

MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY

TANZANIA EDUCATION AUTHORITY



APPLICATION GUIDELINE FOR A CALL FOR PROPOSALS TO REQUEST SKILLS DEVELOPMENT GRANT ON INNOVATIVE TRAINING THROUGH E-LEARNING DELIVERY MODE UNDER SKILLS DEVELOPMENT FUND (SDF)

Introduction

The Government of United Republic of Tanzania (URT) through the Ministry of Education, Science and Technology (MoEST) continues to implement various Programs targeting to enable the Country to reach the status of Upper Middle Income Semi-Industrialized Country by 2025. In efforts to reach the said income status, the Government in collaboration with the World Bank implements the Education and Skills for Productive Jobs (ESPJ) program. The ESPJ is part of implementation of the National Skills Development Strategy (NSDS), which aims at widening employment opportunities in six priority sectors namely: Agriculture, Agri-business and Agro-processing; Tourism and Hospitality; Transportation and logistics; Construction; Energy; and Information and Communications Technology (ICT).

Tanzania Education Authority (TEA) has been mandated by MoEST to manage Skills Development Fund (SDF) which is a component under ESPJ. The above-mentioned Innovative Training through E-Learning delivery mode window is part of SDF components.

In ensuring that objectives of this Window are accomplished, TEA has allocated funds for financing innovations in provision of skills development training through e-learning delivery mode. The developed contents of the innovation programs should be placed in the public domain to enable wider dissemination and continuity of skills acquisition. Therefore, eligible institutions are invited to submit their proposals to request for grants to support:

1. Innovative projects such as use of digital technologies in the delivery of training (for example smart classrooms, computers for simulations etc.);
2. Development of new innovative courses focusing on the increasing demand for digital competences of trainees;
3. Strengthening the existing programs through incorporation of innovative components; and
4. Strengthening innovative training through e-learning delivery mode to enable more Tanzanians to access skills development training at affordable costs.

Areas of Support

In Financial Year 2021/2022, TEA through SDF, has allocated funds for financing innovative skills development training through e-learning delivery mode. The provided funds should be utilised to implement the following sectors and areas:

Sector	New/Innovative technologies
Agriculture and Agri-business	<ul style="list-style-type: none"> • Bio-mass development • Green house technology • Aquaponics • Livestock technology • Food safety and storage • Digital crop monitoring • Smart Agriculture • Climate Smart Agriculture
Construction	<ul style="list-style-type: none"> • Technologies to enhance quality, reduce costs, reduce accidents and improve faster construction timelines • Sustainable low-energy housing • Use of recycled and eco-friendly construction materials • Use of Computerised Numerical Control (CNC) technology in architectural and engineering work
Tourism & hospitality	<ul style="list-style-type: none"> • Eco-Tourism • Community-based tourism • Adventure tourism
Manufacturing	<ul style="list-style-type: none"> • CNC technology training courses to improve on productivity, quality and competitiveness of products e.g. in welding, furniture-making etc.
Transport & Logistics	<ul style="list-style-type: none"> • Hi-tech auto mechanics courses using CNC • Computerized vehicles mechanical trouble shooting • Refresher courses that will lead to behavioral change for professional drivers and reduction in accidents • Courses to improve services in cargo handling, including use of ICT.
Energy	<ul style="list-style-type: none"> • Subjects related to use of solar technologies • Bio gas systems: construction and production • Water treatment technologies

Information and Communication Technology (ICT)	<ul style="list-style-type: none"> • Elementary ICT courses for selected target groups such as auto mechanics, street vendors and rural women • Digital learning technologies & tools such as computer simulations and smart classrooms • Digital marketing – use of social media i.e. Facebook, Instagram, WhatsApp, online sales etc. • Cybercrime fighting • Systems development – website design, software applications • Internet-of-Things • Introduction of digital technologies such as CNC and Programmable Logic Controller (PLC) into Technical Vocational Educational Training (TVET) programs • Artificial intelligence (AI) • E-learning and blended learning including Procurement and development of online learning courses for TVET, Procurement of hardware for TVET institutions for introduction of online courses, Teacher training in use of online-based teaching methods, • E-commerce/m-commerce • Smartphones and Mobile apps for increasing access to available services/opportunities. • Rapid Development of web and mobile-based applications using open sources/technologies. • Mobile phone repair and maintenance using multimedia/videos. • Maximizing development, adoption and use of location-based services in improving transportation services, use of Blockchain and other smart technologies especially in ESPJ six priority sectors. • Any other skill development area that will contribute to the advancement of digital economy while increasing employment opportunities
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Selection Criteria

The following will be among criteria to guide the selection process:

1. The training must be innovative at the national level, as described above, and have a likelihood to contribute to the country's economic development;
2. The training must be relevant to the labor market, i.e. there must be an expressed demand by potential employers for the training;
3. The training must be likely to attract a reasonable number of qualified participants;
4. More attention is given to innovative projects such as use of digital technologies in the delivery of training (for example smart classrooms, computers for simulations etc.);
5. Development of new courses focusing on the increasing demand for digital competences of trainees; and
6. Legal registration of the Institution, sustainability plan and results from physical verification.

