



Guideline
for
Implementation of Skills Development Program (SDP)

Department of Technical Education
Ministry of Labour and Human Resources
October 2021

FOREWORD

The Department of Technical Education (DTE), Ministry of Labour and Human Resources (MoLHR) is pleased to present the Guideline for the Skills Development Program (SDP). SDP is prepared to mitigate the socio-economic impact caused by the pandemic and to ensure inclusive and sustainable recovery through effective intervention in skills training and development.

The SDP seeks to address the immediate impact of the pandemic through intervention in skills development in the next two years: 2021-22 and 2022-23. The program will promote skilling, re-skilling and up-skilling of jobseekers to meaningfully engage in the emerging labour market and clear the accumulating backlog of jobseekers affected by the current pandemic.

The Guideline for SDP will provide clear guidance to relevant stakeholders for seamless planning, coordination and implementation of the program efficiently. Therefore, the SDP will respond effectively to the needs of the jobseeker and labour market affected by the pandemic. It is expected that the Guideline for Skills Development Program will further strengthen and improve the engagement/employment and support services provided through the program to all jobseekers, implementing partners, employers, and other key stakeholders.

With best wishes and Tashi Delek!

(Tashi Wangmo)
Secretary
Ministry of Labour and Human Resources

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Acronyms

MoLHR	Ministry of Labour and Human Resources
DS	Directorate Services
DTE	Department of Technical Education
DOS	Department of Occupational Standards
DoL	Department of Labour
DoEE	Department of Employment and Entrepreneurship
DNHRD	Department of National Human Resource Development
PPD	Planning and Policy Division
TVET	Technical and Vocational Education and Training
TPD	TVET Promotion Division
TISD	TVET Institute Support Division
TPSD	TVET Professional Service Division
ICTD	Information, Communication and Technology Division
TTI	Technical Training Institute
IZC	Institute of Zorig Chusum
SDP	Skills Development Program
Non-CBT	Non-Competency Based Training
CBT	Competency Based Training
TVET MIS	TVET Management Information System
NC	National Certification
IC	Institute Certification
NCS	National Competency Standards
NAC	National Assessment and Certification
ROs	Regional Office
MT	Master Trainers
IMT	International Master Trainer
LMT	Local Maser Trainer
OHS	Occupational Health and Safety
DTP	Dual Training Program

CHAPTER 1: PRELIMINARY

1.1 Introduction

The Skills Development Program (SDP) is initiated as per the Skills Development Plan prepared as per the Royal command received from His Majesty the King on 31st May 2021 to mitigate the socio-economic impact caused by the pandemic and to ensure inclusive and sustainable recovery through effective intervention in skills training and development. The Skills Development Plan was endorsed by Cabinet Secretariat on August 6, 2021, vide letter no. C-3/98/2021/1025 as per the proposal submitted by Ministry vide letter no.: MoLHR/DTE-5/2020-21/83, dated July 26, 2021.

The MoLHR is also simultaneously working on a TVET Reform Plan which will bring about reform in the TVET sector through the place, product, people and process transformation. Considering the need for adequate planning and mobilization of resources, the reform plan may materialize in the subsequent plan period. The SDP on the other hand seeks to address the immediate impact of the pandemic through intervention in skills development in the next two years: FY 2021-22 and FY 2022-23.

The objectives of SDP are to - Provide relevant and quality skills training geared towards enhancing skills and competencies of beneficiaries; Provide diverse and easy access to skills training, to promote economic activities and entrepreneurship in the immediate time; and Address aspiration and potential of the target group to tap current and emerging economic opportunities.

A total of 108 skilling areas in the nine priority sectors are identified for implementation. The nine sectors are - Agriculture; Business and Services; Computing and IT; Construction; Creative Art and Design; Electrical, Electronic and Mechanical; Manufacturing; Power and Renewable Energy; and Tourism and Hospitality.

The program will promote the skilling of jobseekers and those affected by the COVID-19 pandemic and economic downturn towards equipping them with relevant skills, and competency required in the current labour market, and meaningfully engaging them in activities contributing to the socio-economic development of the country. All courses under the SDP will be complemented by two weeks entrepreneurship learning to foster self-employment and entrepreneurship post-skilling.

