CALL FOR GRANT PROPOSALS ON: <u>SKILLS UPGRADING FOR WORKERS</u>

Rwanda TVET Board calls for the attention of companies in the sector of Construction, Mining and Manufacturing sectors that have an interest in conducting skills upgrading for their workers. A grant is available to support this process.

Those interested will submit their grant proposals to the Rwanda TVET Board not later than 26th January 2024 at 23:59. The application form can be accessed at www.rtb.gov.rw.

The Rwanda TVET Board (RTB) is introducing a skills upgrading program for workers in the Construction, Mining and Manufacturing sectors, designed to benefit companies located in the Kivu Belt districts and Kigali City. This initiative aims to enhance the quality and production capabilities of these companies.

The skills upgrading for workers implemented by Rwanda's TVET Board aims to achieve these objectives:

- ✓ To enhance workforce productivity: by upgrading skills, employees become more proficient in their work, leading to improved productivity and quality of output.
- ✓ To ensure industry relevance: skills are aligned with current industry needs, ensuring that the workforce remains competitive in a rapidly evolving job market.
- ✓ To encourage innovation and technological advancement: skills upgrading encourages the adoption of new technologies and innovative practices within companies.
- ✓ To gain career progression: employees gain opportunities for career growth and advancement as they acquire new skills and qualifications.
- ✓ Contribute to economic growth: a skilled workforce contributes to economic growth by attracting investment and driving industry expansion.

The application process is as follows:
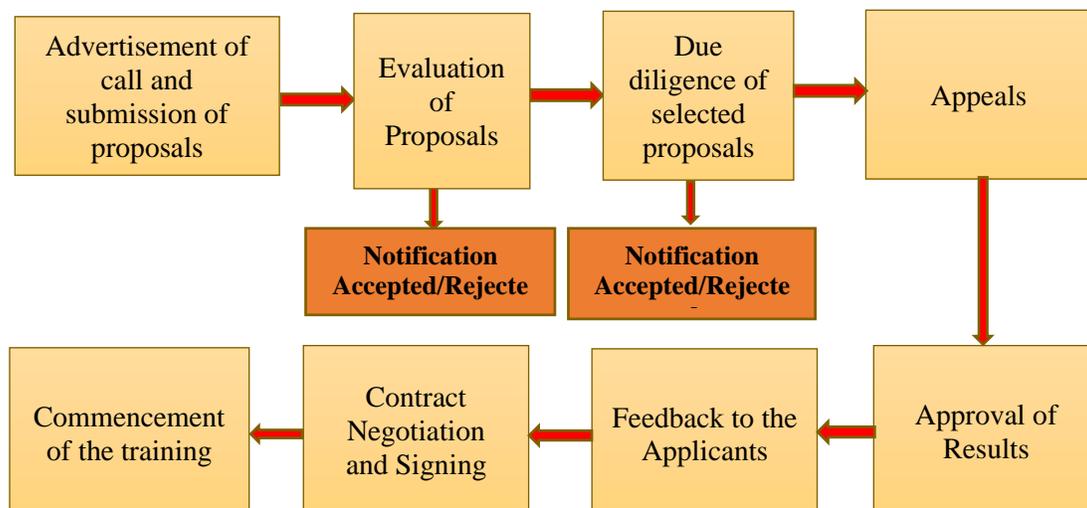
The interested companies to apply shall fulfil the following criteria:

- ✓ Be a registered company in RDB having a physical address in the Kivu Belt districts or Kigali City
- ✓ Have Company experience of at least 3 years in the sector of Construction, Mining or Manufacturing
- ✓ Having modern equipment and tools for the area of skills upgrading
- ✓ Have administrative and technical capacity to manage and implement the skills upgrading activity

The eligibility criteria for the selection of beneficiaries for skills' upgrading of workers are:

- ✓ Must be an employee of a registered company that has received the grant in the field of construction or manufacturing for aperiod of at least 6 months.
- ✓ Having a minimum of one year contract with the company.
- ✓ Being a Rwandan by Nationality
- ✓ Being a certified graduate at any level of Rwandan Qualification Framework in the working area

The application documents/Grant proposal should be made of:
- ✓ Filled application form (provided via the system)
- ✓ Legal documents (RDB registration certificate)
- ✓ Skills gap analysis report
- ✓ The proof of training equipment ownership (invoices or a notarized document)
- ✓ Proof of ownership/renting of training premises
- ✓ Any other document that may deem necessary to support the application.

All interested applicants shall submit the grant proposals via https://gms.sdfrwanda.rw/ no later than 26/01/2024 at 23:59 pm. In case you need more information, do not hesitate to contact us on **0785372675**.

Note: The skills upgrading program must last for a minimum of one month and should not extend beyond three months.

Done at Kigali on 15/1/2024.

Digitally signed by RTB(Director General)
Date: 2024.01.15 20:02:58 +02'00'

Dipl.-Ing. UMUKUNZI Paul
Director General
Rwanda TVET Board

PROPOSED TIMELINE OF KEY ACTIVITIES FOR SKILLS UPGRADING PROGRAM

SN	ACTIVITY	TIMELINE
1.	Launch call for grant proposals	15th January 2024
2.	Evaluation of proposals	29th Jan-02nd February 2024
3.	Due diligence of selected applicants	05th -09th February 2024
4.	Notification of proposal outcomes and appeals	12th -16th February 2024
5.	Kickoff meeting and signing of contracts	28th February 2024
6.	Start of skills upgrading training	11th March 2024
7.	Skills upgrading training and certification	11th March-11th June 2024
8.	Submission of project final reports to Rwanda TVET Board	14th June 2024

Implementation of SDF Grant Management System

User Guide - v1.0 – SDF Grant Management System (GMS)
Nov 25, 2021

RTB - SDF Grant Management System (GMS)
SDF - Application process user Guide

1. Introduction

   1.1 About this user guide

This is a user guide for applying for an SDF Grant the Grant management System - GMS. All steps are detailed and shown in screenshots to help the applicants in the process of application and submission.

