



Council for Technical Education and Vocational Training



Ref. 3491

28 June, 2016

To
The United Nations Development Programme
Jawalakhel, Lalitpur

Ref: Amendment to Letter of Agreement

It is kindly requested to amend the Letter of Agreement (LOA) signed on 08/2015, to conduct various skill development training to support reconstruction of earthquake ravaged structure. The revised LOA, revised proposal and the corresponding attachment are attached herewith duly signed.

UNDP's support is highly appreciated.

Dr. Ram Hari Lamichhane
Member Secretary

~~Member Secretary~~



Empowerment. Peace.
Resilient nations.

AMENDMENT TO THE LETTER OF AGREEMENT
BETWEEN
UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)
AND
COUNCIL FOR TECHNICAL EDUCATION AND VOCATIONAL TRAINING (CTEVT)
(Agreement Date: 08/2015)

Reference is made to the letter of agreement (hereinafter referred to as Agreement) dated 08/2015 signed between the United Nations Development Programme (hereinafter referred to as "UNDP") in Nepal and Council for Technical Education and Vocational Training (CTEVT). With respect to the scope of the agreement (TOR), and as per clause 16 of this agreement, any amendment to the agreement shall be valid only when the parties agree it in writing.

Therefore, parties hereby agree on the following:

WHEREAS the United Nations Development Programme (UNDP) and Council for Technical Education and Vocational Training (CTEVT) now wish to amend the agreement in order to:

i) Revise the budget: 4 ToT and 4 MTMC are remaining deliverables as per the contract. The budget has been revised for the remaining 4 ToT and 4 MTMC. The cost for MTOT in the current agreement has been revised from NRs. 718,200 to NRs. 565,700 as per the actual expenditure rate. The cost for MTMC has been revised likewise from NRs. 552,000 to NRs. 526,900 as per actual expenditure rate. Hence, the third installment of the current contract has been revised and reduced to NRs. 4,457,808, which makes a difference of NRs. 1,484,592 that will be reduced in 2016 plan. Attachment 3 has the details for the amended budget as Activity A.

ii) Add 1 ToT and 9 MTMC in the contract: The additional resource of total budget NRs. 6,554,199 under Government of Japan fund has been added to the contract. The project plans to conduct 1 ToT and 9 MTMC, which is a similar kind of activity, to be executed through CTEVT. Based on the mutual understanding with CTEVT, it has been recommended to add these activities through amendment in the current LOA. Attachment 3 has the details for additional activity as Activity B.

iii) Extend the contract till March 2017:- The current contract is valid till September 2016 but the agreement date needs to be extended till March 2017 as addition of 1 ToT and 9 mason trainings has been added in the contract. The remaining and the new added trainings with the submission of financial reports will be completed before the Q1 2017.

CTEVT shall be fully responsible for carrying out the additional and the remaining activities as per the contract with due diligence and efficiency.

NEVERTHELESS, all other terms and conditions of the agreement, except as amended herein, shall remain unchanged and shall continue in full force and effect.

The amendment will enter into effect upon signature by both parties. Please find two signed original letters of amendment. Please sign both originals, retain one original and return one to us for filing.

IN WITNESS WHEREOF, THE UNDP AND THE CTEV HAVE SIGNED THIS AMENDMENT;



FOR UNDP:

Signature : _____

Name : Sophie Kemkhadze

Title : Deputy Country Director

Date : _____

*Empowered lives.
Resilient nations.*



FOR CTEVT:

Signature : _____

Name : Dr. Ram Hari Lamichhane

Title : Member Secretary, CTEVT

Date : _____

[Handwritten signature]

6th July 2016

Attachment 3- Amended Budget

Scheduled of Activities, Facilities and Payments

Year 2016

Activity A (remaining activities)- TRAC									
EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities to be undertaken during the year forwards stated outputs</i>	2016 - Q3	2016 - Q4	Budget Description	Amount NRs	Q3	Q4	Q1	
1) Enhance the capacity of the teachers and instructors on mason training course	Provide MTOT- Training of Trainers to the teachers/instructors - four trainings				2,262,800	2,262,800			
2) Conduct Mason training at EQ affected district	Conduct Mason trainings - four trainings				2,107,600		2,107,600		
	Skill testing and overhead administrative cost at 2% as agreed on earlier agreement.				87,408	87,408			
	Total				4,457,808	2,350,208	2,107,600		

