

Implementation Agreement – Part B

This Agreement is made and entered into at Karachi on this _____ day of _____ Two Thousand Eighteen,

BY & BETWEEN

Sindh Education Foundation, a statutory body established under the Sindh Education Foundation Act 1992 having its Office Bungalow No 21-A constructed at Plot No 21-A, Ameer Khusro Road, Overseas Cooperative Housing Society, Karachi and represented herein by its authorized officer, hereinafter referred to as the “Foundation” which expression, whenever the context so permits, shall mean and include its successors, administrators, executors, anybody acting for and on behalf of Foundation and assigns-in- interest of the one part.;

AND

M/s. _____,
having Organization Registration number _____ having its registered office at _____
and represented herein by its _____ hereinafter referred to as an "Implementation Partner (IP)" which expression shall wherever the context so admits or permits deem to mean and will include its representatives, administrators, successors, anybody acting for and on behalf of the IP and assigns-in- interest of the other part.

FOR

Operating Training Centers (*Learning Centers in cases where training will be provided in existing premises*) falling under Adolescent and Adult Learning and Training Program (AALTP) listed under **Schedule-II & Schedule- III**. (Schedule-II in case of private building(s) and Schedule- III in case of Government building(s)).

WHEREAS

- A. Adolescent and Adult Learning and Training Program (AALTP) aims to provide accelerated formal primary education for vulnerable adolescents (aged between (around) 09 to 17 years), and basic functional literacy to adults (aged between 18 to (around) 36 years). The lower age limit in case of adolescents has been revised from 10 to around 9 years and upper age limit for adult learners has been revised from 35 to around 36 years. The age limits shall be equally applicable to Agreement A as well.

- B.** Service Provider is a legal entity taken into a legal relationship by AALTP partner to execute technical training to nominated learners and certify them.
- C.** The program features three components i.e.
- i. Education (covered by Part A of this Agreement),
 - ii. Skill Development and
 - iii. Microfinance

Thereby providing a well-rounded mechanism for equipping a beneficiary with education, training, and market connectivity.

- D.** Part B (hereinafter referred to as “the Agreement-B”) devises a contractual framework to govern the Skill Development Component.
- E.** In order to help improve the socio economic conditions of the target segment under AALTP through financial and social inclusion and to encourage self-employment, Foundation may get into an institutional arrangement with a third party for the provision of Microfinance facilities to the trainees as suggested by the IP after due assessment.
- F.** For the purpose of D above, the profiles of learners are to be kept securely stored so that the students may be tracked when and if such facility is made available by SEF.
- G.** As this Agreement represents Part B of the Implementation Agreement earlier signed with the IP and builds upon the roles and responsibilities outlined therein, therefore except as otherwise expressly specified hereby, the terms and provisions contained in Part A of this Agreement and all instruments, agreements or other documents executed and delivered in connection therewith shall continue in full force and effect for Part B as well.
- H.** The IP has offered to provide the services/training, as detailed in **Appendix I** whether directly or in consortium with the “**Service Provider(s)**”. The terms of reference for the required training/services are attached at **Appendix I**.
- I.** This Agreement must be read and understood in conjunction with the Appendices/ Annexures/ Schedules as these constitute an integral part of the Agreement.
- J.** In case of a consortium, the IP shall be responsible for the overall compliance and execution of the Agreement as the agreement will be deemed to be binding upon the IP only. However, the IP shall engage reputed and qualified Service Provider(s) with the requisite capability and experience to provide specified Services as envisaged under this Agreement. The list of Service Provider(s) is to be provided at **Schedule IV**.

NOW THEREFORE, in consideration of the mutual promises and covenants hereinafter set forth, the adequacy of which is hereby acknowledged by the Parties and the mutual benefits to be derived there from, the representations and warranties, covenants, conditions and promises contained herein below and intending to be legally bound, the Parties agree as follows:

Section I. Conditions Precedent

- 1.1 The IP shall observe or cause to be observed following conditions precedent prior to the operation of the Contract, it may be clarified that the Partner shall not claim any right without observing or cause to be observed the conditions precedent.
- 1.1.1 In case the IP is forming a consortium then it must share the consortium agreement with the Foundation.