   1.2 Getting started

Before you start, make sure you have a stable and good internet connection

   1.3 Browsing the GMS Web application

For starting, please visit this page by clicking this link http://gms.sdfrwanda.rw/ or copy and paste it in your web browser.
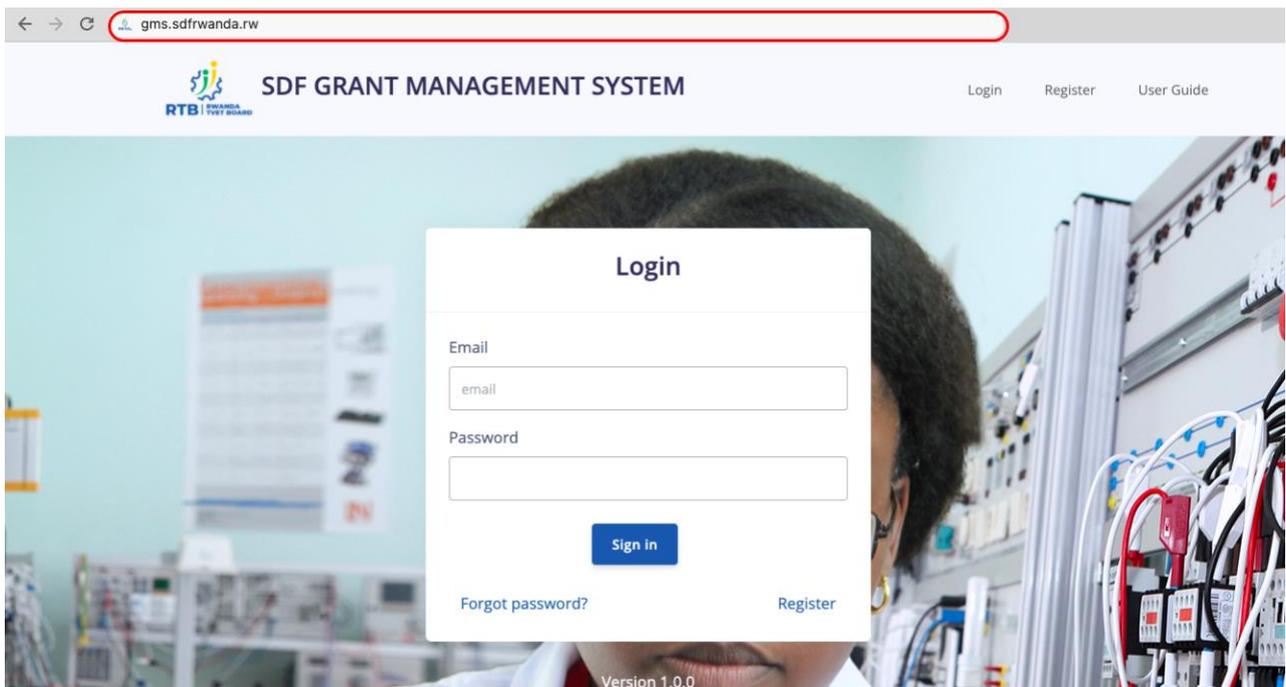
1.4 Download user guide

Download user guide and use it for your guidance throughout the application submission process.

= > Please click on "User Guide" button to download the user guide
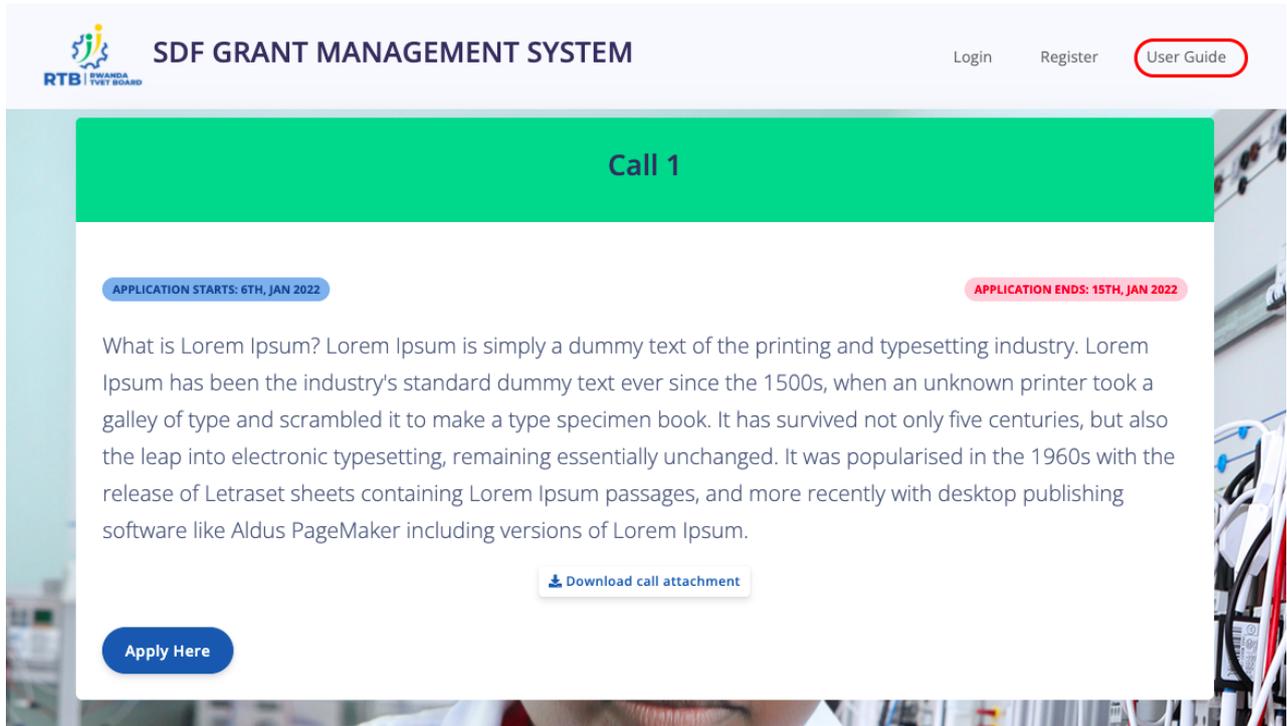
2. Getting ready to apply