Targeted Beneficiaries of Training Programs

The training programs aim at benefiting not less than 4,350 Tanzanian youth countrywide, to enhance productivity in their daily production activities as per Government requirements in the said priority sectors.

Criteria for the Applicants

All applicants who meet the following criteria may apply for the SDF grant:

1. Registered and legally recognized technical and vocational training institutions that provide training in the indicated priority sectors. **Universities should not apply;**
2. Institutions should be capable to continue with training and operations related to skills development through e-learning delivery mode beyond SDF financing (Sustainability Action Plan should be submitted);
3. Institutions with diligent records in management of public funds, timely completion and with required quality of projects that were implemented before. The Institutions which have implemented effectively and efficiently SDF Phase One and Two projects will be given priority.

Implementation of Training Programs

1. Innovative training through e-learning delivery mode programs should focus on implementing six key priority sectors as mentioned in the Introduction part of this Call.
2. Training programs should be delivered between one month and three months and should focus on solving skills challenges in specific sector. Training institutions should ensure that all relevant programs are certified/ accredited by relevant Authorities;
3. The E-Learning/Learning Management System (LMS) platform should be recognized officially at the institution level with a support letter from relevant Authority and shall be verified by SDF technical team;
4. Financed programs should be able to train not less than 270 youth for Technical Colleges and 300 for Vocational Training Centres; and
5. Programs should consider accessibility of special groups of women and people with disabilities. It is recommended that at least 45% of all trainees to be women.

Allocated Grant

A total of Tanzania Shillings (TZS) 131,220,000 has been allocated for each program requested by the Training institution. Institutions are advised to apply grants for only one program to benefit not less than 270 beneficiaries for Technical Colleges or 300 beneficiaries for Vocation Training Centres. This grant focuses to support 5 technical colleges and 10 Vocational Training Centres.

Processes to Access the Grant

1. Applicants should submit project proposals, which will be assessed to determine conformity to criteria for accessing the Grant. Successful institutions will be required to submit additional information and shall be subjected to physical verification to authenticate submitted information in their project proposals. The Grant will be disbursed to relevant institution basing on the satisfaction and recommendation by SDF Technical team, and signed Grant and Performance Agreement.
2. All applications/ proposals should be submitted using the **Grant Application Form** which is available in News and Updates; and Skill Development Fund sections of the TEA website (www.tea.or.tz) under downloads sections or see **Appendix 1** to this Guideline.

Time and Mode for Submission of the Application

All applications should be developed following a guideline and a proposal format provided by TEA. The Guideline and Proposal Format (Grant Application Form) can be accessible through: www.tea.or.tz (under downloads) or can be requested through e-mail: sdf@tea.or.tz or collected at TEA office or see **Appendix 1** to this Guideline.

Time allocated for submission of Proposals under this Call is 14 days from **11th April, 2022** and the deadline will be **25th April 2022**. After this deadline, no Proposals will be accepted. All Proposals should be sent through speed mails courier services such as EMS, DHL or other couriers. Proposals should be addressed to the Director General, Tanzania Education Authority via the address provided at the end of this Advertisement. Applying Institution should submit three copies of their Proposal, accompanied by covering letter and all requested attachments. Any Proposal with missing relevant documentation will not be processed.

Public Notice on Successful Applicants

A list of all successful applicants will be announced through widely circulated newspapers, TEA website and communicated via letters. Both Successful and Unsuccessful applicants will also be informed through e-mails provided in their applications/proposals.

Inquiries and Consultation Related to the Call

For Inquiries and further consultation, please contact us through Office Telephone number: +255 22 2781165, or Skills Development Coordinator (+255789304181 or +255754304181), e-mail: masozi.nyirenda@tea.or.tz or sdf@tea.or.tz

Submission of Complaints

All complaints related to this call for proposals should be submitted to the Director General, Tanzania Education Authority using address provided below:

**Director General,
Tanzania Education Authority,
Plot No. 711/1, Bima Road,
Mikocheni B,
P.O. Box 34578,
DAR ES SALAAM.
E-mail: info@tea.or.tz**

Tel: Tel: +255 22 2781165 | +255 22 2781079

Fax: +255 22 2781086

TANZANIA EDUCATION AUTHORITY



Skills Development Fund



**A CALL FOR PROPOSALS TO REQUEST SKILLS DEVELOPMENT GRANT ON
INNOVATIVE TRAINING THROUGH E-LEARNING DELIVERY MODE UNDER
SKILLS DEVELOPMENT FUND (SDF)**

Grant Application Form

Instruction

- The form consists all mandatory sections to be completed by the applicant.
- Consistence and clear writings will assist the assessment of the application form by reviewers.
- Applicant is advised to ensure all relevant information is filled correctly.

