Form TECH-4

**Description of Approach, Methodology, and Work Plan in Responding to the Terms of Reference**

***Note: Include adequate evidences for your claims under this chapter.***

Form TECH-4: a description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

{Suggested structure of your Technical Proposal (in FTP format):

1. Technical Approach and Methodology
2. Work Plan
3. Organization and Staffing}

a) ***Technical Approach and Methodology.*** {Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks including the Environmental, Social (including sexual exploitation and abuse (SEA) and gender-based violence (GBV)), Health and Safety (ESHS) aspects] to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.}

b) ***Work Plan.*** {Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}

c) ***Organization and Staffing.*** {Please describe the structure and composition of your team, including the list of the Key Experts, Non-Key Experts and relevant technical and administrative support staff.}

***Template for Approach and Methodology***

1. **Problem Statement***[a brief statement of market situation/ problem and justification with clear size gap of the demand and supply in each of the occupational sectors, Sector-wise problem statement is expected separately.]*
2. **Market Demand and Employment Analysis**

**2.1 Field Information Summary (separately for each occupation on which proposal is submitted)**

*[Supply and demand of skilled human resources at present at local level, gap assessment of study (in number), (please analyze the gap of the last 3 fiscal years- 2074/75 to 2076/77 of each trade/occupation. Briefly describe how the assessment was done, provide the evidence of such assessment and details of tabulation and analysis in Annex 3].*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SN** | **Occupation/ Trade** | **District** | **Particular** | **FY**  **2074/75** | **FY**  **2075/76** | **FY**  **2076/77** |
|  |  |  | Demand |  |  |  |
| Supply |  |  |  |
| Gap |  |  |  |
|  |  |  | Demand |  |  |  |
| Supply |  |  |  |
| Gap |  |  |  |
|  |  |  | Demand |  |  |  |
| Supply |  |  |  |
| Gap |  |  |  |

Note: If the assessment is made for the same occupation/trade in more than one location, the information should be filled up by adding necessary rows.

**2.2 Proposednumber of trainees for each occupation/trade**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Occupation/Trade** | **Location** | **District** | **Number of trainees** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**2.3 Informationon potential employment**

| **Types of employment** | **Enterprise** | **Salary** | **Self-**  **employment** | **Sub-contract** | **Wage** | **Overseas** | **Total** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Number** |  |  |  |  |  |  |  |
| **Percent** |  |  |  |  |  |  | 100 % |
| **Expected monthly income in Rs.** |  |  |  |  |  |  |  |

**2.4 Name of Potential Employers with contact address**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SN** | **Name of Employer's firm** | **Address** | **Name of Responsible Person** | **Contact Number** | **Number of people to be employed** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| ...... |  |  |  |  |  |

1. **Support Service Information Summary** *(Please fill the columns as appropriate and attach evidencing documents)*

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Support Services** | **How many (Number)** | **How (Procedure)** |
| 1 | Business skill training | 720 | With the help of EVENT, we will conduct business skill training to all 720 graduates, in fact our counseling and placement unit also provided business skill training to our graduates time to time. After that our trainers will coach them about the business and entrepreneurship skills training and follow them at On the Job training too. |
| 2 | Linkage with bigger/small/Cottage industries | 650 | At the time of RMA, we brought commitment letter and oral agreement with potential employers for hiring our graduates after completion of the training, which is the reason of linkage with appropriate industries, and employers and good quality output as a result. |
| 3 | Life skill training | 720 | Life skill trainings are abilities for adaptive and positive behavior that enables humans to deal effectively with the demands and challenges of life. So, as concern we provide life skill training to all our graduates. |
| 4 | Follow up support | 450 | Bheri Rapti Prabidhik Sikshyalaya will provide coaching, counseling and job placement to our participants after skill training. Those who start their own enterprises will be encouraged and others are more focused for job placement. |
| 5 | Others (Health awareness and work safety ) | 300 | NA |

1. **Suitability of Knowledge Transfer**

The main objective of this assignment is to train and skills deliver to the youth by assisting them to impart skills, knowledge and behavior changes for increasing in production and services through wage and self-employment. In this regard we support the beneficiaries' long term livelihoods through development of entrepreneurship and income generation**.** It aims to increase overall productivity and economic development. Technology is also embodied in people, materials, cognitive and physical processes, facilities, machines and tools (Lin, 2003). Based on these concepts, technology and knowledge are inseparable simply because when a technological product is transferred or diffused, the knowledge upon which its composition is based is also diffused. The physical entity cannot be put to use without the existence of knowledge base which is inherent and not ancillary.

