



# **LAGOS STATE GOVERNMENT**

## **LAGOS STATE EMPLOYMENT TRUST FUND (LSETF)**

### **REQUEST FOR GRANT APPLICATION PROPOSALS**

**FOR THE TRAINING AND JOB PLACEMENT OF  
SUITABLY SELECTED RESIDENTS OF LAGOS STATE  
FOR THE LSETF – UNITED STATES AFRICAN  
DEVELOPMENT FOUNDATION (USADF)  
EMPLOYABILITY PROGRAM**

**LSETF/USADF/S-C/QBS/16/21**

**MARCH 2021**

**Deadline for Submission: 20<sup>th</sup> April, 2021**

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## SECTION I - REQUEST FOR PROPOSAL

### **REQUEST FOR GRANT APPLICATION PROPOSALS FOR THE TRAINING AND JOB PLACEMENT OF SELECTED RESIDENTS OF LAGOS STATE FOR THE LSETF-USADF EMPLOYABILITY PROGRAM**

The Lagos State Employment Trust Fund (“LSETF”) intends to collaborate with the United States African Development Foundation (“USADF”) on a programme (the “LSETF-USADF Employability Programme”) to help 3,000 eligible young people (“Trainees”) per year by equipping them with relevant skills that cut across sectors, including but not limited to: Education, Fashion, Technology, Construction, Business Support and Health. LSETF and USADF intend for at least 50% of the trainees to be young women. Additionally, LSETF and USADF expect to place a minimum of fifty percent (50%) of the trainees in jobs or on the entrepreneurship track within these sectors.

In furtherance of this objective, the LSETF and USADF intend to award grants to qualified Training Organizations in Nigeria that have experience implementing youth employment activities to conduct skills development training and provide paid job placements for fifty percent (50%) of successful trainees. For this purpose, LSETF and USADF are inviting Proposals from competent Training Organizations engaged in vocational training to provide training, internships, apprenticeships, monitoring and evaluation opportunities to Trainees for a maximum period of six (6) months.

The LSETF and USADF hereby invite Training Organizations to submit applications in furtherance of the LSETF-USADF Employability Programme.

For this purpose, you will find:

- detailed instructions relating to the submission of your Grant Application Proposal in Section II of this document; and
- sample forms for the submission of your Grant Application Proposal in Section III of this document

You are requested to complete and submit the Grant Application Proposal in Section III no later than **April 20, 2021** at the close of business, in a sealed envelope labelled « **“Request for Grant Application/Proposal for the LSETF-USADF Employability Programme”** » to the following address:

LSETF  
3<sup>rd</sup> Floor,  
Synergy Place,  
16 Billings Way,  
Oregun, Ikeja,  
Lagos, Nigeria.

However, due to the COVID-19 Pandemic, an online submission will be preferred. Your proposals can be submitted on this link: <https://lsetf.ng/content/lsetfusadf-grant-proposal-submission> in these formats:

1. Technical proposal (PDF)
2. Financial Proposal (EXCEL)
3. Supporting Documents/ Application forms/ signed compliance form (PDF)-

Your Proposal shall, among other things, clearly indicate the information set out in Section II of this document.

Requests for clarification can be made to Ijeoma Mezu via her contact details set out below, on or before April 13, 2021.

Contact No. +234 8037444242

Email: [catherine.ibrahim@lsetf.ng](mailto:catherine.ibrahim@lsetf.ng)

This RFP is solely for preparing and submitting a Grant Application /Proposal and confirmation of your ability to provide the required services. All information, both written and oral, which is obtained or provided in connection with this RFP is confidential.

