

Annex III:

**REQUEST FOR PROPOSALS (RFP) FOR THE IVETA
PROFESSIONAL MICRO-GRANT PROGRAM (PMGP)**

This package is designed to be forwarded to IVETA members from developing countries who express interested in making application for PMGP funds.

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1. Criteria for the PMGP

Overall Goal of the PMGP: To assist VET practitioners and students expand and obtain knowledge of best practice in VET, and disseminate this knowledge to the international VET community.

Eligibility for PMGP Grants: Any IVETA member from a developing country, defined as a qualified borrower from the World Bank, who is a member of IVETA in good standing at the time of application for a grant is eligible to make a proposal. IVETA institutional members are not eligible for PMGP financing, nor are individual IVETA members from developed countries

Activities Eligible for PMGP financing : Activities should focus on development, adaptation, and dissemination of new techniques for VET including, but not limited to: (a) administration, management, financing, and planning of VET; (b) occupational and training standards and assessment; (c) VET curricula design and implementation, (d) evaluation of economic and social impact of VET; (e) teacher and management training; (f) career guidance and counseling; (g) VET's role in lifelong learning; etc. and can address different levels of VET (i.e., secondary, post-secondary, adult). *Note that selected high priority and successful PMGP projects may be eligible for follow-up dissemination grants (i.e., to support travel to an IVETA annual or regional conference where the results of the project may be presented). Financing for initial dissemination (i.e., final reports, etc.) must be included in initial grant applications. However, follow-up dissemination activities (i.e. travel to IVETA Conferences) should not, repeat not, be included in initial proposals as IVETA would want to evaluate the results of initial work before committing itself to financing additional dissemination activities.*

Costs Eligible for PMGP Financing: PMGP grants can be used to finance the costs of: (a) personnel (i.e. short-term consultant costs (limited to a maximum of 25% of total grant); (b) consumable materials and non-durable goods (i.e., goods not normal placed on inventory); (c) communications; (d) travel and per diem (maximum is local government rates for local travel, and UN rates for international travel); and (e) short term rental or lease of equipment (limited to 25% of total grant). Note that salaries for individual IVETA members making PMGP proposal are explicitly **excluded** from PMGP financing, as it is expected that all PMGP proposals will show an substantial amount of local matching funds for the proposed project (i.e., local salaries of personnel involved in implementing the proposal).

Size of PMGP Grants: The IVETA PMGP has limited funds, and the PMGP is explicitly a micro-grant program that is designed to facilitate/expand, and not supplant, ongoing activities and disseminate them to the broader VET audience. As such it is anticipated that most grants will average less than US\$2,000 at the outset.

2. Process for Application and Use of PMGP Funds

- Awareness: Eligible IVETA members become aware of the PMGP via the IVETA newsletter, WEB page, and conferences.
- Proposal Development: Eligible IVETA members may apply at any time using the Standards PMGP Request for Proposal (RFP) contained in this document. Proposals that do not follow the RFP will be rejected. Proposals for a PMGP Grant must be submitted to the Chairperson of the IVETA Institutional Development and Research Committee (PMGPC) following the format in this RFP. Name and address of the PMGPC Chairperson is as follows: Dr. Janette Daines. E-Mail dainesjr@msn.com
- Evaluation of Proposals: The Professional Micro-Grant Program Committee (PMGPC) of IVETA evaluates proposals, using criteria contained in this RFP, and prepares recommendations for financing and contracts for the IVETA President. IVETA Regional Vice Presidents would, as ad hoc members of the PMGPC, be asked to evaluate proposals from their region and assist in monitoring implementation as possible. There is no deadline for submission of proposals, and proposals will be on a semi-annual basis (i.e. May and November) and rated according to the rating sheet in the RFP. Proposals not meeting minimum scores (60 points) will be rejected. All accepted proposals may not be financed due to lack of PMGP funds. If the number of accepted proposals exceeds the funds available the highest scoring proposals will be financed first. All accepted proposals will be retained and considered for funding for up to one year from date of evaluation, at which time the proposal must be resubmitted by the proposer for further consideration.
- Contracting: Grantees must sign the Contract included in the RFP. Disbursement will be in US Dollars, and in tranches as defined in the Contract. Normally a mobilization payment of up to 50% of the Grant will be provided to Grantees, and subsequent disbursements will be based on receipt of agreed products and invoices. Final payments (10% of total Grant) will only be made on receipt of the final report on the project, in English, as defined in the Contract. After approval of the Contract an original copy is to be provided to the Executive Secretariat including information for transfer of funds (i.e., bank routing and account numbers) to the Grantee.
- Monitoring and Evaluation: All Grantees would provide regular reports as defined in the Contract, including a final report. All reports are to be in English and must be delivered in hardcopy and automated format (i.e., MS Word). Grantees would respond to annual written questionnaires about the administration of the PMGP and would make themselves available for on-site inspection by responsible IVETA members if this can be arranged.

