

---

## Youth Employment Pathways (YEP) - Grants Program

### Request for Proposal – Engagement of Organizations to Conduct Technical Vocational / Soft Skills Training, Mentorship & Job Linkage

---

#### BACKGROUND

---

The Foundation for Partnership Initiatives in the Niger Delta (PIND) is a non-profit organization that promotes peace and equitable economic growth in the Niger Delta region through strategic partnerships and collaborations with diverse organizations, including bilateral and multi-lateral aid agencies, federal and state government agencies in Nigeria, private companies, and civil society.

With an overarching goal of increasing income and employment in the region, PIND has two primary programs:

- **Economic Development:** Facilitates inclusive, sustainable and diversified economic growth enabled by improved analysis, advocacy and capacity building of market actors.
- **Peace Building:** Strengthens conflict management systems and capacities for enabling peace & economic growth, utilizing analysis & advocacy to address constraints to peace
- These two programs are supported by four enablers: capacity building, advocacy, communications, gender and social inclusion.

#### PROJECT BACKGROUND

---

In the Niger Delta, youth unemployment remains a major development challenge with a consequent spillover effect on peace and security in the region. The Niger Delta region which cuts across nine states (Abia, Akwa Ibom, Bayelsa, Cross River, Delta, Edo, Imo, Ondo, and Rivers) and about 185 local governments areas, hosts the oil and gas industry in Nigeria. Paradoxically, the Niger Delta has some of the highest levels of youth unemployment in Nigeria.

---

**Head Office- Abuja**

25 Jimmy Carter, Off Mahmud Ribadu  
Off Shehu Shagari Way, Asokoro, Abuja, Nigeria  
Phone: +234 (09)2910454

**Economic Development Center- Port Harcourt**

50 B/C Omerelu Street, GRA Phase 1  
Port Harcourt, Rivers State, Nigeria  
Phone: +234 (0) 817 2401 581, +234 (0) 9034577987  
+234 (0) 8110521802

**Economic Development Center- Warri**

No. 1 PIND-EDC Drive, Egbokodo-Itsekiri,  
Warri, Delta State, Nigeria  
Phone: +234 (0) 0817 2401 598,  
+234 (0) 9030808794, +234 (0) 9056718980

The Niger Delta Youth Employment Pathways project (NDYEP) implemented by PIND Foundation in the Niger Delta is an innovative response to the challenge of youth employment in the region. The worsening youth unemployment scenario in the Niger Delta specifically, provided the impetus for the establishment of the NDYEP project in the last quarter of 2017 as a pilot program implemented by PIND with funding support from the Ford Foundation and starting with an initial set of three States -Rivers, Akwa Ibom and Abia States.

The NDYEP program aims to contribute to addressing the youth unemployment challenge by developing models of youth job readiness and workforce development that offer young people the opportunity to secure sustainable jobs or develop enterprises through quality training that equips them with market-relevant skills. The pilot phase which was implemented over 2 years trained over 5,000 youths in target sectors such as Agriculture, Information and Communication Technology (ICT), Renewable energy (Solar Tech); building construction, and finished leather sectors and supported their transition into waged employment or self-employment /entrepreneurship. In 2021, the program expanded into Delta State with over 2,000 youths being trained and linked to employment in various vocations.

Consistent with the program implementation framework, and to continue to contribute to the reduction of unemployment and underemployment among the youth population in the region; PIND plans to implement the Youth Employment Pathways (YEP) program in 2024 in the following states; Abia, Akwa Ibom, Rivers and Delta States.

## **PURPOSE OF THE ASSIGNMENT**

---

The engaged institutions or organizations will be required to provide technical vocational and soft skills training, mentorship to support start-up enterprises and job linkages to selected youth participants under the **PIND's Youth Employment Program (YEP) in the four States**. The technical training will be in the area of competence in Agriculture, Building Construction, ICT, and Services, or other identified skills areas for selected coastal communities where applicable. The organization(s) will develop a structured vocational curriculum that will enhance the skill set of the participants. The selected institution should also have the capacity to deliver soft-skills training to strengthen participants' mindsets 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 enterprises as this is a key component of the NDYEP model adopted on the program.

