

**STANDARD LETTER OF AGREEMENT BETWEEN
THE UNITED NATIONS DEVELOPMENT PROGRAMME AND
COUNCIL FOR TECHNICAL EDUCATION AND VOCATIONAL TRAINING ON THE IMPLEMENTATION
OF REINFORCEMENT OF MASONRY CURRICULUM AND STRENGTHENING CAPACITY OF COUNCIL
FOR TECHNICAL EDUCATION AND VOCATIONAL TRAINING ON MASON TRAINING
WHEN UNDP SERVES AS IMPLEMENTING PARTNER**

Your Excellency,

1. Reference is made to the consultations between officials of the United Nations Development Programme (hereinafter referred to as "UNDP") in Nepal and officials of Council for Technical Education and Vocational Training (CTEVT) with respect to the realization of activities by CTEVT in the implementation of the project Reinforcement of Masonry Curriculum and Strengthening Capacity of Council for Technical Education and Vocational Training (CTEVT) on Mason Training, as specified in Attachment 1: Project Document, to which UNDP has been selected as implementing partner.
2. In accordance with the Project Document and with the following terms and conditions, we confirm our acceptance of the activities to be provided by CTEVT towards the project, as specified in Attachment 2: Description of Activities (hereinafter referred to as "Activities"). Close consultations will be held between CTEVT and UNDP on all aspects of the Activities.
3. CTEVT shall be fully responsible for carrying out; with due diligence and efficiency, all Activities in accordance with its financial regulations, rules and other directives, only to the extent they are consistent with UNDP's Financial Regulations and Rules. In all other cases, UNDP's Financial Regulations and Rules must be followed.
4. In carrying out the activities under this Letter, the personnel and sub-contractors of CTEVT shall not be considered in any respect as being the employees or agents of UNDP. UNDP does not accept any liability for claims arising out of acts or omission of CTEVT or its personnel, or of its contractors or their personnel, in performing the Activities or any claims for death, bodily injury, disability, damage to property or other hazards that may be suffered by CTEVT, and its personnel as a result of their work pertaining to the Activities.
5. Any subcontractors, including NGOs under contract with CTEVT, shall work under the supervision of the designated official of CTEVT. These subcontractors shall remain accountable to CTEVT for the manner in which assigned functions are discharged.
6. Upon signature of this Letter, UNDP will make payments to CTEVT, according to the schedule of payments specified in Attachment 3: Schedule of Activities, Facilities and Payments. Following is the bank detail:

Bank's Name: Rastriya Banijya Bank, Sanothimi, Bhaktapur

Account Holder's Name: CTEVT

Account Type: Current.

Account Number: 173000000206

7. CTEVT shall not make any financial commitments or incur any expenses which would exceed the budget for the Activities as set forth in Attachment 3. CTEVT shall regularly consult with UNDP concerning the status and use of funds and shall promptly advise UNDP any time when CTEVT is aware that the budget to carry out these Activities is insufficient to fully implement the project in the manner set out in the Attachment 2. UNDP shall have no obligation to provide CTEVT with any

funds or to make any reimbursement for expenses incurred by CTEVT in excess of the total budget as set forth in Attachment 3.

