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.

a) ***Technical Approach and Methodology.***

The proposed occupations are Assistant Beautician, ECD and Tailoring. The occupations are proposed in Kathmandu district. The company has it main office at Birendranagar, Surkhet and coordination office and local coordinators in Kathmandu District. The company has good experience, required infrastructure, qualified instructors and better employment record in the proposed occupation. On the basis of this and market demand the occupation are proposed. The Rapid Market Appraisal has been done and the demand from the employers on the mentioned occupations has been collected.

In order to complete the training and employment services successfully, there are various phases through which any training program should go for better outcome. The process starts from market needs assessment for identifying the skills gap in 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.

**Note: The pre training, during training and post training stage of technical approach and methodology has been described in details and placed in Annex-1 due to page limit.**

b) ***Work Plan.***

Since the detail Work Schedule is depicted in TECH 5, the glimpse of completion date of major activities (Milestones) of the Project is depicted hereunder in Table below.

**Table b.1: Delivery Data on Key Activities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SN** | **Key Activities** | **Achievement or Delivery Date** | **Duration** | **Indicators** |
| 1 | Training Announcement, Trainee form collection, shortlist, Interview and Selection | March 15-30, 2021 | 15 days | After Selection Process Completed |
| 2 | Class start for Training | April 1 to June 20, 2021 | 80 days | Trainees & Trainers Attendance |
| 3 | Send Trainees in OJT only in the occupation where OJT applicable. | June 21-30, 2021 | 10 days | OJT Plan and Attendance |
| 4 | Tentative Date for Skill Test | July 05, 2021 | 2 days per event | Skill Test Attendance Sheet |
| 5 | Employment Period Start | July, 2021 | 6 months | 3 Months and 6 Months Income Record |
| 6 | Submission date for Training Completion Report | July 20, 2021 | 10 days | Training Completion Report |
| 7 | Submission Skill Test Completion Report | July 20, 2021 | 10 days | Skill Test Attendance |
| 8 | Submission of Three Months Income Record | October 05, 2021 | 5 days | Online Database Update |
| 9 | Submission of Six Months Income Record | Jan 05, 2021 | 10 days | Online Database Update |
| 10 | Submission of Final Report | Jan 31, 2021 | 6 months | 6 Months Report |

c) ***Organization and Staffing.***

Since from the year of establishment, Deuti Technical Training Institute Pvt. Ltd operates 6 days a week most probably and remains close on Saturday in case of not with busy schedule. Our office opens at 9 AM sharp and closes normally 5 PM, follows government calendar for public holiday.

Deuti Technical Training Institute formulates recruitment committee while appointing staff in different contract type, and vacancy announcement will be published or aired in local print media or in local electronic media and also circulate into working groups i.e. other Training Providers’ forum. Then, a short list will be developed from the applicant and final interview will be conducted by the recruitment committee.

Each newly recruited staff has to participate in 5 days long staff induction. In induction, new staff oriented about the organization structure, history of works, HR policy and their job responsibilities followed by field visit to working sites.

***Note: The proposed lists of Key Experts and Non Key Experts are mentioned in Tech -6. The CV and certificate is attached in Annex -2 due to page limit.***

***Template for Approach and Methodology***

1. **Problem Statement**

***Note: Sector-wise Problem Statement has been described in details and placed in Annex-3 under “RMA Report” due to page limit.***

1. **Market Demand and Employment Analysis**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SN** | **Occupation/ Trade** | **District** | **Particular** | **FY** | **FY** | **FY** |
| **2074/75** | **2075/76** | **2076/77** |
| 1 | Assistant Beautician | Kathmandu | Demand |  |  |  |
| Supply |  |  |  |
| **Gap** |  |  |  |
| 2 | Early Childhood Development Facilitator | Kathmandu | Demand |  |  |  |
| Supply |  |  |  |
| **Gap** |  |  |  |
| 3 | Tailoring | Kathmandu | 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 Proposed number of trainees for each occupation/trade**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Occupation/Trade** | **Location** | **District** | **Number of trainees** |
| 1 | ***Assistant Beautician*** |  | Kathmandu | 40 |
| 2 | ***Assistant Beautician*** |  | Kathmandu | 40 |
| 3 | ***Assistant Beautician*** |  | Kathmandu | 20 |
| 4 | ***Early Childhood Development Facilitator*** |  | Kathmandu | 40 |
| 5 | ***Early Childhood Development Facilitator*** |  | Kathmandu | 40 |
| 6 | ***Early Childhood Development Facilitator*** |  | Kathmandu | 20 |
| 7 | ***Tailoring*** |  | Kathmandu | 40 |
| 8 | ***Tailoring*** |  | Kathmandu | 40 |
| 9 | ***Tailoring*** |  | Kathmandu | 20 |
| **Total** | | | | **300** |

**2.3 Information on potential employment**

| **Types of employment** | **Enterprise** | **Salary** | **Self-**  **employment** | **Sub-contract** | **Wage** | **Overseas** | **Total** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Number** | 15 | 75 | 90 | 45 | 60 | 15 | 300 |
| **Percent** | 5% | 25% | 30% | 15% | 20% | 5% | 100 % |
| **Expected monthly income in Rs.** | 9700-18000 | 9700-18000 | 9700-18000 | 9700-18000 | 9700-18000 | 30000-50000 |  |

**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 |  |  |  |  |  |

**Note: Potential Employer List attached in Annex-3 under RMA Report**

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 | 300 | One day Business Skill training will be organized by expert during the training. |
| 2 | Linkage with bigger/small/Cottage industries | 150 | 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 | 300 | One day Life Skill training will be organized by expert during the training. |
| 4 | Follow up support | 200 | Deuti Technical Training Institute 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 (Guest Session) | 150 | Prominent experts in relevant trades/occupations or some local level role model entrepreneurs will also be invited to take |

1. **Suitability of Knowledge Transfer**
   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, Deuti Technical Training Institute Pvt. Ltd. is proceeding with an objectives of providing technical knowledge of professional experienced experts in the diverse field of vocational trainings relating with Tailoring/Garments, Health/Beautician, Agriculture, 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.

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. 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: Indra Raj Sharma

Designation: Program Coordinator

Date: 21st Jan 2021