DIRECTOR


Activity B (added activities) – GoJ fund									
EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities to be undertaken during the year towards stated outputs</i>	2016 - Q3	2016 - Q4	Budget Description	Amount NRs	Q3	Q4	Q1	
2) To produce 270 skilled masons providing Mason Training Masonry Craftsperson (MTMC) to working craftsmen in masonry in the three municipalities.	Conduct Mason training to batch of 30 masons- total nine trainings				5,777,100	3,851,400	1,925,700		
	Skill testing and overhead administrative cost				190,899	190,899			
				Total	6,554,199	4,628,499	1,925,700		
4 TOTs and 4 MTMCs – Activity A				Grand total					
1 TOT and 9 MTMCs- Activity B				(Activity A+ Activity B)	11,012,007	6,978,707	4,033,300		



 DIRECTOR



Note:

- Expenditures for personnel services may be limited to salary, allowances and other entitlements, including the reimbursement of income taxes due and travel costs on appointment to the project, duty travel within the programme country or region and repatriation costs.
- UNDP shall be responsible for providing miscellaneous services such as secretarial assistance, postage and cable services and transportation as may be required by CTEVT in carrying out their assignment.
- Adjustments within each of the sections may be made in consultation between UNDP and CTEVT. Such adjustments may be made if they are in keeping with the provisions of the Programme Support/Project Document and if they are found to be in the best interest of the project.

CM

DIRECTOR

Shawty

Attachment 4

MODEL UNDP EXPENDITURE REPORT

Year 2016

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities to be undertaken during the year towards stated output</i>	Planned Budget		Payments and Expenditures		
		Budget Description	Amount	Payments received	Expenditures	Balance
ACTIVITY A						
1) Enhance the capacity of the teachers and instructors on mason training course	Provide 4 MTOT to the teachers/instructors					
2) Conduct Mason training at EQ affected district	Conduct 4 Mason trainings.					
	Skill testing and overhead administrative cost at 2% as agreed					
ACTIVITY B						
1. Prepare 30 master mason trainers so that they can deliver their services to existing/new mason to build safe structure in the three municipalities.	Provide 1 MTOT to the batch of 30 teachers/instructors					
2. To produce 270 skilled masons providing Mason Training Masonry Craftsperson (MTMC) to working craftsmen in masonry in the three municipalities.	Conduct Mason training to batch of 30 masons- total nine trainings					

	Skill testing and overhead administrative cost					

Payment Schedule

- The third installment sum of amount NRs. 6,978,707 will be advanced to the CTEVT within 30 working days following signature of the present Agreement for 2016 - Q3. NRs. 2,350,208 from Activity A will be funded by TRAC and NRs. 4,628,499 from Activity B will be funded by GoJ.
- The fourth instalment sum of amount NRs 4,033,300 will be advanced to CTEVT on 2016- Q4 upon liquidation of minimum 80% from previous advance for 2016 -Q3 and when a financial report and other agreed-upon documentation, as referenced in the agreement, for the activities completed have been submitted to and accepted by UNDP as showing satisfactory management and use of UNDP resources. NRs. 2,107,600 Activity A will be funded through TRAC and NRs. 1,925,700 will be funded through GoJ.

M
DIRECTOR



Amended Proposal

for

Reinforcement of Masonry Curriculum, Conducting ToT in
Masonry and Mason Training to Masonry Craftsperson



United Nation Development Programme

Comprehensive Disaster Risk Management Programme

Pulchowk, Lalitpur

Submitted by:

Council for Technical Education and Vocational Training

Training Development Division

Sanothimi, Bhaktapur

June, 2016

Executive summary

The recent devastating earthquake claiming more than 8,897 lives, injuring more than 22,309 people, destroying 2,673 government houses completely and 3,757 government house partially, 602,257 public houses completely and 285,099 public houses partially has left the country in chaos. The scale of devastation has compelled us to enrich our capacity of reconstruction. So is the need for producing skilled craftsman capable of installing for earthquake resilient building and infrastructure. The Government Policy and Program proposed for fiscal year 2072/073 has estimated 50000 mason requirement for reconstruction. The CTEVT and other government agencies have been working with donor's international communities like United Nations' Development Program (UNDP) and other for designing earthquake resilient structure, implanting the knowledge to trainers and transferring it to the craftsmen in the past. CTEVT had already been in bilateral cooperation with UNDP in curriculum designing and transferring the content to teachers in 2012.