8. CTEVT shall submit a cumulative financial report each quarter (30 Sept, 31 Dec 2015, 31 March, 30 June and 30 Sept 2016). The report will be submitted to UNDP through the UNDP Country Director or UNDP Resident Representative within 30 days following those dates. The format will follow the standard UNDP expenditure report [a model copy of which is provided as Attachment 4]. UNDP will include the financial report by CTEVT in the financial report for [Project: Comprehensive Disaster Risk Management Programme ID: 00077652].
9. CTEVT shall submit such progress reports relating to the Activities as may reasonably be required by the project manager in the exercise of his or her duties.
10. CTEVT shall furnish a final report within 12 months after the completion or termination of the Activities, including a list of non-expendable equipment purchased by CTEVT and all relevant audited or certified financial statements and records related to such Activities, as appropriate, pursuant to its Financial Regulations and Rules.
11. Equipment and supplies that may be furnished by UNDP or procured through UNDP funds will be disposed as agreed, in writing, between UNDP and CTEVT.
12. Any changes to the Project Document which would affect the work being performed by CTEVT in accordance with Attachment 2 shall be recommended only after consultation between the parties.
13. For any matters not specifically covered by this Letter, the Parties would ensure that those matters shall be resolved in accordance with the appropriate provisions of the Project Document and any revisions thereof and in accordance with the respective provisions of the Financial Regulations and Rules of the CTEVT and UNDP.
14. The arrangements described in this Letter will remain in effect until the end of the project, or the completion of activities of CTEVT according to Attachment 2, or until terminated in writing (with 30 days notice) by either party. The schedule of payments specified in Attachment 3 remains in effect based on continued performance by CTEVT unless it receives written indication to the contrary from UNDP.
15. Any balance of funds that is undispersed and uncommitted after the conclusion of the Activities shall be returned within 90 days to UNDP.
16. Any amendment to this Letter shall be effected by mutual agreement, in writing,
17. All further correspondence regarding this Letter, other than signed letters of agreement or amendments thereto should be addressed to [name and address of Country Director/Resident Representative, UNDP].
18. CTEVT shall keep the UNDP Country Director/Resident Representative fully informed of all actions undertaken by them in carrying out this Letter.
19. UNDP may suspend this Agreement, in whole or in part, upon written notice, should circumstances arise which jeopardize successful completion of the Activities.
20. Any dispute between the UNDP and CTEVT arising out of or relating to this Letter which is not settled by negotiation or other agreed mode of settlement, shall, at the request of either party, be submitted to a Tribunal of three arbitrators. Each party shall appoint one arbitrator, and the two arbitrators so appointed shall appoint a third arbitrator, who shall be the chairperson of the Tribunal. If, within 15 days of the appointment of two arbitrators, the third arbitrator has not been appointed, either party may request the President of the International Court of Justice to appoint the arbitrator referred to. The Tribunal shall determine its own procedures, provided that any two

arbitrators shall constitute a quorum for all purposes, and all decisions shall require the agreement of any two arbitrators. The expenses of the Tribunal shall be borne by the parties as assessed by the Tribunal. The arbitral award shall contain a statement of the reasons on which it is based and shall be final and binding on the parties.

21. If you are in agreement with the provisions set forth above, please sign and return to this office two copies of this Letter. Your acceptance shall thereby constitute the basis for CTEVT participation in the implementation of the project.

Yours sincerely,

Signed on behalf of UNDP



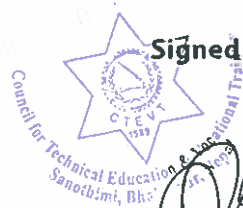
Renaud Meyer
Country Director, UNDP

Date: August 2015



*Empowered lives.
Resilient nations.*

Signed on behalf of CTEVT



Dr. Ram Hari Lamichhane
Member Secretary, CTEVT

Date: August 2015

Attachment 1

PROJECT DOCUMENT (**Attached separately**)

Attachment 2

DESCRIPTION OF ACTIVITIES

Project number: 00077652

Project title: Reinforcement of Masonry Curriculum and Strengthening Capacity of Council for Technical Education and Vocational Training (CTEVT) on Mason Training

Results to be achieved by CTEVT

Provide a summary of the results to be achieved by CTEVT, particularly the outputs they are expected to produce.

- Reinforcement of Masonry Curriculum for working masonry Craftsman
- Strengthening Capacity of CTEVT for producing huge number of mason through trainings for safer construction

Work to be performed by CTEVT

Explain the activities to be carried out by CTEVT.

- To excerpt the content to deliver to working mason from the existing available endorsed mason curriculum.
- Prepare 140 master mason trainers so that they can deliver their services to new mason to build structure in earthquake devastated 14 districts.
- To produce 280 skilled masons providing Mason Training to Masonry Craftsperson (MTMC) to working craftsmen in masonry in those 14 devastated districts.
- To engage mason training trainees for skill testing exam and preparing software to develop roster to provide online information

Description of inputs:

Provide a detailed description of the project inputs by activity. This may include personnel, contracts, training, equipment, miscellaneous and micro-capital grants.