1.0 Applicant information

1.1	Application Reference number <i>(to be filled by TEA)</i>	
1.2	Name of Institution	
1.3	Registration Authority / Agency	
1.4	Postal Address	
1.5	Physical Address	
1.6	Office Telephone Number	
1.7	Office E-mail Address	
1.8	Name and Title of Contact Person	
1.9	Mobile No. and E-Mail Address of Contact Person	

2.0 Summary of the program

2.1	Title of the Proposal	
2.2	Specific thematic area applied in your proposal	
2.3	Sector applied in your proposal	
2.4	List other Program partners if any	
2.5	Duration to complete the program	
2.6	Total Funds requested for this application	
2.7	Submission Date	

3.0. Summary of the Proposal

The summary of the proposal should include the following items (not exceeding 150 words)

3.1	Title of the Training programme	
3.2	Statement of the problem	
3.3	Justification and rationale	
3.4	Objectives of selected training program,	
3.5	Assessment methods	
3.6	Expected outcome	
3.7	Ways to track trainees' employability after the program	
3.8	Budget estimates	

4.0 Thematic Area and Priority sectors

The following are some of the suggested areas to consider, however applicants are free to suggest other innovative areas that fall within six key ESPJ sectors mentioned in the table below, provided these are responding to perceived need:

Sector	New/innovative technologies	*Tick where appropriate
Agriculture	Bio-mass development	
	Green house technology	
	Aquaponics	

		Livestock technology	
		Food safety and storage	
		Smart Agriculture	
		Digital crop monitoring	
		Climate Smart Agriculture	
Construction		Technologies to enhance quality, reduce costs, reduce accidents and improve faster construction timelines	
		Sustainable low-energy housing	
		Use of recycled and eco-friendly construction materials	
		Use of Computerized Numerical Control (CNC) technology in architectural and engineering work	
Tourism & hospitality		Eco-Tourism	
		Community-based tourism	
		Adventure tourism	
Manufacturing		CNC technology training courses to improve on productivity, quality and competitiveness of products e.g. in welding, furniture-making, auto-repair	
Transport & Logistics		Hi-tech auto mechanics courses using CN	
		Computerized vehicles mechanical trouble	
		Shooting	
		Refresher courses that will lead to behavioral change for professional drivers and reduction in accidents	
		Courses to improve services in cargo handling, including use of ICT.	
Energy		Subjects related to use of solar technologies	
		Bio gas systems: construction and production	
		Water treatment technologies	
Information and Communication Technology (ICT)		Elementary ICT courses for selected target groups such as auto mechanics, street vendors and rural women	
		Digital learning technologies & tools such as computer simulations and smart classrooms	
		Digital marketing – social media i.e. Facebook, Instagram, WhatsApp, online sales etc	
		Cybercrime fighting	
		Systems development – website design, software applications	
		Internet-of-Things	
		Introduction of digital technologies such as CNC and Programmable Logic Controller (PLC) into Technical Vocational Educational Training (TVET) programs	
		Artificial intelligence (AI)	
		E-commerce/m-commerce	
		E-learning and blended learning including Procurement and development of online learning courses for TVET, Procurement of hardware for TVET institutions for introduction of online courses, Teacher training in use of online-based teaching methods, Smartphones and Mobile apps for increasing	

	access to available services/opportunities.	
	Rapid Development of web and mobile-based applications using open sources/technologies.	
	Mobile phone repair and maintenance using multimedia/videos.	
	Maximizing development, adoption and use of location-based services in improving transportation services, use of Blockchain and other smart technologies especially in ESPJ six priority sectors.	
	Any other skill development area that will contribute to the advancement of digital economy while increasing employment opportunities	

5.0 Description of the proposed Innovative training through E-learning delivery mode

5.1 Problem Statement (Detailed description of the identified problem/need you are addressing and its significance)-Do not exceed 200 words

Briefly mention: The problem/ need that the program intends to address, the proposed solution that is the subject of this application.

Also description should include an overview of the field, landscape analysis, and or contextual analysis, what is already known about the overall field /solution of the problem and any associated innovation or technology and its application (i.e. how it can be used).

- i. **Needs assessment** (Provide the evidence of the conducted needs assessment).
Do not exceed 200 words
- ii. What is the general purpose or goal of the program? What does your program intend to achieve?
- iii. Describe the identified problem/need you are addressing in more detail and its significance. How did you validate this need? -(Attach need assessment report)
- iv. How will the end goal and deliverables of this program assist to address the need or innovation?
- v. List the target group(s) for the program

6.0 Targeted Program Impact

SDF expects beneficiaries will articulate program impact for the funded objectives on the following basis

- i. What are the impacts you aim to achieve throughout the program?
- ii. How will you measure your impact?

