

RÉPUBLIQUE DU CAMEROUN  
PAIX – TRAVAIL – PATRIE

COOPÉRATION CAMEROUN  
BANQUE MONDIALE

PROJET D'APPUI AU DÉVELOPPEMENT DE  
L'ENSEIGNEMENT SECONDAIRE ET DES  
COMPÉTENCES POUR LA CROISSANCE ET L'EMPLOI

UNITÉ DE COORDINATION DU PROJET

Fonds Compétitif de Développement  
des Compétences



REPUBLIC OF CAMEROON  
PEACE – WORK – FATHERLAND

CAMEROON – WORLD BANK  
COOPERATION

SECONDARY EDUCATION AND SKILLS  
DEVELOPMENT PROJECT

PROJECT COORDINATION UNIT

Skills development Facilities



# TRAINING PROVIDER QUALIFICATION FORM

(To be completed online before downloading and/or printing)

Space reserved for the Project Implementation Unit (PIU)		
Received on :	Received by :	File N° :

***Form to be filled in and sent by e-mail to [contact@padesce.cm](mailto:contact@padesce.cm) no later than \_\_\_\_\_.***

The proposed training providers are invited to submit an appropriate technical and financial offer.

**PLEASE NOTE THAT ANY MODIFICATION OF THIS FORM WILL RENDER IT INVALID**

***PLEASE READ THE ENTIRE FORM CAREFULLY BEFORE COMPLETING THE APPLICATION FORM***

The SDF of PADESCE aims to support the Technical and Vocational Skills Development (TVSD) system by setting up a quality training system that meets the needs of the labour market and is accessible in accordance with the provisions of the NDS30, mainly in the **Construction? Agro-industry, Digital and Energy sectors.**

### **Specifically, the SDF's actions contribute to:**

1. stimulate the provision of quality technical and vocational education and training (TVET) in line with international norms and standards, according to the "Centre of Excellence" approach;
2. promote partnerships between enterprises and TVET institutions;
3. addressing labour skills shortages in the formal and informal sectors of the economy;
4. promote business competitiveness, productivity and profitability in the formal, informal and social economy sectors;
5. promote inclusive access to apprenticeship and internship opportunities for young people in and out of school seeking qualifications;
6. increase access for disadvantaged groups to training opportunities and recognition of prior professional experience.

The SDF has three **(03)** funding **windows** targeting various categories of beneficiaries from the formal and informal sectors of the economy.

Specifically, **Windows 2&3** aim to increase access to high-quality, short-term, demand-driven training for workers in SMEs/SMIs and members and employees of microenterprise associations, agricultural groups and cooperatives, ICGs, NGOs, trade unions and organisations of workers in the informal sector, in order to upgrade their technical and commercial skills, thereby improving productivity and the market value of their products and services, and hence the living conditions of the people concerned. Finally, the project will ensure that at least 30% of women benefit from the opportunities offered.

### **Mandate**

Within the framework of **Windows 2&3**, the mandate of the training providers is as follows:

- identify and assess the specific training needs (technical skills, management skills, etc.) of workers and stakeholders from the selected companies and organisations;
- draw up the relevant content and plans for short-term continuing training, in line with the needs expressed;
- design/acquire teaching aids and teaching suggestions in a form that facilitates self-learning;
- develop assessment tools;
- set up the rooms, workshops and areas proposed for theoretical and practical training;
- propose a list of small teaching aids and equipment to be used by learners;
- implement the training courses in accordance with the specifications agreed by the parties;

- draw up training reports;
- participate in any post-training follow-up.

### **Eligibility criteria**

The training provider may be an accredited public or private technical and vocational education and training institution (TVET institution), a consultancy or any other accredited human resources skills development body, an NGO, an ICG, a business support agency, a business incubator, an advisory and/or rural support centre, a recognised professional organisation, a legally established production structure, a craftsman with proven expertise and experience (**Window3**), etc.

Proposed training providers must meet the following criteria:

- be legally established;
- have at least 02 years' experience in the use of teaching and training methods, including non-formal adult training methods, and in the conduct of continuing training activities;
- have experience in drawing up training plans and continuing training for workers in the formal and informal sectors;
- have trainers, instructors or craftsmen with at least 03 years' experience in the training fields concerned;
- have the technical and technological resources of the training field concerned;
- have knowledge of issues relating to gender, disability and inclusion, health and safety at work, environmental protection, ICT, etc.;
- be able to write methodological notes and reports;
- demonstrate good skills in mobilising partnerships with the productive sector;
- good knowledge of the SME/SMI environment, the social economy, the informal sector and the rural world would be an asset.

More information on SDF windows at [www.padesce.cm](http://www.padesce.cm)

**SECTION 1: SECTION 1: CONTACT DETAILS OF THE APPLICANT**

**ADDRESS**

Name of the proposed training provider

Type of applicant (circle the appropriate answer)  TVET Institution/Company/HR firm/NGO/Association/Trade Union/ICG/Consular chamber/Craftsman/other

Physical location (quater, GPS coordinates...)

