

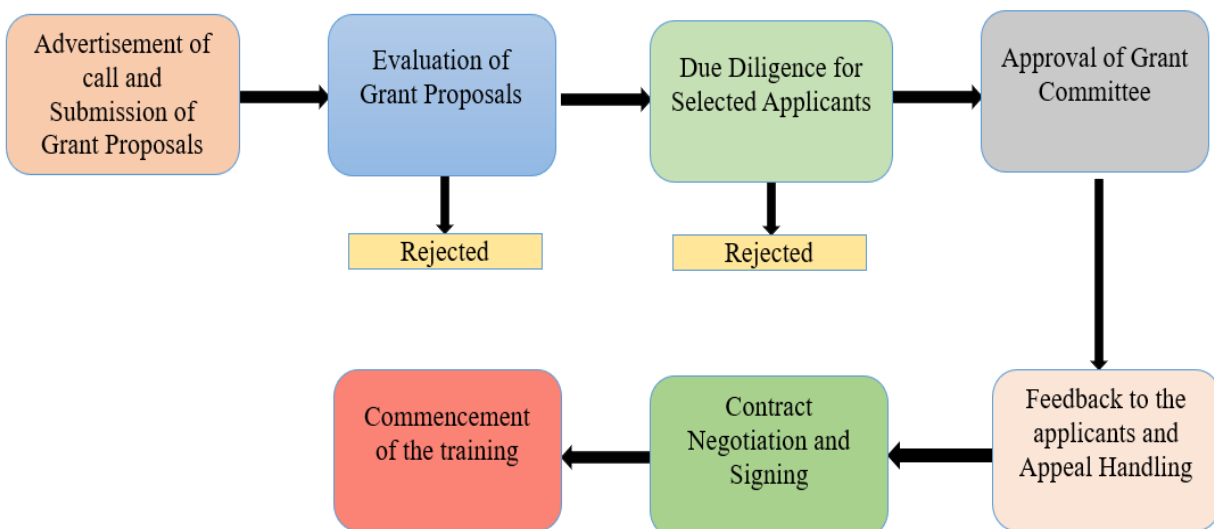
**SKILLS DEVELOPMENT FUND (SDF)
CALL FOR GRANT PROPOSALS (DETAILED)
DECEMBER 2024**

The Government of Rwanda, in partnership with the World Bank, is implementing the Skills Development Fund as part of the Rwanda Priority Skills for Growth and Youth Empowerment (PSGYE) initiative. The main objective of the Skills Development Fund (SDF) is to address the skills gap experienced by private business operators. It aims to rapidly increase the supply of in-demand skills in the labor market and facilitate the entry of new participants into the workforce by equipping them with relevant skills. To respond to this:

Rwanda TVET Board calls for the attention of companies/industries, associations, Trade Unions, Technical Secondary School (TSSs), Cooperatives, Vocational Training Centers, Incubation centers, Polytechnics; experienced training providers in business related fields, local or international organizations that have an interest and capacity to provide technical and practical skills and/or leading the Recognition of Prior Learning process, that they can apply for SDF grant as per below guidance.

Interested institutions will submit their grant proposals to the Rwanda TVET Board (RTB) before 10 January 2025. The application will be made through the Grant Management System accessible at <https://gms.sdfwanda.rw>.

The following outlines the processes for both application and evaluation:



Prospective applicants for this call will support employer-led short-term training that addresses specific skill requirements. The focus will be on providing labor market-relevant skills, particularly through interventions categorized into 4 windows below:

Window 1: Rapid Response Training (RRT)

The objective of this window is to address skills gaps experienced by companies in the formal sector and to promote their collaborations with training institutions. The Fund will co-finance short-term training for workers who are in the process of being employed by the applicant or existing workers in the applicant's business who need skills upgrading to improve their productivity. Window 1 will therefore cater for two target groups: a) existing 'formal' enterprises in need of upgrading the skills of the existing labor force, and b) investors planning to establish an enterprise in Rwanda or already established in need of new qualified labor force.