2.1 Download and read carefully the call for proposal

Download and read carefully the call for proposal as it contains useful information that will help you along the application submission process. That is, you will be asked to choose window, sub window, sector, and trades that you want to apply on.
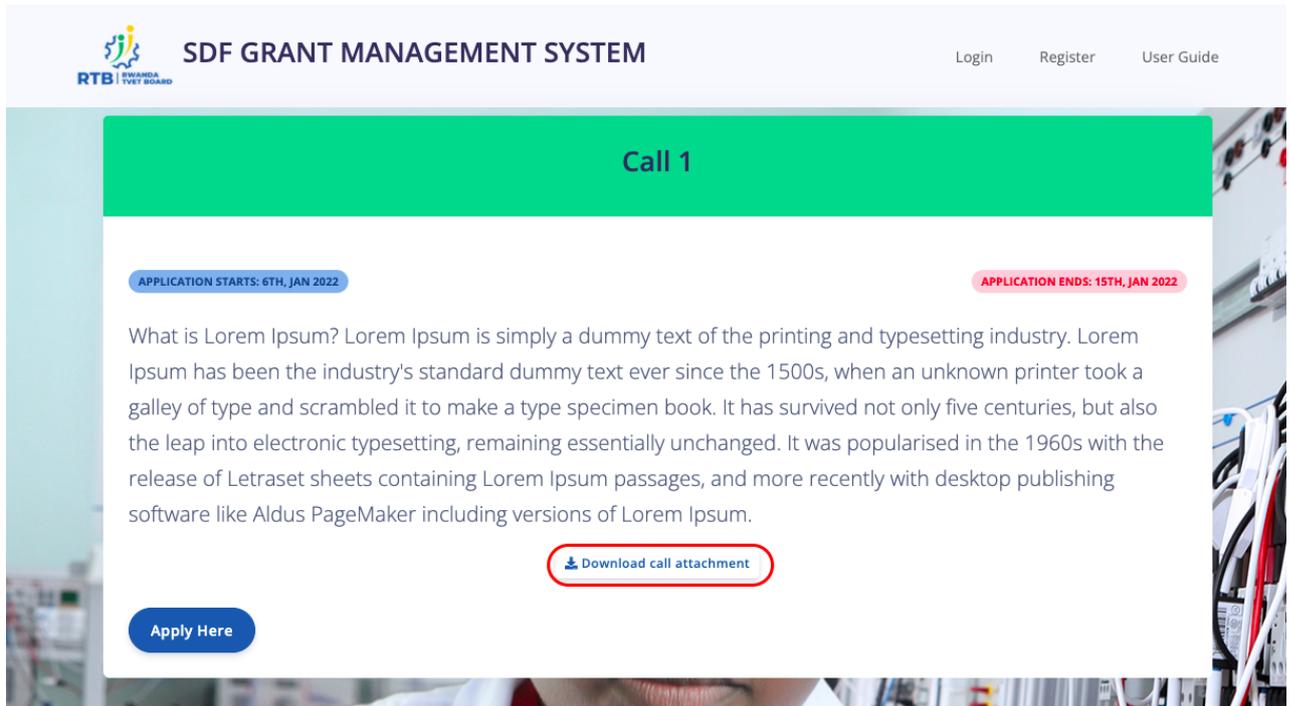
2.2 Registration for new users or Login for existing users
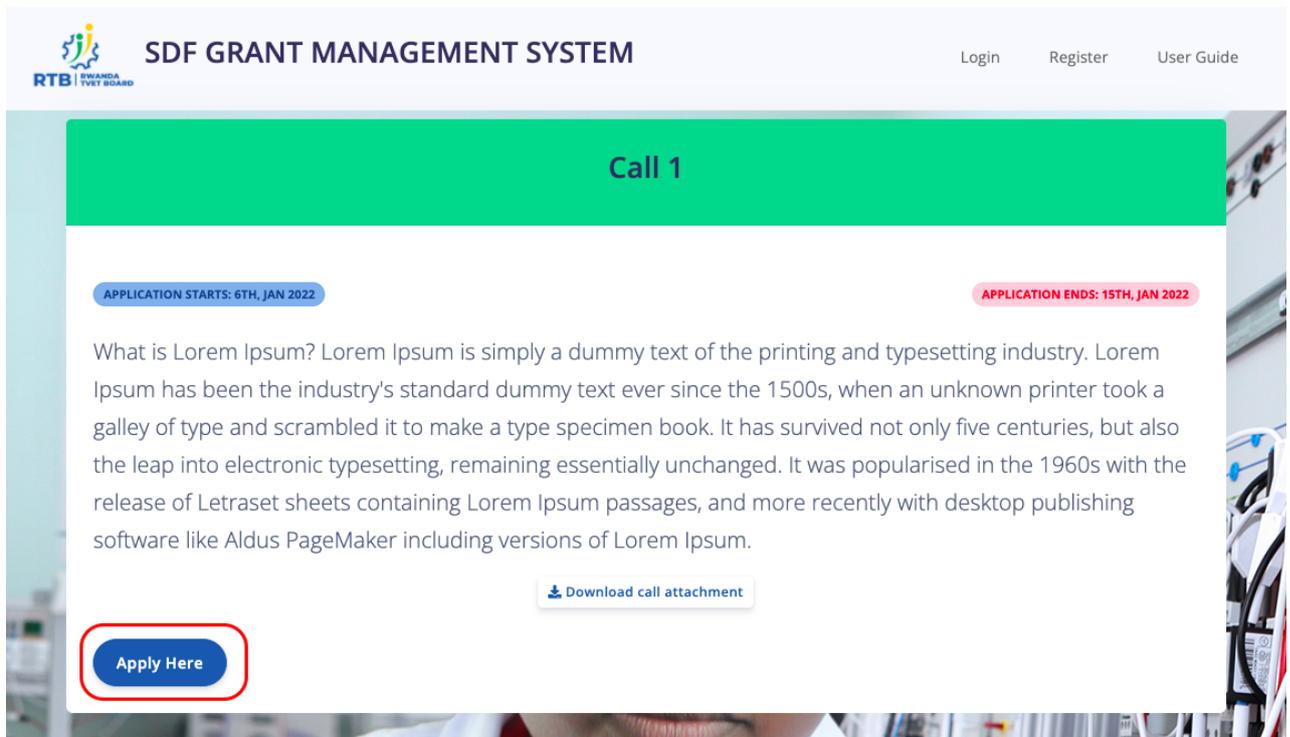
2.2.1 Registration (Only for new users and require)