- 1.1.2 Prior to the signing of Agreement B, IPs must submit status of available machinery, equipment, tools, furniture, consumables, and additional facilities etc. with reference to the list provided in the respective curriculum on the prescribed format (**Schedule-I**). All training facilities are subject to inspection.
- 1.1.3 IP or Service Provider shall ensure that all learning aids, teaching materials, as per demand of curricula are ready and available for the end user.
- 1.1.4 Prior to signing of the Agreement-B, the IP shall submit a clear roadmap for the execution of skill-based training(s) that must include material evidence of the availability of properly equipped training facilities, availability of qualified trainers, and other requirements necessitated for the proposed trade(s).
- 1.1.5 Within fifteen days of the signing of the Agreement-B, the IP shall submit the list of all proposed trainees with the Foundation for its onward verification through Management Information System (MIS) of BBSDYP/BBSHRD Board by SEF.
- 1.1.6 The IP shall ensure that within fifteen days of the signing of the Agreement-B, every proposed trainee opens a dedicated account in the preferred Bank (i.e. Sindh Bank Ltd.) where the Foundation shall disburse monthly stipend directly to the trainees.
- 1.1.7 In case the Partner fails to adhere to the conditions precedent, the Contract shall be deemed to have been breached, and the IP shall be bound to return the entire disbursed amount till date.

Section II. Duration of the Agreement

- 2.1 The IP/Service Provider shall provide training to the proposed trainees, spanned over the tenure commencing from the date of signing of the Agreement-B and continuing up till the remaining period of Agreement A unless it is prematurely terminated by either of the parties for the reason recorded in writing or extended based on mutually agreed terms and conditions.

Section III. Implementation Partner's Responsibilities

- 3.1 The IP/Service Provider shall provide all the required skill, care and diligence in the provision of training as specified in the Terms of Reference (attached as **Appendix I**), to the candidates or youth being financed for the purpose by the Foundation.
- 3.2 The IP/Service Provider shall perform the services with the set standards of professional and ethical competency. The quality of modules/material of training must be in accordance with the standards required by the Certificate awarding authority.
- 3.3 The IP/ Service Provider shall undertake remedial measures for any non-conformance to the conditions contained in this Agreement within the time stipulated by the Foundation.
- 3.4 A learner shall not be given training for any skill which is not permissible as per learners' age or is subject to any physical, mental or emotional restriction or is under any prohibition by law of the land.
- 3.5 The IPs/ Service Providers are urged to fully understand their obligations for testing and certification of trainees as per the required standards. The Foundation may administer assessments whether fully or partially in relation to the total number of the learners through a third party and in case more than 20% trainees of the students

assessed fail in the test, Foundation shall impose penalties on the IP other than non-renewal of either Agreement A or B.

- 3.6 For the purpose of 3.5 above the “penalties” may include the recovery of the training cost already disbursed equivalent to the percentage of the failing students and/or withholding the training cost yet to be disbursed till the time remedial measures are taken.
- 3.7 Number of trainees per group shall be up to 25 according to availability of work places in lab / workshop and other training facilities. Lab/Workshop size must provide a space of at least 15 sq. ft. per student or as notified by the testing/certifying agency.
- 3.8 The Training Provider shall ensure availability of all trade- related equipment specified in the relevant curriculum in such a manner that all trainees per group are able to perform practical simultaneously and independently however as per the specific requirements of a trade, the standards may vary.
- 3.9 IP/ Service Provider has an obligation to disclose any situation of actual or potential conflict of interest that either impacts its capability to serve in the best interests of the Trainees, or that may be perceived as having this effect. Failure to disclose such situations or any misrepresentation / omission of facts will lead to the disqualification of the IP or the termination of its Contract. Furthermore, the IP/ Service Provider must declare personal relationships to any of the employees working with the Foundation in order to avoid real or perceived conflicts of interest.
- 3.10 Trainings for Adolescents under the Skill Development component shall not commence until completion of the Package B and may be started either concurrently with Package C, or after completion of Package C of the Education Component.
- 3.11 Notwithstanding Clause 3.12 below, trainings for Adults under the Skill Development component may commence either concurrently or after completion of Package A (first semester) of the Education Component.
- 3.12 For the first batch under this Agreement, trainings for Adults, shall be initiated after the completion of the first semester of the Education Component, however for successive batches, trainings can be started concurrently during the learning period of Package A (first semester) but not until after two months of the learning component.
- 3.13 The IP/ Service Provider shall, for every trade, complete required number of training hours per week as per the curriculum standards. These sessions may preferably be conducted during the working hours of the Government of Sindh keeping in view the convenience of the trainees, as agreed with the Foundation.
- 3.14 The IP shall be responsible that during or after completion of skill development/vocational training, the learner must opt one of the following options:
 - Mainstreaming of those adolescents who may prefer continuing their education further.
 - Self-employment or job placement.
 - Initiation of an enterprise/business, individually or in groups through creation of business incubators linked with interest free micro-finance facilitated by the Foundation.
- 3.15 In any case, a Learner must not be enrolled in any other Government run educational/training institution for getting trained in a similar trade.

