**Annex-1**

**Technical Approach and Methodology**

After the announcement of short listed firm for submitting the technical and financial proposal by EVENT, certain approach and methodologies were adopted for reaching the criteria of project.

There are various phases through which any training program should go for better outcome. In order to implement the quality training and employment services successfully, we will manage all the stages with effectively and efficiently. The process starts from market needs assessment for identifying the skills gap on particular occupations and ends with the sustainable and gainful employment of the graduates. Obviously, sustainable and gainful employment (both paid and self-employment) of the graduates is the desired outcome of the project. For this to achieve, two conditions must be fulfilled. Selection of training program as per the need of the labor market is the necessary condition whereas quality training delivery is the sufficient condition. Hence the training approach is designed in the following three phases taking these facts as a guiding principles.

1. **Preparation of the Trainings:**

Before starting the training we will have lots of preparatory works to make the training more fruitful and effective. It is said that well plan is half done. The activities that are proposed to do during pre-training phase so as to make the training program more quality and employable are explained in the following sub-topics.

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## Conducting Market Assessment and Selecting Occupation:

There is a provision of Rapid Market Assessment (RMA) which will help to identify training gaps in the particular area in particular occupations. Post training employment rate of the graduates is mainly depending upon the relevancy and quality of training programs individual got. The quality is one of the major concern areas of ToR which will not be compromised while delivering the training program however in the pre- training stage identifying the relevancy of training program should also be major area of attention. Although, four construction related occupations were already identified, all of these occupations may not be equally relevant in all province or region of the country. In order to assess the area specific relevancy of the training program, some analysis under the qualitative approach will be done which includes interaction with potential employers and desk analysis of previous studies regarding market demand.

Based on the above mentioned analysis, the name of training program and their corresponding number for each development regions or province was identified. Interactive workshop with employers of the local markets will also be carried out and identify the skills and numerical gap between the need of employment market and skills to be delivered in the training institute as per the skills/tasks mentioned in the CTEVT curricula of each of the trades. Additional skills identified from the interaction program will be imparted to the trainees during training delivery. Information on additional skills (if any) will be informed to EVENT Office. For which, at least three interaction programs among the employers in each development regions will be carried out during each training cycles. This interaction program not only helps to identify market relevant training program but also facilitates the linkage with potential employers thus helps in job placement.

1. Career Counselling and Selection of Participants:

Career interest of the potential youths will be assessed providing various career options and encouraged them to choose the right one in which they are interested and also capable of doing job. While doing career counseling, appropriate support will be obtained from communities based organizations (CBOs) or help was also obtained outreach partners like Mothers Groups, Dalit Associations, janjati (ethnic communities) associations and employers' association. These outreach partners will facilitate to gather interested youths and make the training accessible to them. Experienced and qualified career counselors will be mobilized for conducting career counseling based on which youths will be encouraged to select and apply to right training for appropriate career.

## Training Announcement and Social Marketing:

In order to impart the skills and employment services for 300 youths, our organization will use the trainees’ selection and inclusion guideline provided by EVENT. Prior to this, training announcement will be made using different electronic and press media both in local and regional level. Social marketing will also be conducted extensively alongside the training announcement applying various methods including door to door visit, Miking, Posturing, Meeting, Focus Group discussion, and notice in the local print media; FM broadcasting etc. Appropriate participants will be selected with the help of local NGO / Community Based Organizations and outreach partners. Participants' interest, their prior education level as well as the result of career counseling will be the key considerable factors while making the selection process.

## Implementation of Gender and Social Inclusion Policy:

As participation of women and disadvantaged group is made compulsion under the different categories, this will be followed strictly in terms of total trainees in separate occupation. Since the occupations under hospitalitytrade are considered as male friendly occupations and female are found hardly interested to enroll in. To ensure the female participants and participation from disadvantaged group in required proportion, possible strategies will be adopted including recruiting female trainers, managing safe and women-friendly environment in the class rooms, workshops and workplaces where they go for On-the-job training. Besides, involvement of the outreach partners in trainees’ selection process such as dalit association, mothers' group and local clubs and communities will be instrumental for inclusion of women and disadvantaged group

1. **Management of Training Venue and Facilities:**

While selecting the training venue, much attention was paid to make it accessible to majority of participants. Likewise, attention will also be paid for managing well ventilated and illuminated classrooms, hostel facilities for needy participants from deprived communities; childcare facilities for the mother participants of below 5 years of age, recruitment of pedagogically trained and qualified trainers, logbooks, fact sheet etc. are ensured before starting the training. Moreover, other facilities like CTEVT developed curricula, training manuals and sufficient number of tools, equipment, consumables and other workshop and logistic facilities will also be ensured before starting the training. The facilities for the training will be managed as below:

