

# **Employment Skills Training Project**

## **CAT III**

**Community Applied Training (CAT)  
Fund**

**Supporting Community Based Employment /  
Self Employment Training**

**March 2009**

**EMPLOYMENT SKILLS TRAINING PROJECT  
ADB Loan 2028-MLD**

**Community Applied Training (CAT) Fund**

**Supporting Community Based Employment/Self Employment Training**

**A. What is the Community<sup>1</sup> Applied Training (CAT) Fund?**

CAT is a fund administered training program within the Employment Skills Training Project (ESTP) of the Ministry of Human Resources, Youth and Sports (MHRYS). The ESTP aims to increase the number of Maldivian men and women actively participating in the labor force. More specifically it:

- (i) provides youth with employment-oriented skills training
- (ii) works to improve public perception of training and employment in locally available skills-oriented occupations
- (iii) makes available employment-related information to more Maldivians; and
- (iv) Strengthens the capacity for labor administration and for labor market analysis.

Training in the Project focuses on five key sectors important in the continued economic well-being of the country: tourism, fisheries and agriculture, transport, construction and the social sectors. Such training can be selected, planned, managed, and implemented by the community and shall focus on areas that the community has identified as priority areas of concern in employment generation.

The Project recognizes the strategic role that communities play in the fulfillment of the goals outlined above. Many islands already have community development plans and projects supported by various Ministries, Agencies and NGOs. As a first priority, the project would like to add a training component to these development projects if that is appropriate and if a training element does not already exist. To achieve this, ESTP created CAT to encourage communities to propose and obtain support for skills training within these five priorities.

In March 2006, the first round of CAT was advertised in the Atolls and Islands. Over 75 proposals were submitted and 12 were approved and funded.

In April 2008, the second round of CAT was advertised in the Atolls and Islands. A total of 77 proposals were submitted and 25 were approved and funded.

In the next round of CAT, up to 40 further projects can be supported with an individual project budget of not more than Mrf 250,000.00

In this round, Communities can select trainings that can be conducted to a competency standard, from the following list of skills leading to employment or self-employment.

**NOTE:** *Trainings that are not conducted to a competency standard can also be considered according to the needs of the Community.*

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<sup>1</sup> In this document, community is defined as the residents of one island

**For the Resorts and Hotels**

Food & Beverage services personnel  
Front Office  
Room Attendant  
Tour Guide  
Pastry and Bakery Chef  
Cook/Chef (trainee)

**Facilities and Construction**

Refrigeration and air conditioning  
Electrician  
Carpentry (Construction)  
Carpenter (Furniture)  
Mason  
Welder  
Bar Bender

**Transportation**

Automotive Maintenance  
Driving Instructor  
Coastal Navigation  
Marine Mechanic

**Fisheries**

Fish Processing and Quality Controller

**Example:** New Resorts are being built close to a resident Island. The community wants to train local young people and those of neighbouring islands in Resort skills so they can work at the Resort. The Island offers its community centre as a training site, the resorts agree to take the trainees for on-the-job training and CAT agrees to pay for the trainer and training supplies. ESC Competency Standards must be used and TVET will provide Assessors at the completion of training.

**Example:** A Resort or group of Resorts are prepared to purchase vegetables from local Islands. An island or group of Islands, want to improve their agricultural capacity to meet the quantity and quality requirements of this market. The Island provides a training facility and a pilot plot, the Resort(s) provide a market once standards are met and CAT provides a trainer and training materials for a 3 to 6 month development program.

**Example:** A group of Islands in one Atoll have diesel generators, waste management systems, desalination plants, but no trained technicians to operate and maintain these. They propose a common training activity to develop these skills among Island residents. ESC Competency Standards must be used and TVET will provide Assessors at the completion of training.

**Example:** A group of Islands want to have at least 2 house wiring electricians on each Island. They have agreed to hold the training in one central island that has a community center. The community will contribute the community center and accommodation for trainees if CAT will pay for the training and the training

materials. ESC Competency Standards must be used and TVET will provide Assessors at the completion of training

**Example:** A new fish processing plant is opening on an Island. The company needs many new workers in the skilled maintenance trades such as Electrician and Refrigeration and in fish processing technology. The community offers its community center as a general training facility, the industry provides on the job opportunities and CAT subsidizes (pays half) of the cost of the company skills trainers. ESC Competency Standards must be used and TVET will provide Assessors at the completion of training

### **B. Who can apply?**

Any community (One Island) in Maldives may apply with the support of the Island Chief and the endorsement of the Atoll Chief. If Resorts or Companies are part of the proposal, a letter from the resort or company confirming their involvement is required.

Proposals from groups in Male' will also be accepted. Only one proposal may come from the community (except Male') and not more than 2 proposals may come from one Atoll.

