

# Foundation Profile

The Capable Youth Foundation (CYF) is a not-for-profit, community-based, development organization that aims at achieving youth comprehensive and sustainable development, through providing them with services, programs, and projects to improve the economic standing of the youth and to create new educational, rehabilitation, and vocational training opportunities, followed with mentoring and guidance services.

**Our Vision:** Empowering the youth to become the most-productive component of the community and to play an effective role in the development process.

**Our Mission:** The CYF adopts a noble mission that expresses its commitment towards the society in general and the youth in particular, and that aims at making a sustainable and positive change in their lives, through:

1. Targeting the youth with awareness and advocacy programs to strengthen their commitment to the society and to cultivate their sense of responsibility to their communities,
2. Targeting the job-seeking youth with effective skill-building and rehabilitation programs, that respond to the needs of the labor market, to improve their employment prospects,
3. Using CYF's extensive network of business relation to facilitate the youth's employment,
4. Providing continuous follow-up and mentoring services to employed youth to help them advance their careers, and
5. Advocating the concept of voluntary service with the graduating youth to encourage them to utilize their job-waiting period in providing voluntary relief and community services to needy communities.



### **Objectives:**

The CYF conducts its activities to achieve the following objectives:

- ❖ Cultivating basic ethics and values with the trained youth (citizenship, rights and obligations, work ethics, .....etc.),
- ❖ Improving the youth's employment prospects, through training and rehabilitation,
- ❖ Creating local and regional employment opportunities, through linking the trained youth directly to potential employers,
- ❖ Advocating corporate social responsibility CSR, through encouraging employers to finance the training and hiring of trained youth,
- ❖ Building a replicable model for the reduction of youth unemployment, and
- ❖ Strengthening the local-international partnership to empower the youth, enhance their social involvement, and reduce unemployment amongst them.

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*The Capable Youth Foundation is a civil society organization, committed to the concepts of Equal Opportunity and Non-Bias. We do not practice any bias between the users of our services based on race, religion, nationality, color, political or social affiliation, territory, and cultural or intellectual background.*



## *CYF's training Programs*

CYF provides its services through five main programs, as follows:

1. The Training and Rehabilitation Program (The Capable Youth Initiative)
2. The Employment-Assist Program.
3. The NGOs and Youth Organizations' Capacity-Building Program.
4. The Youth Entrepreneurship Support Program.
5. The Sustainable Development and Relief Services Partnership Program.

### *Component I: Training and Rehabilitation Program (The Capable Youth Initiative)*

The (Capable Youth) Initiative aims at bridging the knowledge gap between the output of the education system and the requirements of the labor market, caused by the inability of the education system to respond to the labor needs of the market. In addition, CYI, aims at cultivating the essential work ethics and values, such as work sacredness, commitment, loyalty, punctuality, self-development, honesty, and dedication.

After training the enrolled youth, CYF shall provide the graduating youth with hands-on training through arranging internship opportunities with potential employers and volunteer-work opportunities in local communities, to cover the job-waiting period.

**The CYF aims at achieving the above goals through:**

1. Studying the skill/qualification needs of the local and regional labor market,
2. Training the youth to equip them with such skills and/or qualifications,
3. Equipping the youth with the success-making ethics and values, such as honesty, loyalty, commitment, and punctuality,
4. Playing an intermediary role between potential employers and job-seeking youth, to facilitate the youth's job placement, and
5. Utilizing the energy and the skills of the job-waiting youth in providing community and relief services, wherever needed in Yemen, to build the concept of volunteer work, and provide the much-needed services to needy communities, at the same time.
6. Encouraging the job-seeking youth of all professional disciplines to improve their employability by achieving excellence and practicing professionalism in their practice,



7. Setting a positively suitable environment to cultivate the concept of youth training and empowerment with employers, to improve the youth's training opportunities, both before employment and on-the-job after employment,
8. Supporting employers in fulfilling their human-resources needs, through providing them with young recruits possessing the needed skills to help employers expand their businesses and their contribution to the GNP,
9. Providing continuous support to the graduating youth, after job-placement, in the form of consulting and mentoring services, and
10. Making a meaningful contribution to the efforts to control unemployment, especially amongst the youth, as CYF's contribution to Yemen's comprehensive and sustainable socioeconomic development.