For the first time a user is required to register within the system.
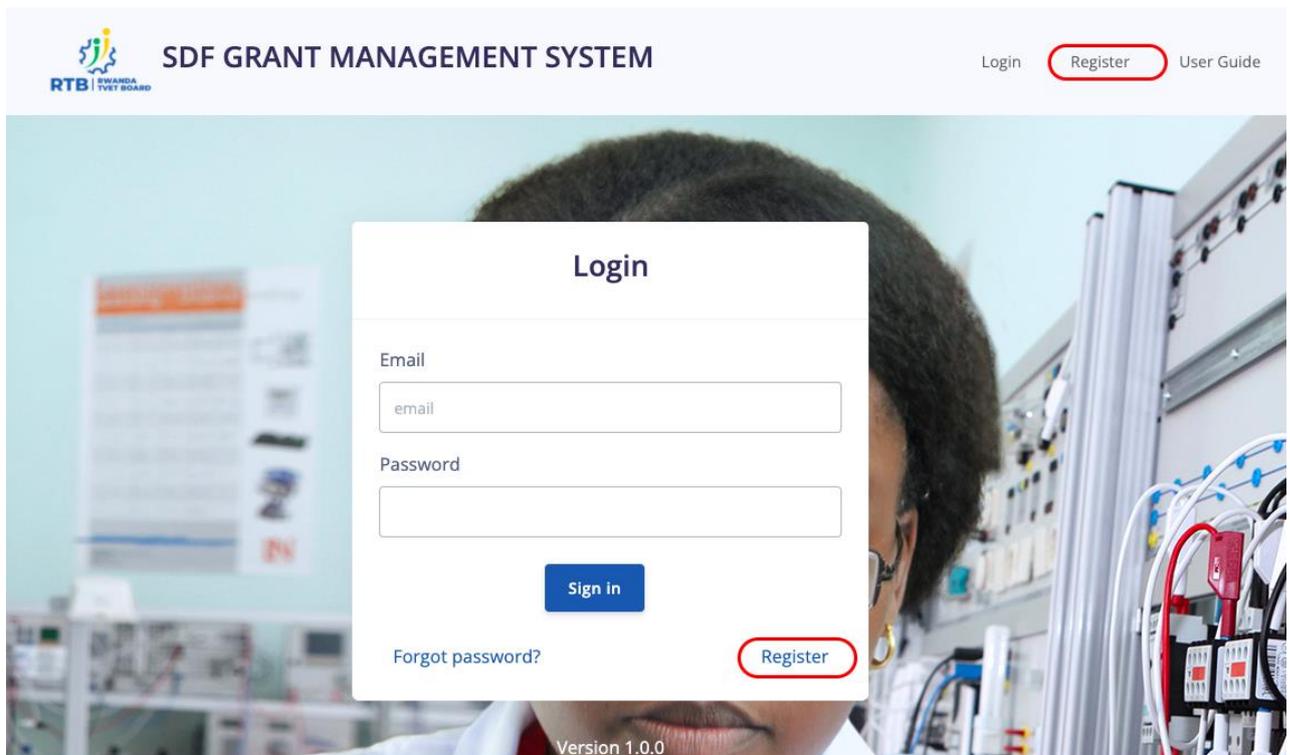
2.2.2 Fill and submit the registration form

1. Fill in all the field accordingly
   ⇨ note that the fields marked with * are mandatory, you can not submit before filling them correctly

2. Click Submit button to submit the form and receive an email

2.2.3   Creating password your password:

Check your email and you should receive a new email from the system which ask you to click the link to create your password, once you clicked the link it should bring you a form to create, confirm and submit your password.

