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**SKILLS DEVELOPMENT FUND**

**SDF GRANT PROPOSAL REQUEST**

WINDOW 3: Apprenticeships, Internships, RPL & **Skills upgrading for informal sector**

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| **FOR OFFICE USE ONLY** | | |
| **Received on:** | **Received by:** | **Application No:** |
|  |  |  |

Complete and submit the application to: [sdfrwanda@gmail.com](mailto:sdfapplication@gmail.com) and copy to: [info@rtb.gov.rw](mailto:info@rtb.gov.rw) not later than **12th February 2021 00:00AM**.

**N.B:** All applicants will be subjected to Due Diligence in order to verify that the information provided in the Grant proposal is correct and to assess the capacity of the involved organizations.

**PLEASE NOTE THAT ANY ALTERATION TO THIS APPLICATION FORM WILL RENDER IT INVALID**

**ACTIVITIES ELIGIBLE FOR SUPPORT BY SDF**

*PLEASE READ CAREFULLY THIS IMPORTANT INFORMATION BEFORE YOU FILL IN THE APPLICATION*

**SHORT INTRODUCTION TO WINDOW 3**

This section has four types of training programmes, namely “apprenticeships, internships, RPL andSkills upgrading for informal sector.

The purpose of this window is to provide program beneficiaries and graduates with an opportunity to acquire labour market relevant skills. Applicants are supposed to be companies/industries, training institutions and informal sectors (Professional associations, Federations, Cooperatives, NGOs and trade unions).

**(a)The apprenticeships** is Industry Based Training (IBT) organized by a company/industry that is interested in establishing an apprenticeship scheme within its organization. The training may be fully industrial based if company/Industry has necessary facilities for training or may combine practical training at the workplace with school-based theoretical classes (dual training). Interested applicant shall submit their Grant proposal supported by the recommendation from PSF. The training duration for this intervention is six (6) months.

**(b)The Internships** is a 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 supposed to be existing accredited TVET institutions from both public and private sector in collaboration with companies willing to take on interns. They must show that they have entered an agreement with relevant companies with sufficient capacity to cater for the number of proposed interns - placement. The training duration for this intervention is six (6) months.

**(c)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. Eligible applicants on Recognition of Prior Learning (RPL) include Integrated Polytechnic Regional College (IPRCs) and Polytechnics from both public and private sector. The training duration for this intervention is ranging from few days to not later than four months.

**(d)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.

Eligible applicants on skills upgrading for the informal sector include Professional Associations, trade unions and Federations and should be having signed a partnership agreement with the recognized/accredited training provider demonstrating capacity to implement the proposed trainings. The training provider must have a demonstrated capacity (knowledge, skills, practical experience, training facilities, and the necessary relevant machines/tools) to provide the proposed training. The training duration for this intervention is ranging from few days to not later than six (6) months.

Training courses for members of informal sector must be prepared in collaboration with a capable training provider; the training provider must have a demonstrated capacity (knowledge, skills, practical experience, training facilities, and the necessary relevant machines/tools) to provide the proposed training.

At this stage, Grant will not fund the cost related to equipment /Machinery. The evaluation of the Grant proposals will mainly base on project relevance, sustainability and cost-effectiveness.

In selecting the best applicants to benefit from the grants, priority will be accorded to the training areas (Trades) falling under selected priority sectors including Manufacturing, Energy, Transport and Logistics, ICT based projects (programming, digital cloud, data analysis and internet of things), Hospitality (Culinary Art), Handcraft, Agriculture (Horticulture and Aquaculture), Construction and Mining.

**SECTION 1: CONTACT DETAILS OF APPLICANT**

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| **ADDRESS** | | | | | | | | | | | | |
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| Name of applying institution | |  | | | | | | | | |  | |
|  | | | | | | | | | | | | |
| Type of applicant | | Company/industry/Training institution/ Professional Association/Trade Union/ Federation/ NGOs and Cooperatives.  Write your choice here……………………………………………… | | | | | | | | |  | |
|  | | | | | | | | | | | | |
| Physical address | |  | | | | | | | | |  | |
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|  | | | | | | | | | | | | |
| District | |  | | Province | | | | | |  |  | |
|  | | | | | | | | | | | | |
| Mobile telephone | |  | P.O. Box | | | | | | |  |  | |
|  | | | | | | | | | | | | |
| Email | |  | | | | | | | | |  | |
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| **FIRST CONTACT PERSON WITHIN THE ORGANISATION** | | | | | | | | | | |  | |
|  | | | | | | | | | | |  | |
| First Name |  | | | | | Mobile 1 | | |  | | |  |
|  | | | | | | | | | | | | |
| Family Name |  | | | | | Mobile 2 | |  | | |  | |
|  | | | | | | | | | | | | |
| Position in Organisation |  | | | | | E-mail | |  | | |  | |
|  | | | | | | | | | | | | |
| **SECOND CONTACT PERSON WITHIN THE ORGANISATION** | | | | | | | | | | |  | |
|  | | | | | | | | | | |  | |
| First Name |  | | | | | Mobile 1 | | |  | | |  |
|  | | | | | | | | | | | | |
| Family Name |  | | | | | Mobile 2 | |  | | | |  |
|  | | | | | | | | | | | | |
| Position in Organisation |  | | | | | E-mail | |  | | |  | |
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| **SECTION 2: APPLICANT’S LEGAL STATUS AND KEY ACTIVITIES** |

