

Summary of Proposal			
Name of Organization:			
Project title:			
Project duration (months):			
Start date:			
End date:			
Project location(s):			
Total number of trainees:			
Male:			
Female:			
Names of the national vocational qualifications (NVQ):	a.	No. of partnering enterprises	
	b.	No. of partnering enterprises	
	c.	No. of partnering enterprises	
	d.	No. of partnering enterprises	
Partnering business industry association (BIA):			
Total estimated budget (PKR):			
Organization contribution:			
GIZ/TVET SSP contribution:			
Submission date:			
Contact details of the Organization:	<u>Head office:</u>		<u>Field office (if any):</u>
Contact Persons:			
Mobile			
Email			

1. Organizational profiles: *(In this part of the document, the applicant organization is expected to provide necessary information on the organizations involved in this project under the respective sub-heading below)*

1.1 Applicant organization: *(In this part of the document, the applicant organization is expected to elaborate on the organization background, related past experience, available resources [technical, human and financial]. Please provide organization profile as appendix A)*

1.2 Partnering business industry association (BIA) and enterprise: *(In this part of the document, the applicant organization is expected to elaborate on the business industry associations and enterprises with which its partnering and following information to be highlighted: business name, contact person detail, address, business nature, business size, sector)*

Name of partnering BIA / enterprise:	
Contact person:	
Mobile:	
Email:	
Business nature:	
Business size:	
Industry:	

Name of partnering BIA / enterprise:	
Contact person:	
Mobile:	
Email:	
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2. Objectives of the project: *(In this part of the document, the applicant organization must elaborate on the objectives of the project, which must be specific, measurable, achievable, realistic and time-bound)*

3. Training programme details: *(In this part of the document, the applicant organization is expected to provide necessary information on the training programme under the respective sub-headings below.)*

3.1 Skills shortages of partnering business industry association and enterprises and selection of national vocational qualifications (NVQ): *(In this part of the document, the applicant organization shall describe the skills shortage of the partnering business industry association and enterprises identified and shall list the national vocational qualifications selected for training delivery using the table below. The organization shall also briefly describe the basis for the selection and how the enterprises have been involved in the skills shortage identification and the selection of the qualification.)*

Partnering BIA and Enterprise	Skills shortage	Proposed NVQ(s)	Level	Duration (months)
[Name of the partnering enterprises or BIAs)	-			
	-			

[Name of the partnering enterprises or BIAs)	-			
	-			

3.2 Training concept, design and delivery details: *(In this part of the document, the Applicant Organization must describe the training model along with the innovative content of the training model, including the training programme contents, approaches in coordinating and delivering the programme jointly with its partnering business industry association and enterprises. The sub-headings underneath form the basis for formulation of the programme design and maybe supplemented, if deemed necessary. The applicant organization must highlight how the programme is being coordinated and delivered in the different stages in partnership with its partnering business industry association and enterprises.)*

NVQ Name	Mode of delivery	Course duration	N. of Trainees		Batch	
			Male	Female	N.	Capacity

3.2.1 Identification, selection and registration of trainees: *(In line with the table above, for each NVQ stated above, please describe the approaches and strategies in identifying, selection and registration process of the trainees. Please describe how the partnering enterprises are contributing to this stage of the training programme.)*

3.2.2 Capacity-building of trainers: *(In line with the table above, for each NVQ stated above, please briefly describe the capacities of the organization’s existing training staffs (instructor, trainer, co-trainer, lab/shop assistant) that is planned to contribute to this project. Please describe if the staffs have already attended any technical or pedagogical CBT training in the relevant field. In case of recruitment of contractual staffs, please describe the position, the duration. In case of requirement of capacity-building of the staff (existing or recruited), please describe the plans for each NVQ stated-above)*

3.2.3 Counselling and career guidance: *(In line with the table above, for each NVQ stated-above, please describe the stages, timelines and strategies for counselling and career guidance of the trainees. Please describe how the partnering enterprises are contributing to this stage of the training programme.)*

3.2.4 Institution-based (classroom) training: *(In line with the table above, for each NVQ stated-above, please describe the stages, timelines and strategies for institution-based training of the trainees. Please describe if the partnering enterprises are contributing to this stage of the training programme and how is it coordinated.)*

3.2.5 Workplace-based training: *(In line with the table above, for each NVQ stated-above, please describe the stages, timelines and strategies for in-take capacities of each partnering enterprises for workplace-based training of the trainees. In case of lack of capacities for in-take from the partnering enterprises already engaged, please describe how do you intend to handle this and ensure that all trainees in the relevant NVQs do take part in the workplace-based training. Please describe if the applicant organization is contributing to this stage of the training programme and how is it coordinated.)*