- Technical support to CTEVT to institutionalize mason training course on safer construction technique and practices.
- Workshop to receive the feedbacks on the course and approval of the training course.
- MTOT on safer construction technique and practices to the teachers of CTEVT's own schools and affiliated training institutes.
- Mason training safer construction technique and practices to 14 earthquake affected district at least one in each district.
- Engage mason training trainees on skill testing exam and award the certificate
- Report writing and monitoring the activities
- Funding support as per the agreement.

Annexes:

Attach, as appropriate, job descriptions for consultants, terms of reference for contracts, technical specifications for equipment items, training nomination forms, etc. **As per project proposal**



Attachment 3

Scheduled of Activities, Facilities and Payments

Year 2015

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities to be undertaken during the year towards stated outputs</i>	Timeframe				Planned Budget Budget Description	Amount NRs	Schedule of payments by UNDP										
		2015 - Q1	2015 - Q2	2015 - Q3	2015 - Q4			Q1	Q2	Q3	Q4							
1) Institutionalize Mason Training course on safer construction technique and practices	Technical support through national professional Workshop					234,000					234,000							
2) Enhance the capacity of the teachers and instructors on mason training course (safer construction technique and practices)	Provide MTOT to the teachers/instructors - three trainings					2,154,600					718,200							1436400
3) Conduct Mason training at EQ affected district (safer construction technique and practices)	Conduct Mason training - nine trainings Skill testing and overhead administrative cost					4,968,000										2,208,000		2,760,000
						180,000												180,000
						Total	7,536,600									3,160,200		4,376,400



Handwritten signatures of officials, including one that appears to be the name 'Md. A. H. Khan'.

Scheduled of Activities, Facilities and Payments

Year 2016

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities to be undertaken during the year towards stated outputs</i>	Timeframe				Planned Budget Amount NRs	Schedule of payments by UNDP				
		2016 - Q1	2016 - Q2	2016 - Q3	2016 - Q4		Budget Description	Q1	Q2	Q3	Q4
1) Enhance the capacity of the teachers and instructors on mason training course	Provide MTOT to the teachers/instructors - four trainings					2,872,800					
2) Conduct Mason training at EQ affected district	Conduct Mason training - five trainings					2,760,000					
	Skill testing and overhead administrative cost					309,600					309,600
							Total		5,942,400	5,632,800	309,600

Note:

- The activities planned above for 2016 are subject to extension of the project.
- 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.





 Council Member

Attachment 4

MODEL UNDP EXPENDITURE REPORT

Period 2015 to 2016

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities to be undertaken during the year towards stated outputs</i>	Planned Budget		Payments and Expenditures		
		Budget Description	Amount	Payments received	Expenditures	Balance
1) Institutionalize Mason Training course	Technical support through national professional Workshop					
2) Enhance the capacity of the teachers and instructors on mason training course	Provide MTOT to the teachers/instructors List of participants for roster preparation					
3) Conduct Mason training at EQ affected district	Conduct Mason training Skill Testing and certification					
		Total				

Payment Schedule

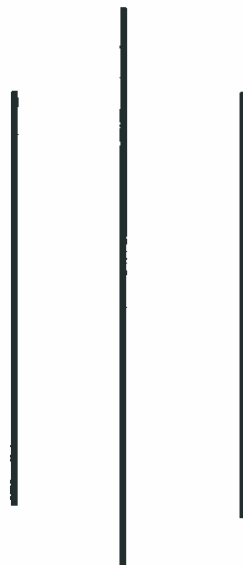
- The first installment sum of amount NRs 3,160,200 will be advanced to the CTEVT within 30 working days following signature of the present Agreement for 2015 - Q3.
- The second instalment sum of amount NRs 4,376,400 will be advanced to CTEVT upon liquidation of minimum 80% from previous advance for 2015 -Q4 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
- The third instalment sum of amount NRs 5,632,800 will be advanced to CTEVT for 2016 - Q1 upon liquidation of minimum 80% from previous advance and 100% from all earlier advances 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
- The fourth or last instalment sum of amount NRs 309,600 will be advanced to CTEVT for 2016 - Q2 upon liquidation of minimum 80% from previous advance and 100% from all earlier advances 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