This proposal has been prepared for the bilateral cooperation between CTEVT and the UNDP for curriculum excerpction to working mason, training of mason trainers to impart earthquake resilient building construction. The program has been divided under two sections **Activity A** and **Activity B**.

Under Part A, the remaining trainings will be conducted as per the LOA signed between CTEVT and UNDP on August, 2015. It will be the continuation of the program under the signed agreement.

The remaining deliverables under **Activity A**:

- Prepare 80 master mason trainers so that they can deliver their services to new mason to build structure in the remaining earthquake affected districts as per the signed agreement.
- To produce 80 skilled masons providing Mason Training Masonry Craftsperson (MTMC) to working craftsmen in masonry in the remaining earthquake affected districts as per the earlier signed agreement.

This partnership will be milestone on institutionalization of Mason training course for CTEVT and has been proposed as foundation work to CTEVT and expected to contribute hugely in producing thousands of skilled masons from CTEVT in couple year.

The Training Development Division of CTEVT will work as secretariat of this program and the divisional director will be the officer-in-charge to this program.

Under Part B, the training activities have been added to provide support to Chautara municipality (Sindhupalchowk District), Melamchi municipality (Sindhupalchowk District) and Pachkhal municipality (Kavrepalanchowk District). These are newly declared municipalities (in December 2014), hence, they lack the technical resources and organisational structure, knowledge for many aspects of municipal administration and governance, including for safe construction and building code implementation.



The deliverables under **Activity B:**

- Prepare 30 master mason trainers so that they can deliver their services to new mason to build structure in earthquake devastated municipalities Chautara, Melamchi and Panchkhal.
- To produce 270 skilled masons providing Mason Training Masonry Craftsperson (MTMC) to working craftsmen in masonry in the three municipalities, three trainings in each municipality with a batch of 30 masons in each.


Member Secretary



1 TABLE OF CONTENTS

2	INTRODUCTION.....	5
3	RATIONALE.....	6
4	THE INSTITUTION INVOLVED	6
5	OVERALL OBJECTIVE.....	7
6	Activity A – remaining trainings for 2016 as per the earlier signed loa	7
6.1	<i>The Program and Budget under Part A.....</i>	7
6.1.1	TOT.....	7
6.1.2	Mason Training to Masonry Craftsperson (MTMC).....	8
6.2	<i>Schedule of program.....</i>	10
6.3	<i>Cost Estimation</i>	10
7	ACTIVITY B- NEW ACTIVITY UNDER 3 MUNICIPALITIES	10
7.1	<i>The program and Budget under Activity A.....</i>	11
7.1.1	ToT	11
7.1.2	Mason Training to Masonry Craftsperson (MTMC).....	12
7.2	<i>Schedule of program.....</i>	14
7.3	<i>Cost Estimation</i>	14
8	CERTIFICATION.....	14
9	REPORTING.....	15
10	COST SUMMARY.....	15
11	SUSTAINIBILTIY.....	16
12	RESOURCE MANAGEMENT AND MOBILIZATION	16
13	Annex 1: Materials needed.....	17


Member Secretary



2 INTRODUCTION

Council for Technical Education and Vocational Training (CTEVT) is the apex body for regulating and delivering Technical Education and Vocational Training (TEVT) programmes in Nepal. Currently, CTEVT has been offering and conducting diploma/certificate level, Technical School Leaving Certificate (TSLC) level programs in Engineering, Agriculture, Medicine, Forestry and Tourism sectors of and short-term programs including mason training.

The 22 constituent technical schools, 74 technical educations in community schools, 367 private technical schools scattered throughout the country and more than 350 short-term training providers are catering to produce, 37000 long-term graduates and nearly 25000 short-term graduates annually. Similarly, National Skill Testing Board responsible for certifying the acquired skill and standardizing them has been providing additional service. CTEVT, an autonomous TVET authority, mainly involves in policy formulation, quality control, preparation of competency based curriculum, developing skill standards of various occupations and testing the skills of the training graduates, conducts various studies and training needs assessment.