- 3.16 The Parties shall keep each other informed of all activities pertaining to the Project and shall consult regularly on the status of its implementation. The IP shall facilitate visits by the Foundation or any other person duly authorized in writing by the Foundation to the Project site(s) to review the progress and achievement of the Project during its period of implementation and thereafter.
- 3.17 The verified monthly attendance shall be considered as the actual number of trainees for the processing of stipend.
- 3.18 In case any doubt arises in comparing reported attendances, the actual number of trainees shall be the average number present in three consecutive Project Monthly Reports (PMRs) of same period.
- 3.19 Trainee(s) having less than 40% attendance of the entire training period required for completing the training shall be considered as a drop out for the purpose of this Agreement and Foundation shall adjust their Training fees accordingly.
- 3.20 The “IP/Service Provider” undertakes to produce reports, as specified in the BBSYDP’s Program Guidelines Version VII or as and when required by the Foundation. These reports shall be submitted in electronic form along with hard copies to the Foundation. Any advice of the Foundation thereon shall be binding upon the IP/Service Provider for compliance.
- 3.20.1 Any deliberate act of misreporting, i.e. maneuvering/manipulation/hiding the facts or state/ biased information, including attendance, curriculum attainment, progress and job facilitation reports, etc. from the IP/Service Provider shall be dealt in line with the Section 12 of this contract beside other applicable legal action as applicable.
- 3.21 The IP/ Service Provider shall not hire any Government Employee as Trainer in the Centre(s).
- 3.22 The IP/ Service Provider shall be required to arrange a simple graduation ceremony and distribute certificates to successful graduates on course completion and inform SEF at least one week before the event.

Section IV. Financial Arrangements

- 4.1 The per trainee cost will be disbursed in tranches which vary as per the training duration. Further details are outlined in the following table:

First Tranche 35%	<ul style="list-style-type: none"> • Provision of Training Plan • Opening of Bank Accounts • Submission of Profiles • Provision of Training Books/Resources
Second Tranche 40%	<ul style="list-style-type: none"> • Completion of the curriculum • Certification of the trainees • Submission of all attendance Records • Submission of Skill Development Report
Third Tranche 20%	<ul style="list-style-type: none"> • Mainstreaming/Job Placement/ Self-employment (if any) of trainees for at least 50% of the candidates
Fourth Tranche 5%	<ul style="list-style-type: none"> • Upon tracking of candidates for 3 months.