A

Proposal

for

**Reinforcement of Masonry Curriculum and Strengthening
Capacity of Council for Technical Education and Vocational
Training (CTEVT) on Mason Training**



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

August, 2015

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 donors 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 excerption to working mason, training of mason trainers and training to working masons to impart earthquake resilient building construction. The program objectives are:

- To excerpt the content to deliver to working mason from the existing available endorsed mason curriculum.
- Prepare 140 master mason trainers so that they can deliver their services to new mason to build structure in earthquake devastated 14 districts.
- To produce 280 skilled masons providing Mason Training Masonry Craftsperson (MTMC) to working craftsmen in masonry in those 14 devastated districts.
- To engage the refreshment training (mason) graduates on skill testing exam and preparing software for roster to provide online information.

The deliverable of the program are curriculum reinforcement incorporating earthquake resilient technologies, ToT to 140 trainers in building construction discipline and Mason Training to 280 Masonry Craftsperson in building construction.

The cost has been classified as curriculum reinforcement cost (0.283 Million NRs), ToT cost (5.5524 Million NRs.) and Mason Training to Masonry Craftsperson (MTMS) cost (8.834 Million NRs). The total cost of the project has been estimated 14.963 Million NRs. The single program cost for curriculum reinforcement, ToT and MTMS has been estimated NRs 0.283 Million, NRs. 0.7932 Million and 0.631 Million respectively. CTEVT has assumed to receive technical and financial support to implement these programs from UNDP. Two percentages overhead costs NRs 0.2936 Million, to be used as miscellaneous expenses in other administration requirements, have been estimated. Hence the total cost required for this collaboration to implement all agreed activities has been estimated NRs. 14.963 Millions. Out of total budgetary estimate, NRs 1.484 Millions cost has been proposed to be contributed from CTEVT where UNDP will provide sum of total amount NRs 13.479 Million to the CTEVT for this partnership.

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.

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1. 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 donors and international communities like United Nations' Development Program (UNDP), Asian Development Bank (Skill Development Project-SDP), World Bank (Enhanced Vocational Education and Training-EVENT) 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.

This proposal has been prepared for the bilateral cooperation between CTEVT and the UNDP for curriculum excerpption 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 390 hours duration. Moreover, CTEVT also has been offering and implementing Diploma in Civil Engineering curriculum as developed by Institute of Engineering, Tribhuvan University.

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, carpenter, plumber and electrician to make earthquake resistant building as per designated design in rural and urban areas. The CTEVT, SDP, EVENT and other agencies have been putting efforts to produce craftsperson for constructing safer building resilient to earthquake. This proposal has been prepared to produce refresher course in mason, carpentry, plumbing and electricity, preceded by a workshop for curriculum reinforcement, and ToT.

Overall Objective of the Proposal

The overall objectives of the program are:

- To excerpt the content to deliver to working mason from the existing available endorsed mason curriculum.
- Prepare 140 master mason trainers so that they can deliver their services to new mason to build structure in earthquake devastated 14 districts.
- To produce 280 skilled masons providing Mason Training Masonry Craftsperson (MTMC) to working craftsmen in masonry in those 14 devastated districts.
- To prepare the roaster of skill testing graduates, preparing software, enter data and install server to provide online information

2. 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-60,000), Skill for Development Project (SDP-45,000) 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 utmostly urgent to go for fast-track method without compromising the required competencies. The curriculum excerption and revision, preparation of the trainers are also needed immediately so s to deliver training and 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 in long run.

3. THE INSTITUTIONS 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, if 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 graduates and employers, placement to building construction site etc.)

4. THE PROGRAM AND BUDGET

4.1 Reinforcement of curriculum workshop

Three experts will be appointed to make an excerpt from the approved mason curriculum and the output will be presented in one-day workshop. This workshop has been proposed to review the existing curriculum and incorporate the earthquake resilient techniques in it. There will be thirty participants in the workshop from the various organization and authorities. Some of the organizations participating are: CTEVT, UNDP, DUDBC, IOE, NEA, FCAN, NSET etc.