1.2 Application and Amendment

1.2.1 This Guideline shall be titled as the *Guideline for implementation of Skills Development Plan (SDP)* and hereafter shall be referred to as SDP Guideline.

1.2.2 This Guideline shall come into effect from 1st October 2021.

1.2.3 The Guideline shall be reviewed by the DTE, MoLHR as and when required.

1.2.4 The authority for amendment and final interpretation of this Guideline shall rest with the MoLHR.

1.3 Objectives

The SDP Guideline is designed to provide systematic procedures for the effective facilitation of the SDP to maximize engagement of all job seekers and COVID-19 affected individuals. In particular, the Guideline shall have the following objectives:

1.3.1. To ensure transparency and collaboration for efficient implementation of SDP;

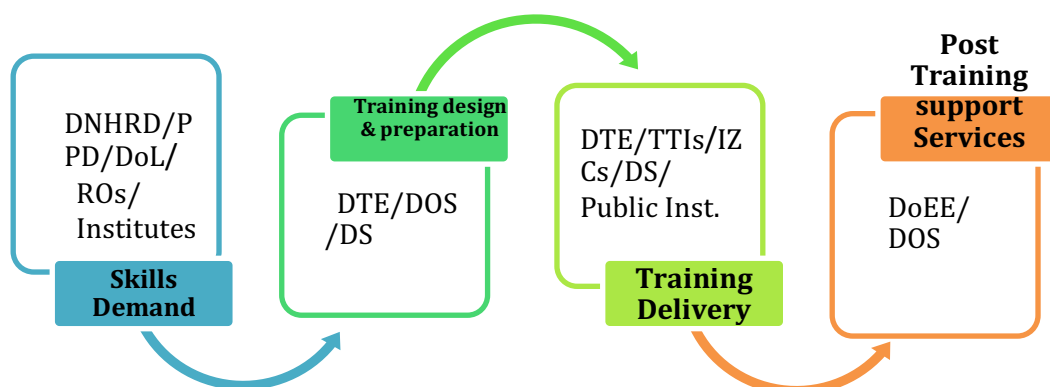
1.3.2 To provide diverse and easy access to relevant and quality skills training to SDP beneficiaries;

1.3.3 To bring clarity on the roles and responsibilities of different key stakeholders involved in SDP.

CHAPTER 2: SCOPE

This document will guide the effective implementation of TVET programs under Skills Development Plan (SDP) through CBT, Non-CBT, Modular course, DTP, VSDP/SSDP and any other mode of delivery.

CHAPTER 3: IMPLEMENTATION MODALITY



The overall implementation of SDP shall be as detailed in the Skilling Assembly line:

3.1. DNHRD, PPD, DoL, ROs and Institutes shall be responsible to determine the skills demand in the labour market;

- 3.2. DTE, DOS and DS shall be responsible for SDP training design and preparation based on the skills demand;
- 3.3 DTE, TTIs/IZC, DS and Public Institutes shall ensure institute readiness for SDP training delivery;
- 3.4 DoEE and DOS shall be responsible for post training support services.

CHAPTER 4: ROLES AND RESPONSIBILITIES

4.1 Ministry

Ministry shall:

- 4.1.1. Provide the overall guidance and support for the implementation of SDP.
- 4.1.2. Facilitate advocacy, publicity and marketing of SDP courses in coordination with DTE, ROs and other implementing institutes.

4.2 Department of Technical Education

DTE shall:

- i. Provide the overall guidance to the curriculum development, institute affairs, SDP advocacy and implementation.
- ii. Execute SDP contract agreement with the training providers (other than CZC, IZC and TTIs only) as per **Annexure I**

4.2.1 TVET Institute Support Division

TISD shall coordinate with TTIs/IZCs:

- i. For the readiness of the institute such as tools/equipment and infrastructure to roll out the SDP courses.
- ii. For the requirement of MTs and curriculum for SDP courses.
- iii. To develop SDP work plan and submit to TPD and TPSD.
- iv. To maintain proper progress report/data of SDP graduates in TVET-MIS for up-skilling and national assessment in future.

4.2.2 TVET Professional Support Division

TPSD shall:

- i. Design and develop SDP curriculum based on course requirement as per the TVET curriculum guidelines.
- ii. Review, recommend and endorse curriculum proposed by the other implementing institutes.

- iii. Coordinate with MoFA for the recruitment of IMTs.
- iv. Share Master trainers' list to HRD for travel and logistic arrangement.