- 4.2 Training Cost will include but is not limited to:
- Trainers' remuneration
 - Consumable Training Materials
 - Training Manual & Stationery required for training
 - Protective clothing
 - Management & Reporting costs
 - Depreciation / Rentals of Machinery and Equipment etc.
 - Utilities & Miscellaneous items
 - Pre training support to trainees (mobilization) costs as applicable.
- 4.4 Training providers will not charge anything to the trainees at any stage of the training process, be it provision of admission forms, enrolment, training delivery, certification, or any other incidental cost in whatsoever form.
- 4.5 Stipend shall be paid to the trainees by the Foundation based upon the reports on prescribed format provided by the "IP/Service Provider" (both hard and soft forms), which must be submitted as per the format and the instructions of the Foundation.
- 4.6 In any case, the quarterly subsidy given by the Foundation to the IP for implementation of Agreement-A (Education component) shall not be utilized for any activity within the scope of Agreement-B and vice versa.
- 4.7 The IP shall notify and bring into the knowledge of the Foundation in case the IP receives any funding (donation/grant) from any source in any form and for any use in the context of running the Centre(s) under this Agreement.
- 4.8 The Foundation assumes the statutory responsibility of safeguarding public money thus in order to ensure that the funds provided by the Foundation are being utilized for the purposes as agreed upon between the Foundation and the IP, the IP is required to maintain proper records of the disbursements and furnish them with the Foundation as per the formats shared by the Foundation and in the manner specified. The completely filled in and duly signed & stamped ***Receipt & Expenditure Statement*** along with the copies of all the vouchers, invoices and other supporting documents/verifiable evidences must be submitted with the Foundation within **the given time period.**
- 4.9 The Foundation or its designated representatives shall, upon reasonable notice to the Partner, have the right, at its own expense, to inspect and audit the books and records of the IP to the extent necessary to verify the accuracy of any statement, charge, computation, or demand made under or pursuant to this Agreement.
- 4.10 For the purpose of 4.9 above, if there are material evidences of negligent failure disclosed by the audit proceedings then in addition to the immediate termination of the Agreement, the Foundation shall not only debar and blacklist the IP from participating in any Program of the Foundation in future but the IP's all existing contracts with the Foundation (if any) shall also be terminated.
- 4.11 All instalments to be released under the present Agreement shall be made to the following bank and account:

Name of Bank:
Address of Branch:
Full Account Number:
Account Title:
IBAN:
SWIFT:

Section V. Certification

- 5.1 IP/Service Provider shall register the trainees with the external authorized certification agency for testing/examination and external certification (Board, University etc.). IP/Service Provider having proof of status as authorized certificate awarding body for offering courses may be admissible for the condition of payment of training cost.

Section VI. Employment Facilitation and Verification

- 6.1 “IP/Service Provider” shall facilitate the employment, self-employment or mainstreaming of the trainees who prefer to continue their education and duly submit the signed and stamped status of all the trainees of each course after the training.
- 6.2 Final payments will only be made to that “IP/Service Provider” who is able to successfully mainstream/ place the contracted level of the trainees (minimum 50%) and can provide adequate evidence in this respect.
- 6.3 Employment (Regular/Daily Wages, etc.), Self-employment (Business/ Entrepreneurship etc.) or Continuing education claims made by the “IP/Service Provider” shall be verified by the Foundation. The same information shall be tracked for the next three months subsequent to the training.
- 6.3.1 The Foundation shall be liable to conduct the verification of the employment status submitted by the “IP/Service Provider”; as per the procedure laid in the Program Guidelines/as prescribed by the Foundation, within 90 days of the receiving of employment status and to communicate the verification status to the “IP/Service Provider”.
- 6.3.2 In case employment status is not verifiable/ verified, the status will be shared with “IP/Service Provider” to update the report and resubmit the new status within a week’s time.

Section VII. Events of Default

- 7.1 The IP shall be deemed to have committed an event of default on happening of anyone or all of the events listed below. In case of default; the Foundation shall move for termination of Agreement by issuing 15 -days’ notice to the partner except for 7.1.3 below where the Foundation may move for immediate Contract termination without serving any prior notice to the IP.
- 7.1.1 If the IP performs any function detrimental to the interest of the Foundation and/or adopts some purpose not recognized by the Foundation.
- 7.1.2 If the IP fails to ensure the appointment of trainers and professional staff as per the required standards of the curriculum.
- 7.1.3 If the IP and / or any person working on behalf of the IP has been found involved in child abuse.
- 7.1.4 If the IP fails to retain standard of training as duly agreed between the IP and the Foundation.
- 7.1.5 If the IP fails to make due disclosure of the funding (donation/grant) received from any source in any form and for any use in the context of running the Centre(s) under this Agreement.