*Yours truly,  
Teju Abisoye  
Executive  
Secretary*

## SECTION II – INSTRUCTIONS TO TRAINING ORGANIZATIONS

### A. INTRODUCTION

1. **General** This RFP is issued for grant application and technical proposals to collaborate with LSETF and USADF on training programs and job placement for selected trainees.
2. **Definitions**
  - «**Day**» means calendar day;
  - «**USADF**» means the United States African Development Foundation;
  - «**LSETF**» means the Lagos State Employment Trust Fund;
  - «**Project Name**» means “Request for Grant Application Proposal for the LSETF-USADF Employability Programme”;
  - «**Proposal**» means a Proposal submitted by a Training Organization, pursuant to this RFP;
  - «**RFP**» means this Request for Grant Application Proposal;
  - «**Training Organization**» means an organization that has responded to this RFP and, if selected as a grant recipient, will collaborate with LSETF and USADF on training and job placement programs;
  - «**TOR**» means the Terms of Reference, setting out the detailed scope of work required from a Training Organization, which is enclosed herewith, as an Annexure; and
  - «**VTC**» means the Vocational Training Centres to be engaged under this Programme.

### B. REQUEST FOR PROPOSAL

3. **Contents of the Request for Proposal**
  - 3.1. This RFP describes the procedure, terms, qualifications, requirements and conditions for the submission of a Proposal and the collaboration for the training and job placement for selected Lagos State Residents. This RFP consist of the following:
    - ❖ The Letter of Request for Proposal in Section I
    - ❖ Instructions to Training Organizations in Section II
    - ❖ The TOR detailed in Section III
    - ❖ Application Form enclosed as Annexure to this RFP.
    - ❖ USADF Compliance Form for Grant Applicants

3.2. The Training Organization shall examine the instructions, sample documents and specifications provided in this RFP and adhere to all instructions and requirements herein, in submitting a grant application/ Proposal.

**4. Amendment of RFP**

4.1. At any time prior to the deadline for submission of Grant Application Proposals, the LSETF and USADF may, for any reason at its own initiative or in response to a clarification requested by a Training Organization, modify the RFP.

4.2. All Training Organizations that have received the RFP will be notified in writing or by standard electronic means of any amendments to the RFP.

4.3. In order to afford the Training Organizations reasonable time in which to take the amendments into account in preparing their Grant Application Proposals, following a request for clarification LSETF and USADF may, at its discretion, extend the deadline for submission of Grant Application Proposals.

**C. PREPARATION OF PROPOSAL**

**5. Language**

The Proposal and all related correspondence shall be in English.

**6. Contents of Proposal**

6.1. The Proposal shall use the attached USADF application form and include two components: The Technical Proposal and the Financial Proposal.

6.2. The Financial Proposal shall consist of the following documents:

❖ A written letter signed by the authorized representative of the Training Organization; and

❖ (If Applicable) The detailed breakdown of the estimated annual operating cost for a VTC, including without limitation, the annual rent, salaries of trainers, cost of procuring training materials or equipment, cost of maintenance of the VTC, materials and equipment, etc.

6.3. The Technical Proposal shall consist of the following documents:

❖ The Profile of the Training Organization, setting out its organizational structure, relevant experience, its resource plan and the proposed methodology for providing the services detailed in the TOR;

❖ Course content and training curriculum;

❖ Number of trainees the VTC can accommodate in each year;

❖ Number of trainers and tutors for the course content and curriculum;

❖ Details of the trainers/tutors and their resumes;

- ❖ Post -Training Placement Commitment Letter;
  - ❖ The estimated salary/wages of the employment placement offer for successful trainees; and
  - ❖ Any other information which the Training Organization reasonably believes is necessary, having reference to the contents of the TOR.
- 6.4. The Technical Proposal shall not contain any pricing information whatsoever. Pricing information shall be separated and only contained in the Financial Proposal.
- 6.5. Any information which the Training Organization considers confidential shall be clearly marked as such and shall be treated accordingly.
7. **Currency of the Proposal** The prices in the Proposal should be quoted in Naira. For the internal purposes of USADF **The oanda.com exchange rate on the date of the closure of the RFP of USD to NGN** will be used during the application phase. Final grants will be budgeted and disbursed as Naira.
8. **Validity of the Proposal** Validity of proposal shall be **90 days**
9. **Cost of Preparation of Proposal** The Training Organization shall bear all costs associated with the preparation and submission of its Proposal. LSETF and USADF shall in no case be responsible or liable for any costs associated with submitting Grant Application Proposals, regardless of its conduct or the outcome of the Proposal. The LSETF and USADF reserve the right to annul the Proposal process at any time prior to awarding a grant, without thereby incurring any liability to the Training Organization.