4.2.3 TVET Promotion Division

TPD shall:

- i. Implement SDP based on the 108 identified courses and aligned with the labour market skills demand using different modality and certificate level.
- ii. Disseminate skills demand list to TISD for planning purpose.
- iii. Develop SDP implementation work plan in coordination with TISD.
- iv. Coordinate with TISD, TPSD and other public institutes to roll out the SDP courses.
- v. Monitor and evaluate the overall implementation of SDP.
- vi. Submit comprehensive annual report to the Ministry.
- vii. Identify SDP course(s) and develop an implementation plan for 6 months and share it with relevant stakeholders & upload in Ministry's website.
- viii. Facilitate the mobilization and timely release of budget as per the proposal from the institute(s).
- ix. Align SDP courses with the current labour market need including target number.
- x. Share Master trainers' engagement plan to TPSD.
- xi. Orient the trainees about SDP

4.3 Directorate Services

DS shall:

Facilitate timely budget and manpower requirement.

- 4.3.2. Support procurement and other administrative services related to the implementation of the program.
- 4.3.3. Guide and facilitate timely release of the fund and disbursement of payments for effective implementation of SDP.
- 4.3.4. Facilitate the Logistic, VISA, Medical and Labour permit.
- 4.3.5. Arrange travel and logistic of Master Trainer.
- 4.3.6. Facilitate timely announcement of SDP courses in the Ministry's social platforms.
- 4.3.7. Ensure smooth functioning of TVET MIS.
- 4.3.8. Provide legal support whenever required.

4.4. Department of Occupational Standards

DOS shall:

- 4.4.1. Develop/Review and revise the National Competency Standards (NCS) for SDP courses.

- 4.4.2. Review and approve the registration of the implementing institutes.
- 4.4.3. Review and approve the registration of the SDP courses
- 4.4.4. Review and approve the accreditation for CBT courses;
- 4.4.5. Conduct National Assessment and Certification for SDP courses.

4.5. Department of Employment and Entrepreneurship

DoEE Shall:

- 4.5.1. Conduct the entrepreneurship programs upon completion of SDP training.
- 4.5.2. Facilitate employment programs in coordination with relevant stakeholders upon completion of SDP courses.

4.6. Department of National Human Resources Development

DNHRD shall:

- 4.6.1. 4.6.1. Conduct study to identify skills demand in the labour market;
- 4.6.2. 4.6.2. Provide skills demand list to DTE on a regular basis for implementation of SDP.

4.7. Department of Labour

DoL shall:

- 4.7.1. Provide skills demand list to DTE on regular basis for implementation of SDP as per the Labour net System; and
- 4.7.2. Enforce Labour and Employment Act 2007 and OHS Regulations 2012 to ensure a conducive work environment in the workplace.

4.8. Regional Office

The ROs shall conduct the study on the Skills Demand in their regions and submit to DoEE and PPD.

4.9. Training Institute

Institutes shall:

- 4.9.1. Coordinate with TPSD/TISD/TPD for the implementation of SDP courses.
- 4.9.2. Submit course curriculum to TPSD for endorsement.
- 4.9.3. Register identified courses with DOS through TVET MIS.
- 4.9.4. Upload course details in the TVET MIS for the course announcement.
- 4.9.5. Announce the course(s) in coordination with DTE and Ministry's media as per the SDP training schedule
- 4.9.6. Upload SDP courses on their website and social media platforms for registration of candidates;
- 4.9.7. Submit applicant details registered through TVET MIS to TPD;
- 4.9.8. Identify and submit the requirement of LMT and IMT to DTE.

- 4.9.9. Submit budget proposal for the implementation of SDP course to DTE.
- 4.9.10. Facilitate logistic arrangement for LMT/IMT and trainees for the entire training duration.
- 4.9.11. Maintain the training record and submit to the DTE as per the format of **Annexure-II**.
- 4.9.12. Apply for National Assessment and Certification (NC course) to DOS.
- 4.9.13. Apply for course Accreditation to DOS through TVET-MIS.
- 4.9.14. Coordinate and take accountability of SDP programs.
- 4.9.15. Monitor the courses on regular basis

4.10. Candidate

Candidates shall:

- 4.10.1. Submit the following documents:
 - i. Copy of relevant academic transcripts
 - ii. Any other documents required for admission.
- 4.10.2. Sign the letter of undertaking as per the **annexure-III**.
- 4.10.3. Attend a complete training package as per SDP courses including Basic Entrepreneurship Program.
- 4.10.4. Abide by the rules and regulations of the institute.
- 4.10.5. Candidate (s) who choose to discontinue the training program shall:
 - i. Submit written application to the institute;
 - ii. Complete all formalities of the institute for withdrawal from the program.

