



WORKFORCE DEVELOPMENT AUTHORITY – WDA

Empowering people with employable skills and entrepreneurship capacity

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Public notice for “Call for Proposals”

The Government of Rwanda through the Workforce Development Authority (WDA) received a credit from the World Bank for the implementation of skills development. This Credit was provided under the Rwanda Priority Skills for Growth (PSG) Program. The major components of PSG include Skills Development Fund II whose objective is to minimize skills gaps experienced by private business operators by rapidly increasing the supply of skills in high demand in the labour market and to ease the entry of new entrants to the labour market by providing them with labour market-relevant skills.

The Skills Development Fund II comprises three windows:

- Window 1: Employer-led short-term vocational training responding to specific skills requirements (Rapid Response Training)

The objective of window 1 is to address skills gaps experienced by companies in the formal sector and to promote their collaborations with training institutions. The program will co-finance short-term training for workers who are in the process of being employed by the applicant or existing workers in the applicant’s business that need to be upgraded with skills to improve their productivity.

- Window 2: Provision of labour market relevant skills for out-of-school youth, Recognition of Prior Learning, and skills upgrading for the informal sector

The objective of this window is to provide out-of-school youth with practical skills for work in labour-intensive trades that align them with local demand and opportunities and to allow people who have acquired their competences through informal or non-formal training to get certified through Recognition of Prior Learning. Finally, the window will co-finance skills upgrading courses for the informal sector. Hence, the window has three ‘sub-windows’: a) short-term practical training for out-of-school youth; b) RPL; and c) skill upgrading for the

informal sector. Priority will also be given to formal and non-formal trainings to support women and persons with disability.

Both non-agricultural and agricultural courses are eligible for support. The training may include an introduction to basic entrepreneurial skills. The funds may be used for acquiring basic tools and equipment needed for the training.

- Window 3: Apprenticeships and internships for TVET students or graduates. The purpose of this window is to provide program beneficiaries and graduates with an opportunity to acquire labour market relevant skills. Applicants are supposed to be companies/industries and training institutions.

Responsibilities:

The responsibilities of companies under Window 1 will be:

- ✓ Provide facilities in house or through a training institution such as rooms, workshops and other training related services
- ✓ Participate in the orientation by SDF on how to manage the grant
- ✓ Conduct training and assess competencies of trainees
- ✓ Ensure efficient and effective management of training funds and academic activities
- ✓ Register and maintain a database of beneficiaries and report to WDA on monthly basis
- ✓ Employ the 70% of the graduates for at least a period of one year after training
- ✓ The company/Industry shall be ready to train at least 30 trainees otherwise the minimum number shall be determined by grant committee for special cases
- ✓ The company/Industry shall be ready to cover at least 30% of the total training cost
- ✓ Comply with Rwandan labour law on recruitment and employment process
- ✓ Provide training manual to WDA for review and approval before the training commencement
- ✓ In case the beneficiary abandon or fail to perform, shall be liable to reimburse the received funds for the training components that WDA has not duly approved or found unsatisfactory.

The responsibilities of companies/institutions under Window 2 will be:

- ✓ Provide facilities such as rooms, workshops and other training related services
- ✓ Conduct training and assess competencies of beneficiaries
- ✓ Ensure efficient and effective management of training funds and academic activities
- ✓ Maintain a database of beneficiaries and report to WDA and or districts on regular basis
- ✓ Register training beneficiaries and publish the final list of selected candidates
- ✓ Training institution should provide activity and financial reports at the end of training
- ✓ Prepare and issue certificates to the successful OSY graduates.

The responsibilities of companies under Window 3 will be:


TVET Institution

- ✓ Carry out selection of interns based on priority economic sectors as indicated in WDA call and required numbers
- ✓ Identify and negotiate with companies/industries to host interns
- ✓ Sign MoU with companies/industries on internship
- ✓ Place interns in companies/industries
- ✓ Monitor internship program and report WDA on monthly basis
- ✓ Maintain database of the interns
- ✓ Provide financial support to interns as per agreement with WDA
- ✓ Observe gender balance and give a particular attention to persons with disabilities while training.

Companies/industries

- ✓ Sign MoU with TVET institutions
- ✓ Avail competent supervisors to coach and mentor attached interns
- ✓ Approval of interns' report by supervisor.

It is against this background that Workforce Development Authority (WDA) informs the public at large and the Private Sector in particular to start preparing to get ready for a competitive application by December 30th 2017.


Jerome Gasana
Director General, WDA