#### **D. SUBMISSION OF PROPOSAL**

10. **Sealing and marking of Proposal**
- 10.1 The Training Organisation shall place the application form, the Technical Proposal (and its supporting documents), and the Financial proposal (and its supporting documents) in separate sealed envelopes, marked as such, and in a sealed outer envelope containing all three sealed envelopes. Please include, in addition to the original, three copies of all documents.
- 10.2 The sealed envelopes shall indicate the name and address of the **Training Organization**, the **name and address of LSETF**, the **Project Name** and **reference number of the Proposal** as indicated in the Letter of Proposal.

An online submission will be preferred. Your proposals can be submitted on this link: <https://lsetf.ng/content/lsetfusadf-grant-proposal-submission> on the LSETF website : [www.lsetf.ng](http://www.lsetf.ng) in these formats:

1. Technical proposal (PDF)
2. Financial Proposal (EXCEL)
3. Supporting Documents (PDF)-as requested in the eligibility criteria

- 11. Deadline for the Submission of Proposal.** Grant Application Proposals must be received by the LSETF at the address specified in Section I or on this link: <https://lsetf.ng/content/lsetfusadf-grant-proposal-submission> in these formats:
- 4. Technical proposal (PDF)
  - 5. Financial Proposal (EXCEL)
  - 6. Supporting Documents (PDF)-
- 11.1.** on or before the close of business on April 20, 2021.
- 11.2.** Any Proposal received by LSETF after the deadline for the submission specified in paragraph 11.1 shall be returned unopened to the Training Organization
- 11.3.** LSETF and USADF may, at their sole discretion, extend the deadline for the submission of Grant Application Proposals by amending this RFP in accordance with the terms and conditions hereof.
- 12. Clarifications**
- 12.1** A Training Organization requiring additional clarification of any part of this RFP, may notify the LSETF via the contact details provided in Section I. The LSETF will respond in writing, or by standard electronic means to any request for clarification of the RFP that it receives no later than **April 13th, 2021** and may send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Training Organizations. If LSETF and USADF deem it necessary to amend the RFP because of a clarification, it shall notify any Training Organization that has submitted a Proposal prior to such amendment.
- 13. Modification/ Withdrawal of Proposal:**
- 13.1.** A Training Organization may withdraw its Proposal after the submission, provided that written notice of the withdrawal is received by LSETF prior to the deadline prescribed for submission of Grant Application Proposals.
- 13.2.** No Proposal may be modified subsequent to the deadline for submission of Grant Application Proposals without prior approval from the point of contact specified in Section 1.

## **E. OPENING AND EVALUATION OF PROPOSAL**



**14. Opening of  
Grant  
Application  
Proposals**

- 14.1 The LSETF shall only open Proposals which were received on or before the deadline indicated in the Request for Grant Application Proposal at the same time on the date specified in the Request for Proposal. **The application form shall be opened and assessed prior to the opening of the Technical Proposal or the Financial Proposal.** The Technical Proposals shall be opened and evaluated prior to the opening of the Financial Proposals.
- 14.2 Where the information supplied in the application form is assessed as inadequate and does not meet the criteria provided in the Request for Grant Application Proposal, the Technical Proposal and the Financial Proposal shall not be evaluated and will be left unopened.