### *Training Programs offered at the CYF*

CYF provides a variety of training programs, in different combinations, for male/female youth, who qualify for admission and hold high school or university degrees, as follows:

Prog.	Capable I	Capable 2
	Marketing (BE)	Human Resources & Quality Control (BE)
Component I	<b>90 training hours</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Intro to marketing concepts</li> <li><input type="checkbox"/> Lobbying and advertising</li> <li><input type="checkbox"/> Client services</li> <li><input type="checkbox"/> Monitoring consumption trends,</li> <li><input type="checkbox"/> Building public relations,</li> <li><input type="checkbox"/> Collecting client information</li> <li><input type="checkbox"/> Pricing strategies,</li> <li><input type="checkbox"/> Planning and developing products</li> <li><input type="checkbox"/> Targeting markets</li> </ul>	<b>90 training hours</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Job analysis</li> <li><input type="checkbox"/> Job standards and description</li> <li><input type="checkbox"/> Pay Roll</li> <li><input type="checkbox"/> Performance evaluation</li> <li><input type="checkbox"/> Hiring and selection of candidates,</li> <li><input type="checkbox"/> Understanding quality</li> <li><input type="checkbox"/> Achieving quality</li> <li><input type="checkbox"/> Checking quality</li> <li><input type="checkbox"/> Resource control</li> <li><input type="checkbox"/> Planning and managing activities</li> </ul>
Component 2	<b>Basic work skills/values</b> Commencing work, turning a job into a career, caring for professional career, self-development, building standards for excellence, Business Professional guidelines, Cultivating the “customer-first” culture, and effective Team-Work techniques.	
Component 3	<b>English Language (200 hours)</b> This component aims at building professional business-English skills. CYF will contract – whenever resources allow– native-speakers as trainers to maximize the benefits.	
Component 4	<b>Basic IT training (ICDL) - (70 hours)</b> This component shall help eliminate computer illiteracy through giving trainees the basics of computer use and operation of basic computer software.	

For Youth with lesser education, CYF offers a variety of vocational training programs as follows:

1. Female rehabilitation programs (Hand crafts, Embroidery, Cosmetics, Tailoring, Hair-dressing)
2. Male rehabilitation Programs (Masonry, Painting, Plumbing, Mechanic, Carpentry, Welding)
3. Female/Male rehabilitation programs (Computer Maintenance, Mobile Maintenance, Photography)

*In addition, the Capable Youth Foundation prides itself with the expertise and flexibility to provide custom-designed training programs for potential employers who are willing to make commitment to hire the training graduates.*



### Target Group(s):

The CYF, through its Capable Youth Initiative, targets job-seeking youth of both sexes, within the 18-28 yrs. age group, giving priority to those within lower income brackets, minorities, and the less opportune, including youth with manageable disabilities. CYF also takes interest in youth from geographically remote areas that lack services. In addition, CYF demonstrates its commitment to gender-balance by encouraging females to apply and giving them admission and employment priority.

### Monitoring and Evaluation (M & E):

The CYF adopts a two-fold M & E system, as follows:

#### **Component I: Impact Monitoring and Evaluation:**

This component is based on evaluation of training comprehension, acquired knowledge and skills, and training effectiveness, with pre-training evaluation and numerous evaluations during the class training, hands-on training, and internship periods. This professionally-designed component helps in evaluating difficulties and devising suitable remedies to improve the impact.

#### **Component 2: Institutional Performance Monitoring & Evaluation:**

CYF adopts total transparency in all its activities to facilitate this component. In addition, all stakeholders (employers, trainees, and communities) are surveyed periodically on their view of CYF's training and administrative teams' performance. This component was designed to help improve performance, correct shortcomings, achieve efficiency, and gain the funders' and other stakeholders' trust.

Through the above, CYF's ambition is to:

1. Achieve success and efficiency of its programs shall motivate the public and private sectors, as well as civil society organizations, to adopt similar models that will eventually become the cornerstone for a flourishing profitable industry to found career-colleges with labor-market-responsive programs,
2. Further motivate private and public educational institutions to adopt the above-mentioned model through making its successful training programs available for such institutions' use and topping that with technical and consulting support services,
3. Widen the scope of training activities, both in size and variety, to respond to the labor market's needs in all fields, and
4. Adopt partnership with all institutions working in this field as a concept, providing technical support to such institutions where needed, and making ALL its programs available for use to all organizations willing to sign agreements to preserve CYF's intellectual and copy rights.



### Quality Control:

CYF's commitment to quality is demonstrated through:

1. Adopting international training standards and methodologies,
2. Using internationally-recognized modern training curricula,
3. Utilizing the services of locally and regionally recognized academic experts,
4. Adopting modern training methodology, after culturally adapting them as needed,
5. Selecting training curricula that fulfill the trainees' needs, recognize practical difficulties, and respond to the labor-market trends,
6. Utilizing the services of an effective professional administration team,
7. Adopting transparency as non-negotiable commitment in all activities, and
8. Applying a strict M&E system.