CHAPTER 5: ELIGIBILITY AND SELECTION

5.1. International and Local Master Trainers

The eligibility and selection of IMT and LMT shall be carried out as per the SoP for recruitment of MTs.

5.2 Candidate

- 5.2.1. Shall be a Bhutanese citizen (OR) registered jobseekers.

5.3 Registration Process

The candidate shall:

- 5.3.1. Follow the TVET MIS online Registration Guide as per **annexure-IV**.
- 5.3.2 Register online with details as per **annexure V** through the Ministry's website- <http://www.molhr.gov.bt>;

CHAPTER 6: STANDARD FLOW CHART

6.1 for the Implementation of SDP

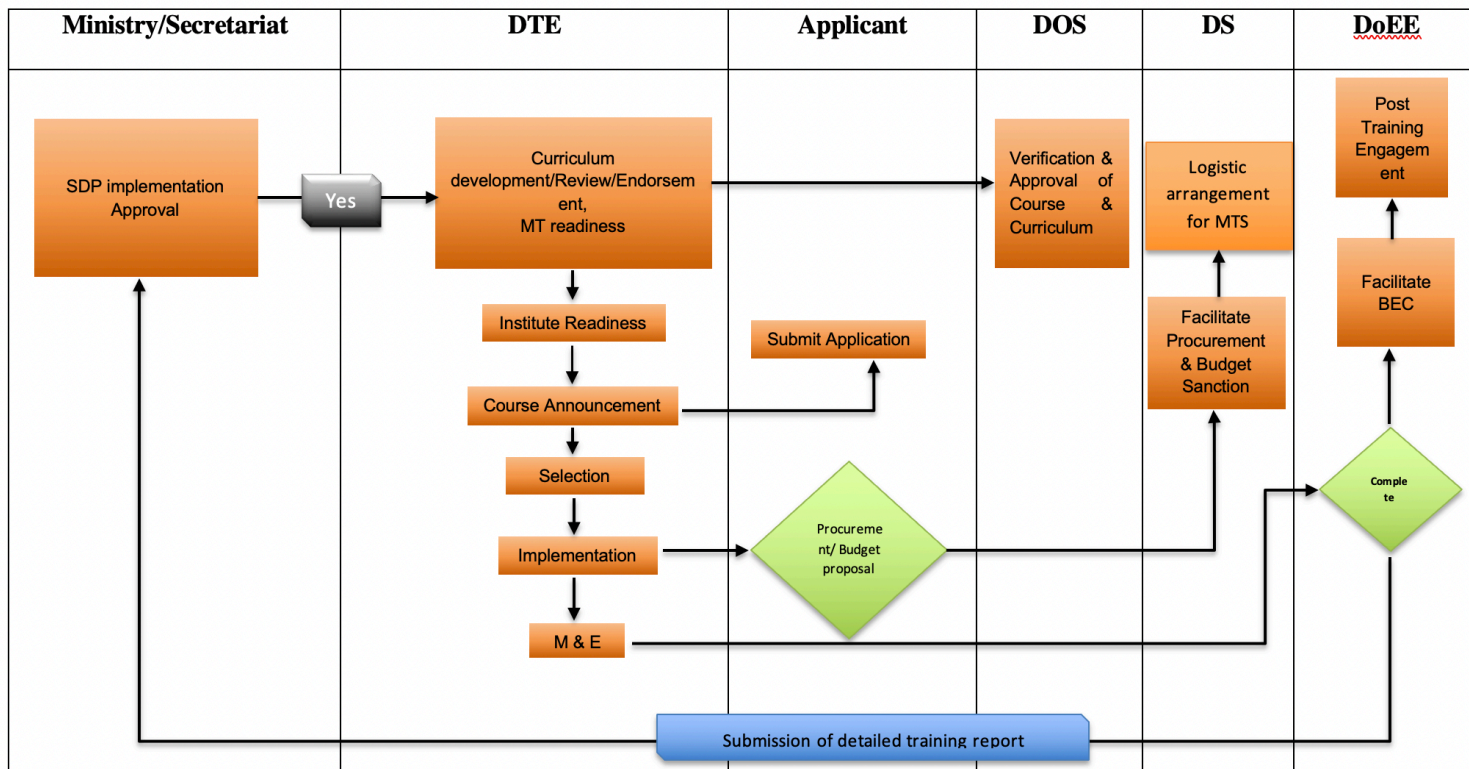


Figure: Flowchart

SoP and TAT

1. **Ministry/DS/DTE** shall accord approval to implement SDP;
2. **TPSD** shall develop, review and endorse curriculum within **15 working days** upon receiving an approval;
3. **DOS** shall verify and approve curriculum within **2 working days** upon completion of curriculum development and endorsement by TPSD;
4. **TISD** shall ensure institute(s) readiness to roll out identified programs within **5 working days** upon confirmation of curriculum and Master Trainers by TPSD;
5. **TPD** shall coordinate the announcement of the course(s) in coordination with public institute(s) and Ministry's media within **5 working days** upon confirmation of Curriculum, Master Trainer and training space;

6. **Job seekers** shall apply for SDP course as per the announcement within **15 working days**;
7. **TPD** shall intimate selected trainees to report to the training institutes within **3 working days** after the registration dateline;
8. **Training Institute** shall;
 - i. Submit the training report to the DTE within **5 working days** upon completion of training program;
 - ii. Settle accounts within **10 working days** upon release of budget from the Ministry;
9. **DTE** shall sign contract agreement with public training institutes within **5 working days** after the start of the training program.
10. **DS** shall facilitate budget release within **5 working days** after receiving budget proposal from respective training institutes;
11. **DoEE** shall:
 - i. Prepare and facilitate BEC after **1 working day** upon completion of training program.
 - ii. Facilitate post training engagement programs within **10 working days** upon completion of training program and BEC.

CHAPTER 7: ALLOWANCE