**15. Evaluation of Grant Application Proposals**

15.1 The Evaluation Committee shall evaluate and compare the Grant Application Proposals as follows:

- ❖ Examination of the Technical Proposal in order to confirm conformity with specifications contained in the RFP and the substantial responsiveness of each Technical Proposal to the RFP. For this purpose, a substantially responsive Proposal is one that conforms to all terms and conditions of the RFP without material deviations. LSETF and USADF's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without any recourse to extrinsic evidence.
- ❖ Upon examination of the Technical Proposals, the Evaluation Committee shall select the Technical Proposals that are substantially responsive and examine the Financial Proposals submitted with such Technical Proposals. In examining the Financial Proposals, the Evaluation Committee shall verify any arithmetical errors. For example, if the Proposal in figures is different from the Proposal in words, the amount in words shall prevail. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected.

**F. Project Development**

**16. Project Development**

- 16.1. Based on the evaluation, the PCC shall shortlist finalists for Project Development. Once selected, USADF and its technical partner in Nigeria, Diamond Development Initiatives (DDI), in cooperation with LSETF will contact prospective grantees by email and phone. A process of due diligence and project development will occur in order to confirm and finalize project items such as cost, timelines, etc as well as to make certain that the project will satisfy USADF's statutory requirements
- 16.2. During this phase of project development, DDI and LSETF will be the main point of contact, but USADF reserves the right for staff in Washington to further clarify items via email and/or phone calls directly with the prospective grantee.

**G. AWARD OF GRANT**

**17. Award of Grant:**

- 16.1. USADF, with the recommendation of the Evaluation Committee and after the aforementioned period of project development and due diligence shall award grants to the Training Organizations whose Grant Application Proposals have been determined to be substantially responsive to the requirements of the Request for Proposal and acceptable budget below project targets of ₦36 million per grant.

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- 16.2. LSETF and USADF reserve the right to accept or reject any Proposal, to annul the RFP, or reject all Grant Application Proposals at any time prior to the award of grant, without thereby incurring any liabilities to the Training Organizations and without any obligation to inform the affected Training Organizations of the grounds of its action.
- 18. Notification of Award:**
- 17.1 No award between USADF and prospective grantee is binding until final grant documentation has been prepared, signed, and countersigned between the grantee and USADF after a process of due diligence and project development consistent with the policies and practices of USADF and LSETF. Grantees will be contacted by email and telephone.
- 19. Fraud and Corruption:**
- 18.1. The LSETF, USADF and Training Organizations shall hold the highest ethical standards, both during the selection process and principle, and shall abstain at all times from corruption or fraudulent practices. Corruption and fraudulent practices are defined as follows:
- a) “*corrupt practice*” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in training program execution;
  - b) “*fraudulent practice*” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a training program;
  - c) “*collusive practices*” means a scheme or arrangement between two or more Training Organizations with or without the knowledge of the LSETF, designed to establish prices at artificial, non-competitive levels;
  - d) “*coercive practice*” means harming or threatening to harm, directly or indirectly, persons or their property to influence the grant application and/or selection process or affect the execution of a training program.

The LSETF and USADF shall reject a proposal for award if it determines that the Training Organization recommended for grant award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in applying for the grant award in question

## **SECTION III**

### **TERMS OF REFERENCE**

#### **Selection of Training Organizations for the Implementation of a Skill Development Training Program for Youth (18-35 years of age) under the Lagos State Employability Support Project (A Joint Program between USADF and LSETF)**

##### **1. Background Information**

These Terms of Reference (“**TOR**”) describe the tasks to be performed by one or more **Training Organizations** selected to implement a program to provide vocational skills training to youth ages 18-35 in Lagos State, Nigeria. The services include the training and job placement of trainees of the Lagos State Employability Project (“**LSESP**”), a programme sponsored by the Lagos State Employment Trust Fund (“**LSETF**”) and the United States African Development Foundation (“**USADF**”).

LSETF was established by the Lagos State Employment Trust Fund Law of 2016 to provide financial support to residents of Lagos State. Its primary mandate is to prepare Lagos State residents for entrepreneurship and employment opportunities through the acquisition of skills to get better jobs, tackle unemployment and enable wealth creation. LSETF also focuses on promoting entrepreneurship by improving access to finance and strengthening the institutional capacity of micro, small and medium enterprises and formulating policies designed to improve the business environment in Lagos State. In addition, LSETF develops programmes designed to train and place unemployed residents of Lagos in jobs, while also focusing on programmes designed to drive innovation within the Lagos entrepreneurship and employment ecosystem.

