



## The Technical and Vocational Education and Training (TVET) Council Announces the following Competency-Based Training Fund Competition Cycle IV

### I. Objective of the Competition:

The TVET Council will make available funds in a competitive fashion to support interested *partnerships* of employers and training providers in Barbados to develop and provide occupational competency-based training aimed at improving the skills of employed and unemployed workers in Barbados.

### II. Other relevant information

The deadline for applications for this competition is Friday July 29, 2016.

All private employers and public and private training providers (including private and public secondary and post-secondary institutions in Barbados) may participate with their proposals in the competition according to the rules specified below. Regional and international training providers and employers that comply with the eligibility criteria specified below can also compete for these competency-based training funds.

Each winning proposal will receive funding from the Government of Barbados' specific training fund labelled the *Competency-Based Training Fund (CBTF)*, managed by the TVET Council. An amount not exceeding a figure calculated as a function of the economic sector of the employer and number of employed and unemployed people to be **trained and certified** in the occupations included in the proposal will be awarded to the winning partnerships.

### III. Eligibility criteria to tap the CBTF

Only those proposals that comply *with all of the following four criteria* will be reviewed and ranked by the TVET Council's Technical Reviewing and Selection Committee (TRSC):

- a) The proposal is submitted by a partnership of at least one private employer and one training provider (public or private). Training providers comprising a partnership could be national, regional or international that:
  - i. are legally registered/incorporated as such in their respective country (for national training providers they need to have a National Insurance Scheme number); and
  - ii. have been operating prior to January 1, 2014. Employers comprising a partnership could be local or international but need to be registered/ incorporated in Barbados and provide evidence that they have been in operation before January 1, 2014 prior to their participation in the CBTF scheme
- b) The training to be provided for the occupations included in the proposal is based on competency-based standards either already included in the NVQs or CVQs registered in the TVET Council, or from any recognized international certification awarding entity, or standards to be developed and validated under the proposal; and

- c) The training included in the proposal is leading to an occupational competency-based certification by a recognized awarding body.
- d) The proposal should be presented in the template provided for the corresponding competitive cycle and strictly observe the page limits for each section. Additional pages submitted will not be reviewed. Submissions received in any other format are not eligible for review.

Proposals that do not comply with *all of the four eligibility criteria* will be sent back to the corresponding partners with a note explaining the lack of eligibility compliance.

The following criteria, although not considered necessary for eligibility, will be utilized to prioritize the selection if included in the proposal:

- a) Economic Sectors, Industries and/or occupations that have not been funded in previous cycles;
- b) Partnerships involving the public TVET training institutions namely the Barbados Community College (BCC), Samuel Jackman Prescod Polytechnic (SJPP) and the Barbados Vocational Training Board (BVTB) as the training provider;
- c) Training programs at the N/CVQ Levels 2 and 3;
- d) The universe of workers to be trained under the proposal exceeds those working in the partner's firm and is clearly quantified (how many from the firm and how many outside the firm, including unemployed people);
- e) Participation of sector associations and/or merging of firms in partnership with training providers to tap for funds.

#### **IV. Elements of a proposal including implementation horizon**

Interested partnerships will receive from the CBTF Management Unit full instructions and a template to guide them in the preparation of the proposal. All eligible proposals must include the following:

1. General information about the partnership;
2. A brief description of the training issues affecting the employer's economic sector;
3. The proposal's observable and measurable objective and targets;
4. The institutional implementation arrangements of the proposal;
5. An operational description of the key activities included in the proposal;
6. A time-bound implementation schedule; and
7. The estimated budget and cost/trainee;
8. Self monitoring indicators

Project preparation guidelines and templates are available at the CBTF Management Unit (CMU) located at Unit 3, Building 3 Harbour Industrial Estate, Bridgetown, St. Michael, BB11142 from 8.30 am to 4.30pm Monday to Friday or from the website [www.cbtf.com.bb/applicants](http://www.cbtf.com.bb/applicants).

## **V. Submission of proposals**

Proposals will be **accepted only in proposal template format** no later than **4:30pm on Friday July 29, 2016** submitted in hard copy to the CBTF Management Unit (CMU) located at Unit 3, Building 3 Harbour Industrial Estate, Bridgetown, St. Michael, BB11142, Attn: CMU Manager.

## **VI. Technical support available during the preparation of proposals**

Interested partnerships preparing a proposal can request technical support from the CBTF Management Unit for:

- i. further clarification on the project preparation template;
- ii. preparation of tender procurement documents for the acquisition of goods, supplies, services required for the implementation of their proposal;
- iii. assistance in the development and validation of competency-based standards, assessment instrument(s) and or curricular training packages for the occupation(s) included in their proposal;
- iv. The development of self-monitoring indicators.

