

HUMAN DEVELOPMENT SERVICE DELIVERY PROJECT

Terms of Reference SVG-HDSD-CS-CQS-8

APPROVED TRAINING CENTRES (PRIVATE TRAINING PROVIDERS) FOR THE YOUTH AND ADULTS TRAINING FOR EMPLOYMENT (YATE) PROGRAMME

1. INTRODUCTION

1.1 The Government of St. Vincent and the Grenadines (GOSVG) has received funding the World Bank (WB) for the implementation of the Human Development Service Delivery Project. The project is designed to strengthen the quality-of-service delivery in education, improve the efficiency of social protection systems, and improve the effectiveness of labour market systems.

1.2 The project will be implemented by the Ministry of Finance, Economic Planning, and Information Technology (MoFEP). The other participating ministries are the Ministry of Education, National Reconciliation, and Ecclesiastical Affairs (MOE); the Ministry of National Mobilization, Social Development, Family, Gender Affairs, Persons with Disabilities and Youth (MoNM); and the Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour (MoA).

1.3 The project is structured around the following four (4) components:

- Component 1 - Strengthening Pedagogy for Basic and Special Needs Education
- Component 2 - Building Responsive Social Protection Service Delivery Systems
- Component 3 - Strengthening Labour Market Systems and Improving Skills Training of Poor and Vulnerable Populations
- Component 4 - Project Implementation, Monitoring and Evaluation

1.4 The MOE is responsible for the overall management of the education system in St. Vincent and the Grenadines. The MOE is supported by strong political commitment and sustained investment in education and training. During the implementation of the 2002 – 2007 over 100 million dollars were invested in the education sector. The education sector saw significant transformation during that era. These include early childhood education; eleven years of basic education and tertiary education. Considerable improving quality of education at all levels. However, notwithstanding the improvement in basic education there is need for more investment and improvement in the TVET sector.

1.5 Subsequently under Component 3, resources have been provided to expand access to training for Poor and Vulnerable Youths and Adults, through the Youth and Adults Training for

Employment (YATE) Programme. More specifically, this activity is to provide relevant workforce competency-based training to poor and unemployed persons in a number of National Vocational Qualification (NVQ) and Caribbean Vocational Qualification (CVQ) Levels 1 and 2 programme areas including inter alia, welding, garment production, data operations, electrical installation, commercial food preparation, plumbing, furniture construction, food and drinks service, housekeeping, amenity horticulture and home furnishing production. In addition to the training in the skill areas, trainees will receive life skills and will be exposed to entrepreneurship as an option for economic inclusion. Training will be delivered under the auspices of the National Qualifications Department (NQD) of the MOE, at Technical Institutes in Barrouallie, Campden Park, Kingstown, and Georgetown and at Approved Training Centres which are Private Training Providers.

1.6 An ATC is a private organisation which has been granted permission by the Sector Skills Development (SSDA) from the NQD to offer training and assessment in specific vocational programmes leading specifically to the award of the NVQs or CVQs certification and to register and assess candidates for CVQs.

1.7 Accordingly, the HSDS Project will finance the contracting of Approved Training Centres in several NVQ/CVQ areas under the YATE Programme.

2. Objective

Approved Training Centres shall:

2.1 Deliver a minimum of five (5) units for a Level 1/ Level 2 CVQ Curriculum under the YATE Programme in various vocational programmes. Each training session will run for four (4) hours per day, four (4) days a week, for twelve (12) weeks and for specific occupational areas for up to sixteen (16) weeks.

2.2 Ensure that trainees receive one hundred and ninety-two (192) hours of technical skills training. Those enrolled in programmes offering certification to Level 1 or Level 2 CVQ will complete two hundred and forty-eight (248) hours of occupational skills training.

3. Scope of Work

3.1 To conduct technical skills training for a maximum number of trainees, as determined by the NQD/SSDA, leading to unit awards in NVQ/CVQ.