⚠️   If you don't get the email in your inbox, please do check also in spams

2.3 Login

1. Fill the in the login form with email that you used to register and the password you've created while registering.

2. Click Submit to start the application process
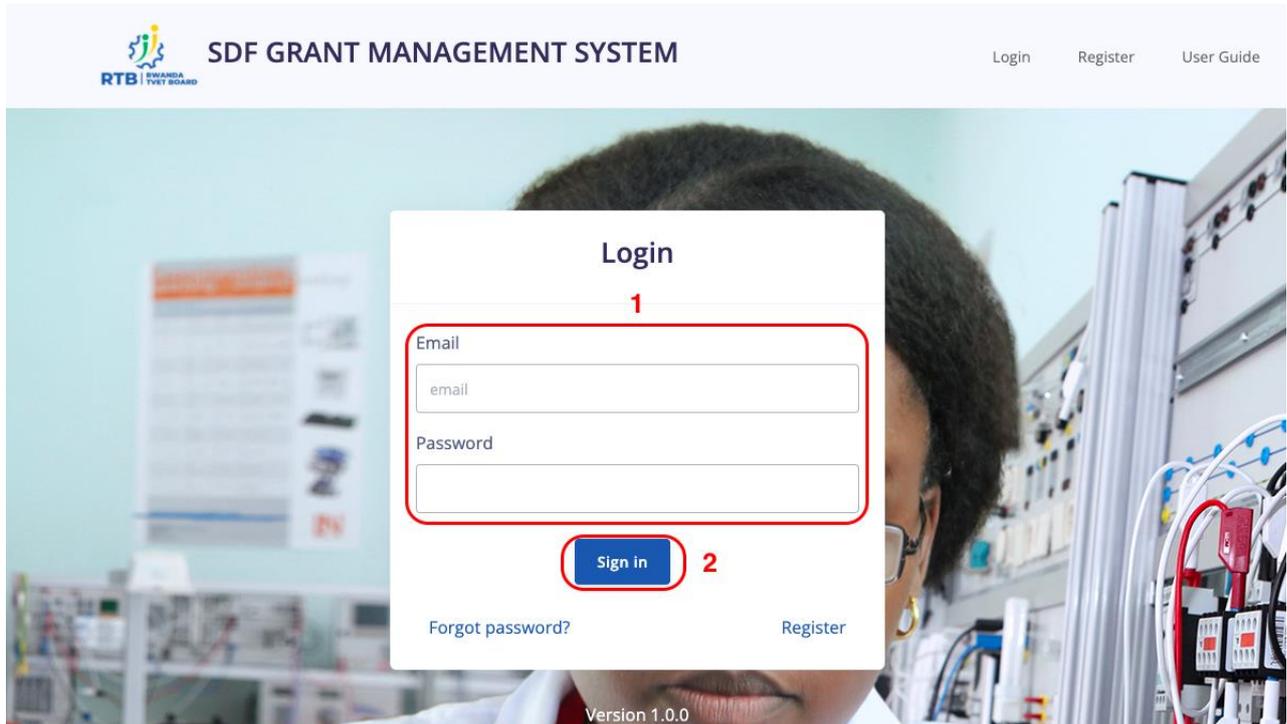
2.4 Forgot password

If you forgot your password, click forgot password to reset it, and you should receive an email with the link to reset it.
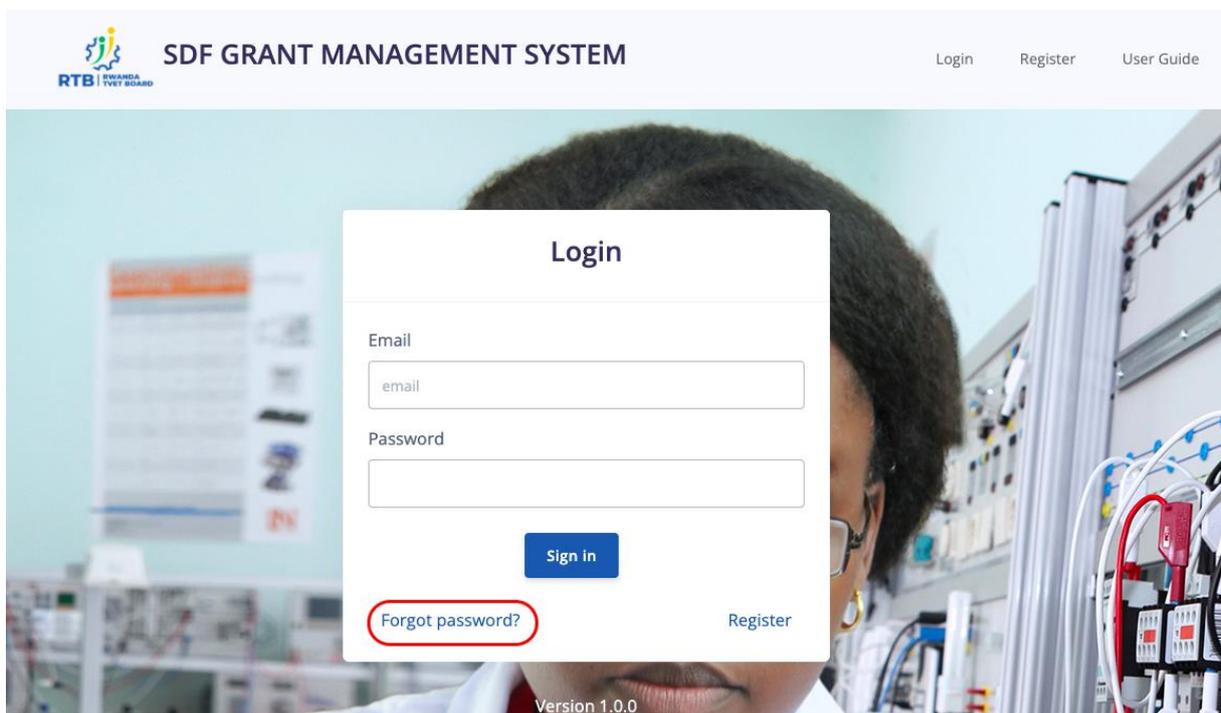
3. Company Information

3.1 Company Profile

This section is where the applicant provides everything about the company information
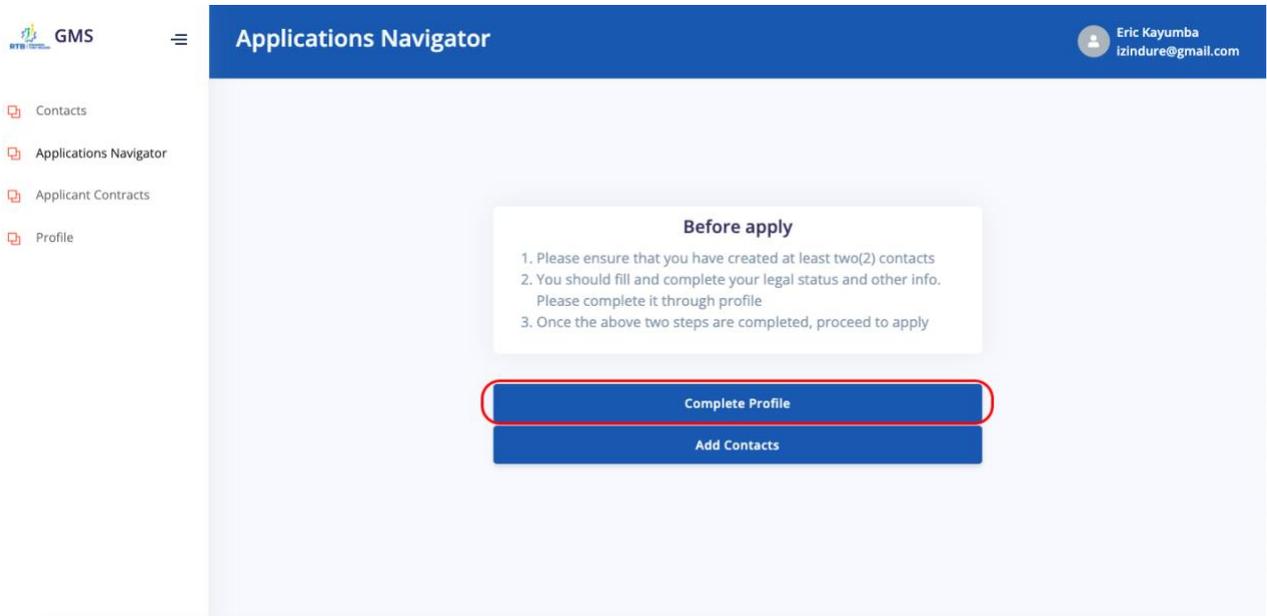
1. Fill the application form
2. Click next

