

**Trainee Selection Guideline**

**(Nepali + English version)**

**Employment Fund Secretariat**

**Helvetas Swiss Intercooperation Nepal**

**Kathmandu, August 2011**

**[Revised on December 2012]**

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**Employment Fund**

**Trainee Selection Guidelines**

**2012**

**Priority target groups**

The target group of the training events and employment projects implemented by Employment Fund Secretariat (EFS) / HELVETAS Swiss Intercooperation Nepal, are out of school youth age 16-40 for women and 16-35 for men who have an education level below SLC due to various reasons and, who are socially discriminated and economically disadvantaged poor. The target group of the Adolescent Girls Employment Initiative (AGEI) is out-of-school females age 16-24. Lack of required skills, confidence and competitiveness often blocks these groups entry into national and/or international labor markets. These groups are also deprived and excluded from many of the benefits of development. Among the disadvantaged groups, youths from Dalits, Janajatis, women and special groups (IDPs, HIV-infected, widows, disabled, ex-combatants, and conflict-affected) are most severely deprived. The EFS has created categories based on social caste and gender with a view to give priority to excluded groups in its projects. The categories and corresponding incentives are outlined below.

|  |  |  |
| --- | --- | --- |
| **Category** | **Social caste groups** | **Indicative incentive in addition to base training cost** |
| Category A | **Women:** Dalit women women from the following special groups:widows; internally displaced; ex-combatants; physically disabled; HIV-infected  | 100% |
| Category B | **Women:** Economically poor women not referred to under Category A   | 90% |
| Category C | **Men:** Dalit, Janjati, Madhesi menmen from the following special groups:internally displaced; ex-combatants; physically disabled; HIV-infected  | 70% |
| Category D | **Men:** Economically poor men not referred to under Category C | 60% |

For all the trainees, economic poverty is measured in terms of income of less than six months of food sufficiency for those depending on farm income, or less than NRs. 3000 monthly income of family for those depending on non-farm activities. Official evidences being a poor family might also be obtained from VDCs or Municipalities. This will be helpful to select the needy candidate in the training events.

EFS’ differential pricing scheme based on the above categories forms the basis of an incentive system to direct Training & Employment (T&E) providers to focus on dalits, janajati and women. For the AGEI program 100% of the trainees are female, for the remaining program, at least 50% of the trainees should be female as per the operating guidelines.

**Step 1: Preliminary Event Schedule**

The T&E providers are responsible for planning the timing of each of their training events, including date of course announcement, location of course, approved number of participants, length of course, and local trainer or coordinator name, using the form in Annex 1. These details are to be provided to EFS monthly, specifying the precise dates of each event in the coming month and the tentative dates of all other events.

**Step 2: Public Announcement of Training**

The T&E providers are responsible for announcing all the training events through a wide variety of media, such as audio (FM radio), printed media (newspapers, pamphlets) and interpersonal communication through local contact persons, social groups, associations, intermediaries, local coordinators, local franchisees, etc. Traditional information dissemination methods will be used in rural villages (e.g. miking by chaukidar in villages). The T&E providers will ensure that pamphlets and other material are available at the most easily accessible public places, including temples, mosques, churches, rural market centers, local schools, clubs, DDC/VDC/Municipality/Ward offices, local offices of political parties, relevant government offices, and branches of microfinance banks. This is to ensure a wide dissemination of information - in local languages - to the target community where the training will be conducted.

Relevant information about the training should be delivered to the target community well in advance of the application submission date (at minimum 10 days in advance). Announcements should cover the following information:

* Training event information, including title of the training event; the occupational skill/occupational profile for which training will be provided; venue, training start and completion date, timing of the training (should be conducive to the trainees);
* Application information, including where to obtain and drop off application, and the application deadline;
* Standard information, including eligibility criteria; priority to special groups (e.g. dalits, janajati, women, etc.); funding source (e.g. EFS).