3.2 To conduct the training and assessment in accordance with the NQD/SSDA guidelines.

3.3 To provide technical and vocational training to meet at least the minimum criteria for

- five (5) units at Level 1 NVQ/CVQ certification.
- 3.4 To facilitate the verification process.
 - 3.5 To report to the NQD/SSDA any anomalies.
 - 3.6 To submit bi-weekly reports of trainee attendance.
 - 3.7 To facilitate the Life skills Trainer/s who will be contracted to deliver a 24hour programme over the training period, if required.
 - 3.8 To provide acceptable quality in delivery of the YATE Programme.
 - 3.9 To submit reports detailing progress of training, including trainee attendance and level of participation, along with problems encountered by trainees or training provider and methods used or to be implemented to resolve such issues.
 - 3.10 To actively seek and place trainees on internship who have achieved a minimum of 75% attendance in the programme and who have no report of misconduct or breach of their agreement.
 - 3.11 To ensure that internships are consistent with the area of study of the trainee.
 - 3.12 To provide trainees with internship forms developed in collaboration with the NQD for feedback by trainees and supervisors.
 - 3.13 Monitor the internship and receive trainee and employers completed evaluation forms and provide same to NQD/SSDA.
 - 3.14 To submit comprehensive evaluation reports on service output and outcomes measured by trainee achievement and programme completion.
 - 3.15 To provide the needed materials for the commencement and duration of the training programme offered and maintain copies of learners' records in accordance with the Centre Approval Document.
 - 3.16 To be responsible for the safety, security, well-being of the trainees and manage the training programme for maximum results.
 - 3.17 To abide by the contractual agreement or face penalties as may be determined for breach of the arrangement and may include denying granting of similar projects and requiring reimbursement of expenditure as may be applicable. Any issues affecting the health, safety, welfare, security, and well-being of trainees will prompt an immediate suspension of the programme by the NQD. In the event of a suspension, the private training providers and NQD will devise a plan to remedy any defect.

4. Requirements of the Approved Training Centre

The Approved Training Centres should provide proof of the following:

- 4.1 Registration with the Commerce and Intellectual Property Office (CIPO).
- 4.2 Approved Training Centre status compliant with the Sector Skills Development Agency's facility standards.
- 4.3 Suitability to meet any other national guidelines and those related to COVID-19 protocols.

5. Qualifications and Experience of the Lead Trainer from the Approved Training Centre

The Lead Private Trainer from the Approved Training Centre shall have the following minimum qualifications:

- 5.1 At least an Associate Degree in the skill area to be delivered
- 5.2 At least three (3) years teaching experience in the skill area to be delivered
- 5.3 Assessor trained and certified
- 5.4 Experience in the delivery of CVQ programmes
- 5.5 At least two (2) years relevant Industry experience

6. Duration

The duration of each cohort/ contract phase is approximately five (5) months to accommodate the delivery of training and placement of trainees in internships.

7. Reporting

Approved Training Centres will report directly to the YATE Project Officer, contracted by the HDSO Project. The YATE Project Officer in turn reports to the Director, NQD (the TVET Focal Point for the HDSO Project).

8. Compensation

Payments to Approved Training Centres will be paid in the following four (4) installments:

- (i) 35 percent upon satisfactory completion of the first two weeks of the training activities and submission of a report outlining the attendance and progress of training and plans going forward.
- (ii) 20 percent after eight weeks of training delivery and submission of a second progress report outlining trainee attendance and progress of delivery, assessment and portfolio building and recommendation and a listing of placements for trainees to be approved by the NQD-SSDA.

- (iii) 20 percent at the end of the training on the delivery of a third report indicating performance of students, attendance and the listing of students placed.
- (iv) 25 percent payment, on satisfactory completion of the deliverables in the terms of the contract. To include
 - a. Exit surveys completed by trainees
 - b. Evaluation reports prepared by trainers and employers.

Full payment will be made on the training provider's satisfactory completion of the deliverables as agreed to in the contract under the HDSD Project with the Ministry of Economic Planning etc.

9. Proposal Submission

Offerors must submit a Training Proposal which shall include the following:

- i) Evidence of the Approved Training Centre's status from the NQD
- ii) References from previous training delivered by the Approved Training Centre
- iii) Curriculum Vitae (CV) for the Lead Private Training Provider
- iv) Training proposal detailing training methodology and proposed schedule
- v) Financial proposal detailing total cost for training and cost of per trainee