---

#### Head Office- Abuja

25 Jimmy Carter, Off Mahmud Ribadu  
Off Shehu Shagari Way, Asokoro, Abuja, Nigeria  
Phone: +234 (09)2910454

#### Economic Development Center- Port Harcourt

50 B/C Omerelu Street, GRA Phase 1  
Port Harcourt, Rivers State, Nigeria  
Phone: +234 (0) 817 2401 581, +234 (0) 9034577987  
+234 (0) 8110521802

#### Economic Development Center- Warri

No. 1 PIND-EDC Drive, Egbokodo-Itsekiri,  
Warri, Delta State, Nigeria  
Phone: +234 (0) 0817 2401 598,  
+234 (0) 9030808794, +234 (0) 9056718980

## SECTORS & SKILL AREAS FOR APPLICATION

Four (4) priority sectors were among those strongly recommended by the LMA exercise carried out in the 4 states and a scoping study conducted in some coastal communities in Delta State. Against this background, therefore, PIND is seeking to engage institutions/organizations who are competent with requisite training facilities in the four states; Abia, Akwa Ibom, Rivers, and Delta States to provide technical vocational and soft skills training and post-training support on the Youth Employment Pathways Program. Each organization or institution is expected to quote for one sector in a chosen state. Only current implementing partner organizations with exceptional capacity can apply for a limited number of youths for training in more than 1 state. The four (4) identified sectors are shown in the table below.

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

Sectors	Skill Areas
1. Integrated Agriculture	-Vegetable Farming -Poultry -Bee Keeping -Snail Rearing -Etc.
2. ICT	-Hardware repairs & maintenance -Graphic Design -Digital Marketing -Photography/Videography -Web Development -Etc.
3. Building Construction	-Aluminum Profiling -Carpentry/Woodwork -Tiling/Plumbing -Electrical Installation -POP/Wall Finishing -Etc.
4. Services (Sectors for consideration in Delta State Coastal Communities)	-Solar panel & Inverter Installation -Tailoring/Fashion Design & Catering

## 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, Services, and other identified skill areas for the coastal communities), the institution will develop or adapt the already developed curriculum in the vocational trade area selected. The curriculum should meet the minimum national trade skill requirement and should be sufficient to enhance the 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 institution should have the capacity (competent human resources and facilities) to undertake the technical vocational training for the specified period in the selected trade. The institution 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 behaviour of youth participants to support and enhance their technical vocational skills training in the State and within 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 institution or organization will explore opportunities and link all successful participants to waged employment. An alternate pathway for participants who seek to develop their enterprises will be supported by implementing organizations through a structured enterprise development program. The program **WILL NOT** offer starter packs to any participant or group.
- 4. Continuous Implementation of Employability Program:** Participating Institutions or organizations should have a structured work relationship with relevant government actors or agencies in their state. It is expected that the implementing organization will continue to work with the government institutions for sustainability of the program beyond the funding phase.
- 5. Report on the Assignment:** The implementing institution or organization will make periodic reports on the progress of the assignment. Three (3) copies of the adapted curriculum, trainers' manual and participants' handbook for reference will be printed as well as a final report on the entire assignment.

## TARGET GROUP (PROGRAM BENEFICIARIES)

---

### Target group:

- Primary focus on young school leavers between ages 16 and 30, including the vulnerable and disadvantaged (rural, women, and people with disabilities or from coastal communities).
- Existing (skills upgrade) and new youth entrants in the selected sector.
- Semi-skilled workers for upskilling within the selected sectors and trades
- Unemployed/underemployed youth interested in pursuing careers in the selected sector and trades.

The grant will support training and skills development initiatives that demonstrate current market relevance and addresses the need for certification of skills, measurement, and testing of competencies.

Note: Past youth beneficiaries of the program will **NOT** be enrolled on the vocational skills training but implementing partners should make efforts to link such past beneficiaries to waged employment or support them to start enterprises of their own.

## APPLICATION PROCESS

---

**Who can apply?** This grant is available to eligible organizations – technical and vocational education and training organizations (TVETs, Universities, etc.) or others such institutions providing technical training for the selected sector that has been operating within the applicable state for at least 2 years.

### Proposals should demonstrate:

- **Capacity/track record:** The organization'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 the curriculum, assessment of competence, and certification standards where applicable. The proposal should demonstrate that the proposing company/organization 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 income earning opportunities based on skills upgrades or competencies developed at the end of the training program.

- **Outreach:** The organization will propose a program to identify, profile, and train 40 or more youth in selected skills, including hands-on assignments, and team projects. Training will include soft skills which may be delivered by the organization or by another service provider selected by YEP program.
- **Post-training Placements:** Organization will propose a mechanism that connects all successful participants (especially top performers) to internships/work attachments, direct job placements, and entrepreneurship.
- **M & E Plan:** The organization will propose a Monitoring and Evaluation plan to track performance and impact of youth beneficiaries even after the project has ended.
- **Sustainability:** The organization will propose how they intend to continue the program at the expiration of the grant.