7.1 Allowance and mode of payment

7.1.1. The monthly allowances, payment, travel and logistic arrangements of IMTs shall be carried out as per SoP for recruitment of TVET master trainers.

7.2 The monthly allowance of the trainees shall:

7.2.1 Be Nu. 3,500/ per month for entire training duration.

7.2.2 Be deposited in the account of the respective institutes.

7.2.3 Be paid to the trainee during the training program.

7.3 Training Institutes Shall:

7.3.1 Make necessary payment incurred for the implementation of SDP course;

7.3.2 Submit the bills with relevant document including completion report to the Department of Technical Education.

7.3.3. Manage the meals and lodging of the trainees from the trainee's stipend.

CHAPTER 8: ADVOCACY AND AWARENESS

8.1 Intensive advocacy and awareness programs shall be carried out as per the "Marketing and Communications Plan" of the Ministry, 2021.

CHAPTER 9: MONITORING AND EVALUATION

9.1 The DTE in coordination with other Departments shall monitor and review the progress of the program by liaising with the implementing training institute. Such monitoring will be carried out at least twice for a course, or as and when required.

9.2 The visiting officials shall submit the monitoring and evaluation report-**Annexure-VI** to the Ministry (M&E will also be done through TVET MIS).

9.3. The training Institute shall carry out constant monitoring of training programs and provide feedback and support both to the trainers and trainees.

9.4 DOS shall monitor the training institutes and programs based on the Registration Regulations & Accreditation Guidelines.

9.5 Training impact assessment to be carried out by the candidates at the end of the course.

CHAPTER 10: GRIEVANCE REDRESSAL

10.1 Grievances arising from implementation of SDP training programs shall be handled as per the Grievance Redressal Mechanism endorsed by the Ministry in 2017 and any amendments thereafter.

ANNEXURES

Annexure-I: SDP Contract Agreement with Training Institute

A. *CONTRACT for small assignment payment of maximum 1 million*

THIS CONTRACT (“Contract”) is entered on **DD/MM/YY**, by and between **Department of Technical Education (DTE), Ministry of Labour and Human Resources** (“the Procuring Agency”) having its principal place of business at Thimphu, and, (“the Consultant”) having its principal office located at **Thimphu**.