A checklist for standard announcements has been developed and can be found below. A sample announcement can be found in Annex 2.

|  |  |  |  |
| --- | --- | --- | --- |
| **Public Announcement Checklist**

|  |  |  |
| --- | --- | --- |
| **Training Event Information:**[ ] Title of Training[ ] Start Date[ ] End Date[ ] Total number of hours [ ]  Schedule (days and timing)[ ] Venue[ ] Name of T&E Provider, Contact Person, Contact Number | **Standard Information:**[ ] Free to public[ ] Priority groups (Dalit, Janajati, women and girls)[ ] Source of funding: Employment Fund[ ] Assurance of Employment after the training completion | **Application Information:**[ ] Where to pick up applications[ ] Where to submit applications[ ] Application deadline |

 |

Each T&E Provider should inform the EFS focal point of the interview date minimum one week before. Staff from EFS, the survey firm or representatives from EFS donors should have ample notice since they can appear as observers for any interview. Any changes to the interview date should be immediately conveyed to the EFS focal point.

**Step 3: Application Collection Period**

The T&E providers will request the potential trainees to apply for the training event through a standard Application Form (see Annex 3). The application form contains information on personal details, social and economic status of the family, education, and interest in the training. The applicants will fill out ***2 copies*** of the form and submit them to the T&E providers. The T&E providers will arrange venues for the submission of applications and for interviews – both at conveniently located places within the target communities. All the applications received within the deadline are reviewed to ensure that candidates meet the eligibility criteria as described below.

**Step 4: Short-listing Process**

The short-listing process will be conducted by the T&E provider using standard criteria. The short-listing process includes: (A) ensuring that candidates meet basic eligibility criteria, (B) scoring each candidate against a common set of selection criteria, and (C) ensuring that the number of short-listed candidates is equal to 150% of the number of available slots for training to the greatest possible extent.

**A. Entry requirements:**

T&E providers will review each candidate’s application form to assess whether applicants meet the entry requirements, which are as follows:

* Aged between 16-40 years for women and 16-35 for men (for AGEI, aged between 16-24 women)
* Education level is below SLC pass (very few occupations has been opened for SLC pass women as mentioned in Annex-9)
* Non-farm HH-income < Rs.3000/month or land-based food sufficiency < 6 months

**B. Selection criteria:**

For each candidate who passes the entry requirements, a further set of selection criteria will be applied to ensure that trainees are from the targeted groups, e.g. socially discriminated and economically poor young women and men. T&E providers will fill out an Individual Score Form (see Annex 4) and assign preliminary marks based on the following selection criteria: (1) trade-specific education requirement as per Occupational Skills Standard (OSS), (2) economic poverty, (3) social caste and (4) geographic location. The range for scores that is given on the different criteria is pre-established. The candidates with the highest preliminary score on criteria 1-4 will be short-listed for an interview.

When filling out the Individual Score Form, T&E providers will refer to the candidate’s responses on the application form to assign marks in the following categories:

* Trade-specific education requirement is determined by OSS. All candidates must meet the minimum requirement for his/her trade.
* Economic poverty is determined by food sufficiency and/or earnings as reported in the application form. If training in urban areas, use the earnings information only.
* Social caste is divided into four priority categories, as listed on page 1, and marks are given accordingly.
* Geographic location. For training events located in major cities (e.g. Kathmandu) and regional centers, priority will be given to candidates from districts of a low overall composite development index. A list of districts categorized by overall composite development index can be found in Annex 5.

**C. Short-listed candidates equalling 150% of available slots**

When there are more eligible candidates than available slots, the T&E provider should try to ensure to the greatest possible extent that the number of short-listed candidates is equal to 150% of the number of available slots. For example, if a training event has 20 available slots, then the T&E provider should interview at least 30 eligible candidates with the highest preliminary marks. Short-listed candidates can be informed to come to the interview either individually or through public posting of a short-list.