### **C. What projects are eligible? To receive funding, projects shall:**

1. be developed through a participatory process which will involve the key stakeholders in the community including representatives from the government, private sector, youth and women. The **Registered** Island Development Committee (IDC) and the Women's Development Committee (WDC) would be considered as important stakeholders;
2. lead to employment or self employment. Proposals with employment as the object (as opposed to self employment) must involve employers in the program to ensure that graduates from the training will be employable upon completion;
3. Include training in micro enterprise development and management, if self employment is the objective.
4. address the skills needs of the community to facilitate economic growth in the island. It must detail how the training will enhance the island's economy;
5. involve at least (25) trainees, especially from the currently unemployed youth;
6. be relevant to ESTP's strategic sectors/directions;
7. be located in and of significant benefit to residents in the community; and
8. be part of an existing and on going community development project by adding a training component.

Preference shall be given to projects that:

1. link employers including Resorts
2. give residents the opportunity to develop skills;
3. support increased use of existing neighbourhood talent and facilities;
4. support increased ability to access neighbourhood facilities;
5. increase the capacity of those serving the needs of residents in the community; and
6. can be completed within 6 months

Community Project grants cannot be used for:

1. on-going operating expenses;
2. salaries or honoraria other than trainer salary
3. payments of stipends to project participants; (in some cases, inter Island transport can be considered).
4. repairs to public or non-profit facilities;
5. re-development of private property; and
6. projects that are already in progress or have been completed.

Normally, costs of preparing and organizing a project are expected as an in-kind contribution by the community and are not eligible for funding.

**D. How will the projects be selected?**

The Project Implementation Unit (PIU) shall select the appropriate projects to be funded in consultation with the Employment Sector Councils and the Atoll Authorities concerned. The decision shall be sent to the respective organizations no later than 7 weeks after proposal submission deadline.

The criteria for project selection are:

1. The proposed project has been identified for implementation through community participation;
2. The estimated cost of the project should be not more than MRf 250,000.00 (Maldivian Rufiyaa Two Hundred and Fifty Thousand Only).
3. It shall include project cost, community in-kind contribution, employer contribution, and a plan of how the training can be sustained after completion of this funding.
4. The proposed project should benefit the target beneficiaries; (youth and unemployed individuals)
5. The proposed project is planned to include at least 40% women as beneficiaries.
6. The proposed project should address the needs of the community in terms of priority;
7. Due consideration should be given to locating, designing, implementing, and operating the project in order to minimize any adverse impacts on the environment and local culture;
8. The community should demonstrate adequate capacity to execute or supervise the project. If not, acceptable arrangements should exist to appoint a capable qualified service provider;
9. The community should indicate its willingness to participate with counterpart funds or in kind, such as labor and should confirm such;
10. Projects requiring continuous recurring costs to operate, are not eligible unless cost recovery mechanisms are built in;
11. The scope of work should be simple so that implementation by the community is the most practical solution;
12. The community, or service provider should not have been declared ineligible by the government due to unsatisfactory performance or otherwise in earlier executed projects;
13. The community, or its nominated representative, should be authorized legally to sign a contract for procurement purposes and should follow approved procurement procedures;

14. A realistic implementation plan should be prepared and approved by all concerned parties; and
15. The project supports an on going community development plan.

It is recognized that poor and vulnerable communities may lack the necessary skills and resources to design and present viable project proposals. In such cases, the local governments, or NGOs with local projects may be encouraged to extend their services to help link proposals with on-going activities or to write new proposals. Alternately, the PIU may engage local service providers to undertake, among other activities, mobilization of community groups, skills training and establishment of participatory planning processes at the village or community level to identify priority investments. Suitable funding for these services could be identified out of the project funds.

#### **E. How will the project be managed and implemented?**

A CAT program Coordinator shall support the Project.

An RFP shall be posted requesting proposals. Application forms are attached to this document.

Once a project is approved, the PIU shall enter into an implementation agreement. The basic tenets to be taken into consideration are transparency, fairness, capacity-evaluation, project viability, and sustainability. A flexible approach is recommended especially in cases where the community has limited resources and capacity.

The project shall be implemented by the successful applicant communities, with the Project Implementation Unit assuming the following tasks:

1. oversee the award of the contract and signing of the contract agreement, if necessary, in certain situations, also countersigning the contracts;
2. allocate funds for each project;
3. monitor progress and quality of works regularly;
4. release funds to contractors as per schedule or stage-wise completion;
5. certify project completion;
6. provide regular progress reports on project implementation status and fund utilization to the PSC and ADB;
7. prepare statements of expenditures, maintain proper accounts, and conduct selective audits; and
8. provide advice to communities, contractors, and other groups concerned regarding ADB's policies and guidelines, especially on procurement, environment, and gender.

Local procurement procedures and guidelines shall be followed.

The Training component of the project shall be provided by the members of the community if possible. They shall be reimbursed for the services rendered. It shall be ensured that children are not employed for the projects. In case the project cannot identify adequate trainers within the community, the work can be let out by inviting quotations from three contractors, taking into consideration local situations wherever practicable.

In exceptional cases, if sufficient contractors are not available, the contract can be awarded on direct-assignment basis, after ascertaining the capability of the proposed contractor and reasonability of rates. Here, also to the extent possible, members of the local community shall be employed by the contractors as labor.

The contract shall be in English and simple, adequately addressing the main issues such as scope of work, date of start, completion period, payment terms, progress and quality review, defect-liability period, responsibilities of the community and contractor, including review, inspection, payment procedures and contract termination.