## **VII. Review and selection process**

All proposals will be reviewed by a Technical Review and Selection Committee (TRSC) set up by the TVET Council according to criteria and procedures specified in the CBTF's Operational Guidelines. The criteria are available on [www.cbtf.com.bb/applicants](http://www.cbtf.com.bb/applicants). The findings/recommendations of the TRSC will be submitted to the TVET Council, which will ultimately approve the winning proposals for the corresponding competitive cycle.

For those proposals that the TRSC has recommended CBTF financing, the corresponding partners will be sent a Letter of Award by the Ministry of Education, Science, Technology and Innovation. Upon acceptance by the winning partnerships of this award, they will be invited to sign a contract with the Permanent Secretary of the Ministry of Education, Science, Technology and Innovation on or about **Wednesday October 12, 2016** in a location to be determined.

For those proposals not recommended for CBTF financing, the corresponding partners will receive a written notification from the TRSC.

## **VIII. Contracts**

Upon written acceptance by the winning partnership of the award, the Permanent Secretary of the Ministry of Education, Science, Technology and Innovation will enter and sign a contract with the legal representatives of the winning partnership. The contract will reflect the proposal's objectives, targets, operational and implementation description, its budget, expected cost/trainee and eligible expenditures, basic procurement and financial management procedures, implementation timetable as well as self-monitoring indicators. The contract will also explain the mechanisms and requirements for allocating CBTF proceeds to the winning partnership.

## **IX. Mandatory induction training to winning partnerships**

All winning partnerships (employer and training provider) are required to attend mandatory training on:

- i. basic financial management, procurement procedures and reporting requirements that need to be complied with;
- ii. environmental safeguard compliance, for those proposals that would incur minor civil works for the installation of goods/equipment to be acquired under the CBTF for the provision of the competency-based training under their proposal;
- iii. some basic information on occupational competency-based standards, the assessment process, and curricular and assessment (training) packages.

This training will be offered upon receipt of the acceptance of award by the partnership before the first CBTF payment is deposited to the commercial bank account of the winning partnerships.

**Partial or no attendance at this mandatory training will be a sufficient cause to eliminate the winning partnership from the competitive cycle.**

#### **X. Technical assistance to be provided to the winning partners during the implementation of their proposal to develop competency-based curricular packages**

During the implementation process, the winning partners could acquire, against the CBTF proceeds included in their approved budget, technical assistance for *the development and validation of occupational standards and assessment instruments and/or competency-based curricular packages* in case these do not exist in the current catalog of NVQ and CVQ in the TVET Council or are available internationally by a recognized awarding certification entity.

In case the occupational standards need to be developed and validated by the winning proposal, the winning partnership will be encouraged to request and purchase this technical assistance from the TVET Council who will have a pool of qualified consultants. If the TVET Council is unable to meet the request within 15 calendar days after the request is made, the winning partners could acquire this technical assistance in the open regional and international markets. The winning partners need to follow the procedures set forth in their contract for the acquisition of technical assistance. The acquired technical assistance needs to lead to certification by recognized awarding entities, thus requiring the consultant to utilize the development methodology of the awarding certification body.

The TVET council will be responsible for the assessment of all trainees under any proposal that is offering an N/CVQ qualification to be issued by the TVET Council. The cost of these assessments shall be included in the proposal at the prescribed rates and paid to the TVET Council on delivery of the assessment services. Assessment services shall include the training and provision of assessors and IVs, assessment instruments and the assessment of the trainees.

#### **XI. Monitoring and implementation oversight**

All winning proposals will be subjected to a monthly on-site monitoring by the CBTF Management Unit to ascertain that the procurement, financial management and environmental safeguards (in case the proposal has incurred some civil works) are being complied with. The physical and financial implementation progress of the proposal will also be monitored.

Winning partnerships are required to submit a report on the physical and financial implementation progress of their proposals to the CMU at the end of each calendar quarter. The CMU has provided a Web Portal

for this purpose and the report must be submitted within five business days of the end of the quarter to which it relates.

**XII. Causes for partial or total cancellation of the CBTF funding to winning proposals**

The contract will establish the causes for partial or total cancellation of the CBTF funding to a winning proposal.

**XIII. Completion of the proposal's implementation cycle and CBTF funding.**

The CBTF time horizon for funding proposal implementation is up until November 30, 2018.

A copy of this document can be downloaded from <http://cbtf.com.bb/Applicants/How-To-Apply.aspx>.