



## WORKSHOP ON SDF CONTRACTS IMPLEMENTATION

# Presentation Outline

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- **Background**
- **Rationale for M&E**
- **SDF contracts implementation modalities**
- **Reporting Framework**
- **Key issues for discussion**

# BACKGROUND

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The Government of Rwanda in partnership with the World Bank have initiated a three years Priority Skills Program for Growth whose major component is “**Skills Development Fund II Project**” with an objective of minimizing skills gap experienced by private business operators for rapidly increasing the skills in high demand in the labor market. SDF II has three windows:

**Window 1: Rapid Response Training**

**Window 2: Out of School Youth**

**Window 3: Internship and Apprenticeship**

Skills Development Fund II (SDF II) focuses on key Priority Sectors:

- ❖ **Energy;**
- ❖ **Hospitality;**
- ❖ **Manufacturing;**
- ❖ **Agriculture;**
- ❖ **ICT;**
- ❖ **Transport and Logistics and Logistics;**
- ❖ **Other innovative projects.**

## Implementation modalities

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Referred to SDF short term training launched on 23/05/2019, 113 grantees signed contracts and the trainings ready to start; therefore SDF team dedicated for Monitoring and Evaluation has to conduct frequent field visits to:

- Ensure that implementation of the SDF Training is on course and desired outcomes are likely to be achieved, and
- Ensure that the support by SDF to grantees is used for the intended purposes Training provision must be in line with the contract signed with WDA;
- Use funds to implement only activities that are articulated in the submitted proposals and the contract; simply there is a need to commit funds as per agreed budget lines;
- Keep proper financial records to meet any M&E and audit needs;

## Implementation modalities Cont'd

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- Keep attendance list of trainees on daily basis(Use WDA format),avoid forgery
- Grant will be provided based on the target that was agreed upon in signing contract, if service providers fail to meet the target; the transferred funds will be brought back to WDA via WDA Account in National Bank of Rwanda (BNR)
- Respect training periods as embedded in the contract;
- Trainers need to be qualified and have training contracts;
- Start the training if only model contracts are in position except for RRT of existing workers;
- Respect Occupational Health and Safety requirements(First aid facilities,PPE,Enough working space, sanitation facilities, among others,...);
- Trainee who will not spend at least  $\frac{3}{4}$  of required time will be considered as drop out.

# REPORTING FRAMEWORK

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## **Needed Reports**

- Monthly and completion financial and narrative reports;

## **Reporting Period**

- Monthly report should be submitted not later than the 10<sup>th</sup> of each month following the month under review;
- The completion report should be submitted within one month after the completion of the training(for final report bring original documents)
- List of graduates to be presented to WDA not later than one month.

## **Reporting channels:**

- Soft copy to be submitted using the following email ([sdfreport@sdfrwanda.rw](mailto:sdfreport@sdfrwanda.rw))
- Two(2)Signed and stamped hard copies to be submitted at WDA head Office / SDF Office/Monthly report;

## REPORTING FRAMEWORK

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### REPORTING TEMPLATES:

- Template for Financial Report;
- Template for Narrative Report;
- Template of daily attendance list;
- Template of trainees facilitation fees acknowledgment.

# KEY ISSUES FOR DISCUSSION

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1. WhatsApp Group;
2. Submission of draft list of trainees(1/3/2020);
2. Deadline of submission of final list of trainees(During 1<sup>st</sup> M&E)
3. Special attention to trainees statistics for audit purpose;
3. OHS committees to be urgently established and reported to WDA not later than end March, 5<sup>th</sup>, 2020.
4. Model contracts to be available before starting training