City and Sub-division

Division

Region

P.O. Box

Mobile phone

E-mail

Website, if applicable

**MAIN CONTACT PERSON IN THE TRAINING PROVIDER'S STRUCTURE**

First name

Tel Mobile 1

Family name

Tel Mobile 2

Position in  
the structure

E-mail

**SECOND CONTACT PERSON IN THE TRAINING PROVIDER'S STRUCTURE**

First name

Tel Mobile 1

Family name

Tel Mobile 2

Position in  
the structure

E-mail

**SECTION 2 : LEGAL STATUS AND MAIN ACTIVITIES OF THE PROPOSED TRAINING PROVIDER**

**LEGAL STATUS**

Date of approval/authorisation		Registration/ approval /authorisation Number	
Year of creation			
Name of the Bank		Direct debit	
Bank account number		Unique Identification Number	
Total number of staff (Administrative and instructors)		Total number of the Management Committee/executive board if association, if applicable	

**MAIN TRAINING OFFERS**

*List the training offers available. Add rectangles if necessary.*

Speciality/trade 1 and level of qualification	
Speciality/trade 2 and level of qualification	
Speciality/trade 3 and level of qualification	
Speciality/trade 4 and level of qualification	

Speciality/trade 5 and  
level of qualification

### **SECTION 3 : STATUS OF INFRASTRUCTURE AND FACILITIES**

**(ADMINISTRATIVE BLOCK, PEDAGOGICAL BLOCK, WORKSHOPS, LABORATORIES AND SPECIALISED ROOMS, SITES FOR PRACTICAL ACTIVITIES (For agriculture, livestock, construction etc.) ETC.**

*Give a detailed presentation*



## **SECTION 4 : PRACTICAL COMMODITIES**

### **WATER SUPPLY AND CONNECTION TO THE ELECTRICITY NETWORK**

*Tell us if your facility has a drinking water supply and if it is connected to the electricity network*

### **AVAILABILITY OF TOILETS**

*Say if there are toilets and give their number*

**IF APPLICABLE, DESCRIBE FOR EACH TRAINING OFFER THE DEVICES, INSTRUMENTS, TOOLS AND EQUIPMENT AVAILABLE AND FUNCTIONAL**

**IF APPLICABLE, DESCRIBE THE AUDIOVISUAL AND COMPUTER EQUIPMENT AVAILABLE AND FUNCTIONAL**

## SECTION 5 : STAFF SITUATION

### GENERAL INFORMATION ON ADMINISTRATIVE AND PEDAGOGICAL STAFF

*Enter information about the staff and their qualifications*

Total number of administrative staff, if any

Total number trainers/instructors

Number of permanent staff, if applicable

Number of non professional temporary staff, if any

Number of staff coming from companies and productive milieu and associations (CIG, NGO, Cooperatives etc.)

Number of female staff

### INFORMATION ABOUT TRAINERS/INSTRUCTORS

*List the trainers/instructors, their area of expertise, levels of qualification and professional experiences - attach CV, le their if any.*

**SECTION 6 : TRAINING PROGRAMMES AND/OR PLANS TO BE IMPLEMENTED**

**BREAKDOWN OF TRAINING PROGRAMMES OR PLANS TO BE IMPLEMENTED**

*Provide a detailed description of the trade-related technical training plans to be implemented for beneficiaries. If necessary, this can be done separately and the relevant documents attached to this form. The training programmes or plans must comply with the training requirements approved by the **SDF Grant Committee-PADESCE**.*

**TRAINING COSTS**

*Specify your training costs according to the number of people to be trained and deduct the unit cost (per person).*

*If necessary, this can be done separately and the relevant documents attached to this form.*

## **SECTION 7 : MODE OF GOVERNANCE**

### **DESCRIBE HOW YOUR TRAINING STRUCTURE IS MANAGED AND RUN**

*Describe the existence or not of the training structure project, a budget, rules of procedure and bodies such as the Governing Board/School Council/ Disciplinary Board, Training or Level Council etc.*

### **PARTNERSHIP**

*Name your different partners and specify the nature of the partnership and the activities carried out in the framework of this partnership*

### **EXPERIENCE IN DESIGNING AND IMPLEMENTING CONTINUING TRAINING**

*What is the training organisation's/provider's experience in designing and implementing continuing training programmes for workers?*

(Max 500 mots)

I, ----- declare that I have the authority to submit this application. I also declare that the above information is true and correct to the best of my knowledge.

Place:

Date:

Signature :

Official stamp

PADESCE reserves the right to carry out checks at the appropriate time.

## ANNEX

### SOME ELEMENTS OF TRAINING COSTS (for guidance only).

**N.B.:** learners are grouped in cohorts of 30 where possible.

Code	Type of charge	Unit	Unit cost	Quantity	Total (excl. VAT)	VAT	ITI	Total (incl. VAT)
<b>ACQUISITION</b>								
A1	Instructor fees	Hour						
A2	Cost of purchasing teaching materials	Fixed price						
A3	Instructor's mission expenses, where applicable	Day						
A4	Instructor's transport fee, if any	Fixed price						
<b>LOGISTICS</b>								
L1	Rental / Fitting out of theory rooms	Day						
L2	Hire / fitting-out of practical training room or site	Day						
L3	Acquisition of work materials	Person						
L4	Catering for Beneficiaries	Per Person per day						
L5	Housing/accommodation of beneficiaries	Per Person per day						
L6	Transport of beneficiaries	Person						
L7	Insurance for trainees (Window 3 only)	Person						
L8	Health kit	Person						
L9	Teaching kit	Person						
L10	Personal protective equipment (PPE)	Person						
<b>PARTICIPATION</b>								
P1	Printing of material	Fixed price						
P2	Assessment	Hour						
P3	Production of end-of-training certificates	Person						
P4	Contract registration fees							
				<b>Total</b>				
			<b>Training costs for one beneficiary</b>					