**Step 5: Composition of Selection Panel**

Interviewing of the applicants will be done by a selection panel comprising a minimum of three members. The board of directors of the T&E provider should invite/nominate the members of the selection panel. The composition of the selection panel should include, at a minimum, the following three members:

* Potential employer representative
* Training Coordinator/Trainer
* T&E representatives

Observers that may sit in on the interviews include:

* Locally reputed persons (1) – as observer
* Representative from EFS or EF Donors (1) – as observer
* Representative of Baseline Survey Firm (1) – as observer

**Step 6: Interview Process**

During the interview, the selection panel will validate information provided in the application information and assess the final selection criteria: (A.) commitment to completing vocational training, (B.) motivation to find employment, (C.) aptitude for chosen vocation, and (D.) clear vision of future or entrepreneurial skills, where applicable. Each criteria will be scored as high, medium, or low. After each candidate’s interview, the selection panel agrees on an interview score for the candidate and calculates the final marks. After all interviews are complete, the selection panel completes a Ranking Form (see Annex 6) which lists the scores of all interviewed candidates from highest to lowest rank. The trainees will be selected in order of their rank. The deliberations of the selection panel remain confidential. The selection committee will document the conclusion of the selection process by completing the Selection Completion Form (see Annex 7).

***IMPORTANT: No public announcement can be made at this time.***

One copy of the application forms of all short-listed candidates, the ranking form, and the selection completion form will be collected on the interview date by a representative of the survey firm.

**Step 7: Baseline Survey**

The survey firm will conduct an individual survey with selected short-listed candidates and their households. This will take place within 5 days of the selection completion date. Once the survey is complete, the survey firm will provide T&E providers with a Baseline Survey Completion form (see Annex 8).

**Step 8: Public Announcement of Trainee List**

Upon receipt of the Baseline Survey Completion Form, T&E providers should publicly announce the selection of the trainees. The list should be located in an easily accessible area in order to enhance the transparency of the process. In addition, trainees should be contacted individually by the T&E provider if the training event will begin very shortly after the list has been publicly posted.

**Annex 1. PRELIMINARY TRAINING EVENT SCHEDULE**

**Employment Fund**

|  |  |
| --- | --- |
| Training and Employment Provider |     |
| Address of T&E Provider |     |
| Name of Contact Person (person in charge of impact evaluation) |     |
| Contact Person's Telephone |     |
| In Jan-March, how many training events do you plan to implement? |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Training Event No. | Trade Name | District | VDC or Municipality | Length of Training (Hours) | Approved Number of Participants | Will this training begin in Jan? (Y/N) | If Yes, scheduled **date** of course announcement(e.g., Jan 1) | If No, approximate **week** of course announcement(e.g., Feb 15-20) |
|   |   |   |   |   |   |   |   |   |
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|   |   |   |   |   |   |   |   |   |
| Please submit this form to Employment Fund Secretariat with Cost Proposal. And should submit monthly on 25th of each month to Employment Fund Secretariat. |

**Annex 2: Sample Public Announcement**

**Golden Opportunity….. Golden Opportunity….. Golden Opportunity…..**

**Free Training in Different Trades**

This ………………. Institution is conducting free ……… hrs market based training in different subjects with assistance from the Employment Fund, Helvetas Swiss Intercooperation Nepal. The program will start from…………….. date. For the training, interested people are requested to send an application till…………..date. The application form can be received at free of cost from its (T&Es) office located in ………………. To participate in the training program, following requirements are needed:

1. Economically poor
2. Should be a Nepali citizen
3. Age between 16-40 yrs for women and 16-35 yrs for men
4. Below SLC Level

Details on Trainings:

|  |  |  |
| --- | --- | --- |
| Title of training | No. of participants | Venue of training |
|  |  |  |
|  |  |  |
|  |  |  |

Priority target groups:

Category A: **Women:**

 Dalit women

 women from the following special groups:

 widows; internally displaced; ex-combatants; physically disabled; HIV-infected infected

Category B: **Women:**

 Economically poor women not referred to under Category A

Category C: **Men:**

 Dalit, Janjati, Madhesi men

 men from the following special groups:

 internally displaced; ex-combatants; physically disabled; HIV-infected infected

Category D: **Men:**

 Economically poor men not referred to under Category C

Address of training institutes:

Name of training institute: ……………………………………………… Address: …………………………………………………

Contact Person: ……………………………………………………………... Telephone Number: …………………………………

**Annex 3: Application Form**

Registration #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stamp of the Training Institution

**Personal Details**

Name and Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sex: [ ] Female [ ] Male [ ] Other

Marital Status: [ ] Single [ ] Married

Date of Birth (Day/Month/Year): \_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_ Age: \_\_\_\_\_\_\_\_\_\_

Caste/Ethnicity: [ ] Dalit [ ] Janajati [ ] Others (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special circumstances: [ ] HIV-infected [ ] Disabled [ ]  Widow

 [ ] Ex-combatants [ ] Internally Displaced People

|  |  |  |
| --- | --- | --- |
| **Permanent Address** |  | **Current Address** |
| District: |  | District: |
| Municipality/ VDC: |  | Municipality/ VDC: |
| Tole: Ward No:  |  | Tole: Ward No:  |
| Phone Number (Land line):  |  | Phone Number (Land line):  |
| Phone Number (Mobile): |  | Phone Number (Mobile): |
| Father’s Name: |  |  |
| Mother’s Name: |  | **In case of getting information of you:** |
| Citizenship No.: |  | Reference person: |
| Issued District: |  | Mobile Number: |

**Education Details**

**Highest completed level of education:**

[ ]  Illiterate [ ]  Below class 5 [ ] Class 5-8 [ ] Class 9-10 [ ] SLC Pass [ ] +2

[ ] Bachelor’s degree and above

*If you have an academic certificate, please attach a copy.*

**Employment and Income Information**

**What is your employment status and monthly earnings (own earnings only):**

|  |  |
| --- | --- |
| [ ] Self-employed Monthly earnings:\_\_\_\_\_\_\_\_\_\_\_\_ | [ ]  Wage earner Monthly earnings:\_\_\_\_\_\_\_\_\_\_\_\_ |
| [ ] Agriculture Monthly earnings:\_\_\_\_\_\_\_\_\_\_\_\_ | [ ] Unemployed Monthly earnings:\_\_\_\_\_\_\_\_\_\_\_\_ |
| [ ] Other \_\_\_\_\_\_\_\_\_\_\_ Monthly earnings:\_\_\_\_\_\_\_\_\_\_\_ |  |

**Estimated total monthly income Rs. \_\_\_\_\_\_\_\_\_\_**

**What is your family's average annual earnings in the following areas (excluding your own)?**

[ ]  Labour Wages \_\_\_\_\_\_\_\_\_\_ [ ]  Salary \_\_\_\_\_\_\_\_\_\_ [ ]  Business \_\_\_\_\_\_\_\_\_\_

[ ]  Animal Husbandry \_\_\_\_\_\_\_\_\_\_ [ ]  Foreign income \_\_\_\_\_\_\_\_\_\_ [ ]  Others \_\_\_\_\_\_\_\_\_\_

**Number of family members \_\_\_\_\_\_\_\_\_\_**

Estimated total monthly income per member Rs. \_\_\_\_\_\_\_\_\_\_

*(Please divide the sum of total annual income by total no of family members and 12 months)*

**How many months can you feed your family through agricultural income from your own land?**

[ ] Less than 3 months [ ] Less than 6 months [ ]  More than 6 months [ ] Do not have land

**Training Information**

Name of training:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_V.D.C: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ward No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start date:\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reason for interest in training:**

[ ] To start own work [ ] To work for wages

[ ] To upgrade skills [ ] To go for foreign employment

**How did you come to know about this training?**

 [ ] Newspaper [ ] Relatives/Friends [ ] Muslim Women Society

 [ ] Poster [ ] Training Centre [ ] Dalit Women Association

 [ ] Pamphlets [ ] Local Development Agencies [ ] Indigenous People Association

[ ] FM radio [ ] Single Women Group [ ] Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Have you had any previous training?** [ ]  Yes [ ]  No

**If yes, please provide the following information:**

Name of Training:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours of Training:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I state that the above-mentioned details are true.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant Date (Day/Month/Year)

**Annex 4: Scoring Guidelines and Form**

Instructions for T&E Provider

* Ensure applicants meet the entry requirements.
* For all eligible candidates, complete sections 1 to 4 and add up the preliminary marks.
* Short-list candidates equal to 150% of available slots.
* Give the score forms to the Selection Committee for use during the interview.