3.2.6 Maintenance of trainee’s records: *(In line with the table above, for each NVQ stated-above, please describe the stages, timelines and strategies for maintaining records of the trainees, describe also how the learning at the workplace-based is documented. Please describe if the partnering enterprises are contributing to this stage of the training programme and how is it coordinated.)*

3.2.7 Coordination mechanism for sustainable training delivery: *(In line with the table above, for each NVQ stated-above, please describe the coordination mechanisms, the roles and responsibilities agreed with the partnering enterprises to jointly deliver this training programme)*

4. Assessment and Certification: *(In this part of the document, the Applicant Organization must describe assessment procedures selected for conducting the assessments (formative and integrated) and highlight the involvement of partnering business industry association and enterprises and how the different activities will be managed under the respective sub-headings below.)*

- 4.1 **Registration of trainees with a QAB (including NVQF registry):** *(Does the organization have access to and user-accounts of the registry system and other national databases? Please provide details of how the information regarding the trainees are shared with the QAB, if no access or user-accounts exist. Please state plans of how and when do the institute plan to obtain such access and user-account to the registry system.)*
 - 4.2 **Organizing of formative assessment:** *(Does the organization have the qualified staff for the qualifications selected, how regularly the formative assessments will be organized and how the information will be shared with the QAB? Please provide details!)*
 - 4.3 **Organizing of integrated assessment:** *(Does the organization have a clear understanding regarding the process of organizing the integrated assessments through a QAB? and how will it be coordinated with the QAB? Please provide details!)*
 - 4.4 **Assessment center:** *(Where will the integrated assessment take place, Is the institute or its partnering enterprises affiliated with the QAB as the assessment centre? Please provide details!)*
 - 4.5 **Certification:** *(Who will issue the certificates, when will the certificates will be issued and how will the partnering enterprises contribute to this activity? Please provide details!)*
 - 4.6 **Handling of appeals:** *(In the likelihood of any disputes, how will the appeals be handled through a QAB in line with the NVQF? Please provide details!)*
5. **Employment potential and joint-placement strategy:** *(In this part of the document, the Applicant Organization, in line with the skills need identified, shall describe the potential for placement and involvement of the partnering business industry association and enterprises. In this regard, the strategy shall differentiate between employment and self-employment)*

The summary of the projected employment against the proposed NVQs is presented as under:

NVQ Name	Proposed Trainees	Employment Potential		Difference
		Paid	Self	

The details of the paid and self-employment potential as projected in the table above is presented below:

NVQ Name	Describe strategies for ensuring projected paid-employment

NVQ Name	Describe strategies for ensuring projected self-employment

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- 6. Quality assurance:** *(In this part of the document, the applicant organization must elaborate on the status and plans for complying with the measures for quality assurances regulated by the Government of Pakistan in each of the provinces.)*
- 6.1 Institutional accreditation with NAVTTC:** *(Have the institution been already accredited by the NAVTTC? Please provide a copy of the certificate and state the level and the dates in this part. If not accredited already, please state plans for obtaining the accreditation certificate.)*
- 6.2 Registration with relevant provincial TEVTA:** *(Have the institution been already registered with the provincial TEVTA? Please provide a copy of the registration and state the trades and the dates in this part. If not registered already, please state plans for obtaining such registration certificate.)*
- 6.3 Affiliation with relevant provincial QAB:** *(Have the institution been already affiliated with the provincial QAB? Please provide a copy of the affiliation certificate and state the trades and the dates in this part. If not affiliated already, please state plans for obtaining such affiliation certificate.)*

7. Description of project measures: *(In this part of the document, the applicant organization shall provide the expected project measures and activities for achieving the overall objectives using the table below. The description of project measures and activities proposed shall represent a clear understanding of the National Vocational Qualification Framework (NVQF) and should contribute towards achieving of the overall Training Fund and therein the TVET Sector Support Programme objectives.)*

Project measures	Description of project activities:

8. **Risks and mitigation strategies:** *(In this part of the document, the applicant organization shall provide a list of main risks underlying the project that may prevent the successful implementation of the project and achievement of the expected results. The Applicant Organization shall indicate whether the risk is high, moderate or low. For each risk identified, describe possible mitigation strategies)*

Potential Risks:	Mitigation Strategies:

9. **Appendixes:**

- **Appendix A:** Organization Profile
- **Appendix B:** Project Implementation Schedule
- **Appendix C:** Proposed project team
- **Appendix D:** Staffing and recruitment process
- **Appendix E:** Training Plan
- **Appendix F:** Internal monitoring and reporting plan
- **Appendix G:** Gap analysis of training facilities
- **Appendix H:** Procurement Plan
- **Appendix I:** Signed Memorandum of Collaboration (MoC) or Memorandum of Understanding (MoU)