The recent devastating earthquake claiming more than 8,897 lives, injuring more than 22,309 people, destroying 2,673 government houses completely and 3,757 government house partially, 602,257 public houses completely and 285,099 public houses partially has left the country in chaos. The scale of devastation has compelled us to enrich our capacity of reconstruction. So is the need for producing skilled craftsman capable of installing for earthquake resilient building and infrastructure. The Government Policy and Program proposed for fiscal year 2072/073 has estimated 50000 mason requirement for reconstruction. The CTEVT and other government agencies have been working with donor's international communities like United Nations' Development Program (UNDP) and other for designing earthquake resilient structure, implanting the knowledge to trainers and transferring it to the craftsmen. CTEVT had already been in bilateral cooperation with UNDP in curriculum designing and transferring the content to teachers in 2012. With UNDP's support CTEVT enriched the capacity of its faculties with two slots of MTOT on Safe Building Construction Techniques and Practices that encouraged CTEVT to update the technical courses and vocational training integrating NBC component.

This proposal has been prepared for the bilateral cooperation between CTEVT and the UNDP for curriculum excerption to working mason, training of mason trainers and training to working masons to impart earthquake resilient building construction.

Current Disaster Risk Management training services

The existing trainings cover some operational level issues related to disaster preparedness, which include First aid, Workplace safety, Personnel health and safety, Occupational health and safety etc. Under civil engineering sub-sector, CTEVT has been offering Technical School Leaving Certificate in Civil Engineering/Civil Sub overseer (Pre SLC intake-2 years in house plus 5 months OJT) curriculum programme, Technical School Leaving Certificate in Civil Engineering/Civil Sub overseer (Post SLC intake- 1 year in-house plus 3 month OJT) programme, and short-term vocational curriculum of Mason of 3270 hours duration. Moreover,

CTEVT also has been offering and implementing Diploma in Civil Engineering curriculum as developed by Institute of Engineering, Tribhuvan University.

3 RATIONALE

CTEVT has wide range network of technical schools and vocational training institutes around the nook and corner of the country. The workforce and resource potentials along with its past experience are evident that CTEVT can provide all sort of emergency services. The Skill for Employment Project (SEP-60000), Skill for Development Project (SDP-45000) is the past experiences that CTEVT can carry out mass production.

The emigrant worker flow is instrumental for short supply of working age youth and access to skilled training is another hindrance for the smooth reconstruction of destruction invited by the earthquake. The production and supply of the skilled workforce in mason is far behind the demand.

The regular formatted course can't supply the trained worker complying with all the procedures of teaching and learning, examination and certification; therefore, it is utmost urgent to go for fast-track method without compromising the required competencies. The curriculum exception and revision, preparation of the trainers are also needed immediately so as to deliver training, transfer skill and utilize for re-construction.

The devastating earthquake has compelled us to think over structural security and social security of the building. The structural security can be achieved by employing certified technology and construction materials in design and construction and social security by adopting the procedure of employing certified technicians in all the stages of work. This program has been taken as initiative to establish an inventory of the certified worker, skilled mason, in long run.

4 THE INSTITUTION INVOLVED

Council for Technical Education and Vocational Training (CTEVT): The CTEVT, the GoN authority to impart and manage vocational training will be the executive agency to implement the proposal. The Training Development Division will be coordinating unit for the program. The content compiled by Department of Urban Development and Building Construction (DUDBC) will be employed to this training.

United Nations Development Program (UNDP): The development partner, UNDP, will be partner and sponsor of this program. The training will be implemented in coordination with UNDP.

Department of Urban Development and Building Construction: The government authority to ensure building code implementing and the building safety, has also been partner of CTEVT in curriculum design, training management, and training supervision. The CTEVT will use the ToT training manual designed by DUDBC. It will also provide its support for the curriculum as needed.

Professional Agencies: The Nepal engineers' Association (NEA), Federation of Contractors' Association of Nepal (FCAN) and other local agencies will help in pre-training support (trainees selection, nominating trainees, providing training venues, social marketing to training etc.) and

post training support (on-the-job training, bridging training for graduates and employers, placement to building construction site etc.).