USADF is an independent U.S. Government public corporation established by the United States Congress to support African-owned enterprises for the purpose of improving lives in poor and vulnerable communities in Africa. USADF supports and invests in African enterprises and entrepreneurs to foster community-based development in Africa in the areas of agriculture, off-grid energy, and entrepreneurship with a focus on women and youth through grants not exceeding \$250,000 per proposal submitted. USADF responds to the need to promote small enterprise development in underserved communities, drive community benefits through social enterprises, and establish sustainable development models, especially as they relate to youth and women-owned and managed enterprises in Africa.

- In furtherance of its mandate, LSETF intends to collaborate with USADF on an Employability Programme to help 3,000 eligible young people (“**Trainees**”) per year by equipping them with relevant skills that cut across sectors, including but not limited to: Education, Fashion, Technology, Construction, Business Support and Health. LSETF and USADF intend for at least 50% of the trainees under this RFP to be young women. Additionally, LSETF and USADF expect to place a minimum of fifty percent (50%) of the trainees in jobs or on the entrepreneurship track within these sectors. For the purposes of this collaboration, no grant proposal subject to the requirements of this Terms of Reference document shall exceed the equivalent of ₦36 million.

A Programme Consultative Committee (PCC) comprised of members from each of the stakeholders LSETF and USADF shall be responsible for key decision-making as regards Programme implementation, progress, and impact.

To implement the Programme, LSETF and USADF are soliciting Proposals from qualified Training Organizations in Nigeria that have experience implementing youth employment activities to conduct skills development training and provide paid job placements for fifty percent (50%) of successful trainees. For this purpose, LSETF and USADF are inviting Proposals from competent Training Organizations engaged in vocational training to provide training, internships, monitoring and evaluation opportunities to Trainees for a maximum period of six (6) months. A portion of submitted budgets will be used for stipends in training and for placed trainees. Training Organisations will be expected to budget a stipend of up to ₦18,000 Naira per placed trainee to be paid during each of their first three months of

employment. This amount and/or duration is subject to change during the project development portion of the process to reflect the realities of each organization and the sectors for which they are training. Additionally, the Training Organizations will be required to pay trainees the sum of ₦1,000 (One Thousand Naira) for each day of attendance during the trainings. To be eligible to receive a grant, the applicant Training Organization must be a 100% African owned and managed non-governmental organization based and legally registered in Nigeria, preferably in Lagos, Nigeria. Those organizations selected for the Programme will enter into a Grant Agreement with USADF.

## 2. Objectives

A Training Organization, when selected, will be required to provide a fully functional Training Centre in order to carry out the objectives of the Programme. In connection therewith, a Training Organization will be required to undertake the following tasks for an initial period of 12 months (the “**Initial Term**”), extendable by additional terms in subsequent grant agreements or grant amendments therein:

- Submit a management plan, resource plan and proposed methodology with agreed timelines, including a mobilization plan, proposed dates of commencement and completion of the training for each batch of applicants;
- Conduct a Market Survey on skills gaps in proposed industries identified;
- Provide details of available training locations across Lagos for the entire duration of the Initial Term;
- Provide a complete set of tools, furniture, training materials, equipment and other items required to undertake the activities at the Training Centre, and ensure that all infrastructural requirements, including class rooms and laboratory equipment, air-conditioners, biometric attendance machine, power generators/ power backup, etc. are organized and maintained in good working condition at the Training Centre at all times during the Initial Term (and any period of extension);
- Ensure all modes of communication, including but not restricted to telephone and internet (with a minimum of 2 mbps speed), etc. are organized and maintained in good working conditions at each Training Centre;
- Ensure each classroom, laboratory and reception at the Training Centre has one (1) CCTV camera. The recordings of these cameras must be preserved for a minimum of three (3) months after the training period;
- Prepare and place external signboards with relevant Project information (after approval) in a visible location at each Training Centre;
- Obtain any approvals needed for the Training Centre site from the relevant authorities;
- Mobilize students with the support and guidance of the Programme Consultative Committee (PCC);
- Shortlist trainers for the Training Centre in accordance with project objectives;
- Ensure adherence with the training calendars prepared by LSETF/USADF and the Training Organization;
- Facilitate Lagos State Residents Registration Agency registration at the Training Centre for a Unique Identity Number in accordance with the program guidelines, and upload registration information on the Labour Market Information System (L-MIS) within forty-eight (48) hours of a participant's registration;