* Work office will be hired and managed in all the proposed districts.
* Standard curriculum from CTEVT will be collected and made available in all the training venues
* Training guidelines will have made available in all the training venues
* Well ventilated, with good infrastructure, sitting arrangement and adequate tools and equipment will be made available in all the training sites
* Training materials will have made available as per the curriculum
* Trainer’s preparation room, separate rest rooms for ladies and gents will be managed in all the training venues.
* Clean drinking water will be supplied in all venues
* First Aid Kit will be made available in all the training venues.

Similarly, the distribution of the training number in different cycles will be made as per the training need in the districts. The Proposed Training Venue for training in different cycles within the district are as below:

## Implementation Strategies of Quality Training

## Training provision and practical workshop

Qualities of training programs are essential for maximization of the employment opportunities. We will manage maximum practical opportunity with at least 80% training hours spending on the workshop practices, factsheet will be displayed and training log book will be maintained, functions of tools and equipment and proper labeling of tools and equipment will be done in the workshop so as to make familiar with the tools and equipment to the newly enrolled participants. On the job training will also be provided allocating 1/3 of training hours for the exposure in real work environment. Training hours will fully be managed as per the 390 hours and more as per the CTEVT curricula at least 5 hours per day balancing 80% practical and 20% theory in the way demonstration guided, practice dependent practice and evaluation. The training delivery time will be made flexible as per the convenience of the trainees particularly for the women candidates.

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## Training Media

The training will be conducted by a group of high qualified technical trainers. Following instructional media will be utilized for the quality skill delivery:

* Printed Media materials; Assignment sheets, case studies, handouts, information sheets, individual training packets, procedure sheets, performance guides, Flipcharts, meta cards, text books etc.
* Projected Media and Materials; Transparencies, overhead projectors, slide shows etc.
* Audi0-Visual Materials; Audio tapes, Television shows, Multimedia projector, video tapes and computer based teaching-learning activities.
* The training will be followed 80% practice in related task and 20% related knowledge
* Daily performance evaluation will be made in class room/workshops.
* Project work, on the job training will be managed as far as practicable.

## Placement and Counselling Services

A Placement and Counseling Unit is established in each of the training institutes and well plan of OJT placement and job placement will be done accordingly, Moreover, experienced and expert counselor will conduct regular counseling to the participants as required and orient and prepare all the participants for the job with positive attitude. Similarly, the regular coaching, counseling and consultancy will be provided to the graduates for getting skills and engaging in self and wage employment.

## Provision of Soft Skills Training

Apart from the regular technical skills imparted to the participants, almost 30 hours of soft skills package will also be delivered incorporating the components of life skills, business or entrepreneurial skills and communicative skills, simple mathematics, health and safety, workplace safety etc. Enabling all the participants to cope with changing demands of workplace and motivate them for self-employment. In addition to this, regular soft skills components, additional business skills training will be delivered by related experts to those candidates who are motivated to open their own business.

## Quality Control Mechanism and Level of Monitoring

Since, various research and study reports suggest that weak monitoring is more responsible for quality of training in general and EVENT projects in particular. It is therefore various level of monitoring mechanism is proposed for internal monitoring of the project itself as well as make conducive environment for frequent external monitoring.

1. **Monitoring Plan**

Since the quality control is an essential part of the training and employment services, monitoring of the training program is an essential for the implementing agency. We have already developed checklist for the monitoring which will be followed from the institution and similarly we’ll coordinate with the project for their monitoring and providing feedback for further improvement if any. Following plan will be implemented in training and employment service monitoring:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **When (Time)** | **What: (Monitoring Things)** | | **Who: (Person/**  **Group)** | | **How (Monitoring Process)** | | **Indicators** | |
| **Pre-Training Phase** (Before to commence the Training) | | Monitoring of the Awareness activities, Counseling activities, Venue, Instructors preparation, Selection of Target Participants, GESI, Class room, Workshop, Tools & Equipment. | | Training Coordinator  Team Leader and BoD’s | | Field Visit with the standard Monitoring checklist | | Training Venue is Well-managed with all necessary supplies and Reporting | |
| **During Training Phase** (After Commencing the Training services) | | Presence of Instructors, Trainees, Supply and use of training Materials, Session Preparation and Delivery, Common model, Practice, Evaluation, documentation etc. | | Training Coordinator  Team Leader and BoD’s | | Class Observation, Interaction with the Trainees | | Report and feedbacks and documents | |
| **Post Training Phase** (After Completing Trainings) | | Skill Testing Process, Preparation for Evaluation, Coordination and Linkages with Employers, Employers records | | Training Coordinator  Team Leader and BoD’s | | Documents, Roster, Trainees Feed back | | Reports | |
| **Placement of the Graduates** (1-6 months after completing Skill Testing) | | Gain full Employment, job satisfaction, Employers satisfaction. | | Training Coordinator  Team Leader and BoD’s | | Visiting to the employment sites. | | Record of the Employment, Reports | |