5 OVERALL OBJECTIVE

The severe earthquake of April 25, 2015, has devastated the civil infrastructures. It is imperative to rehabilitate and reconstruct the structure so as to revamp the economic activities and general livelihood. The out flux of young working age people to third country has been evident of short supply of economically active population. The unavailability of skilled people for construction will necessitate the training to supply the demand. Similarly, this opportunity of rehabilitation and reconstruction can help transition from school to work and impart employability of the people. The government has taken initiatives to produce ample number of skilled mason to make earthquake resistant building construction as per designated design in rural and urban areas.

6 ACTIVITY A – REMAINING TRAININGS FOR 2016 AS PER THE EARLIER SIGNED LOA

6.1 The Program and Budget under Part A

6.1.1 TOT

The single batch of the ToT, planned to be conducted at capital or district headquarter, will be guided by a senior master trainers and two trainers. The training will be of 40 hours and stretched in five business days, therefore eight hours a day will be working hour. There will be 20 participants in each training batch. Therefore 4 batches of remaining ToT's for total 80 participants will be conducted. The CTEVT will invite trainers from its constituent schools and affiliated technical schools from 14 devastated districts at least 5 persons from each district. There will be direct communication from Training Development Division to its constituent school teachers and the Forum for Health and Technical Sciences (FHTS) will select and send rest of the teachers from its member institutes. The participants will be bachelor in engineering/diploma engineering or level-2 graduate in masonry.

The cost estimate for proposed TOT under PART A for the remaining 4 TOTs has been given in the following table: TOT 20

SN	Description of Activities	Time unit	Total time	No. of person	Person Rate /time	Total	
						UNDP	
	Personnel Services						
1	Staff remuneration						
1.1	Sr. Trainers	hrs	40	1	1,200.00	48,000.00	
1.2	Junior Trainer	hrs	40	1	800.00	32,000.00	
1.3	Trainer	hrs	40	1	800.00	32,000.00	
1.4	Supervision	day	7	1	1,600.00	11,200.00	
	Total of Personnel Services					123,200.00	
2	Travel						

2.1	Vehicle and fuel	day	7	1	6,000.00	6,000.00
2.2	Trainers	No	1	3	1,500.00	4,500.00
2.3	Trainees	no	5	20	500.00	10,000.00
						56,500.00
3	Training Management					
3.1	Communication (notice, banner etc., opening/closing)				LS	5,000.00
3.2	Rental (hall, classroom etc.)		1	1	LS	5,000.00
3.3	Utilities (drinking water, electricity, Multimedia, etc.)		1	1	LS	5,000.00
3.4	Food and Snacks (24*5)	no	5	24	700.00	84,000.00
3.5	Lodging and DSA					
	Trainer	day	6	3	1,500.00	27,000.00
	Trainees	day	6	20	1,000.00	120,000.00
3.6	Report preparation					10,000.00
						256,000.00
4	Resources					
4.1	Materials (reference to sheet 2)				90,000.00	90,000.00
4.2	Training material production (text materials, bags etc.)	no	1	20	2,000.00	40,000.00
						130,000.00
5	Total cost					
	Cost of total training	4				2,262,800.00

Note: The cost for MTOT for the batch of 20 as agreed in the previous signed agreement has been revised to NRs. 565,700 from NRs. 718,200, based on the actual expenditure.

6.1.2 Mason Training to Masonry Craftsperson (MTMC)

The teachers participating in ToT will be employed in MTMC. The working mason craftsperson's will be the participants in this training. The group size will be 20. The remaining four mason trainings will be conducted for total 80 masons. CTEVT local institutes in each district coordinate with local body to keep the roster of teacher and trained mason in each district so as to mobilize these human resources in imparting the training and for reconstruction process. CTEVT will maintain the roster of teachers and trained mason at national level to make the access of these persons to use on the reconstruction process as well as construction processes.