The cost breakdown of the program has been given in the following table:

SN	Description of Activities	Time unit	Total time	No. of person	Person Rate /time	Total	
						UNDP	CTEVT
	Personnel Services						
1	Staff remuneration						
1.1	Sr. Expert	day	7	1	10,000.00	70000	
1.2	Expert	day	7	2	6,000.00	84000	

1.3	Facilitator	day	7	2	1,000.00		14000
	Total of Personnel Services					154000	14000
2	Workshop Management						
2.1	Communication				LS		10000
2.1	Rental (hall, classroom etc.)		1	1	10000		10000
2.3	Utilities (drinking water, electricity etc.)				5000		5000
2.4	Refreshment (Snacks, lunch, stationery, local transportation etc.)	no	40	1	2000	80000	
2.5	Report preparation				10000		10000
						80000	35000
3	Total cost					234000	49000
4	Contribution					0.83	0.17

4.2 ToT

The single batch of the ToT, planned to be conducted at capital or district headquarter, will be guided by two senior master trainers and two trainers. Balaju School of Engineering and Technology, Balaju, Kathmandu, Nepal Banepa Polytechnic Institute Banepa, Kavre, Jiri Technical School, Jiri, Dolakha, Rural Training Center, Bhimad Tanahu etc. are the probable district centres for the ToT training. The training will be of 40 hours and stretched in six business days, therefore seen hours a day will be working hour. There will be 20 participants in each training batch. Therefore 7 batches of ToT, 140 participants, will be conducted. The CTEVT will invite trainers from its constituent schools and affiliated technical schools. 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 breakdown of the program has been given in the following table:

SN	Description of Activities	Time unit	Total time	No. of person	Person Rate /time	Total	
						UNDP	CTEVT
	Personnel Services						
1	Staff remuneration						
1.1	Sr. Trainers	hrs	56	1	1200	67200	
1.2	Junior Trainer	hrs	56	1	800	44800	
1.3	Trainer	hrs	24	1	800	19200	
1.4	Supervision	day	4	2	1000	8000	
	Total of Personnel Services					139200	
2	Travel						

2.1	Vehicle and fuel	day	7	1	6000	42000	
2.2	Trainees	No	1	20	1500	30000	
2.3	Supervisor	no	5	1	7000		35000
						72000	35000
3	Training Management						
3.1	Communication (notice, banner etc., opening/closing)				LS	5000	
3.2	Rental (hall, classroom etc.		1	1	LS		10000
3.3	Utilities (drinking water, electricity etc.		1	1	LS		10000
3.4	Food and Snacks (28*7)	no	5	28	500	70000	
3.5	Lodging and DSA						
	Trainer and supervisor	no	6	8	1500	72000	
	Trainees	no	6	10	2000	120000	
3.6	Report preparation					20000	20000
						267000	40000
4	Resources						
4.1	Materials (reference to sheet 2)					200000	200000
4.2	Training material production (text materials, bags etc.)	no	20	2000	40000	40000	
						240000	0
5	Total cost					718,200.00	75,000.00
6	Contribution					0.91	0.09
7	Cost of total training	7				5,027,400.00	525,000.00

4.3 Mason Training to Masonry Craftsperson (MTMC)

The teachers participating in ToT will be employed in MTMC. The working mason craftsperson 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 FCAN will nominate them for MTMC in fourteen districts (Kathmandu, Lalitpur, Bhaktapur, Rasuwa, Dhading, Nuwakot, Sindhupalchowk, Kavre, Dolakha, Rameshhap, Gorkha, Makwampur, Lamjung and Sindhuli etc.) severely damaged by earthquake. The CTET's local training institute will coordinate with the local concerned authority for training management and post training support so that there is no duplication and repetition of the trainees. The group size will be 20.

The cost breakdown of the program has been given in the following table:

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

1	Staff remuneration						
1.1	Sr. Trainer	hrs	40	1	800	32000	
1.2	Trainer	hrs	40	2	500	40000	
1.3	Supervision	day	4	2	1000	8000	
	Total of Personnel Services					80000	
2	Travel						
2.1	Vehicle and fuel	day	7	1	6000	42000	
2.2	Trainees	No	1	20	500	10000	
2.3	Supervisor	no	5	1	7000		35000
						52000	35000
3	Training Management						
3.1	Communication (notice, banner etc., opening/closing)				LS	10000	
3.2	Rental (hall, classroom etc.		1	1	LS	5000	
3.3	Utilities (drinking water, electricity etc.		1	1	LS		10000
3.4	Food and Snacks (28*7)	no	5	28	500	70000	
3.5	Lodging and DSA to trainers		6	5	1500	45000	
3.6	DSA to trainees	no	5	20	500	50000	
3.7	Report preparation				20000		20000
						180000	30000
4	Resources						
4.1	Materials (reference to sheet 2)				200000	200000	
4.2	Training material production (text materials, bags etc.)	no	20	2000	40000	40000	
						240000	0
5	Skill testing after six months' work experience	no	1	20	700	14000	
6	Total cost					566,000.00	65,000.00
7	Contribution					0.90	0.10
8	Cost of total training	14				7,924,000.00	910,000.00

4.4 Prepare Roaster of Training graduates

There are nearly twenty sectors in which occupational profiles (OP) and/or curriculum has been developed. In those sectors total numbers of OP are 226. There are almost 250,000 training graduates acquiring skill test certificate. The skill test graduates are provided with certificate and

ID card, their inventory, accessible to all users, are not yet prepared. Preparation of the software to display the roster for public consumption, software production and installation of server for online display is the component to be implemented to accomplish complete inventory. This job has been proposed to be executed hiring a team of experts. CTEVT requests the technical and financial support of partner agencies in this regard. However, the CTEVT has initiated the step towards it. The training graduates from this partnership are included as a part of the Roster being initiated and UNDP will also contribute in developing online roster system for different occupational profiles upon request from CTEVT.

5. SCHEDULE OF PROGRAM

The due date of training commencement and the schedule of training will be finalized with mutual consultation among concerned partners. However, eight hours a day and six days a week will be working hours. The upcoming festive seasons of Dashain and Tihar has been taken into account while scheduling the program.

SN	Detail of activities	Duration in Month											
		Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	May	Jun	July
1	Signing of MOU		■										
2	Mobilization of workforce		■	■									
3	Curriculum reinforcement		■	■									
4	TOT		■	■				■					
5	Refresher course			■		■	■	■					
6	Roster preparation	■	■	■	■	■	■	■	■	■	■	■	■
7	Skill testing										■	■	■
8	Program evaluation	■	■	■	■	■	■	■	■	■	■	■	■

6. CERTIFICATION

After completion of the ToT, the CTEVT will provide training completion certificate to the eligible participants attending at least 90 percentages.

The working craftsman can participate in refresher course in the recommendation of employing agencies. As per the CTEVT guideline, the graduates of the refresher course, after six months' of work under the registered construction company and its recommendation can apply for skill testing. If they pass skill test exam, they will be awarded L-1 certificate by NSTB.

7. REPORTING

After completion of trainings, report will be prepared and submitted to the CTEVT. The supervision report in the prescribed format of Training Development Division will be indispensable part of the report for further evaluation of the training.

8. COST SUMMARY

Detail of the cost has been classified as curriculum reinforcement cost (0.283 Million NRs), ToT cost (5.552 Million NRs.) and refreshment training cost (8.838 Million NRs). The total cost of the project has been estimated 14.963 Million NRs. UNDP will contribute sum of total amount NRs 13,479,000 and CTEVT will match sum of total amount NRs 1,484,000 respectively for this partnership. The details of cost breakdown have been given in the following tables.

Cost Break Down

SN	Particulars	Quantity	Unit	Single Cost NRs			Total cost
				UNDP	CTEVT	Total	
A	ToT cost	7	no	718,200.00	75,000.00	793,200.00	5,552,400.00
B	Refreshment training cost	14	no	566,000.00	65,000.00	631,000.00	8,834,000.00
C	Curriculum reinforcement	1	no	234,000.00	49,000.00	283,000.00	283,000.00
D	Sub total						14,669,400.00
E	Overhead cost @2%						293,388.00
F	Grand total						14,962,788.00

Cost Contribution

S N	Particulars	Qty	Unit	Cost Contribution				Total Cost
				UNDP		CTEVT		
				Unit	Total	Unit	Total	
A	MTOT for teachers	7	no	718,200	5,027,400	75,000	525,000	5,552,400
B	Refreshment (Mason) training	14	no	566,000	7,924,000	65,000	910,000	8,834,000
C	Curriculum reinforcement	1	no	234,000	234,000	49,000	49,000	283,000
D	Sub total				13,185,400		1,484,000	14,669,400
E	Overhead cost @2%				293,600.00		0	293,600.00
F	Grand total				13,479,000	0	1,484,000	14,963,000

9. SUSTAINABILITY

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 refreshment training followed by ToT, will be delivered through the teachers already equipped with ToT. This will

help to institutionalize the practice in TVET 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. The government targets will not only meet but will be sustainable if, above initiatives are materialized.