WHEREAS the Procuring Agency wishes to have the Consultant perform the services hereinafter referred to, and

1. Services	<p>1.1. The Consultant shall perform the services specified in Annex A, “Terms of Reference and Scope of Services,” which is made an integral part of this Contract (“the Services”).</p> <p>1.2. The Consultant shall provide the personnel listed in Annex B, “Consultant’s Personnel,” to perform the Services.</p> <p>1.3. The Consultant shall submit to the Procuring Agency the reports in the form and within the time periods specified in Annex C, “Consultant’s Reporting Obligations.”</p>
2. Term	<p>2.1. The Consultant shall perform the Services during the period commencing DD/MM/YY and continuing through DD/MM/YY, or any other period as may be subsequently agreed by the parties in writing.</p>
3. Payment	<p>3.1. Ceiling</p> <p>For Services rendered pursuant to Annex A, the Procuring Agency shall pay the Consultant an amount Nu...../- (in words) to train no. of candidates for Duration in Name of course. This amount has been established based on the understanding that it includes all of the Tuition fee, trainee’s stipend of Nu. 3500/- per month per candidate and profits as well as any tax obligation that may be imposed on the Consultant.</p> <p>3.2. Schedule of Payments</p> <p>The schedule of payments is specified below:*</p> <p>The DTE, MoLHR will release the 100% of the training cost as a deposit work in accordance to the clause 6 of the Terms of Reference (ToR).</p> <p>WHEREAS the Consultant is willing to perform these services, NOW THEREFORE THE PARTIES herby agree as follows:</p>

	<p>3.3. Payment Conditions</p> <p>Payment shall be made in Ngultrum, no later than 30 days following submission by the Consultant of invoices in duplicate to the coordinator designated in paragraph 4.</p>
<p>4. Project Administration and Accountability</p>	<p>4.1. Coordinators.</p> <p>The Procuring Agency designates Mr/Mrs., Program Officer, Department of Technical Education as the Procuring Agency’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 Procuring Agency and for receiving and approving invoices for the payment. She will be responsible for conducting monitoring and evaluation of the training program from time to time for smooth implementation of the training in consultation with the training partner.</p> <p>Mr/Mrs. is designated as the program coordinator from the training provider (Name of Institute). Any correspondence and any inquiry on the program will be made to him/her and he/she is responsible for delivering and implementing the training program. He/she will also be responsible for reporting on the progress, DTE, MoLHR until the completion of the agreement terms.</p> <p>4.2. Reports.</p> <p>The reports listed in Annex C, “Consultant’s Reporting Obligations,” shall be submitted to DTE, MoLHR within 2 weeks upon the completion of the training program and will constitute the basis for formally concluding the contract.</p> <p>4.3. Accountability:</p> <p>The auditing and any other requirements for the implementation of the training program will be based on the Royal Government of Bhutan (RGoB) procurement rules and regulations and shall be govern by the RAA Act. The training program auditing will be carried out by the RAA, Bhutan with the Training Provider. The training provider will be fully accountable for the program.</p>
<p>5. Standards</p>	<p>Highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Procuring Agency (DTE, MoLHR) considers unsatisfactory.</p> <p>The training provider shall ensure to engage qualified and competent personnel/trainer to provide the training. Trainer(s) should be present all times during the training program implementation. Any changes to the trainer(s) (withdrawal/absentees) should be notified to the Program</p>

	Coordinator, DTE, MoLHR and replace the trainer immediately with person of equivalent or better qualifications.
6. Confidentiality	The Consultant shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Procuring Agency’s business or operations without the prior written consent of the Procuring Agency (DTE, MoLHR).
7. Ownership of Material	Any studies, reports, graphic, software or otherwise, prepared by the Consultant for the Procuring Agency under the Contract shall belong to and remain the property of the Procuring Agency. The Consultant may retain a copy of such documents and software.º
8. Assignment	The Consultant shall not assign this Contract or sub-contract any ion of it without the Procuring Agency’s prior written consent.
9. Law Governing Contract and Language	The laws of Bhutan shall govern the Contract, 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 Bhutan.