The cost estimate for proposed MTMC under PART A for the remaining 4 MTMC'S has been given in the following table: MTMC 20

SN	Description of Activities	Time unit	Total time	No. of person	Person Rate /time	Total	Remarks
	Personnel Services						

							
1	Staff remuneration						
1.1	Sr. Trainer	hrs	40	1	800.00	32,000.00	
1.2	Trainer	hrs	40	2	500.00	40,000.00	
1.3	Supervision	day	7	2	1,600.00	22,400.00	
	Total of Personnel Services					94,400.00	
2	Travel						
2.1	Vehicle and fuel	day	7	1	6,000.00	42,000.00	
2.2	Trainer	day	1	3	1,500.00	4,500.00	
2.3	Trainees	day	5	20	100.00	10,000.00	
						56,500.00	
3	Training Management						
3.1	Communication (notice, banner etc., opening/closing)				LS	5,000.00	
3.2	Rental (hall, classroom etc.)		1	1	LS	5,000.00	
3.3	Utilities(drinking water, electricity, multimedia, etc)				Ls	5,000.00	
3.4	Food and Snacks (24*7)	no	5	24	700.00	84,000.00	
3.5	Lodging and DSA to trainers		6	3	1,500.00	27,000.00	
3.6	DSA to trainees	no	6	20	500.00	60,000.00	
3.7	Report preparation					10,000.00	
						196,000.00	
4	Resources						
4.1	Materials (Construction)				90,000.00	90,000.00	
4.2	Training material production (text materials, bags etc.)	no	1	20	1,500.00	30,000.00	
						120,000.00	
5	Skill Testing	no	1	20	3,000.00	60,000.00	
6	Total cost Per event					526,900.00	
	Cost of total training	4				2,107,600.00	

Note: The cost for MTMC for the batch of 20 as agreed in the previous signed agreement has been revised to NRs. 526,900 from NRs. 552,000 based on the agreement's actual expenditure.


 Sandur, Dakshinapuri

6.2 Schedule of program

The due date of training commencement and the schedule of trainings under PART B will be finalized with mutual consultation among concerned partners. However, eight hours a day and six days a week will be working hours.

SN	Detail of activities	June	July	Aug	Sept	Oct	Nov	Dec
1	Signing of contract							
2	MTOT							
3	Mason Training course							
4	Program evaluation							

Note: 4 TOT and 4 Mason trainings will be completed by Nov 2016 under this partnership.

6.3 Cost Estimation

Detail of the total cost has been classified for Part A of the program as Mason training cost NRs. 2,107,600; ToT cost NRs. 2,262,800. The total cost of the project has been estimated to be NRs. 4,370,400. The details of cost breakdown have been given in the following table:

SN	Particulars	Quantity	Unit	Cost	Total cost
A	ToT cost	4	no	565,700	22,62,800
B	Mason training cost	4	no	526,900	2,107,600
D	Sub total				4,370,400
E	Overhead cost @2% as agreed in the signed agreement				87,408
F	Grand total				44,57,808

7 ACTIVITY B- NEW ACTIVITY UNDER 3 MUNICIPALITIES



CTEVT is partnering with UNDP to provide support to Chaffra municipality (Sindhupalchowk District), Melamchi municipality (Sindhupalchowk District) and Pachkhal municipality (Kavrepalanchowk District) Fund through conducting three mason trainings in each municipality and one (TO1) training of trainers for mason's training to engineers and sub engineers of the three municipalities for capacity development. The three municipalities are among the 43 municipalities in the 14 most severely affected districts and highly vulnerable to earthquakes.

The overall objectives of the program are:

Prepare 30 master mason trainers so that they can deliver their services to existing/new mason to build safe structure in the three municipalities.

To produce 270 skilled masons providing Mason Training Masonry Craftsperson (MTMC) to working craftsmen in masonry in the three municipalities.

7.1 The program and Budget under Activity B

7.1.1 ToT

The single batch of the ToT, planned to be conducted as a residential training, the location will be selected as per feasibility to the three municipalities in co-ordination with UNDP. ToT will be guided by a senior master trainers and two trainers. The training will be of 40 hours and stretched in five business days, therefore eight hours a day will be working hour. There will be 30 participants in the training batch from the three municipalities.

The participants will be bachelor in engineering/diploma engineering or level-2 graduate in masonry.

The cost estimate for proposed TOT under Activity A in the three municipalities has been given in the following Table. TOT 30.