1. Continue Filling the form
2. Click next

1. Continue Filling the form
2. Click next

1. Continue Filling form
2. Click Submit

3.2 Contact persons

This section is where the applicant provides everything about the company information
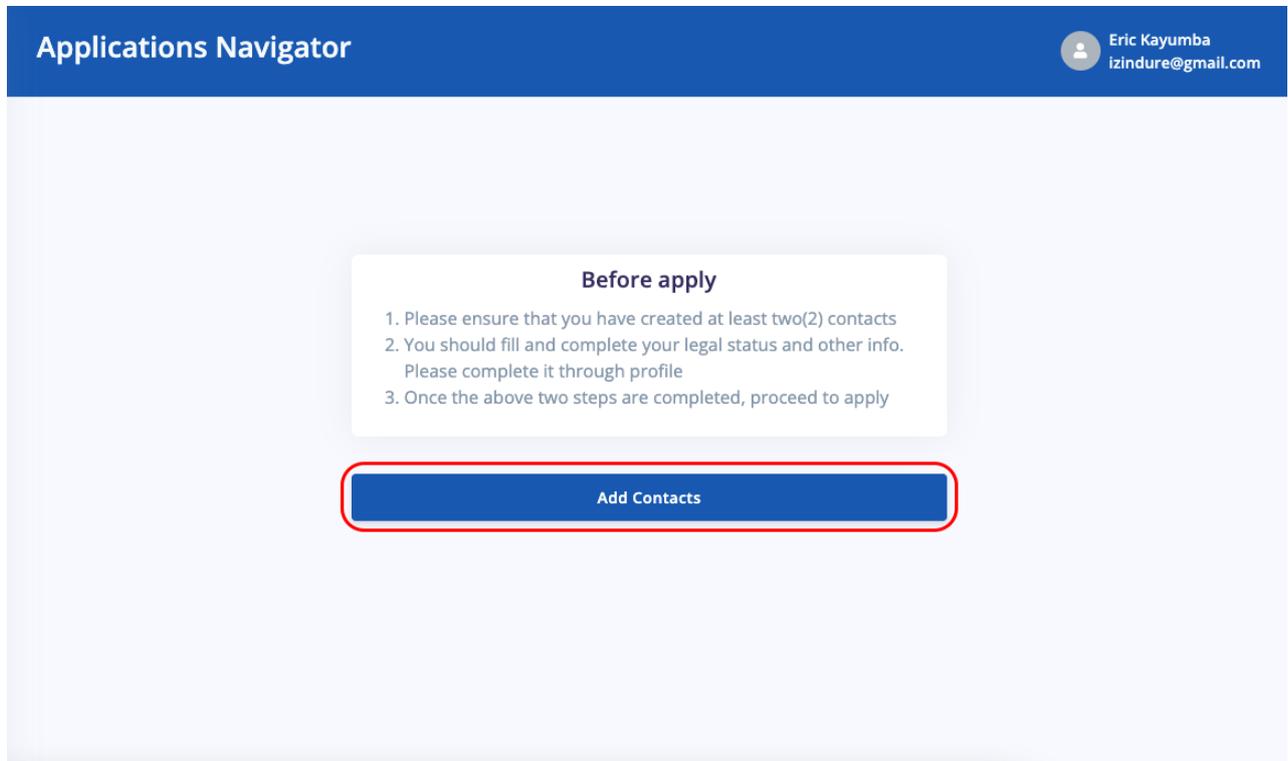
3. To be able to continue, you should add at least one contact person. Click New to add