Sub-Window 1.1. Skills upgrading of the existing labor force

A. Under this sub-window, existing enterprises can get support to upgrade the skills of the existing labour force. Interested companies must respond to calls for applications by SDF.

The company to be selected for Implementing Skills upgrading of the existing labor force should:

- ✓ Have required legal documents to operate in Rwanda,
- ✓ Have sufficient training facilities (Equipment and workshops) related to training program applied for, supported by proof of ownership of training equipment and rent agreement/ lease contract of premises.
- ✓ Be ready to comply with the implementation guidelines/frameworks in place,
- ✓ Have the capacity to comply with the Occupational Health and Safety guidelines,
- ✓ Have the administrative and technical capacity to implement the training program applied for,
- ✓ Submit any other required application document.
- ✓ Have identified competent training provider supported by an agreement.

B. Under this sub-window, companies, NGOs, and trade unions with the capacity to upgrade the skills of existing employees of a specific target group in a formal sector are allowed to apply.

The institutions eligible to upgrade the skills of existing employees of a specific target group in a formal sector should:

- ✓ Have required legal documents to operate in Rwanda,
- ✓ Have adequate training facilities (Equipment and workshops) related to training program applied for, supported by proof of ownership of training equipment and rent agreement/ lease contract of premises.

- ✓ Be prepared to comply with the implementation guidelines/frameworks in place,
- ✓ Have the capacity to comply with the Occupational Health and Safety guidelines,
- ✓ Have the administrative and technical capacity to implement the training program applied for,
- ✓ Submit any other required application document.
- ✓ Provide a skills gap report prepared and signed by the applicant demonstrating the need for the training and the expected outcomes from the training.
- ✓ Have an agreement with the public institutions coordinating the concerned economic sectors or sub-sectors.

The training duration for this sub-window is ranging from few days to not more than three (3) months.

Sub-Window 1.2. Short-term training of potential employees for investors

The companies should apply by responding to the SDF call for proposals and go through the established evaluation process. As investors, they should demonstrate the need of new employees, and this will be a criteria for selection.

To be eligible, a trainee should not be a student at any level during the training period, and ready to get employed by the applicant.

The company to be selected for Implementing short-term training of potential employees for investors should:

- ✓ Have required legal documents to operate in Rwanda,
- ✓ Have sufficient training facilities (Equipment and workshops) related to training program applied for, supported by proof of ownership of training equipment and rent agreement/ lease contract of premises.
- ✓ Be ready to comply with the implementation guidelines/frameworks in place,
- ✓ Have the capacity to comply with the Occupational Health and Safety guidelines,
- ✓ Have the administrative and technical capacity to implement the training program applied for,
- ✓ Submit any other required application document.
- ✓ Be newly registered by RDB or be an existing company in need of expanding their operations.
- ✓ Have identified competent training provider supported by an agreement.

The successful applicant in this window, **should employ at least 70%** of the graduates.

The training duration for this sub-window is ranging from few days to not more than three (3) months.

Window 2: Out-of-school youth/NEET youth

The primary objective of the out of school window is to engage NEET youth and support them to acquire skills and competences allowing their integration to the labour market. The training will include an introduction to basic entrepreneurial and climate change skills. The trainees will be enabled to create their own business or be more competitive on the labour market.

This window will have three sub-windows: (1) Industry Based Training youth, (2) Dual training for out of school youth, and (3) Internship targeting unemployed basic and higher TVET graduates, and higher education graduates. All these target groups should fall under the NEET category.

Sub-window 2.1: Industry Based Training (IBT)

The IBT is organised by a company/industry that is interested in establishing an apprenticeship scheme within its organisation. The training will be fully industrial based. The training duration for this sub-window is ranging from few days to not more than **six (6) months** depending on the training content to be covered.