### The Training Team:

The CYF utilizes the services of a team of high-caliber educational and training professionals, who have topped their academic merit with accumulated expertise in the areas of training, rehabilitation, educational systems design, research, and consulting in various fields of discipline. In addition, CYF's Consulting Council provides further guidance and technical support.

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### The administration:

CYF employs a group of experienced executives, each with high competency in his/her field. The current team consists of:

- |                            |                    |
|----------------------------|--------------------|
| 1. Maeen A. Aleryani,      | Founder & CEO      |
| 2. Hamied Aleryani, Ph. D. | Training Manager   |
| 3. Shaima Jubran           | Exec. Secretary    |
| 4. Waleed Arman            | Financial Officer  |
| 5. Heyam Al Saqqaf         | Training Assistant |

### The Consultative Council:

To guarantee the sustainability of its operation and of the Capable Youth Initiative, and to expand the scope of activities as part of the national development efforts, CYF has recruited the Consultative Council, which is composed of a number of businessmen and experts from the private sector and international organizations. The CC supports CYF in achieving its objectives through providing vision and guidance and through its members' voluntary activities, such as:





- I. Providing guidance on:
  - ❖ The general training policies, themes, and contents, within CYF's objectives and strategies,
  - ❖ Training selection criteria, methods of selection, and trainee admission conditions,
  - ❖ Mechanisms to coordinate internships and job placements.
2. Providing professional support and guidance to the youth, and labor market data, to facilitate the CYF's efforts to provide market-responsive services and to help the youth gain new useful skills,
3. Exchange information and knowledge amongst the members of the council and represent CYF in regional and international events related to youth employment and development of human resources,
4. Planning and execution of employment activities that shall be attended by businessmen and companies from all sectors, and
5. Studying feasibility of income-generating investments to achieve CYF's sustainability.

### Component II: The Employment-Assist Program:

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The Yemeni youth are in need for professional guidance and mentoring in addition to cultivation of work-related ethics and values, to improve their employment prospects and/or help them in establishing their own businesses. This program shall focus on the fact that youth are the main stakeholders and they must play a proactive role in determining the nature of programs that touch their needs. Hence, and to guarantee the success, expandability, and sustainability of this program, CYF aims to achieve the following, through the Employment-Assist Program:

- ❖ Provide job-seeking youth, whether holding academic degrees or possessing vocational skills and crafts, with opportunities to explore the job market, know the market's requirements, and find employment that suits their skills.
- ❖ Study the labor market and analyze its human-resources demand, allocate job-seekers, and provide them with career-development opportunities that include in-the-job training,
- ❖ Plan and conduct open employment events, such as national recruitment open days, which are attended by employers from all sectors of the economy, to link job-seeking youth with their potential employers, eventually improving the participating youth's employability. Such activities, on the other hand, represent the employers with an opportunity to market the available work opportunities, sample the available youth skills, and select the appropriate hires.
- ❖ Provide the young job-seeking graduates with guidance to improve their responsiveness to the labor market's standards and needs.



Through the implementation of this component, CYF aims at achieving the following ANNUAL goals:

- ❖ 1500 (male/female) job-seeking youth shall understand the needs of the various employment sectors and shall recognize employment opportunities that suit their skills,
- ❖ 1000 of them (about 70%) shall succeed in securing sought-after employment,
- ❖ Over 3000 job-seeking youth shall participate in the open employment activities to improve their employment prospects,
- ❖ 200 employers shall locate and hire youth with skills suitable to employers' needs,
- ❖ Employers shall be enabled to expand their businesses, due to the availability of skilled staffing, eventually creating more job opportunities and contributing to the overall economic development, and
- ❖ Youth unemployment shall be reduced, serving the national interest and contributing to the national and regional socio-economic stability.

### **Component III: The Youth and NGO Institutional Capacity-Building Program:**

The international community shows evident interest in civil society organizations in Yemen, through providing technical and financial support to active organizations in different fields. Such support is normally focused to build the institutional capacities of the civil society organizations, in order to facilitate the role they play to serve their communities and cultivate socio-economic stability, contributing to the ultimate goal of total development and regional stability.

Accordingly, the Capable Youth Foundation aims at becoming a lead NGO in providing effective capacity-building programs to Yemeni civil society organizations, to increase their operational efficiency and their impact. In addition, such capacity-building activities shall strengthen CSO's role in the decision-making process and in responding to the development challenges.