Instructions for Selection Committee

* Ask questions to confirm section 1-4.
* Ask interview questions on motivation and interest and enter score for section 6.
* Add up the total marks.
* After all interviews are complete, the candidate with highest total marks will be ranked 1. If more than one person has the top score, select one candidate to be number 1. The remaining candidates will be ranked in descending order.
* Transfer individual scores to Ranking Form.

The Guideline to shortlist the candidates is as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section** | **Basis for evaluation** | **Indicators** | **Available****Marks** | **Total weight** |
| 1 | Trade-specific education requirement | Determined by OSS. Compulsory. | 15 | 15 % |
| 2. | Economic poverty | Less than 3 months of food sufficiencyLess than 6 months of food sufficiency or less than 3000 per capita family income from non-farm based income | 2015 | 20 % |
| 3 | Social caste | Category A: Women: Dalit women  women from the following special groups: widows; internally displaced; ex-combatants; physically disabled; HIV-infected infectedCategory B: Women: Economically poor women not referred to under Category A Category C: Men: Dalit, Janjati, Madhesi men men from the following special groups: internally displaced; ex-combatants; physically disabled; HIV-infected infectedCategory D: Men: Economically poor men not referred to under Category C | 25201510 | 25% |
| 4 | Geographical representation | Least developed districtsModerately developed districtsDeveloped districts | 1050 | 10 % |
| Preliminary marks for short-listing (Sub – total) | 70% |
| 5. | Interview (Commitment, motivation, Attitude, Aptitude, clear vision for employment and enterprising) | 30 | 30 % |
| Total marks after interview | 100 | 100% |

**At conclusion of interview, state the following to the candidate:**

1. All slots will be filled by the top-ranked candidates that have applied and can be accommodated.
2. Please notify that the candidates might be visited at their home to collect more detailed information.

Name of T&E Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title of Training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Number of Applicants: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Short Listed Applicants \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Interview: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annex 4: Score Form**

| # | Name andSurname | Individual Scores | Final Marks |
| --- | --- | --- | --- |
| 1-4. Short-listing (70%) |  | 5. Interview (30%) |
| 1. Trade-specific education (15) | 2. Economic status (20) | 3. Social caste ( 25) | 4. Geographical rep (10) |  **Total marks for short-listing (70)** |  | **TOTAL MRAKS ( 100) *Final marks of each individual*** |
| 1 |   |   |   |   |   |   |   |   |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
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| 15 |  |  |  |  |  |  |  |  |
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| 19 |  |  |  |  |  |  |  |  |
| 20 |  |  |  |  |  |  |  |  |
| 21 |  |  |  |  |  |  |  |  |
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| 24 |  |  |  |  |  |  |  |  |
| 25 |  |  |  |  |  |  |  |  |
| 26 |  |  |  |  |  |  |  |  |
| 27 |  |  |  |  |  |  |  |  |
| 28 |  |  |  |  |  |  |  |  |
| 29 |  |  |  |  |  |  |  |  |
| 30 |  |  |  |  |  |  |  |  |