The applicants are supposed to be existing companies with capacity to provide quality work-based learning, including companies managing government projects.

a. The company to be selected for Implementing Industry Based Training (IBT) should:

- ✓ Have required legal documents to operate in Rwanda,
- ✓ Have sufficient training facilities (Equipment and workshops) related to training program applied for, supported by proof of ownership of training equipment and rent agreement/ lease contract of premises.
- ✓ Be ready to comply with the implementation guidelines/frameworks in place,
- ✓ Have the capacity to comply with the Occupational Health and Safety guidelines,
- ✓ Have the administrative and technical capacity to implement the training program applied for,
- ✓ Submit any other required application document.

b. The target groups to benefit from this intervention are:

- ✓ Youth who have dropped out from school with no TVET background
- ✓ Secondary school and university graduates not in employment, education, or training who graduated at least two years prior. These graduates will not have TVET background.

Sub-window 2.2: Dual training

The implementation of this intervention will be made possible through the partnership with institutions accredited to implement TVET programmes. The training will be up to **6 months**.

The dual training model will be applied whereby a trainee will be trained in a TVET school and deployed in companies or industries for internship purpose for at least one-third of the time.

The content of the training will be defined by the applicant and approved by SDF. At least 25% of the training is supposed to be practical.

The selected training institution must provide career guidance to the trainees, including advice on how to search for a job.

a. The training institution to be selected for Implementing Dual training should:

- ✓ Be an accredited TVET Institution
- ✓ Be ready to comply with the implementation guidelines/frameworks in place,
- ✓ Have the capacity to comply with the Occupational Health and Safety guidelines,
- ✓ Have the administrative and technical capacity to implement the training program applied for,
- ✓ Submit any other required application document.
- ✓ Have at-least 2 MoUs with Companies/Industries to host the trainees during the industrial attachment.

b. The target groups to benefit from this intervention are:

- ✓ Youth that have dropped out from school not in employment, education, or training with at least 16 years old and at most 30 years old.
- ✓ Secondary school and university graduates not in employment, education, or training who graduated at least two years prior. These graduates will not have a TVET background.

Sub-window 2.3: Internship

Internship refers to placement of TVET graduates as interns in an enterprise/institution to gain useful skills and exposure to real world of work environment. Applying institutions are companies willing to take on interns and with enough capacity to cater for the number of proposed interns - placement.

The applying companies should have an agreement with schools that will continually recommend graduates.

SDF will enter into a contract with the provider of the internship specifying the conditions of the Work-Based Learning, including the support to be provided by the SDF. SDF will oversee the quality of the learning.

a. The training institution to be selected for Implementing Internship should:

- ✓ Have required legal documents to operate in Rwanda,

- ✓ Have sufficient training facilities (Equipment and workshops) related to training program applied for, supported by proof of ownership of training equipment and rent agreement/ lease contract of premises.
- ✓ Be ready to comply with the implementation guidelines/frameworks in place,
- ✓ Have the capacity to comply with the Occupational Health and Safety guidelines,
- ✓ Have the administrative and technical capacity to facilitate interns to acquire technical skills,
- ✓ Have competent trainers/supervisors
- ✓ Have agreements/Memorandum of Understanding with schools
- ✓ Submit any other required application document.

b. The target groups to benefit from this intervention are:

- ✓ Graduates from lower and higher-level education, with a priority to TVET Schools/Polytechnics,
- ✓ Graduates should be at least 16 years old and at most 30 years old.

The training duration for this intervention will be up to three (3) months.

Window 3: Short-term training for the informal sector and Recognition of Prior Learning

The purpose of this window is to provide beneficiaries in the informal sector with an opportunity to acquire and upgrade labour market relevant skills, and to allow people who have acquired their competences through informal or non-formal training to get certified through Recognition of Prior Learning (RPL). Applicants are supposed to be training institutions and informal sectors (professional associations, federations, cooperatives, NGOs, and trade unions).