10. 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.

The deliverable of the program are curriculum reinforcement incorporating earthquake resilient technologies, ToT to 140 trainings in building construction discipline especially in masonry, and refresher course to 280 working craftsman in building construction.

CTEVT has assumed to receive technical and financial support to implement these programs from UNDP. Out of total budgetary estimate NRs 14,963,000, 10% cost (NRs 1,484,000) has been proposed to be contributed from CTEVT and UNDP will be funding for 90 % cost (NRs 13,479,000).

ANNEX 1: MATERIALS NEEDED

Construction Materials Cost					
Construction Materials	Quantity	Rate	Amount	Remarks	
16 mm dia Bar	100	91	9100		
12 mm dia Bar	150	91	13650		
10 mm dia Bar	90	91	8190		
8 mm dia Bar	100	91	9100		
4.75 mm dia Bar	40	91	3640		
Bricks class	1200	15	18000		
Sand	50	120	6000		
Cement	10	900	9000		
Aggregate	30	120	3600		
Binding Wire	7	120	840		
Total			81120		
Tools:					
Trowel	6	175	1050		
Level Pipe	5	50	250		
8 mm Jack for bar bending(Dai)	4	300	1200		
12 mm Jack for bar bending(Dai)	2	700	1400		
16 mm Jack for bar bending(Dai)	2	700	1400		
Bar bending bench	1	30000	30000		
Plumb Bob	2	150	300		
Mortar pan (Karai)	6	250	1500		
Nylon Rope	4	50	200		
Hack Saw Blade	24	15	360		
Hack Saw frame	4	200	800		
Metal Bucket (10 Ltr)	1	1000	1000		
Steel Jug (1 Ltr)	2	500	1000		
Shovel	4	500	2000		
Measuring tape 5 m	4	150	600		
Binding wire binder	8	100	800		
Hammer Big	1	750	750		
Hammer small	1	400	400		
Masons thread	1	100	100		
Masons square	2	500	1000		
White chalk	1	80	80		
Wheel barrow	1	5000	5000		
Bamboo	2	250	500		
Claw hammer	1	250	250		
"A" Type ladder	2	10000	20,000.00		

Total			71940		
Accessories for Participants	Quantity	Rate	Amount	Remarks	
My clear bag	150				
Plump bob	150				
Trowel	200				
Thread	50				
Measuring tape 5 m	150				
Certificates	50				
Publications	150				
Earthquakes of Nepal, fliers, handbook, Earthquake preparedness					
Total of Accessories for Participants	900	30	27000		
Materials for a Training	Unit	QTY	Rate	Amount	Remarks
Flip chart	No	20	100	2000	
Thumb pins	Pack	1	100	100	
Boards	No	1	700	700	
Projector	No	1	2000	2000	
Laptops	No	1	2000	2000	
Temporary Markers (Board marker) 5 red,5 blue,5 green,5 black	No	20	500	10000	
Notebook	No	30	1500	45000	
Pen/pencils	No	30	150	4500	
Erasers	No	30	150	4500	
Scale	No	30	300	9000	
Stapler	No	2	300	600	
Punching	No	1	150	150	

Marking tape	Roll	2	200	400
Double tape	Roll	2	200	400
Curtain for projector	No	1	1000	1000
Volt guard /generator	No	1	10,000.00	10,000
Multi plug	No	2	250	500
Scissor	No	1	75	75
Paper cutter	No	1	100	100
Certificate writing pen	No	2	100	200
First aid Kit	Set	1	500	500
Banner	No	1	3500	3500
Total Cost of materials for Trainings				97225
Total cost				196165