**Annex 5: Districts ranked according to the Overall Composite Index**

|  |  |  |
| --- | --- | --- |
| **Developed** | **Moderately Developed** | **Least developed** |
| District | Rank | District | Rank | District | Rank |
| Kathmandu | 1 | Makawanpur | 26 | Ramechhap | 51 |
| Chitwan | 2 | Gulmi | 27 | Parsa | 52 |
| Jhapa | 3 | Surkhet | 28 | Rasuwa | 53 |
| Bhaktapur | 4 | Solukhumbu | 29 | Kapilbastu | 54 |
| Lalitpur | 5 | Banke | 30 | Bara | 55 |
| Kaski | 6 | Bhojpur | 31 | Dadeldhura | 56 |
| Dhankuta | 7 | Gorkha | 32 | Darchula | 57 |
| Palpa | 8 | Taplejung | 33 | Siraha | 58 |
| Syangja | 9 | Bardiya | 34 | Jajarkot | 59 |
| Manang | 10 | Kanchanpur | 35 | Rukum | 60 |
| Morang | 11 | Nuwakot | 36 | Sarlahi | 61 |
| Illam | 12 | Nawalparasi | 37 | Baitadi | 62 |
| Rupandehi | 13 | Khotang | 38 | Dailekh | 63 |
| Sunsari | 14 | Okhaldhunga | 39 | Rolpa | 64 |
| Kabhreplanchok | 15 | Kailali | 40 | Mahotari | 65 |
| Tanahu | 16 | Dolakha | 41 | Doti | 66 |
| Terhathum | 17 | Arghakhanchi | 42 | Dolpa | 67 |
| Sankhuwasabha | 18 | Udayapur | 43 | Rautahat | 68 |
| Mustang | 19 | Dhading | 44 | Jumla | 69 |
| Parbat | 20 | Salyan | 45 | Kalikot | 70 |
| Dang | 21 | Dhanusa | 46 | Bajura | 71 |
| Lamjung | 22 | Saptari | 47 | Achham | 72 |
| Panchthar | 23 | Sindhipalchok | 48 | Bajhang | 73 |
| Baglung | 24 | Sundhuli | 49 | Humla | 74 |
| Myagdi | 25 | Pyuthan | 50 | Mugu | 75 |

Source: Districts of Nepal, Indicators of Development. Updated 2003. CBS/Nepal, ICIMOD. December, 2003

Name of T&E Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title of Training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Number of Applicants: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Total Short Listed Applicants \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of interview: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annex 6: Ranking Form – Draw a line showing the cut-off between accepted and rejected candidates**

| # | Name and Surname | Immediate contact telephone  | Entry Requirement (Y/N) | Selection Criteria (Individual Scores) | Final Marks | Rank |
| --- | --- | --- | --- | --- | --- | --- |
| 1-4. Short-listing (70%) | 5. Interview (30%) |
| Age 16-40 for women and 16-35 for men *(Write age)* | Education  | <6 mon. food sufficiency / < Rs. 3,000 mthly income | 1. Trade-specific education (15) | 2. Economic status (20) | 3. Social caste ( 25) | 4. Geographical rep (10) |  | **TOTAL** MRAKS ( 100)*List candidates from highest to lowest marks* |  |
| 1 |  |  |  |  |  |  |  |  |  |  |  | 1 |
| 2 |  |  |  |  |  |  |  |  |  |  |  | 2 |
| 3 |  |  |  |  |  |  |  |  |  |  |  | 3 |
| 4 |  |  |  |  |  |  |  |  |  |  |  | 4 |
| 5 |  |  |  |  |  |  |  |  |  |  |  | 5 |
| 6 |  |  |  |  |  |  |  |  |  |  |  | 6 |
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| 13 |  |  |  |  |  |  |  |  |  |  |  | 13 |
| 14 |  |  |  |  |  |  |  |  |  |  |  | 14 |
| 15 |  |  |  |  |  |  |  |  |  |  |  | 15 |
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**Annex 7: Selection Completion Form**

T&E Provider: Title of Training:

Planned Start Date: Planned Completion Date:

Training Length (Hrs):

District: Venue of the Training:

Name of the Training Coordinator/Trainer:

**Recruitment Process:**

1. What date did you advertise your course (Day/Month/Year)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. What outreach strategies did you use in general?