Sub-window 3.1: Skills upgrading for informal sector

The implementation of skills upgrading for the informal sector will be mainly done by RTB in collaboration with private sector/professional associations/trade unions/federations/ NGOs and cooperatives.

Apprentices being trained by master craftsperson constitute a special target group. For these, SDF may enter an agreement with the relevant cluster association specifying ways to enhance the apprentices' technical competences. This may have the form of block-release of the apprentices.

For certain categories of upgrading courses, SDF may enter framework contracts with well-established training centers. Based on MINICOM skills assessment report on Integrated Craft Production Centres (ICPCs), the SDF skills upgrading will also target workers in the centres.

The applicant to be selected for Implementing Skills upgrading for informal sector should:

- ✓ Have required legal documents to operate in Rwanda,
- ✓ Have identified competent training provider supported by an agreement.

- ✓ Provide proof that the training provider have sufficient training facilities (Equipment and workshops) related to training program applied for, supported by proof of ownership of training equipment and rent agreement/ lease contract of premises.
- ✓ Be ready to comply with the implementation guidelines/frameworks in place,
- ✓ Have the capacity to comply with the Occupational Health and Safety guidelines,
- ✓ Have the administrative and technical capacity to facilitate interns to acquire technical skills,
- ✓ Have competent trainers/supervisors
- ✓ Submit any other required application document.

The training duration for this intervention is ranging from few days to not more than three (3) months.

Sub-window 3.2: Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is a process of acknowledging prior learning acquired in different contexts especially at work without considering how, when or where the learning occurred. The objective of RPL is to facilitate access to labour market and progression of workers.

The implementation of RPL will be mainly done by RTB in collaboration with other stakeholders including private sector federation, chambers, trade unions, federations, syndicates and formal colleges.

Selection of sector/trade is done by RTB and relevant stakeholders based on priority sectors with more focus on selected economic sectors.

The assessment sites may be a school, industry/company and should have appropriate facilities, assessment tools and equipment that are accessible and operational depending on the assessment requirements. The assessment sites must have conducive environment for the competencies to be assessed.

The applicant to be selected for Implementing Recognition of Prior Learning (RPL) should:

- ✓ Be private sector federation, chambers, trade unions, federations, syndicates and formal colleges with the capacity to initiate and lead the RPL process,
- ✓ Be ready to comply with the Recognition of Prior Learning (RPL) Operational Manual in place,
- ✓ Have required legal documents to operate in Rwanda,
- ✓ Have identified potential assessment site/centers with sufficient training facilities (Equipment and workshop),
- ✓ Be ready to comply with the Recognition of Prior Learning (RPL) Operational Manual in place,
- ✓ Have the capacity to comply with the Occupational Health and Safety guidelines
- ✓ Have competent assessors and facilitators

- ✓ Identify RPL beneficiaries
- ✓ Submit any other required application document.

The assessment, certification and reporting duration for this intervention is ranging from few days to not more than three (3) months for every cohort. The assessment will lead to an official certificate of competency.

Sub-window 3.3: Basic business training

This intervention will build the capacity of people with small businesses to strengthen their basic skills I businesses.

Applicants are incubation centers and other experienced training providers in business related fields.

The Target group will be owners of micro and small businesses and their employees, including small-scale farmers, keen to strengthen their business competencies. The project will also target individual business operators who may be trained through incubation centers or experienced training providers in business-related subjects.

The training will be modularized, based on ILO's Start and Improve Your Business Packages.

The applicant to be selected for Implementing Basic business training should:

- ✓ Have required legal documents to operate in Rwanda,
- ✓ Have sufficient training facilities (Equipment and workshops) related to training program applied for, supported by proof of ownership of training equipment and rent agreement/ lease contract of premises.
- ✓ Be ready to comply with the implementation guidelines/frameworks in place,
- ✓ Have the capacity to comply with the Occupational Health and Safety guidelines,
- ✓ Have competent trainers/supervisors
- ✓ Submit any other required application document.