What challenges do you foresee during the implementation of your program? (These could be: a policy issue, ability to hire specific expertise, or financial sustainability of your organization) program.

7.0 Program Plan and Budget

7.1 Program plan and budget: *Kindly complete the table below to plan for program milestones based on funded areas for SDF Innovative training through E learning delivery mode.*

Program milestones	Milestone Indicator (How will you know that a milestone has been achieved?)	Deliverable(s) per milestone.	Activities per milestone
<i>Milestone 1:</i>			
<i>Milestone 2:</i>			
<i>Milestone 3:</i>			
<i>Add as necessary</i>			

Proposed activities for Innovative training through E-learning *delivery mode* (Review Innovation guideline as per grant restrictions)

Activities (Ref from above table 5.1)	Start Date	End Date	Activity duration	Expected deliverables per activity	Person /Team Responsible	Cost of achieving activity TZS

8.0 Budget						
Details			Unit of Measure	Quantity	Unit Price (Tshs)	Total Cost (Tshs)
8.1 Goods (specify and describe each item) -(Not less than 50%)						
Equipment 1						
Equipment 2						
Equipment 3						
Stationery						
Add as necessary						
Sub-total						
8.2 Works (Not Exceed 10%)- Submit BOQ/Cost Estimate						
Type 1						
Type 2						
Type 3						
Sub-total						
8.3 Outsource expert (Not Exceeding 20%)						
T.O.T						
Other related outsourcing contracting						
Add as necessary						
Sub-total						
8.4 Operating expenses (field work, management analysis and reporting) (Not Exceed 20%)						
Monitoring Activities						
Team members (man days)						
Tracer study						
Field attachment						
<i>Add as necessary</i>						
Sub-total						
GRAND TOTAL						
8.5 Budget Narrative						
(Provide a justification for major budget)						

9.0 National Benefits

Describe potential national benefit of the outcomes of the program:

- Economic impact *e.g. contribution to GDP growth, increased taxation revenue, meaningful job creation, increased and value-added exports and increased competitiveness of industrial sectors etc.*
- Increased highly skilled and knowledgeable human resources base for innovative technology. Societal impact including improvement in quality of life, and poverty alleviation.

10.0 Project Management Team

10.1 Key Personnel

Project Coordinator CV

Should not exceed five pages including a brief description of the profession related to the training program

10.1.1

Attach CV (of the Project Coordinator)

10.2 Key Personnel

Project Technical Team CV

Should not exceed five pages including a brief description of the profession related to the training program for each trainer

10.2.1.

Attach CV (of Trainer(s))

10.2.2.

Attach CV (Procurement)

10.2.3.

Attach CV (Accountant)

10.2.4

Attach CV (Monitoring and Evaluation)

11.0 Collaborative Arrangements
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11.1 Collaborating Institution

Attach MoU from the expected collaborating institution(s) (If the Training Provider plans to collaborate with another Institution (s) and Indicate the name of Institution(s))

1.

2.

3.

12.0 Capacity Building

Outline how the grant will build capacity of the organization.

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13.0 Past Performance

Describe Training Provider's ability to carry out similar program in the past. If relevant, include examples of curriculum and/or pedagogy.

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14.0 Sustainability

Outline efforts to create and ensure sustainability after the end of the project.

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15.0 Financing Arrangements

15.1 Provide concrete reasons why SDF financing is needed for this program.

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15.2 Has your organization managed a contract or grant of this size before? You will be required to provide evidence of this if you are awarded a grant, during the pre-award assessment.

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15.3 What was your annual gross income for recent three years? Kindly attach three years audited financial reports.

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16.0 Financing Collaboration (Matching funding declaration)

List matching public/private funds, if any, and their purpose.

17.0 Tracer Study Plan (Provide the plan for tracing the impact of the project)

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18.0 List of attachments

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- 18.1** Commitment Letter from the Institution
- 18.2** Audited financial statement for FY 2017/2018, FY 2018/2019, FY 2019/2020
- 18.3** Expenditure Plan showing instalments of 60% and 40%
- 18.4** Action Plan
- 18.5** Project Management Team CVs
- 18.6** Certified Institutional Registration Certificates
- 18.7** Accredited Certificate for the Program/Course
- 18.8** Signed submission letter

19.0 Declaration

We / I declare that:

- We have read and understood Application General Guidelines in the invitation call for proposals.
- We are aware that there may be further information required by TEA in respect of this application, and that our failure to provide requested information timely may lead to a rejection of this application.
- The information contained in this application plus any supporting information is to the best of our knowledge

Name of Head of Institution.....

Signature and stamp..... Date.....