1. Fill form
2. Click Submit

3. Application Navigator

This section is related to application, the applicant will respond to deferent questions asked:
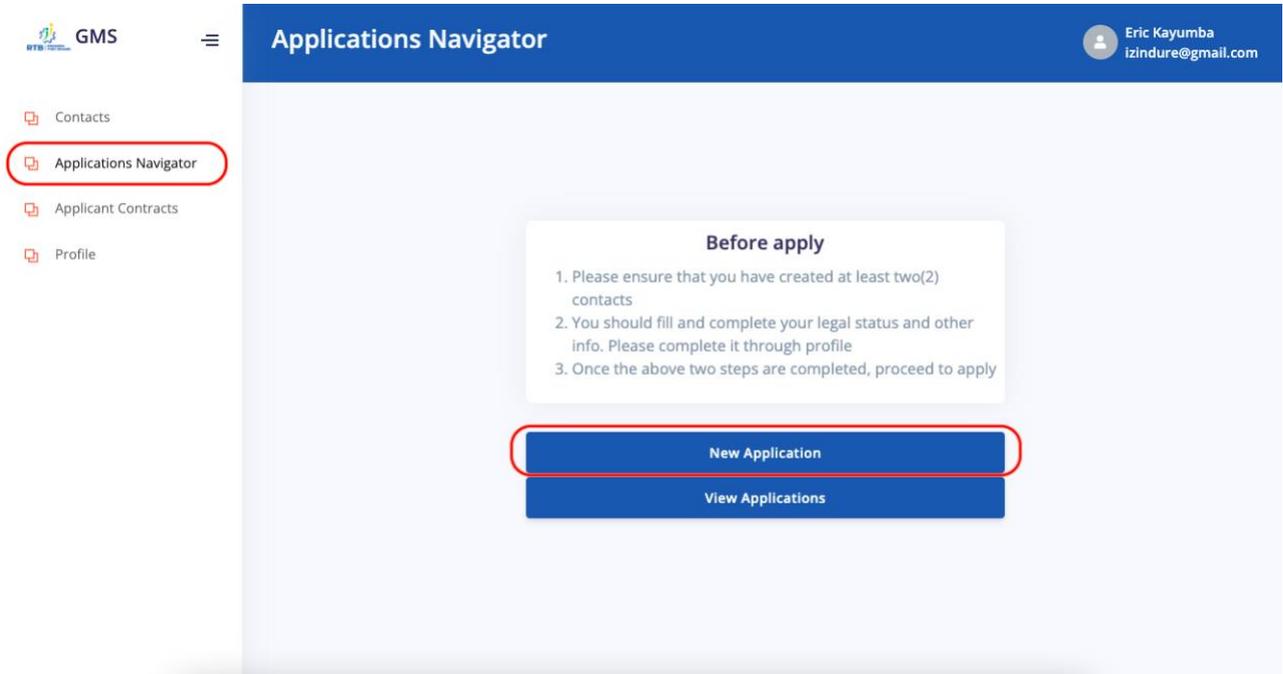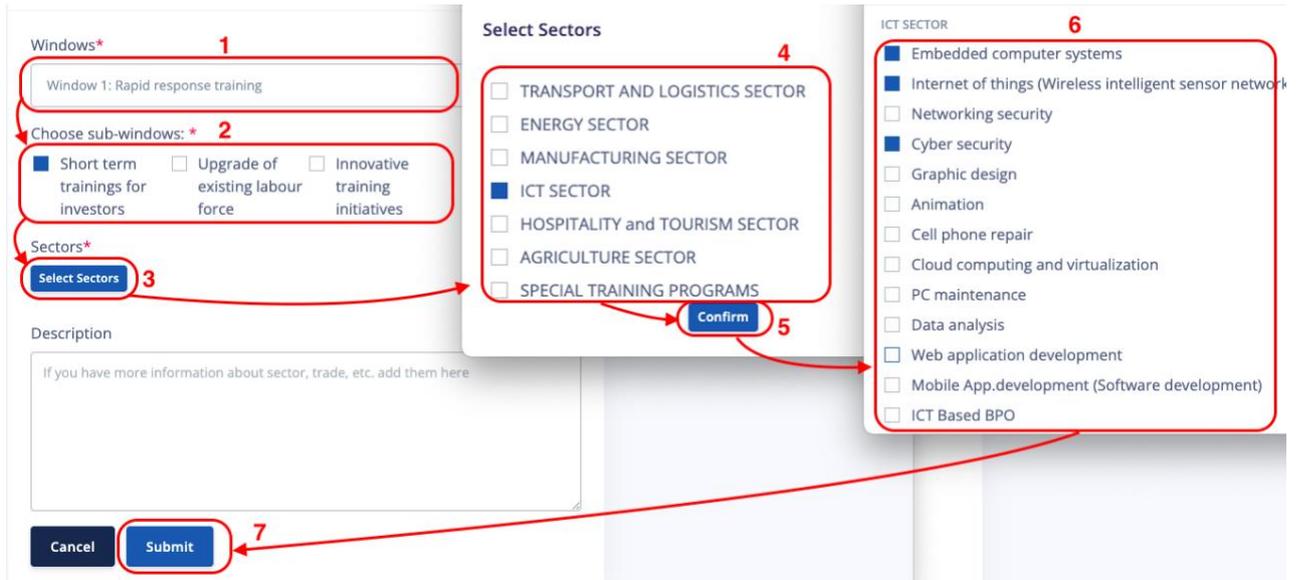
3.1 Applicating questionnaire:

= > This section contains two main parties:

- Project funding application
- Indicative budget
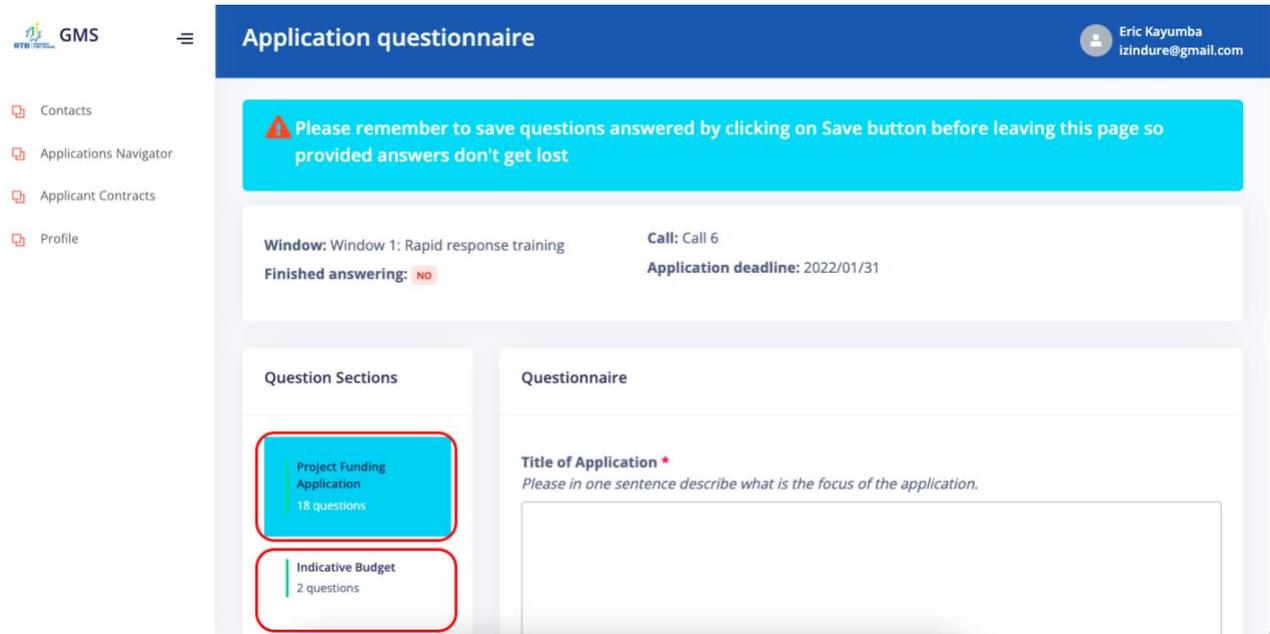
3.2 Choosing window, Sector and trade/s being applied for:

1. Select window
2. Select Sub window/s
3. Click to select sector/s
4. Select Trade
5. Confirm trades
6. Submit

3.3 Project funding application

1. The Applicant would provide answer to all questions in section one, and navigate pages by clicking on the next button, until the last page, and save to go to next section.

2. The applicant can save the work by clicking save button at any point during the application, so that he/she may leave and continue later at any time before the deadline.

3. Page 1.
4. Please answer to all question including attachment

Justify your readiness to execute the project *

Explain to which extent you are prepared to execute this project.

Maximum words: 30

Explain the role of the Training provider in the project if any.

Indicate the training provider you would like to partner with if any.

Maximum words: 50

Explain the role of the Training provider in the project if any - (Continued)

Please Attach the related MoU with the Training Provider if any.

Choose File

Only PDF, PNG or JPEG files are accepted, maximum file size is 5MB.

Prev   1/9   Next

Cancel   Save

Questionnaire

Training Delivery Process *

Keep in mind that the training period for window 1 should be ranging from few days to 6 months, estimate the training duration with respect to the training content/modules to be offered.

5.

Page 3 up to page 9:
The applicant would fill all the required fields and save at the last page:

Questionnaire

Technical Staff - (Continued)
In case the technical staff is already hired, please attach his/her CV.

Choose File   C:\fakepath\Answer_attachments_2022-01-06_104618_6f10f45f__SDF_Call_IV_for_Gant_Proposal (1).pdf

Only PDF, PNG or JPEG files are accepted, maximum file size is 5MB.

Sustainability *
How will your project (the planned training activity) continue beyond the phase funded by SDF?

Maximum words: 50

Prev   9/9   Next

Cancel   Save

3.4 Indicative budget

1. Go to indicative budget section
2. Download Excel template and fill it accordingly
3. Upload the filled template
4. Fill the field (for non-government applicant)
5. Save the application
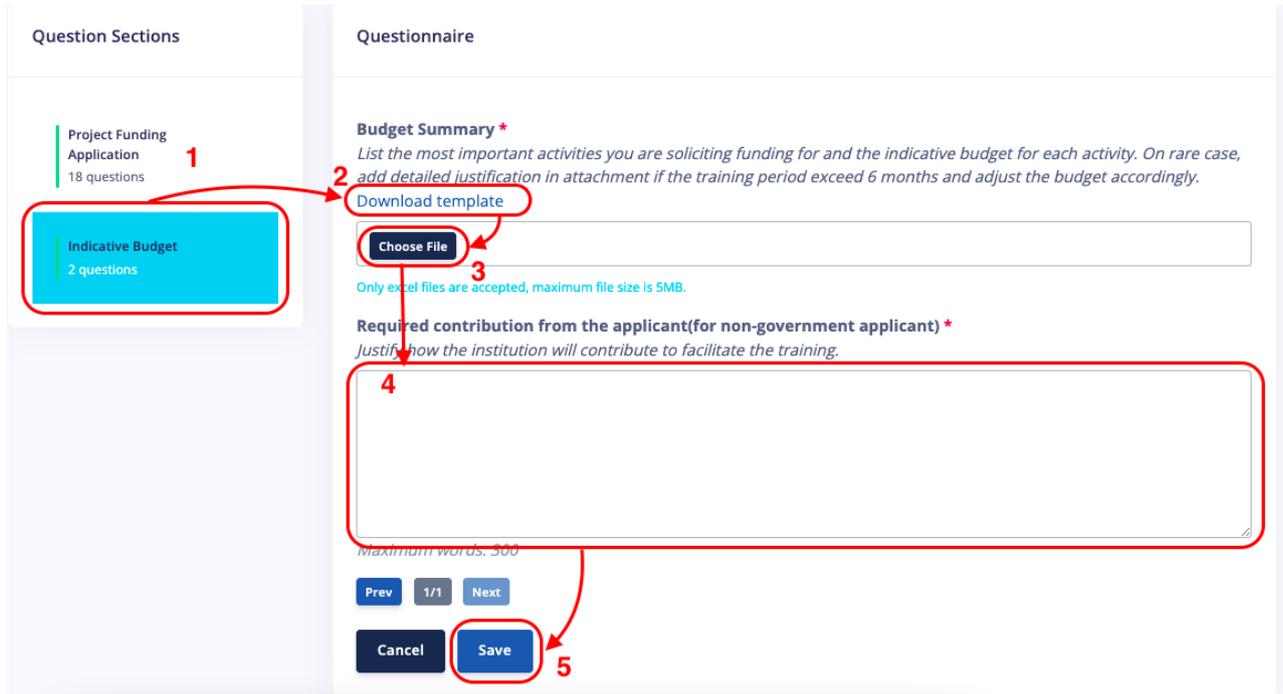
3.5 Submit

Click on submit button to submit the application.

3.6 View applications status

1. Pending Applications: Applications that are waiting for selection/approval process
2. Approved applications
3. Waiting applications: Application that has been rejected and waiting for appeal if any
4. Rejected applications.
5. Continue: If the applicant has started the application but not yet finished answering all the questions, he can come later and click continue to resume his application.
6. Details: If the application is submitted, the applicant can click Details to view details of his/her application.
7. Continue: If the applicant has finished answering all the questions, he may come later and click continue to modify his application before submit.
8. Submit: If the applicant has finished answering all the questions, he can click submit to submit his application and wait for the selection/approval process.