The community, through the Island Chiefs Office in cooperation with the Island Development Committee and/or Women's' Development Committee shall be responsible for the implementation of the project including supervision of contractors' performances, wherever applicable. The Coordinator will support them in this. The Island Chief shall identify one person as the main contact and focal person for the project.

It is probable that some projects may be located in areas which do not have adequate banking facilities. In such situations, the PIU shall handle the project finances and pay the contractors directly.

The Focal Person shall also apprise the community on the status of project implementation either by way of general meetings, posting on notice boards or both. On completion of the project, the project manager shall prepare a comprehensive completion report and detailed accounts which will be submitted to the PIU for review and approval.

Some communities may lack the adequate capacity to design and implement such projects but know about local needs and concerns. In such cases, the community, with the Coordinators help, may invite providers with established records of implementing community-development projects to implement project activities in the villages.

Such providers shall preferably assign one person to work full-time on the Project. Suitable remuneration may be provided out of the project funds. Some of the tasks that may be entrusted to the providers are as follow:

1. undertake social assessments of villages to determine the optimal composition of groups to ensure optimal poverty and environmental impacts of project investments;
2. help elect, nominate a Focal Person in target communities;
3. train community people according to the curriculum developed;
4. identify agencies such as local Resorts, that can form partnerships with communities to implement training employment investments and help the communities to adopt innovative techniques;
5. establish links with competent expertise at the appropriate level to validate the technical, financial, environmental, social, and environmental feasibility of the investments and innovations proposed by communities;
6. monitor and report the implementation of village investments and the use of funds by communities.

On completion of the contract, the Coordinator shall advise the PIU who will, if required, depute a representative for inspection, to be conducted jointly with

members of the community and the service provider. If the inspection team concludes that a service has been implemented satisfactorily, a completion certificate shall be issued by the IDC/WDC, countersigned by the service provider and the PIU.

In case of defects, the contractor shall be provided in writing the list of defects that have to be corrected. A time limit for correction of the defects shall also be indicated. On final acceptance, final payments and retention money shall be released with the approval of the PIU to the contractor.

Care shall be undertaken to ensure that fund utilization is transparent, in order, and subject to adequate auditing. Whenever banks are available locally, all transactions shall be through previously approved banks. If banks are not available in the vicinity, funds shall be handled by the PIU which will make direct payments to the suppliers and contractors based on the certification of the IDC/WDC, if required, with the assistance of technically competent personnel, and actual measurements of works.

Members of the communities who provide labor are eligible for payments. The contractors, duly witnessed by the IDC/WDC, shall make such payments directly to the labor. The contractors shall be paid directly by the PIU.

**F. How will the project be evaluated on completion?**

The PIU shall review and audit the project reports and receipts upon submission of such and prior to disbursement of the last 20% of the total amount. An easy to use monitoring and evaluation mechanism has been developed and will be issued to all communities prior to signing of agreement.

**G. When are applications due?**

Applicants are encouraged to review their proposal with the TVET of MHRYS prior to submission.

Proposals are due at the PIU, no later than 1500 hours May 10<sup>th</sup>, 2009 by fax, e-mail or regular mail. Applications shall be submitted at least 60 days prior to the anticipated project start date as the approval process generally takes 30 to 60 days.

**H. How are grants paid?**

Upon submission of a signed Memorandum of Agreement, the community can request 30% of the approved grant amount. Another 50% of the grant shall be disbursed following:

1. submission of copies of receipts, invoices or cancelled cheques proving the expenditure of the first 25% grant amount; and
2. receipt of a progress report.

The remaining balance (20%) shall be disbursed upon completion of the project. Applicants must submit:

1. the remainder of receipts proving expenditure of the total grant for eligible costs;

2. a final report of the project including an evaluation of project outcomes;  
and
3. a financial statement indicating total project costs and revenues.

Any funding that is not proved to be spent shall be returned to the PIU, ESTP within 60 days of project completion. If a project is not completed within the allotted time frame, applicants are expected to return funds advanced by the program. Projects shall be completed by December 31, 2009. (unless otherwise advised). Projects not started after two months of project approval shall be considered to have expired.

#### **I. How do you apply?**

The guidelines and proposal format shall be sent to all Atoll and Island offices.

#### **Suggested CAT Budget Format**

1. Human Resource Costs
  - Trainers Fees
  - Support (technical, clerical)
2. Materials and Supplies
  - Office Supplies
  - Training Materials
3. Travel and Accommodation
4. Other Costs
5. The maximum grant will be MRf 250,000.00 (Maldivian Rufiyaa Two Hundred and Fifty Thousand Only).

#### **Contact information**

The proposal shall be addressed to:

Project Manager, PIU  
Project Implementation Unit  
Ministry of Human Resources, Youth and Sports

The fax number is 3347493 and the e-mail address is [info@tvet.gov.mv](mailto:info@tvet.gov.mv); website: [www.tvet.gov.mv](http://www.tvet.gov.mv)

For further information, please contact 3347345, 3347339.