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| **LEGAL STATUS** | | | |  | | | | |
|  | | | | *Tick* () *the appropriate* | | | | |
| Bank Name and Account |  | TIN Number |  | Private |  | Public |  |  |
| |  | | --- | |  |   Total no. of Year established   |  | | --- | |  |   employees/staff | | | | | | | | |

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| |  | | --- | | APPLICATION SUB WINDOW  *Tick* () *the appropriate sub window related to your training* |  |  |  |  |  | | --- | --- | --- | --- | | Apprenticeships |  |  |  | |  |  | |      |  |  |  |  | | --- | --- | --- | --- | | Internships |  |  |  | |  |  | |  |  |  |  |  | | --- | --- | --- | --- | | RPL |  |  |  | |  |  | |  |  |  |  |  | | --- | --- | --- | --- | | Skills upgrading for the informal sector |  |  |  | |  |  | | |

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| **APPLIED TRAINING PROGRAMMES (TRADES)**  *List the training areas (trades) for your institutions. Add details in attachment if necessary* | |  |
|  | |  |
| Activity/ Trade 1 |  |  |
|  | | |
| Activity/  Trade 2 |  |  |
|  | | |
| Activity/  Trade 3 |  |  |
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| **SECTION 3: PROJECT FUNDING APPLICATION** |

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| **TITLE OF APPLICATION**  **Please in one sentence describe what is the focus of the application** |
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| **PROJECT ACTIVITIES AND OUTCOME**  *Outline the Planned activities to be supported by SDF, Problem you want to solve, outcome/results and Justify why you need grant to solve it. Explain why this project cannot be executed without a grant from SDF.* |
| (Max. 300words) |
| **Explain the role of the key stakeholders in the project if any?** |
| (Max. 30 lines) |

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| **INFORMATION ABOUT THE INSTITUTION TO HOST BENEFICIARIES** *Specify the economic sector and main business products of the company that will host apprentices/ interns or RPL or skills upgrading.*  *The applying company/industry to host apprentices should attach the recommendation from PSF and if the applicant is a training institution, it is also required to attach to this proposal an MoU with a company/industry to host interns***.** |
| (Max. 50 words) |
|  |
| **TRAINING DELIVERY PROCESS**  *Keep in mind that the training period is six (6) months for Apprenticeships and Internships and ranging from few days to 6 months for RPL and Skills upgrading for Informal sector. Estimate the training duration with respect to the training content/modules to be offered or to be assessed if it is RPL* |
| |  |  |  |  | | --- | --- | --- | --- | | **Activity/Training Content** | **From** | **To** | **Number of Hours** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | **TOTAL NUMBER OF HOURS** |  |  | **... Hours** | |
| |  | | --- | | *(Add a comment related to the training process if any)* ***(Max. 50 words)*** |   ***Note:*** *This table is only used for one trade, if you have applied for more than one trade you are requested to copy and fill it again with respect to the number of trades applied for.* |
| **TRAINING EQUIPMENT OF THE COMPANY/INDUSTRY OFFERING APPRENTICESHIPS/INTERNSHIPS/RPL/SKILLS UPGRADING FOR INFORMAL SECTOR**  *List down the equipment required to conduct this training, please remember to attach a proof of ownership if the equipment is owned by your institution or your training partner* | |
| |  |  |  |  | | --- | --- | --- | --- | | **No** | **Type of Equipment available for training** | **Who owns the equipment?** | **Number *(How many?)*** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | |
| |  | | --- | | *(Add a comment related to the training equipment if any)* ***(Max. 50words)*** |   ***Note:*** *This table is only used for one trade, if you have applied for more than one trade you are requested to copy and fill it again with respect to the number of trades applied for.* | |