**Grant Size:** For the implementing year of 2024, YEP envisages that grant requests would range up to a maximum of **NGN16,000,000** (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 or such Institutions will be exempt from Withholding Tax while the grant sum for Limited Liability companies will be subjected to 10% Withholding Tax.

**Expected duration:** We invite proposals for intensive training and post-training support to youths that will be implemented with tangible results within a short period of time of 6 to 9 months.

## 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 trades	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	2 months	D4 – Linkage of all successful participants to apprenticeship positions or waged employment or start-up enterprises

## DELIVERABLES

---

Item		Period (indicative)
D1.	Technical curriculum review, Selection and Orientation of Youth participants	March 2024
D2.	Technical vocational training with soft skills for participants	April to October 2024
D3.	Final Report & Database of Participants	October 2024
D4.	Job linkage & enterprise development	November 2024 to March 2025

## DURATION & LOCATION OF WORK

---

The implementing organization or institution will be engaged for a period of 9 months excluding the period for internships, enterprise development, and job linkage. The selected institution will work alongside PIND Youth Employment Program (YEP) team, which will be responsible for monitoring and maintaining vocational training standards. The organization commits to supporting all youth beneficiaries to be connected to income earning opportunities even after the expiration of the grant program.

The technical vocational training will be conducted in the following states: Abia, Akwa Ibom Rivers and Delta States.

## 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 from the existing organizational structure. Experience of work in the Niger Delta region and the particular state is important.

Institutions should have at least 2 years of work experience with operations in the State and should possess good analytical and report writing skills.

## HOW TO APPLY

---

Eligible organizations are invited to submit detailed technical and cost proposals **AS SEPARATE DOCUMENTS** using the template provided in appendix 1 and 2 below, to [procurement@pindfoundation.org](mailto:procurement@pindfoundation.org) not later than two weeks from the date of this call for proposal (see the timeline for submission below). Please use **“Application for YEP Grant\_Sector Name”** (Example ‘Application for YEP 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 related skill areas within the institution’s competence. (Please refer to the table on page 3).

- The technical proposal will have i) Narrative section outlining the project for which the grant is requested, the expected results and key activities (not more than 7 pages excluding attachments). Please refer to appendix 1 for guidance.
- Cost proposal (detailed budget and notes as applicable). Budget template is attached in Appendix 2. The financial section should also indicate any **cost shares or contributions** from the organization where applicable.

The technical proposal will be submitted electronically (**in Word**), the cost proposal in **Excel format**, 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, Wednesday, February 7, 2024**. All applications received will be acknowledged. Any proposal received after this date 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 the outcome of the review. Successful proposals will then be recommended to the PIND Management for consideration and approval. They may approve or reject.

**Anticipated date of grant award and commencement: February 28, 2024**

Upon the approval of a proposal for grant award, the successful organization 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 the purchase of vehicles, office rent, or office furniture
- Grant funds 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 YEP team for guidance.

**Mandatory required items from vendors/organizations who intend to bid for any work or service in PIND**

1. Certificate of Business Registration/Mean of Personal Identification
2. Profile of organization or resume in case of a consultant
3. Valid Tax Clearance Certificate
4. Bank Reference Letter
5. **Stamp Duty Notification Applicability:**

All bidders are advised to take note that Stamp Duty is applicable to the total value specified in all contracts/grant agreements, as stipulated by the Stamp Duties Act of 2004. The deduction will be done at source and remitted to the Federal Inland Revenue Service (FIRS).

**Appendix 1:**

**Youth Employment Program (YEP)**

**Proposal Template (for guidance)**

Please use this application format to submit proposal for grant, maximum 7 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 &amp; e-mail address</i>
Organizations Past Work, Location & Duration	
Proposed Project Narrative	
Sector / Title of Project:	
Project Brief:	<i>Summary of proposed project</i>
Organizational Capacity and Track Record:	
Project Justification/Rationale:	
Implementation State / Location:	
Project Objectives/Goal:	<i>State specific objectives the project will achieve and the overall goal it will contribute to</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>
Organization's Contributions:	

Sustainability 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>
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>
Govt Agencies Engagement Plan:	<i>How the organization intends to work with at least 1 relevant govt agency during and beyond the grant program</i>
Proposed Monitoring & Evaluation Plan:	<i>Propose a simple M&amp;E plan</i>
Any Other Relevant Information:	

**Note: Applications are required to follow this format strictly. Maximum of 7 pages.**

**Appendix 2:**

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

**Note:** All cost proposal must use this template showing organizations contributions. Details of consumable items and cost can be added in another excel sheet.