FOR THE PROCURING AGENCY (DTE)

FOR THE CONSULTANT (RITH)

Affix Legal Stamp

Affix Legal Stamp

Mr.....
Director, DTE, MoLHR

Mr....., Principal,
Name of institute

Witness Name and Sign

Witness Name and Sign

B. CONTRACT for Large Assignment for value more than 1 million

Lump-Sum

(Text in brackets [] is optional; all notes should be deleted in final text)

This CONTRACT (hereinafter called the “Contract”) is made the [day] day of the month of [month], [year], between, on the one hand, [name of Procuring Agency] (hereinafter called the “Procuring Agency”) and, on the other hand, [name of Consultant] (hereinafter called the “Consultant”).

[Note: If the Consultant consist of more than one entity, the above should be partially amended to read as follows: “...(hereinafter called the “Procuring Agency”) and, on the other hand, a joint venture/consortium/association consisting of the following entities, each of which will be jointly and severally liable to the Procuring Agency for all the Consultant’s obligations under this Contract, namely, [name of Consultant] and [name of Consultant] (hereinafter called the “Consultant”).]

WHEREAS

- a. the Procuring Agency has requested the Consultant to provide certain consulting services as defined in this Contract (hereinafter called the “Services”);
- b. the Consultant, having represented to the Procuring Agency that it has the required professional skills, personnel and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
 1. The General Conditions of Contract;
 2. The Special Conditions of Contract;
 3. The following Appendices: [Note: If any of these Appendices are not used, the words “Not Used” should be inserted below next to the title of the Appendix]

Appendix A: Description of Services	Not used		
Appendix B: Reporting Requirements	Not used	Appendix	
C: Key Personnel and Sub-Consultants	Not used	Appendix	
D: Breakdown of Contract Price in Foreign Currency		Not used	
Appendix E: Breakdown of Contract Price in Local Currency			
Not used	Appendix F: Services and Facilities Provided by the Procuring Agency		
Not used	Appendix G: Form of Advance Payment Guarantee		
Not used			
2. The mutual rights and obligations of the Procuring Agency and the Consultant shall be as set forth in the Contract, in particular:
 - a. the Consultant shall carry out the Services in accordance with the provisions of the Contract; and
 - b. the Procuring Agency shall make payments to the Consultant in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of *[name of Procuring Agency]* *[Authorized Representative]*

For and on behalf of *[name of Consultant]*

[Authorized Representative]

[Note: If the Consultant consists of more than one entity, all these entities should appear as signatories, e.g., in the following manner:]

For and on behalf of each of the Members of the Consultant

[name of member]

[Authorized Representative]

[name of member]

[Authorized Representative]

Annexure-II: Record of SDP training program

Trainee details

SN	Name	Gender	CID	Job seeker/Laidoff/oversea returnee/Kidu recipient	Jobseeker No.	Qualification(Degree, Diploma, certificate, XII, X, below X)	Present Address/Location	Contact No.	Alternate Contact No	Email ID	Remarks

Attachment

- i. Trainee attendance sheet
- ii. Assessment score sheet
- iii. Detailed training report
- iv. Photographs