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| **RECRUITMENT OF BENEFICIARIES**  *Indicate the number of Beneficiaries getting the Apprenticeships and Internships from the project for a period of six (6) months and the number of Beneficiaries for RPL and Skills upgrading from the project for a period ranging from few days to 6 months.* |
| **Trade 1**: ...*Name of trade*...   |  |  | | --- | --- | | Number of Beneficiaries | Level of education | |  |  | |
| **Trade 2**: ...*Name of trade*...   |  |  | | --- | --- | | Number of Beneficiaries | Level of education | |  |  |     **Trade 3**: ...*Name of trade*...   |  |  | | --- | --- | | Number of Beneficiaries | Level of education | |  |  |  |  |  | | --- | --- | | **TOTAL NUMBER OF BENEFICIARIES** | ........................................................... | |

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| **TECHNICAL STAFF**  *Identify the technical staff required to train all trades you have been applied for; in case he/she is already hired, please attach his/her CV* |
| |  |  |  |  | | --- | --- | --- | --- | | **No** | **Position** | **Qualification** | **“Available”** or **“to be hired”?** | | 1 |  |  |  | | 2 |  |  |  | | 3 |  |  |  | | 4 |  |  |  | | 5 |  |  |  | | 6 |  |  |  | | 7 |  |  |  | | 8 |  |  |  | |

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| **SUSTAINABILITY**  *How will your project (the planned activity) continue beyond the phase funded by SDF?* |
| ***(Max. 50words)*** |
| **SECTION 4: INDICATIVE BUDGET** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **BUDGET SUMMARY** *List the most important activities you are soliciting funding for and the indicative budget for each activity.* | | | | | | | | | | |
| **S/N** | **ITEM BY TYPE** | | **DESCRIPTION** | | **QTY** | **UNIT COST**  **/MONTH** | | **TOTAL COST/ MONTH** | | **TOTAL COST/ TRAINING DURATION** |
| **I** | **SALARIES & OTHER ALLOWANCES FOR PROGRAMME DEVELOPMENT** *(Include position and qualification for every staff in description)* | | | | | | | | | |
| 1 | Internal Staff | |  | |  |  |  | |  | |
|  | |  |  |  | |  | |
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|  | |  |  |  | |  | |
| 2 | Local Expert | |  | |  |  |  | |  | |
|  | |  |  |  | |  | |
|  | |  |  |  | |  | |
| 3 | External Expert | |  | |  |  |  | |  | |
|  | |  |  |  | |  | |
|  | |  |  |  | |  | |
|  |  | **SUB-TOTAL** | | | | |  | |  | |
| **II** | **CONSUMABLES** *(List all consumables required per trade. You can insert more rows if the list is too long)* | | | | | | | | | |
| **A** | **TRADE I:……** | | |  |  |  |  | |  | |
| 1 |  | | |  |  |  |  | |  | |
| 2 |  | | |  |  |  |  | |  | |
| 3 |  | | |  |  |  |  | |  | |
| 4 |  | | |  |  |  |  | |  | |
|  |  | **SUB-TOTAL** | | | | |  | |  | |
| **B** | **TRADE II:………** | | |  |  |  |  | |  | |
| 1 |  | | |  |  |  |  | |  | |
| 2 |  | | |  |  |  |  | |  | |
| 3 |  | | |  |  |  |  | |  | |
| 4 |  | | |  |  |  |  | |  | |
|  |  | **SUB-TOTAL** | | | | |  | |  | |
| **C** | **TRADE III:……** | | |  |  |  |  | |  | |
| 1 |  | | |  |  |  |  | |  | |
| 2 |  | | |  |  |  |  | |  | |
| 3 |  | | |  |  |  |  | |  | |
| 4 |  | | |  |  |  |  | |  | |
|  |  | **SUB-TOTAL** | | | | | | |  | |
| **III** |  | **OTHER RELATED TRAINING COST** | | | | | | | | |
| 1 | Certificate Cost | | |  |  |  |  | |  | |
| 2 | Graduation Cost | | |  |  |  |  | |  | |
| 3 | Trainees facilitation fees (Allowances) | | |  |  |  |  | |  | |
| 4 | Stationeries (Printing materials, etc...) | | |  |  |  |  | |  | |
| 5 | Insurance cost for trainees | | |  |  |  |  | |  | |
|  |  | **SUB-TOTAL** | | | | |  | |  | |
|  |  | **GRAND TOTAL** | | | | |  | |  | |

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| **REQUIRED CONTRIBUTION FROM APPLICANT *(****for non-government applicant)*  *Justify how the institution will contribute to facilitate the training.* |
| (Max. 300 words) |
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I, …………………………………………….. (*Name*), declare that I have the power and permission of the Governing Body of ………………………………………………….. (*Name of applying institution*) to submit this application. I also declare that the above information is true and correct to the best of my knowledge.

|  |  |  |
| --- | --- | --- |
| Place: |  | *Office stamp* |
| Date: |  |
| Signature: |  |