committee for award within the limit of the fund allocated for this call. Applicants selected at this stage will be required to attend an orientation session on the implementation and reporting requirements of the grant.

3.2 Grant Selection Committee

The role of the Grant Selection Committee is to oversee implementation of the grant scheme. The committee will have an important role in ensuring effective governance and transparency in the selection process. More specifically, the role of the GSC is to:

- Validate the results of the formal eligibility checks based on an endorsement of the procedure followed.
- To assess whether the list of proposed concept grant proposals should be accepted to move forward to the full application stage on the basis of a list sorted in order of merit as a result of the evaluation assessment conducted by independent assessors
- Make final grant award decisions following the assessment of full proposals submitted

4. Eligibility

4.1 Initial eligibility assessment

As a first step in the selection process, an initial eligibility assessment of the concept notes will be undertaken. Non-adherence to any of the eligibility assessment component will lead to the rejection of the concept paper on grounds of ineligibility.

There are three sets of eligibility criteria which will be applied:

- Eligibility of submission
- Eligibility of applicants
- Eligibility of activities

4.1.1 Eligibility of submission

The initial assessment will check if the concept note has been submitted as per the submission guidelines prescribed in the solicitation. It consists of assessing if the submission deadline has been respected; the prescribed format has been adhered to; and that all requested supportive documents have been included.

4.1.2 Eligibility of applicants

To be eligible for the grants programme, applicants must be registered under the laws of the Government of Nepal for at least two years; or the country of origin with approval to work in Nepal; and must be in compliance with all GON applicable civil and fiscal regulations. Organization registration document and latest tax clearance certificates will be requested from applicants for verification.

Dakchyata will engage with a wide-range of public and private organizations for the grants programme. Potential grantees may include:

- Private enterprises (e.g. training providers, enterprises, micro business owners, companies, etc.)
- Associations (employer association, professional associations, etc.)
- Federation (chambers, confederations, etc.)
- Cooperatives
- Community based organisations
- Non-government organisations
- Networks of private TVET service providers

The applicant should also be able to demonstrate that they have experience of carrying out activities of the kind proposed for the grant or be able to demonstrate their ability to conduct such activities through networks and partnerships.

Working in partnership and in particular multi-actor partnerships are encouraged where these prove more effective in promoting increased participation and scalability. Partnership between national and international organizations is also determined to be eligible given the Nepali organization is the prime grant recipient/ lead. Clear outline and demarcation of roles and responsibilities is mandatory for the partnership grantee which has to be certified by all entities through formal written documents. The partners must also satisfy the eligibility criteria as applicable as the prime grant applicant.

4.1.3 Eligibility of activities

Applications must adhere to the following criteria:

- Focus on one or more of the three priority sectors (Agriculture, Tourism and Construction) or sub-sectors within these.
- The implementation duration must be within the required timeline.
- All grant activities must take place within Nepal.
- Requested funding within minimum and maximum limits.

5. Concept evaluation

5.1 Concept evaluation criteria

Concept notes which meet the eligibility criteria set out above will be assessed by a selection panel comprising independent assessors. This panel will meet within two weeks of the submission deadline, and will score applications against pre-determined criteria in order to make recommendations to the Grant Selection Committee (GSC) on which applications to take forward to the next stage.

Concept notes will be evaluated against the following criteria:

Evaluation criteria	Score
Partnership approach: Focus on PPP approach and encourage collaboration between PPP stakeholders and TVET authorities. Private sector participation in planning, provision and/or financing must be shown to enhance the private sector role in the development of vocational learning programmes	20
Demonstrated demand and relevance: Focus on making the TVET system more responsive to labour market needs. Design, implement and promote demand driven training programmes to increase and/or open access to the labour market. Acknowledgement to TVET quality assurance system is also vital. Applicants are required to demonstrate the relevance of activity to the selected location.	15
Inclusion: Inclusion of disadvantaged group that have no or limited access to training systems (formal, non-formal or informal) including school drop outs, unemployed, minorities, marginalized/deprived groups such as women, youth, disabled, IDP communities. Existing workforce who lack relevant skills, qualification or wants skills training for career progression are also included in the target group.	15
Track record and core capacity Demonstrate capacity and capability to implement the proposed grant project individually or through networks and partnerships.	15
Clarity of proposed approach Grant activities should be self-contained operations indicating a coherent set of activities with clearly defined operational objectives, target groups and planned, tangible outcomes, within a limited timeframe. Activities should be designed to meet the specific needs of the target groups identified in the project.	10
Sustainability: Ensure sustainability of the activity- beyond the project period, and if the project could be reproduced/ extended to other parts of the country, or be recommended as a best practice for future replications. Pilot, evaluate and share lessons learned and provide recommendations for national policy development	10
Innovation: Develop innovative approaches to existing training and learning methodologies, including assessment procedures	10
Co-funding (including in-kind contributions) Co-funding from grantee is highly encouraged and will result in positive evaluation. Co-funding could be in cash or kind.	5

Only grant concept notes receiving a total score of 80 or more out of the potential 100 will be considered eligible for shortlisting. A merit based approach will be adopted by the Grant Selection Committee for requesting full proposal from the shortlisted concept note applicants.

The project team will formally notify all applicants on the result of the grant concept evaluation. The team will also provide additional instruction on grant proposal development for qualified applicants post evaluation decision.

6. Indicative Timeline

Release of Call for Grant Concept Note and Grant launch	6 November 2017
Deadline for submission of grant concept notes	6 December 2017
Grant initial eligibility assessment	11-14 December 2017
Grant evaluation and shortlisting	18-29 December 2017
Notification of evaluation result to all applicants	4 January 2018
Application orientation for grant proposal development	9 January 2018

7. How to submit applications

Under the first Call for Grant Concept Note, a maximum budget of **6,000,000 EUR** will be made available. The project intends to fund a **minimum of three (one from each focal sector) and a maximum of six (two from each focal sector) grants under this call**. The project reserves the right not to award the full amount of fund allocated for this call.

How to submit?

Please submit your concept note in electronic format in PDF using the standard Grant Concept Note template given in Annex 1 accompanied by the Applicant Self-Assessment Form given in Annex 2 of this Call for Grant Concept Note, and the requested supportive documents. The templates are available for download at our website <http://dakchyata-nepal.org>. Please use font Arial, size 11 points, single line spacing.

Where to submit?

Please submit by email to grants-dakchyata@britishcouncil.org with the subject line "Grant Concept Note".

Please note the email transfer capacity is 9 MB, therefore send all applicable documents through multiple emails as required with clear marking (for instance part 1, 2, etc).

When to submit?

Grant concept note should be submitted no later than **17:00 hrs Nepal Standard Time on Wednesday 6th December 2017**.

You will receive automated acknowledgement of the receipt of your concept note.

Since our review of the concept notes starts only after the closing date, we will not be informing on incomplete applications or missing of attachments. Please ensure that the documentation is complete prior to submission.

Questions?

Please submit questions to grants-dakchyata@britishcouncil.org no later than 17:00 hrs Nepal Standard Time of 30th November 2017. A compilation of received questions will be posted on the Dakchyata website as Frequently Asked Questions by 2nd December 2017.

8. Appeals and complaints

Applicants who are not satisfied with the outcome of the evaluation process may register an appeal. Appeals must be made no later than 3 days after the receipt of notification email, in writing to grants-dakchyata@britishcouncil.org with the title “appeal” and describe the nature in the email. Similarly, complaints may be registered in the same way (with the title “complaint”) no later than 90 days after the date the event occurred.