[ ] Newspaper [ ] Local Networks

 [ ] Poster [ ] Local Development Agencies

 [ ] Pamphlets [ ] Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] FM radio

What outreach strategies did you use to specifically reach girls aged 16-24, if any?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. When was your application deadline Day/Month/Year)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Selection Process:**

1. How many girls aged 16-24 applied for vocational training? Please use chart below.

|  |  |  |
| --- | --- | --- |
| Applicant Information | Interview Information | Trainee Information |
| # Applicants (girls 16-24): | # Short-listed & Interviewed(girls 16-24): | # of Selected Trainees(girls 16-24): |
| # Applicants(remaining men, women): | # Short-listed & Interviewed(remaining men, women): | # of Selected Trainees (remaining men, women): |
| Total # of applicants: | Total # Short-listed & Interviewed: | Total # of Selected Trainees: |

1. What date(s) were interviews held (Day/Month/Year)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. What was the composition of the selection committee? Please use chart below.

|  |  |  |
| --- | --- | --- |
| Name and Surname | Title, Organization | Panel Member/ Observer? |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Who completed this report?

Name and Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date (Day/Month/Year) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annex 8: Baseline Survey Completion Form**

Instructions for Baseline Survey Firm Supervisor

* Complete this form and submit to T&E Provider immediately following completion of baseline survey.
* Cut the bottom half of this sheet. Give bottom half to T&E Provider.

To: (Name of T&E Provider)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This note is to acknowledge receipt of the following documents on (Day/Month/Year)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

[ ]  Application Form of each short-listed candidate

[ ]  Ranking Form

[ ]  Selection Completion Form

The Baseline Survey duration: Start Date\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

It is hereby ensured that information gathered from the baseline form will remain confidential. The survey firm takes full responsibility to ensure the confidentiality of any personal information disclosed during the survey and ensures that the information will be used for solely for preparing a baseline report for the concerned donor.

The survey team would like to express its gratitude for the support and cooperation extended to us during this survey. Please contact to the New Era at 01-557 4186, in case of there are any concerns about the conduct of the survey:

From: (Name of New ERA Field Supervisor) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New ERA Ltd.

Rudramati Marg, Kalopul,

P.O. Box 722

Kathmandu, Nepal

(Keep top half for New ERA records)

✂

(Give bottom half to T&E Provider)

To: (Name of T&E Provider)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This note is to acknowledge receipt of the following documents on (Day/Month/Year)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

[ ]  Application Form of each short-listed candidate

[ ]  Ranking Form

[ ]  Selection Completion Form

The Baseline Survey duration: Start Date\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

It is hereby ensured that information gathered from the baseline form will remain confidential. The survey firm takes full responsibility to ensure the confidentiality of any personal information disclosed during the survey and ensures that the information will be used for soley for preparing a baseline report for the concerned donor.

The survey team would like to express its gratitude for the support and cooperation extended to us during this survey. Please contact to the New Era at 01-557 4186, in case of there are any concerns about the conduct of the survey:

From: (Name of New ERA Field Supervisor) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New ERA Ltd.

Rudramati Marg, Kalopul,

P.O. Box 722

Kathmandu, Nepal

**Annex 9: List of occupations opened for women applicants**

**having below grade 12 level of education**

|  |  |
| --- | --- |
| Hospitality Sector* Waiter/Waitress
* Commis – III
* Small Hotel and Lodge Assistant
* Junior Baker
* Bar Tender
 | Electronic Sector* Junior Computer Hardware Technician
* Color Television Repairer Technician
* FM studio technical assistant
* Junior Telecom Technician
* Mobile Phone Repairer Technician
* Radio Receiver Repair Technician
 |
| Electrical* Building Electrician
* Electrical Appliances Repairer
* Industrial Electrician
* Transformer Repair Technician
 | Mechanical* Aluminium Composite Panel Fabricator
* Refrigeration and Air-Condition Mechanic
* Aluminium Fabricator
 |
| Agriculture* Village Animal Health Worker
* Herbal Technician
 | Renewable Energy* Solar Energy Technician
 |
| Construction* Furniture Maker
 | Others* Early Childhood Development Facilitator
* Security Guard
* Electric Vehicle Driving
 |