PMGP Application Form

*Three signed originals required
Maximum length of proposal is 10 pages
All proposals must be typed in English.
An automated copy on disc must be included (MSWORD)
Incomplete proposals will not be evaluated*

A. **Technical Proposal**

1. Cover page

- Title of Proposed Project
- Name of IVETA Member
- Number of years of Membership in IVEA
- Address
- Phone
- Fax
- Electronic Mail address (required)
- Name of IVETA Regional Vice President

2. Rational and Background for the Proposal

3. Goal, Objective, and Activities of the Proposed Project
(use the following format)

1. Objective #1	Activity 1.1 Activity 1.2 Etc
2. Objective #2	Activity 2.1 Activity 2.2
Etc.	Etc,

4. Products (reports) and Schedule for implementation of Objectives and Activities. *List deliverables, and schedule, of deliverables upon which disbursement of PMGP funds are to be based.*

5. Implementation Plan: *A brief description of how the project will be administratively implemented.*

6. Dissemination Plan: *A brief description of how the results of the project will be disseminated within the country and, as appropriate, to the region and international VET community. Do not duplicate information provided in the objectives and activities.*

B. Financial Proposal

The financial proposal must follow the model attached and should include costs to be reimbursed from the IVETA PMGP as well as local counterpart/matching funds. The latter can include “in-kind” support (i.e. salary of project director which will normally be the IVETA member submitting the proposal). Attach details of all project expenses as needed.

PMGP Grant Request

- 1. Personnel/consultant costs and fees _____
- 2. Consumable goods and non-durable materials _____
- 3. Communications _____
- 4. Equipment lease or rent _____
- 5. Travel and per diem _____
- Total Requested PMGP Grant** _____

Local Counterpart Funds Provided to the Project

- 1. Personnel costs _____
- 2. Consumable goods and non-durable materials _____
- 3. Communications _____
- 4. Equipment lease or rent _____
- 5. Travel and per diem _____
- 6. Other _____
- Total Counterpart funds** -

Total Project Cost

Signed: _____

Date: _____

Instructions for Budget Calculations

1. **Personnel Costs:** This may include staff and collaborators salaries involved in the contract for the duration of the Project. The salaries will be budgeted according to the local market price of the services delivered and are to reflect the quality of the service delivered and other similar costs (maximum of 25% of PMGP budget request). Note, salary costs of Grantee (the IVETA member making the proposal) are excluded from PMGP financing but may show as counterpart funding,
2. **Consumable Materials and Non-durable supplies** (i.e., non-inventory objects, duration of use of under one year and consumables, normally necessary and used in project operation).
3. **Communications:** costs of fax, phone, mail, electronic mail that are invoiced to the project.
4. **Equipment lease or rent:** include only the costs used to implement the project. The PMGP does not finance the purchase of fixed assets (equipment). Maximum of 25% of PMGP budget request.
5. **Travel:** Travel and per diem for the project related to the transportation of personnel for the services contracted. Local government rates should be used for Local Travel; UN rates should be used for international travel,

4. PMGP Proposal Evaluation Form

(This form will be used by IVETA officers to evaluate proposals.)

Note: The proposal(s) that meet minimum criteria, will be selected and may be negotiated depending on availability of PMGP funds. Each applicable evaluation category receives a grade from 0 (lowest) to 10 (highest). The minimum score for proposals to be accepted is 50.