The organization has provision to transfer the knowledge, skills to its stakeholders so that it could equally apply from all the entities in nation's development. The informational component which consists of know-how in management, marketing, production, quality control, reliability, skilled labor and functional areas will be able to transfer technologies. Participants of the training will be transferred all the related knowledge and skills to the occupation as per the curriculum. As a physical technology all the developed handouts, models, designs will be transferred to the client. Most of the products during the training will be the property of the client and all these will be handed over the client at the end of the training.

Through the whole training package, the participants of the training will be benefitted through the transfer of technologies as below:

* Participants will be taught to manage and maintain workshop, work place. Through it the management technology will be transferred.
* Awareness on Occupational Health and Safety, Gender and social Inclusion will be taught and practiced during the training; Participants will be trained on the use of tools and equipment’s appropriately.
* Communication, psycho-social counselling, marketing, general health and behavioral related technologies will be trained and transferred
* Trainer/Instructor as a role model will assist in transferring the appropriate technology through demonstrating their roles, time keeping and other professional behaviors
  1. Write a brief **mechanism** you are planning for the sustainable employment of your graduates *[maximum one page anticipated, please write to the point].*

Since from the year of establishment, Bheri Rapti Prabidhik Sikshyalaya is proceeding with an objectives of providing technical knowledge of professional experienced experts in the diverse field of vocational trainings relating with civil, electrical, electronic and other related sector as the high demand of market, also to expand the supply of skilled and employable labor by increasing access to quality training or by strengthening. The both technical and vocational education of training are mostly focused to the undeveloped districts categorizing Dalit, Widows, Disabilities, Poor of all castes and Marginalized groups.

Bheri Rapti Prabidhik Sikshyalaya has successfully rendered comprehensive institute services for various vocational trainings. Senior Professionals who were actively engaged in different programs (trainings) are associated with our firm. We have conducted different short term trainings effectively as Direct Contract and Sub contract. Along with that, we have cooperated with local NGOs and others also to sustain the institute and being economically strong. If an opportunity is awarded for conducting trainings as proposed, it’s better to provide service to the targeted groups. Now, we are planning for Regular Academic Program. There is no difficulty while analyzing our institute as economically or as physically (infrastructure).

* 1. Please also mention by your experience for improvement in the gainful employment arrangement. (Not more than in a page).

## Post Training Support Strategy and Linkages for Self-Employment:

Post training support services are important in the vocational training programs because the ultimate goal of such programs is to create employment and linkage skills with production and services in the labor market. We have well functionalized placement, counseling and marketing unit in our organization. In coordination with the training coordinator and instructors the unit will manage outreach programs. Rosters of the entrepreneurs, cooperatives, industries, employers and related government organizations will be developed initially and as per the need of task, curriculum such visits will be organized as hands on the skill, practical exposure, co-curricular and extracurricular activities.

Graduates of the trainings will be provided various types and levels of supports for linking them for employment. For providing the support, our expert counselors will prepare reports after identifying their interest and potentialities about the self-employment or paid employment. The group interested in paid employment will be attempted to link in their employers in their proximity. Likewise, the groups who will be interested to establish their own business are motivated, oriented, linked with financial institutions and facilitates the loan process. Besides the regular coaching counseling and consulting activities, the following activities will also be conducted to motivate trainees from self-employment.

* Regular contact and frequent interaction and linkage with the market will be in will be done from the very beginning stage of implementation, while conducting market survey (RMA), employers will be meet and participated in the process accordingly to receive the recent information of the market of the graduates and link graduates for sustainable sales of the products and services.
* Banks and financial institutions both in national and local level will be in regularly contracted from very beginning of the inception stage of the program.
* Staffs will also be oriented and counseling sessions for the potential entrepreneurs and facilitates loan process from these banking institutes.
* Graduates of the training will be promoted to participate in trade fair, exposure visit and other support in the promotion of their trades in case of tourism manufacturing related trades and even for service sector.
  1. Please mention the no. of gainfully employed participants over the past three years after participating in skill tests conducted from NSTB.

|  |  |
| --- | --- |
| Fiscal Year | No. of gainfully employed participants |
| 2074/75 |  |
| 2075/76 |  |
| 2076/77 |  |
| Total |  |
| Annual Average |  |

**Declaration**

I hereby declare that all the information provided above is correct.

Official Seal

Signature: …………………………………………

Name:

Designation:

Date: