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## Delta Youth Employment Program (DYEP) - Grants Program

### Request for Application – Engagement of Organizations to Conduct Technical Vocational and Soft Skills Training in Delta State

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#### BACKGROUND

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PIND is a Nigerian non-profit Foundation established in 2010 to support a portfolio of socio-economic development programs in Niger Delta in order to improve standards of living of communities in the region. PIND supports projects in collaboration with a diverse range of donor partners including bilateral and multi-lateral aid agencies, federal and state government agencies in Nigeria, private companies and foundations. With an overarching goal of increasing income and employment in the region, PIND's strategy is hinged on 2 main programs supported by 3 key enablers and these are:

- **Economic Development:** Facilitate inclusive, sustainable and diversified economic growth enabled by improved analysis, advocacy and capacity building of market actors.
- **Peace Building:** Strengthen conflict management systems and capacities for enabling peace & economic growth, utilizing analysis & advocacy to address constraints to peace.
- **Enablers:** PIND's program delivery is enabled by an integrated approach that encompasses capacity building, advocacy, communications, gender and social inclusion.

In response to the challenge posed by the very high rates of unemployment or underemployment in the Niger Delta, particularly amongst the youth population, PIND commenced the implementation of the Youth Employment Program in Delta State in the last quarter of 2020 with a labour market assessment (LMA). This program is a follow up on the Niger Delta Youth Employment Pathways (NDYEP) Project.

The Delta State Youth Employment Program (DYEP) will adapt the NDYEP piloted model and framework which seeks to map the ecosystem of skills development, analyse opportunities for employment creation and develop models of youth job readiness or workforce development. The DYEP will provide disadvantaged young men and women in Delta State the opportunity to secure sustainable jobs or start enterprises. The approach will involve innovative and qualitative training that will prepare selected youth with market-relevant skills, and support their transitioning into waged employment or self-employment/entrepreneurship. The technical vocational training at the initial stage will be in target sectors of Agriculture, Building Construction, Information and Communication Technology (ICT) and also other identified sectors specifically for selected coastal communities.

The priority sectors were among those strongly recommended from the Delta State LMA exercise and a scoping study carried out in the coastal communities. Against this background therefore, PIND is seeking to engage institutions/organizations who are competent with requisite training facilities in Delta State to provide technical vocational training and soft skills training on the Delta Youth Employment Program.

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Some of the identified skill areas for vocational training and enterprise development or job linkage are shown in the table below:

Sector	Skill Areas
1. Agriculture	-Aquaculture -Poultry -Piggery -Snail Rearing -Etc.
2. ICT	-Hardware repairs & maintenance -Graphic Design -Digital Marketing -Photography/Videography -Etc.
3. Building Construction	-Aluminum Profiling -Carpentry/Woodwork -Tiling/Plumbing -Electrical Installation -POP/Wall finishing -Etc.
4. Other Sectors for consideration in the Coastal Communities	-Outboard Engine Repairs & Maintenance -Solar panel & Inverter Installation -Tailoring/Fashion Design & Catering

### **PURPOSE OF THE ASSIGNMENT**

The engaged institution or organization will be required to provide technical vocational and soft skills training to selected youth participants under the **PIND’s Youth Employment Program in Delta State** including selected Coastal communities. The technical training will be in the area of competence Agriculture, Building Construction, ICT, or other identified skills areas in selected coastal communities. The organization will develop a structured vocational curriculum that will enhance the skillset of the participants. The selected institution should also have the capacity to deliver soft-skills training to strengthen participant’s mindset and behavior. At the end of the vocational and soft-skills training; selected institutions will be responsible to link successful participants with opportunities for employment or support them to start their own enterprise as this is a key component of the NDYEP model adapted on the program.

### **SCOPE OF WORK & SPECIFIC ACTIVITIES**

The key activities to be covered under the engagement are as follows:

- 1. Curriculum Development & Work Planning:** For any of the selected sectors (Agriculture; Building Construction, ICT or other identified skill areas for the coastal communities), the institution will develop or adapt already developed curriculum in the vocational trade area selected. The curriculum should meet minimum national trade skill requirement and should be sufficient to

enhance capacity of participants and career development in the selected trade. The curriculum should span a training period of about 6 months and should include both classroom theoretical and hands-on practical training. The curriculum should be simplified for the understanding of young school leavers who will be part of the target participants.

- 2. Technical Vocational / Soft-Skill Training:** The institution should have the capacity (competent human resources and facilities) to undertake the technical vocational training for the specified period in the selected trade. The institution should be independent and in complete or significant control of the career development process of selected participants. The training team should also have the capacity to influence the positive formation of mindsets and behaviour of youth participants to support and enhance their technical vocational skills training in Delta State and within the selected coastal communities. The training will last a minimum of 6 months depending on the selected trade.
- 3. Job Linkages and Enterprise Development Support:** The implementing institution or organization will explore opportunities and link successful participants to waged employment. An alternate pathway for participants who seek to develop their enterprises will be supported by implementing organization through a structured enterprise development program. The program **WILL NOT** offer starter-packs to any participant or group.
- 4. Report on the Assignment:** The implementing institution or organization will make periodic reports on the progress of the assignment. Five (5) copies of the adapted curriculum, trainers' manual and participants' handbook for reference will be printed as well as report on the entire assignment.

#### Target group:

- Primary focus on young school leavers between ages 16 and 30, including the vulnerable and disadvantaged (rural, women and people with disabilities or from coastal communities).
- Existing (skills upgrade) and new youth entrants in the selected sector.
- Unemployed/underemployed youth interested in pursuing careers in the selected sector.

The grant will support training and skills development initiatives that demonstrate current market relevance and addresses the need for certification of skills, and measurement and testing of competencies.

**Who can apply?** This grant is available to eligible organizations – technical and vocational education and training organizations (TVETs, Universities etc.) or others providing technical training for the selected sector, and operating in Delta State.

#### Proposals should demonstrate:

- Capacity/track record: Organization's capacity, track record, networks, and other non-financial resources available to provide training and follow-on support for the selected youth including details of curriculum, assessment of competence and certification standards where applicable.

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Proposal should demonstrate that the proposing company/organization can handle the training and either have the requisite skills, manpower and equipment, or is linked to a partner that has.

- Linkages/partnership: Any existing or prospective connections with potential employers or programs to place youth in jobs or are able to help youth find earning opportunities based on skills upgrade at the end of the training program.
- Outreach: The organization will propose a program to identify, profile, and train 40 or more youth in selected skills, including hands-on assignments, team projects. Training will include soft skills which may be delivered by the organization or by another service provider selected by DYEP.
- Organization will propose a mechanism that connects a portion of participating youth (top performers) to internships/work attachments, direct job placements and entrepreneurship.
- The organization will propose a Monitoring and Evaluation plan to track performance and impact on youth.
- Sustainability: how your organization intends to continue the program at the expiration of the grant.

**Grant Size:** DYEP envisages that grant requests would range up to N12,000,000 (covering pre -training, training and post training support including placements) and depending also on the proposed outreach (number of youths to be trained) and proposed activities.

**Please note:** The grant sum for selected registered NGOs/Government Institutions will be exempt from Withholding Tax while the grant sum for Limited Liability companies and business names will be subjected to 10% and 5% Withholding Tax respectively.

**Expected duration:** We invite proposals for intensive training and post training support to youth that will be implemented with tangible results within a short period of time of 6 to 8 months.

**Note:** The program will consider the option to renew grants for high performing grantees in the 3rd year 2023 of DYEP, and subject to availability of funding.

**TIMELINE OF WORK**

The following timelines will apply:

S/N	Description of activities	Duration	Associated Deliverables (Codes)
T1.	Technical vocational curriculum and adaptation	15 days	D1 – Curriculum & training manual
T2.	Implementation of technical vocational skills / soft-skills training in selected trade	6 months	D2 – Training work-plan, list of participants & progress reports
T3.	Reporting: Final report	15 days	D3 – Report of program with detailed financial report and lessons
T4.	Job linkage & enterprise development	2 months	D4 – Linkage of participants to apprenticeship positions or waged employment or start-up enterprises

**DELIVERABLES**

Item		Period (indicative)
D1.	Technical curriculum & Training of Trainers (ToT) on soft-skills	May 2022
D2.	Technical vocational training with soft-skills to participants	May – November 2022
D3.	Final report of workshop and curriculum (5 copies each)	November 2022
D4.	Job linkage & enterprise development	October – December 2022

**DURATION & LOCATION OF WORK**

The institution will be engaged for a period of 6 to 8 months excluding the period for internships, enterprise development and job linkage. The selected institution will work alongside PIND Delta Youth Employment Project team, who will be responsible for monitoring and maintaining vocational training standard.

The technical vocational training will be conducted in Delta State.

**QUALIFICATION**

The proposed institution or organization should have experience in technical vocational training within the selected trade area with standard training facilities and competent certified facilitators.

The institution should demonstrate that the program management will be independent, and that allotted resources will be used for the project implementation without interference for existing organization structure. Experience of work in the Niger Delta region is important.

Institutions should have at least 5 years’ experience with good analytical and writing skills.

**HOW TO APPLY**

Eligible organizations are invited to submit a detailed technical and cost proposals **AS SEPARATE DOCUMENTS** using the template provided in the appendix 1 and 2 below, as a guide, to [procurement@pindfoundation.org](mailto:procurement@pindfoundation.org) not later than **5PM Nigerian time on 13<sup>th</sup> April 2022**. Please use **“Application for DYEP 2<sup>nd</sup> Year Grant\_Sector Name”** (Example ‘Application for DYEP 2<sup>nd</sup> Year Grant\_Building Construction’) as the subject of your email. Note that organizations can only apply for one (1) sector; though the application could cover many related skill areas within the institutions competence. (Please refer to the table on page 2).

- The technical proposal should have i) Narrative section outlining the project for which the grant is requested, the expected results and key activities (no more than 8-10 pages excluding attachments). Please refer to appendix 1 for guidance.

- Cost proposal (detailed budget (in Naira) and notes as applicable). Budget template is attached in Appendix 2. The financial section should also indicate any **cost shares or contributions** from the organization where applicable.

The proposal will be submitted electronically (in Word) and cost proposal in excel format while any support documents might be in PDF.

All applications received will be acknowledged. Any proposal received after this dateline will not be honored.

#### **Proposal Review:**

Proposals received in response to this call will be reviewed internally, and after due verifications, the most promising proposals are selected and recommended. Successful applicants at this stage may be required to make adjustments based on outcome of review. Successful proposals will then be recommended to the PIND Management for consideration and approval. They may approve or reject.

#### **Anticipated date of grant award and commencement: May 2022**

Upon the approval of a proposal for grant award, the successful organization will be duly notified, and a grant agreement negotiated and signed by PIND and the grantee. This will signal the commencement of the activity. Please note that **no** pre-grant award expenses will be eligible for reimbursement under the grant. All material terms and conditions will be agreed and codified in the grant agreement. These will include specific terms required by the funder (PIND Foundation) under this program for all grants.

#### **Grant Restrictions:**

- The grant funds will not cover purchase of vehicles, office rent or office furniture
- Grant fund can only be applied for relevant activities and procurement of training materials (hard or soft) directly related to the proposed program and the achievement of the objectives outlined.
- If in doubt as to what may or may not be eligible, please feel very free to contact the DYEP team for guidance.