The training period will be from a few days to two (2) months.

Window 4: Short-term training for middle level skills in the construction sector

The construction sector is a priority economic sector in Rwanda and continues to grow contributing to about 8% of national employment. However, the sector is experiencing a shortage of skilled workers in-country and is relying on imported labour including for large publicly financed projects. This window will support short term training in selected specialized skills within the construction private sector, including assessment and certification. The training will also include upskilling for

existing low level construction workers, majority of whom (87%) have only primary education level or less. The training will be conducted jointly by RP Colleges and/or TVET Schools and the private sector federation, Institute of Engineers or companies to ensure relevant assessment and certification in line with the National Qualification Framework. The trainings will incorporate climate change adaptation and mitigation skills in line with national regulations and guidelines for construction including on occupational health and safety.

Training providers are RP Colleges, TVET schools, or private training centres and companies, to be selected by RTB. For certain categories of training, SDF may enter framework contracts with the training provider.

The training will be at least 80% practical. The training courses will be accredited by RTB or an international accreditation body.

➤ ***Upskilling for existing low and mid-level construction workers***

For low and mid-level construction workers, the selection will prioritize specialization on highly needed skills in the labor market like:

- ❖ Computer Aided Design
- ❖ Tile Works
- ❖ Painting and Decoration
- ❖ Building interior Design and construction
- ❖ Assembling Aluminum doors, windows & Glazing Works
- ❖ Sound and Thermal Proofing
- ❖ Asphalt Pavement Maintenance
- ❖ Blocks, Bricks and Pavers Making and Laying
- ❖ Surveying Instruments Operation
- ❖ Ceiling Construction
- ❖ Laser Scanner in Building Information Modelling
- ❖ Others

The Upskilling for existing low and mid-level construction workers may take up to 3 months or less.

➤ ***The training for new entrants in the industry/TVET institutions***

The selection will prioritize specialization on highly needed skills in the labor market like:

- ❖ Road Construction and Machinery Operation
- ❖ Masonry
- ❖ Construction Materials Testing
- ❖ Domestic Plumbing

- ❖ Wooden and metallic Roof Construction
- ❖ Others

The training for new entrants in the industry may take from 3 to 6 months based on the duration of the specialization modules.

The applicant to be selected for this window should:

- ✓ Have required legal documents to operate in Rwanda,
- ✓ Have sufficient training facilities (Equipment and workshops) related to training program applied for, supported by proof of ownership of training equipment and rent agreement/ lease contract of premises.
- ✓ Be ready to comply with the implementation guidelines/frameworks in place,
- ✓ Have the capacity to comply with the Occupational Health and Safety guidelines,
- ✓ Have competent trainers/supervisors
- ✓ MoU with companies/industries for schools and Polytechnics
- ✓ Submit any other required application document.

Note: Window 4 is strictly reserved for the Construction sector. Applicants from the Construction sector are not allowed to apply in other windows, except for Window 1 and the Recognition of Prior Learning (RPL) under Window 3.

In selecting the best applicants to benefit from the grant, priority will be accorded to the training areas (Trades) falling under selected priority sectors including *Transport & Logistics sector, Manufacturing sector, Energy sector, Construction sector, Hospitality & Tourism sector, ICT sector (specifically Internet of Thing (IoT), software development, cell phone repair, digital skills, programming and coding, e-learning), Mining sector, Agriculture sector, and Other sectors with a demonstrated rare skill.*

The Rwanda TVET Board (RTB) is pleased to invite interested applicants to submit their grant proposals through Grant Management System (GMS) via <http://gms.sdfwanda.rw> no later than 10th January 2025 at 23:59 pm. In case you need more information, do not hesitate to contact us on 0788435520.

Done at Kigali on 19/12/2024.

Dipl.-Ing. UMUKUNZI Paul
Director General, Rwanda TVET Board