According to the above plan close supervision and monitoring will be conducted in different training sites in different level. The major level of training monitoring will be followed as below.

## Field level monitoring:

Satellite office will be established to bridge between training office and head office. Supervisors, Monitoring officers and Field officers will regularly monitor training activities running at the training offices and reports the activities to the head offices. This will be done regularly from pre training to post training stages.

## Head office level monitoring:

The Team Leader and supervisor at the head office will also monitors the training activities at training offices as well as supervise the monitoring activities at satellite office. This sort of monitoring will be done at least one time for each months in each event.

## Management Level Monitoring:

Joint management team including board members, team leader and coordinators as mentioned above will also visit to the field and do monitoring of the training events occasionally.

## Coordinate the Monitoring from EVENT Field Office:

Coordination for the monitoring from EVENT filed office will be done by the field monitor assigned for the concerned district. Feedback will be received and implemented accordingly.

## Coordinate the Monitoring form Project Implementation Unit:

Coordination and support for the field visit and monitoring made by PIU, concerned government organizations and World Bank will also be done accordingly.

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# ix. Post Training Stages

After successful completion of both in-house and on the job-training activities, stipulated result in both skill testing and employment linkage will be the obligation for the project. Our group will attempt rigorously to meet the stipulated target or even more. Since both skill test pass rate and employment rate are the reflection of the relevancy and quality of the training conducted, we are sure to meet the target based on our planned activities during the pre-training and during training stages. Likewise, the post training support activities as proposed hereunder will further ensure the success of the project. These activities will be as hereunder.

## Support on the Skills Test

Immediately after the completion of the training, skills test will be organized for all the participants and has aim of achieving the 100% pass rate from the skill test. A muck skill test will also be organized before the skill test from NSTB. This will help trainees boost their confidence during the skill test.

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

Various types and levels of supports will be provided to the graduates 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 group 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.

* **Market linkage:** From the very beginning stage of implementation, while conducting market survey (RMA), employers will be in regular contact and frequent interaction and linkage with the market will be done accordingly to give the recent information of the market of the graduates and link them for sustainable sales of the products and services.
* **Loan Facilitation:** Just like the employers, banks and financial institutions will be in regular contract since the inception stage of the program. Counselling staffs will also orient the potential entrepreneurs and facilitates loan process from these banking institutes.
* **Trade fairs:** The graduates will be promoted to participate in trade fair, exposure visit and other support in the promotion of their trades in case of manufacturing related trades and even for service sector.

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.

Following activities will be carried out for effective implementation of the strategy.

* Collection of demands from different industries, enterprises and potential companies
* Correspondence with the potential employers.
* Correspondence and meeting with the potential employers.
* Agreement with the in country employers and overseas manpower agencies and leading entrepreneurs in the region.
* Update employer’s information through PCU
* Follow-up and confirmation of new job market
* Information sharing with EVENT& other stakeholders
* Develop linkages with cooperatives/financial institutions
* Identify areas of self-employment and encourage and assist graduates to start own enterprise
* Develop plan for trainee’s field visit in such areas from where trainees could be inspired.

1. **Reporting Mechanism**

Reporting of the training activities will be made as per the provided guidelines. Generally, training commencement report, progress report, progress report and completion report will be submitted to the project. The detail schedule for the reporting is as below:

|  |  |  |  |
| --- | --- | --- | --- |
| S.N | Report | Time /When | Activities/What to Report? |
| 1 | Commencement Report | 15 days after commencement of the training events | This report will content training activities including the disintegrated data of the trainees |
| 2 | Progress Report | Every Month | Describing the Training activities, issues, problems and actions taken to solve problems |
| `3 | Completion Report | After completion of training and skill testing events | Describing the Training activities, startus issues, problems and actions taken to solve problems |
| `4 | Final Report | At the end of the project | Final Result of the project |