Proposal from:

Address:

Proposed Service:

<i>Evaluation Category</i>	<i>Points</i>
<i>Conformity of Proposal with RFP format</i>	
<i>Responsiveness of Proposal to General Goals of IVETA and the PMGP</i>	
<i>Quality of technical proposal</i>	
<i>Experience of the applicant in the activity proposed</i>	
<i>Quality of Plan for Dissemination of Results of the Project</i>	
<i>Quality of Implementation Plan</i>	
<i>Amount of Local Counterpart Funds</i>	
<i>Creativity of Proposal</i>	
<i>Total Points of this Proposal</i>	

Evaluation Date:

**Names of IVETA Professionals
Responsible for Evaluation**

Accepted () Rejected ()

5. SAMPLE PMGP CONTRACT

THIS CONTRACT (“Contract”) is entered into this *[insert starting date of assignment]*, by and between *[insert Grantee’s name]* (“the Grantee”) having his/her principal place of business at *[insert Grantee’s address]*, and IVETA having its principal office located at *[insert IVETA’s address]*.

WHEREAS, the Client wishes to have the IVETA fund a Professional Development Micro Grant

WHEREAS, the IVETA is willing to grant funds for PMGP,

NOW THEREFORE THE PARTIES hereby agree as follows:

- 1. Services**
- (i) The Grantee shall perform the services specified in Annex A, “Proposal” which is made an integral part of this Contract (“the Services”).
 - (ii) The Grantee shall submit to the IVETA the reports in the form and within the time periods specified in Annex C, “Service Provider’s Reporting Obligations.”

2. Term The Grantee shall perform the Services during the period commencing *[insert starting date]* and continuing through *[insert completion date]*, or any other period as may be subsequently agreed by the parties in writing.

3. Payment A. Ceiling

For Services rendered pursuant to Annex A, the IVETA shall pay the Grantee an amount not to exceed *[insert amount in US\$]* pursuant to Annex B have been established based on the understanding that it includes all of the Grantee's costs as well as any tax obligation that may be imposed on the Grantee.

B. Schedule of Payments

The schedule of payments is specified below:¹

[insert amount in US Dollars, maximum of 25% of total contract value) mobilization payment on the IVETA’s Executive Secretariat’s receipt of a copy of this Contract signed by the Grantee;

Payments upon the IVETA's receipt of agreed products and invoices (less a prorated amount of the advance payment), as acceptable to the IVETA; and

(Insert amount, 10% of total contract value) final payment upon the IVETA's receipt of the final invoice and final project report, acceptable to the IVETA.

C. Payment Conditions

Payment shall be made in US Dollars, no later than 30 days following submission by the Grantee of invoices in duplicate to the Coordinator designated in paragraph 4 to the following Commercial Bank Account [*specify Grantee bank account*]

4. Project Administration

A. Coordinator.

The IVETA designates Mr./Ms. [*insert name*] as IVETA's Coordinator; the Coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables by the IVETA and for receiving and approving invoices for the payment.

B. Reports.

The reports listed in Annex A "Technical Proposal," shall be submitted in the course of the assignment, and will constitute the basis for the payments to be made under paragraph. 3.

5. Performance Standards

The Grantee undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Grantee shall promptly replace any personnel assigned under this Contract that the IVETA considers unsatisfactory.

6. Ownership of Material

Any studies reports or other material, graphic, software or otherwise, prepared by the Grantee, that are financed by IVETA under this Contract shall jointly belong to and remain the property of both the IVETA and the Grantee. Copies of final reports to be sent to the Executive Secretariat for inclusion in the archives.

7 Insurance

The Grantee will be responsible for taking out any appropriate insurance coverage.

- 8. Assignment** The Grantee shall not assign this Contract or sub-contract any portion of it without the IVETA's prior written consent.
- 9. Law Governing Contract and Language** The Contract shall be governed by the laws of the United States, and the language of the Contract shall be English.
- 10. Dispute Resolution** Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of the United States.

FOR THE IVETA

FOR THE GRANTEE

Signed by _____
 Title: _____

Signed by _____
 Title: _____

List of Grant Annexes

- A. Agreed Technical Proposal**
- B. Agreed Financial Proposal**