
Delta Youth Employment Program (DYEP) - Grants Program

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

BACKGROUND

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' 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 just completed Niger Delta Youth Employment Pathways (NDYEP) Project piloted in 3 states; Abia, Akwa Ibom and Rivers States.

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 youths 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

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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 to provide technical vocational training and soft skills training on the Delta Youth Employment Program.

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

Sectors	Skill Areas
1. Agriculture	-Aquaculture -Poultry -Piggery -Snail Rearing -Etc.
2. ICT	-Hardware repairs & maintenance -Graphic Design -Digital Marketing -Photography
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

Note: Interested Institutions/Organizations are expected to apply for only one sector listed in the above table; however application can cover more skill areas within the organizations competence.

PURPOSE OF THE ASSIGNMENT

The engaged institutions or organizations 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 institutions 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.

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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 institutions 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 institutions should have the capacity (competent human resources and facilities) to undertake the technical vocational training for the specified period in the selected trade. The institutions 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 behavior 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 institutions or organizations 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 institutions or organizations 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:

- Existing (skills upgrade) and new entrants in the selected sector
- Primary focus on young school leavers including the vulnerable and disadvantaged (rural, women and people living with disabilities or from coastal communities).
- 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 the Delta State.

Proposals should demonstrate:

- Capacity/track record: Prospective grantee'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. Proposal should demonstrate that the proposing company/org 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 grantee will propose a program to identify, profile, and train 40 or more youths in selected skills, including hands-on assignments, team projects. Training will include soft skills which may be delivered by the prospective grantee or by another provider selected by DYEP.
- The grantee will propose a mechanism that connects a portion of participating youth (top performers) to Internships/work attachments, direct job placements and entrepreneurship.
- The grantee 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 will be subjected to Withholding Tax.

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 2nd year 2022 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	4 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 / Mindset Engineering	September 2021
D2. Technical Vocational Training with soft-skills to participants	September 2021 – March 2022
D3. Final report of workshop and curriculum (5 copies each)	March 2022
D4. Job Linkage & Enterprise Development	Nov – Dec 2021 / Jan – Feb 2022

DURATION & LOCATION OF WORK

The institution will be engaged for a period of 6 months excluding the period for internships, enterprise development and job linkage. The selected institution will work alongside PIND Delta Youth Employment Program 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 work experience with good analytical and writing skills.

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HOW TO APPLY

Eligible organizations are invited to submit a detailed technical and cost proposals **AS SEPARATE DOCUMENTS** using the templates provided in appendix 1 and 2 below, as a guide, to procurement@pindfoundation.org not later than three weeks from the date of this call for proposal. Please use “**Application for DYEP Grant_ Sector Name**” (Example ‘Application for DYEP 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 skill areas within the institutions competence (Please refer to the table on page 2).

- The technical proposal should outline 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. Please indicate any **cost shares or contributions** from your organization where applicable.

The above listed documents should be submitted electronically (in Word) while any support documents might be in PDF.

Timeline for Submission of proposals – Two weeks (All proposals for this round should be submitted **on or before 5pm, August 13, 2021**. 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 will be selected and recommended. Successful applicants at this stage may be required to make adjustments based on outcome of review.

Anticipated date of grant award and commencement: September 2021

Upon the approval of a proposal for grant award, the successful organizations 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
- 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 Project Support Services/ 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
 - III. Name of Bank
 - IV. Address of Bank

Appendix 1:

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Youth Employment Program (DYEP)

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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 & 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	
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>

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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:	

Appendix 2:

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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	DIRECT COSTS (TRAINING)							
					-			
	Sub-Total				-	-	-	
2	DIRECT COSTS (PERSONNEL)							
					-			
	Sub-Total				-	-	-	
3	DIRECT COSTS							
	Stationeries/Consumables							
					-			
	Sub-Total				-	-	-	
4	INDIRECT COSTS							
					-			
	Sub-Total				-	-	-	
5	OTHER COSTS							
					-			
	Sub-Total				-	-	-	
	GRAND TOTAL				-	-	-	
N/B: Please expand the rows as you deem appropriate.								

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