SN	Description of Activities	Time unit	Total time	No. of person	Person Rate /time	Total	
						UNDP	
	Personnel Services						
1	Staff remuneration						
1.1	Sr. Trainers	hrs	40	1	1200	48000	
1.2	Junior Trainer	hrs	40	1	800	32000	
1.3	Trainer	hrs	40	1	800	32000	
1.4	Supervision	day	7	1	1600	11200	
	Total of Personnel Services					123200	
2	Travel						
2.1	Vehicle and fuel	day	7	1	6000	42000	
2.2	Trainees	day	5	30	100	15000	

[Handwritten signature]
 Member, 2008-2011

							57000
3	Training Management						
3.1	Communication (notice, banner etc., opening/closing)					LS	5000
3.2	Rental (hall, classroom etc.)		1	1		LS	5000
3.4	Food and Snacks (34*5)	no	5	34	700		119000
3.5	Lodging and DSA						
	Trainer	day	6	3	1500		27000
	Trainees	no	6	30	500		90000
3.6	Report preparation				10000		10000
							256000
4	Resources						
4.1	Materials (Construction)				90000		90000
4.2	Training material production (text materials, bags etc.)	no	30	2000	60000		60000
							150000
5	Total cost						586,200.00
7	Cost of total training	1					586,200.00

7.1.2 Mason Training to Masonry Craftsperson (MTMC)

The teachers participating in ToT will be employed in MTMC. The working mason craftsperson's will be the participants in this training. The Federation of Contractors' Association of Nepal (FCAN) will help for the social marketing, especially nominating mason for training, and employing them for further guided practice and bridging for job placement.

The CTEVT's local training institute will coordinate with the local bodies (DDC, Municipality and VDC) for training management and post training support so that there is no duplication and repetition of the trainees. The group size will be 30, three events in each municipality which makes it to total 9 events. CTEVT local institutes in each district coordinate with local body to keep the roster of teacher and trained mason in each district so as to mobilize these human resources in imparting the training and for reconstruction process. CTEVT will maintain the roster of teachers and trained mason at national level to make the access of these persons to use on the reconstruction process as well as construction processes.

The cost estimate for proposed Mason Training in three municipalities has been given in the following table. **MTMC 30.**


 Member Secretary

SN	Description of Activities	Time unit	Total time	No. of person	Person Rate /time	Total	Remarks
	Personnel Services						
1	Staff remuneration						
1.1	Sr. Trainer	hrs	40	1	800.00	32,000.00	
1.2	Trainer	hrs	40	2	500.00	40,000.00	
1.3	Supervision	day	7	2	1,600.00	22,400.00	
	Total of Personnel Services					94,400.00	
2	Travel						
2.1	Vehicle and fuel	day	7	1	6,000.00	42,000.00	
2.2	Trainer	day	1	3	1,500.00	4,500.00	
2.3	Trainees	day	5	30	100.00	15,000.00	
						61,500.00	
3	Training Management						
3.1	Communication (notice, banner etc., opening/closing)				LS	5,000.00	
3.2	Rental (hall, classroom etc.)		1	1	LS	5,000.00	
3.3	Utilities(drinking water, electricity, multimedia, etc)				Ls	5,000.00	
3.4	Food and Snacks (34*7)	no	5	34	700.00	119,000.00	
3.5	Lodging and DSA to trainers		6	3	1,500.00	27,000.00	
3.6	DSA to trainees	no	6	30	500.00	90,000.00	
3.7	Report preparation					10,000.00	
						261,000.00	
4	Resources						
4.1	Materials (reference to sheet 2)				90,000.00	90,000.00	
4.2	Training material production (text materials, bags etc.)	no	1	30	1,500.00	45,000.00	
						135,000.00	
5	Skill Testing	no	1	30	3,000.00	90,000.00	
6	Total cost Per event					641,900.00	
7	Cost of total training	9				5,777,100.00	

7.2 Schedule of program

The due date of training commencement and the schedule of trainings under Activity B will be finalized with mutual consultation among concerned partners. However, eight hours a day and six days a week will be working hours.

SN	Detail of activities	June	July	Aug	Sept	Oct	Nov	Dec
1	Signing of contract							
2	M'TOT'							
3	Mason Training course							
4	Program evaluation							

Note: 1 TOT and 9 Mason trainings will be completed by Nov 2016 under this partnership.