We can sum the actual activities that CYF aims at conducting through this component as follows:

- ❖ Building the capacities of youth organizations, civil society organizations, and other youth-empowerment NGOs in areas such as dialogue, communications, networking, and community involvement in ten governorates, initially, eventually on the national level.
- ❖ Supporting the local youth groups and NGOs in implementing dialogue and public awareness activities.
- ❖ Cultivating positive moral values with communities and individuals, in an effort to support creativity and to build skills for conflict-management, decision-making, and efficient resource-management.
- ❖ Building reciprocating relations between CYF and the civil society organizations on one side, related local and national authorities and social figures on the other side, to improve each parties role in supporting youth.



- ❖ Providing training services to youth leaders in the areas of communication, planning, and administration, to enable them to reach leading positions in the local and national governments, as well as civil society organizations.
- ❖ Providing training services to workers in voluntary organizations, to improve their efficiency.
- ❖ Providing the leaders of civil society organization on fund-raising techniques.
- ❖ Building a guide-book on the donor organization operating in the Rep. of Yemen.
- ❖ Providing consulting and support services to the various local and international organizations working in Yemen on unemployment reduction, poverty eradication, and cultivating microfinance and microenterprise.

#### **Component V: The Microfinance and Microenterprise Support Program:**

The importance of small-and-microenterprise projects stems from the ability of such projects to make up for the limited employment opportunities offered by the labor market and from the efficiency of such projects in creating employment, reduce youth unemployment, and raise the living standards of communities. This program aims at providing free consulting and support services to youth who would like to pursue their professional careers through this venue, through offering:

- ❖ Training programs to enhance their ability to plan and manage microenterprises,
- ❖ Technical support and consulting services to CYF's graduates to motivate them, aid their planning and founding efforts, and help them locate and secure micro-funding from available sources,
- ❖ Training activities and workshops, guidance materials, and coordination with microfinance institutions to facilitate youth's access to funding, and
- ❖ Various means and activities to cultivate the culture of microenterprise in the society.

#### **Component IV: The Program for Partnership with Local and International Organizations:**

In addition to its programs to empower youth, build their capacities, and support civil-society organizations, CYF realizes that such programs do not meet some special needs of other key players, such as local and international organizations. To respond to such needs, CYF intends to establish a department for special programs to design programs that respond to the special needs mentioned, through close cooperation with such organizations. Accordingly, a task force shall cultivate a partnership with interested local and international organizations working in the field of sustainable development and relief services in Yemen to design special programs to:

- ❖ Use CYF's accumulated experience to provide consulting and guidance services to organizations working in the field of relief services in Yemen, according to need and available resources, in an effort to improve the efficiency of such services and the



organizations' access to targeted areas, in an effort to facilitate the implementation of the Human Response Plan Yemen 2012-2013, which is managed by the Office of Coordinating Humanitarian Affairs OCHA and sponsored by over 64 local and international organizations.

- ❖ Play an intermediary and coordinating role between the key players (Youth organizations, government institutions, donor agencies, and international partners).
- ❖ Support youth involvement in community service activities, through providing them with volunteering opportunities throughout the country and through cultivating charity work and raising the public awareness of community needs.
- ❖ Locate and coordinate volunteering opportunities that meet the youth's ambitions and serve to build their skills at the same time.
- ❖ Motivate the youth graduating CYF's programs to perform voluntary services during the job-waiting period, to cultivate their feelings of being indispensable community members, to provide them with opportunities to further build their skills, and to utilize their energy and skills in serving their and other communities.

Through its above-detailed program, CYF aims at achieving balance of a highly volatile equation: utilization of scarce resources to achieve high-cost goals. Readers might –understandably– judge our program as unrealistic or overly optimistic, but we truly believe that we will be successful in implementing such program and in achieving all our goals, for the following reasons:

1. The CYF is staffed with young, energetic, and highly motivated team of workers that enables it to efficiently meet challenges,
2. The CYF team has accumulated experience, through which the team successfully founded the Yemen Education for Employment Foundation, which has become the most prominent youth empowerment NGO in Yemen and managed to train hundreds of youth and place them in jobs during a record time of 18 months, with over 300% annual growth in its operational budget,
3. CYF employs a 100% Yemeni team of workers, which gives it access to all locations on the Yemeni soil and enables it to interact with Yemeni communities characterized with unlimited social and cultural differences which pose a substantial challenge for non-Yemenis to deal with,
4. The CYF performs a carefully-selected set of activities (youth empowerment, community awareness, voluntary relief services, community services, employers' services, and support of civil society organizations), that complement each other, and finally,
5. The previously-mentioned expertise of the CYF team implicates the vital and unlimited need for each of the activities and services provided by CYF. This fact motivates the whole Yemeni society to positively respond to and support CYF's efforts and activities, hence facilitating CYF's success in implementing its ambitious program.