- Ensure and maintain hygienic conditions in and around the designated Training Centre by following state and federal safety and health rules (COVID-19 guidelines) and reporting accidents, injuries and unsafe equipment, practice or conditions;
- Ensure quality delivery of training in accordance to the guidelines to be provided by the PCC;
- Ensure the appointment of necessary staff, in accordance with the guidelines provided by the PCC, within the agreed timelines;
- Provide the following regular reports periodically, as requested by LSETF and/or USADF:
  - a. Enrolment report
  - b. Attendance report
  - c. Training delivery report
  - d. Assessment Report
  - e. Placement report
  - f. Financial statements and/or bank statements
- Ensure all trainees have a minimum attendance rate of eighty five percent (85%) on the training courses, or as otherwise specified in the requirements under the program;
- Ensure that assessments of at least ninety percent (90%) of all enrolled trainees are conducted for each programme;
- Ensure that a minimum of ninety percent (90%) of trainees pass the assessments for each programme;
- Maintain relationships with local industries for the placement support of the successful trainees;
- Ensure that a minimum of fifty percent (50%) of trainees receive salaried employment after the internship programme;
- Provide offer letters/self-employment undertakings from trainees to LSETF as may be required from time to time; and,
- Ensure that all tax returns are submitted to the relevant tax authorities, and provide certified copies to LSETF and/or USADF when applicable.
- Ensure a dedicated bank account is opened for the purpose of the Project.

### 3. Courses

The Training Organization shall **propose courses that fit a timeline of 4-12 weeks** for the benefit of applicants in sectors, including but not limited to: **Education, Fashion, Technology, Construction, Business Support, and Health.**

### 4. Key Competencies and Expertise Required

Each Training Organization is expected to demonstrate the expertise required for performance of its activities. Related experience shall include the following:

- i) Prior experience in the provision of vocational training courses, particularly in the sectors stated in Section 3.0 of this TOR;
- ii) Thorough knowledge of all aspects of providing skills development training including a clear understanding of evolving trends in the education industry and the sectors stated in Section 3.0 of this TOR;
- iii) Possess adequate personnel and facilities necessary for the activities required;

- iv) Demonstrate the ability to provide blended (Onsite & Virtual) training activities in different locations in Lagos.
- v) Demonstrate the ability to fund the programmes in advance.

## **5. Evaluation and Comparison of Proposals**

- 5.1 Evaluation of the Technical Proposals shall be completed prior to the opening and evaluation of the Financial Proposals or Budget.
- 5.2 The Financial Proposal of a Training Organization shall only be eligible for evaluation if the Training Organization's Technical Proposal receives the minimum technical score of seventy percent (70%) of the obtainable score of seven hundred (700) points in the evaluation of the Technical Proposals.
- 5.3 The Technical Proposal shall be evaluated based on its responsiveness to the RFP and the TOR.
- 5.4 The Financial Proposal of all Training Organizations who have attained a minimum of seventy percent (70%) score in the technical evaluation will be reviewed and awarded points out of the obtainable score of three hundred (300) points in the evaluation of the Financial Proposals.
- 5.5 Training Organizations whose Technical Proposals have been determined to be substantially responsive and have cost-effective evaluated budgets in their Financial Proposals will be viewed favorably for the Fixed Amount Awards.