#### **Mandatory required items from vendors/organizations who intends to bid for any work or service in PIND**

1. Certificate of business registration/Means of personal identification
2. Profile of organization or résumé in case of a consultant
3. Completed PIND bio data form in case of consultants
4. Most recent Tax Clearance Certificate
5. Tax Identification Number
6. Full physical contact address
7. Bank reference letter
8. Bank details as follows:
  - I. Name of Account
  - II. Account Number

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- III. Name of Bank
- IV. Address of Bank

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**Appendix 1:**

**Youth Employment Program (DYEP)**

**Proposal Template (for guidance)**

Please use this application format to submit proposal for grant, maximum 8-10 pages

General Information	
Name of Organization:	
Brief Profile of Organization:	<i>Type of organization, summary of activities etc.</i>
Location:	<i>Physical address of organization</i>
Name of Authorized Signatory:	
Position in Organization:	
Contact Information:	<i>Telephone numbers and e-mail address</i>
Name & Address of Contact Person:	
Contact Information:	<i>Telephone numbers &amp; e-mail address</i>
Proposed Project Narrative	
Title of Project:	
Project Brief:	<i>Summary of proposed project</i>
Organizational Capacity and Track Record	
Project Justification/Rationale	
Implementation Location	
Project Objectives/Goal	<i>State specific objectives the project will achieve and the overall goal it will contribute to</i>
Detailed Project Description and Expected Outcomes	<i>Detailed project description, outline of activities, duration and expected outputs/outcomes Description of curriculum to be used and plans for competency assessment/certification as appropriate.</i>
Project Duration	<i>Project start and end dates (including period for participants' selection and post-training support)</i>
Total Grant Sum Requested (Naira):	<i>Amount in figures</i>
Proposed Project Plan:	
Project Outreach:	<i>Include age, gender groups and geographic spread of would-be beneficiaries, target 40% women beneficiaries and disadvantaged groups including people with disabilities as appropriate. This should include description of process for selection of participants.</i>



Innovative Inputs:	<i>New ideas (inputs or process) - What is innovative about your proposal?</i>
Job Linkage or Enterprise Start-up:	<i>How the process intends to support beneficiaries have access to internships, apprenticeships, direct jobs placements, start enterprises/self-employment. Please note that internships and apprenticeships are for this purpose continuations of the training/certification. Proposals should show clearly how participants will be supported into jobs or entrepreneurship. Prior agreements and contacts with identified potential employers/off taker for the trainees count.</i>
Sustainability:	<i>How might activities and project outcomes be continued/sustained beyond this grant.</i>
Proposed Monitoring & Evaluation Plan:	
Proposed Work Plan	<i>In excel format showing activities and timelines/targets /milestones (Please ensure that activities correlate with proposed budget)</i>
Other Funding/contributions	<i>Including support from your organization or other partners</i>
Any Other Information:	

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**Appendix 2:**

**Proposed Budget:** Please submit detailed budget separately in excel. See sample template below

PROJECT BUDGET								
NAME OF ORGANIZATION								
PROJECT NAME								
LOCATION								
PERIOD								
S/No.	ACTIVITIES/DESCRIPTION	Persons/Units	Days/Qty	Cost/Unit	Amount (NAIRA)	PIND Grant	Organization's Contribution	Comments / Justification
1	<b>DIRECT COSTS (TRAINING)</b>							
					-			
	Sub-Total				-	-	-	
2	<b>DIRECT COSTS (PERSONNEL)</b>							
					-			
	Sub-Total				-	-	-	
3	<b>DIRECT COSTS</b>							
	Stationeries/Consumables							
					-			
	Sub-Total				-	-	-	
4	<b>INDIRECT COSTS</b>							
					-			
	Sub-Total				-	-	-	
5	<b>OTHER COSTS</b>							
					-			
	Sub-Total				-	-	-	
	<b>GRAND TOTAL</b>				-	-	-	
N/B: Please expand the rows as you deem appropriate.								