Annexure-III: Undertaking singing with the Institutes

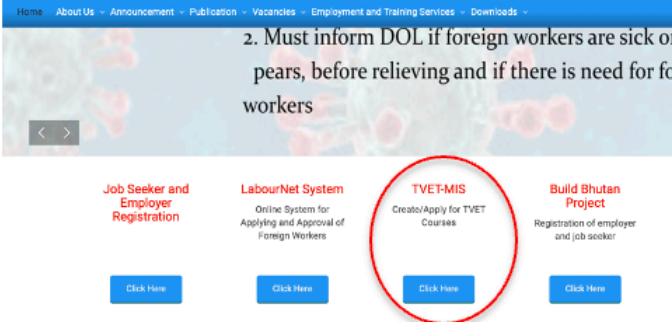
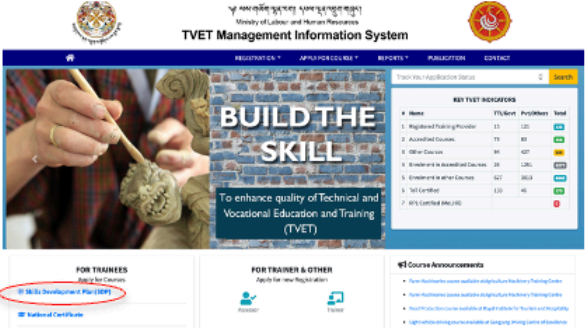
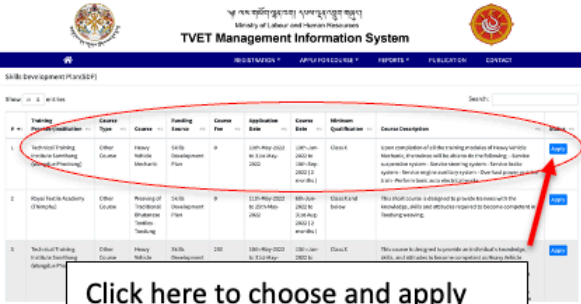
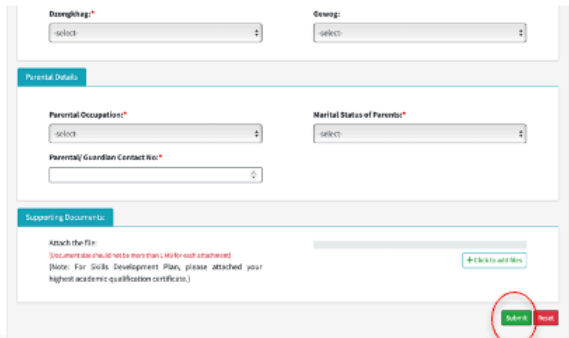
Letter of Undertaking

I, _____ CID No: _____ hereby undertake to complete the training on..... at..... for the duration of months starting form to202....., unless on serious health grounds or family emergencies.

I also agree to abide by all the rules and regulations set by the training Institutes during the course of the training program.

Yours Faithfully

Annexure-IV: Registration Guide

SN	STEPS	GUIDE																																				
1	<p>Visit www.molhr.gov.bt. Visit TVET MIS page. Select TVET MIS.</p>	 <p>2. Must inform DOL if foreign workers are sick or injured, before relieving and if there is need for replacement workers</p> <p>Job Seeker and Employer Registration Click Here</p> <p>LabourNet System Online System for Applying and Approval of Foreign Workers Click Here</p> <p>TVET-MIS Create/Apply for TVET Courses Click Here</p> <p>Build Bhutan Project Registration of employer and job seeker Click Here</p>																																				
2	<p>Register via the TVET MIS. Select Skills Development Plan (SDP).</p>	 <p>FOR TRAINEES Apply for Courses Skills Development Plan (SDP) National Certificate</p> <p>FOR TRAINER & OTHER Apply for New Registration Assistant Trainer</p> <p>Course Announcements New Announcements available in Agriculture & Forestry Training Center New Announcements available in Agriculture & Forestry Training Center New Announcements available in Health & Nutrition Training Center New Announcements available in Language Training Center</p>																																				
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4	<p>Submit your details</p>	 <p>Dzongkhag: select Gewog: select</p> <p>Parental Details</p> <p>Parental Occupation: select Marital Status of Parents: select Parental/Guardian Contact No.: select</p> <p>Supporting Documents</p> <p>Attach the file (Document size should not be more than 1 MB for each attachment) (Note: For Skills Development Plan, please attached your highest academic qualification certificate.) Click to add files</p> <p>Submit Next</p> <p>Click here to submit</p>																																				

Annexure-V: Registration Form

1. Trainee Details

- 1.1. Citizen ID No / Reference Number: *
- 1.2. Name: *
- 1.3. Email:
- 1.4. Mobile No.: *
- 1.5. Academic Qualification: *
- 1.6. Employment status of trainee: *
- 1.7. Remarks:

2. Present address

- 2.1. Dzongkhag: *
- 2.2. Gewog:

3. Parent details

- 3.1. Parental/Guardian contact No: *

4. Supporting documents

Provision to attach required documents

Annexure-VI: Monitoring & Evaluation Report Form

Name of Employer:		
Name of candidates, position:		
Date:		
SN	Particulars	Description
1	Engagement commencement date	
2	Prior M&E visit date	
3	Objectives	
4	Individuals met during M&E visit	
5	Findings	
6	Issues & Challenges	
7	Recommend intervention for program improvement	
8	Attachments	<ul style="list-style-type: none"> ● Photographs ● Engagement documents ● Others.....
9	M&E official (name and signature)	
10	Comment/ verification by Division head/Regional Head	