## **6. Evaluation Criteria (Total of 1000 points)**

### **6.1 TECHNICAL PROPOSAL (Total of 700 points)**

- 6.1.1 The Training Organization must submit evidence of any accreditation as a training services provider in its Technical Proposal.
- 6.1.2 The Technical Proposal Submitted by the Training Organization will be evaluated based on the criteria contained in the RFP and the following:

#### **(i) Expertise of Training Organization (210 points)**

- The Training Organization must provide evidence of extended experience in carrying out related activities as described in this TOR, preferably supported by examples of past projects and contactable references.
- The Training Organization must provide proof of incorporation or registration as a legal entity in Nigeria and its corporate/organizational profile.

#### **(ii) Proposed work plan and approach (250 points)**

- The Training Organization must demonstrate the ability to meet the requirements of this TOR in its Technical Proposal, as well as propose an expedient delivery schedule in accordance with the deliverables required.
- The Training Organization must demonstrate innovative approaches to further add value to the Employability Programme.
- The foregoing approaches should be reflected in the course content, training curriculum, resource plan and other documents to be submitted as part of its Technical Proposal.
- The Training Organization must verify the number of Trainees that can be

trained across Lagos within the Program timeframe.

**(iii) Personnel (240 points)**

- The Training Organization must provide information on the number and qualifications of trainers/tutors to be assigned to perform the Services and their resumes.

**Team Lead:**

- Ten (10) years of experience in delivering Training Programs
- Minimum of post-graduate degree (Education/ Training related field of study)

**Other Members:**

- Minimum of five (5) years' experience in delivering training programmes
- Minimum of diploma (Education/Training field of study)

- The Training Organization must provide evidence that nominated trainers/tutors can carry out the required training activities.
- The Training Organization must provide a signed statement of availability in respect to each nominated trainer/tutor.

**6.2 Financial Proposal (Total of 300 Points)**

- 6.2.1 The Training Organization is required to structure its Financial Proposal by quoting fixed prices/rates for meeting the TOR (including further innovations) only.
- 6.2.2 The maximum total number of points for each individual Financial Proposal submitted is three hundred (300 points).

**7. Duration and Proposed Payment Terms**

- 7.1 The duration of the assignment for performance under the Grant Agreement shall be the Initial Term of 12 months.
- 7.2 The Training Organization should expect to be paid on a fixed schedule, based on the achievement of pre-negotiated deliverables established during the project development phase. Payments will be made in advance of activities and will be reconciled with established budget line items as defined during project development and submitted work plans.



## 8. Deliverables for the Training Organization

- 8.1 The Training Organization shall adhere to the reporting requirements and expected time schedule for deliverables set out in the table below as follows:

No.	Deliverable	Description	Number of Copies	Timeframe
1	Inception Report	This report will include the survey on the Industry skills gaps and Industry engagement Sessions	[2] + soft copy	1 Month after Grant signing.
1	Attendance Report	This report shall indicate the number of trainees enrolled for each course at the Training Centre and the attendance of each trainee.	[2] + soft copy	[Bi-weekly]
2	Training Delivery Report	This progress report shall comprise a breakdown of the training delivery of each course provided at the Training Centre. The Training Organization shall also include suggestions for improvement of training delivery where necessary. This report will include Student's & Trainers Feedback- the suggestions, observations, and comments by the trainees & Trainers	[2]	[Monthly]
3.	Assessment Report	This report shall be comprised of an assessment of the trainees enrolled on each course at the Training Centre.	[2]	[Not more than 1 week after the end of each Training Batch assessment]
4.	Placement Report	This report shall include an assessment of each partner organization/company providing placements for trainees enrolled on courses at the Training Centre.	[2]	[Not more than 2 weeks after completion of training]
5	Financial Reporting	This report shall document project expenses as determined during the Milestones determined during Project Development.	[2] + soft copy	Aligned with disbursements (based on milestones)

**ANNEXURE I**

**LSETF-USADF Employability Programme Grant Application Form**

**ANNEXURE II**  
**LSETF-USADF Application Compliance Form**