7.3 Cost Estimation

Detail of the total cost has been classified for Part B of the program as Mason training cost NRs. 5,777,100; ToT cost NRs. 586,200. The total cost of the project has been estimated to be NRs. 6,363,300. The details of cost breakdown have been given in the following table:

SN	Particulars	Quantity	Unit	Cost	Total cost
A	ToT cost	1	no	586,200	586,200
B	Mason training cost	9	no	641,900	5,777,100
D	Sub total				6,363,300
E	Overhead cost @3%				190,899
F	Grand total				

8 CERTIFICATION

After completion of the ToT, the CTEVT will provide training completion certificate to the eligible participants attending at least 270 percentages.

The working mason/craftsman can participate in Mason training course in the recommendation of employing agencies and local bodies and will receive the training completion certificate to the eligible participants attending at least 270 percentages. As per the CTEVT guideline, the graduates of the mason training course, after six months' of work under the registered construction company and local bodies and its recommendation can apply for skill testing. If they pass skill test exam, they will be awarded L-1 certificate by NSTB.

9 REPORTING

After signing the partnership, periodic report will be prepared and submitted to the UNDP as per its requirement. The supervision report in the prescribed format of Training Development Division will be indispensable part of the report for further evaluation of the training.

10 COST SUMMARY

Detail of the total cost has been classified under Activity A for the remaining trainings as four batches of ToT cost NRs. 22,62,800 and four batches of mason training cost NRs 2,107,600 with an overhead cost of 2% which makes it NRs. 4,457,808 in total.

Detail of the total cost has been classified under Activity B as single batch of ToT cost NRs. 586,200 and nine batches of mason training cost NRs. 5,777,100 with an overhead cost of 3% which makes it NRs. 6,554,199 in total.

The details of cost breakdown have been given in the following table.

S.N	Particulars	Quantity	Unit	Rate(NRs)	Total cost(NRs)
7	ToT (Activity A)	4	no	565700	2,262,800
8	MTMC (Activity A)	4	no	526900	2,107,600
9	Total				4,370,400
10	Overhead cost (2%)				87,408
11	Total cost for part A				4,457,808
1	ToT (Activity B)	1	no	586200	586,200
2	MTMC (Activity B)	9	no	641900	5,777,100
3	Total				6,363,300
4	Overhead cost (3%)				190,899
5	Total cost for part B				6,554,199
	Grand Total (Activity A+B)				11,012,007

11 SUSTAINIBILTIY

Wide network of technical schools and vocational training institutes and the training programs cater to the market needs. Many national and international vocational training supporting organizations have been involving in vocational training management. The recent devastating earthquake has compelled us to work for production of tens of thousands of mason for reconstruction. It has also encouraged us to review the curriculum whether they contain the earthquake resilient components and deliver it as early as possible ensuring the quality of training. Curriculum reinforcement is an emergency preparedness to ensure incorporation of earthquake resilient component in curriculum.

The transfer of the reinforced curriculum to trainer needs ToT. The ToT will help to multiply the training and ultimately transfer to the trainees and construction. The Mason training followed by ToT, will be delivered through the teachers already equipped with ToT. This will help to institutionalize the practice in CTVET delivery and eventually help enhancing quality assurance.

Similarly, the introduction of the earthquake resilient techniques both in content and construction will pave the avenue of skilled mason production. If, initiatives are taken to ensure the involvement of trained mason in construction, it will increase the safety to buildings and the job opportunity to mason at center and hinterland. If yellow page incorporating the masons' inventory can be published, it will encourage other trades and strengthen the CTEVT and work environment. Though, there is external support for the government initiative, the proposal will support to the government target specially the CTEVT to produce at least seven thousands skilled mason to be expected in reconstruction of 14 hard earthquake hit district. The government targets will not only meet but will be sustainable if, above initiatives are materialized.

12 RESOURCE MANAGEMENT AND MOBILIZATION

The Training Development Division of CTEVT will work as secretariat of this program and the divisional director will be the officer-in-charge to this program.

Under Activity A of the remaining programs, the deliverable of the program are ToT to 80 trainers which includes 4 ToT's Trainings and 4 MTMC skilled mason training course to 80 working craftsman in building construction.

Under Activity B of the program the deliverable of the program are 1 ToT to 30 trainers in building construction discipline especially in masonry, and 9 MTMC skilled mason training course to 270 working craftsman in building construction.

CTEVT has assumed to receive technical and financial support to implement these programs from UNDP.

13 ANNEX 1: MATERIALS NEEDED