- 7.1.6 If the IP fails to expressly mention the support SEF is extending under this Partnership in all documents that are disseminated or published by the IP in connection with the service undertaken under this Partnership, as well as in the due course of promotional activities if organized by the IP in the same context.
- 7.1.7 If the IP fails to exercise due care and skill in the overall supervision of the Centre; and/or deviates from the roadmap; and fails to meet negotiated outcomes [See APPENDIX-I]. It may further render the IP being disqualified for further training contracts for one year in the program area.
- 7.1.8 The IP shall not withdraw Centre(s) from this Agreement in the middle of a training session of any batch. In case of immediate withdrawal, The Foundation may recover the entire training cost for that particular training tenure from the IP.

Section VIII. Behavioral Guidelines

- 8.1 The Foundation will not tolerate corporal punishment to the trainees in the Centre(s) operated under this Agreement. In case of corporal punishment or any other kind of child abuse wherein there is an evidence to show administrative weakness and negligence on the part of IP/ Service Provider and Centre staff resulting into serious physical/psychological injury to the learner; the Foundation may move for immediate termination of the Agreement without serving any prior notice to the IP. The procedure of termination shall be completed as per the provisions contained under Section XII of this agreement except the condition of serving the notice period of 15 days.
- 8.2 Abuse shall mean and includes following events.
- 8.2.1 Corporal punishment of any sort whatsoever.
- 8.2.2 Use of trainees for personal work.
- 8.2.3 Sexual, emotional or physical abuse of the trainee.
- 8.2.4 Distress caused to the trainee on account of teacher and/ or administration's behavior leading to any major harm to the learner
- 8.2.5 Any form of discrimination based on race, ethnicity, religion or gender.
- 8.3 In case of physical injury experienced by a learner during training, the IP is liable to provide emergency medical care.
- 8.4 In case where any damage is caused to the life or property inside the Centre premises, the sole and the ultimate responsibility of such loss will be borne by the IP notwithstanding the Force Majeure conditions mentioned under Section XIII of the Agreement A.

Section IX. Amendments

- 9.1 The Foundation reserves the right, at its sole discretion, to modify the terms of this Agreement at any time, with a notification to the IP at least 15 days in advance of the effective date of such modification.

Section X. Dispute Resolution

- 10.1 In case of any dispute arising out of the agreement the parties shall refer their dispute to the Managing Director of the Foundation for amicable settlement. Upon

receipt of the complaint the Managing Director of the Foundation shall finalize the same within a period of 30 days after affording an opportunity of hearing to the concerned.

10.1.1 In case the parties fail to settle their dispute amicably the matter shall be referred to Sole Arbitrator duly appointed with the consent of the parties.

10.1.2 The Arbitrator shall act in accordance with the provisions of Arbitration Act, 1940 and shall pass its award.

10.1.3 The Courts at Karachi shall have the exclusive jurisdiction to adjudicate upon the dispute, arising between Foundation and Partner during the course or after expiry of the agreement.

Section XI. Withdrawal by the IP

11.1 The IP shall not withdraw or abandon the training under this Agreement in the middle of a training session of any batch without formal approval from the Foundation. Only in rare cases, after securing the interest of trainees the Foundation may consider the withdrawal by the IP in circumstances beyond the control of the original Partner after examining the peculiar circumstances of the Centre and the area. The IP however shall be required to serve a notice period of 01 month for such withdrawal.

11.2 In case of immediate withdrawal by the Partner i.e. without serving any prior notice, the Foundation, shall recover the entire training cost disbursed till the date of withdrawal after reconciliation of the expenditure incurred on Centre's operations. Furthermore, on account of such unbecoming and non-professional attitude, the Partner shall not only be debarred and blacklisted from participating in any other Program of the Foundation in future but the Partner's all existing contracts with the Foundation (if any) shall also be immediately terminated.

Section XII. Termination of Contract

12.1 On account of non-performance/under-performance, where the IP fails to comply with any terms, covenants, conditions or obligations of this Partnership and such failure in compliance continues and is not remedied with due diligence within the stipulated time, then the Foundation may choose to terminate the Contract prior to its expiration by serving a 15 days' notice.

12.2 After termination of the Agreement, the IP shall not use the logo, name, material and/or the intellectual property transferred to the IP during the currency of the Agreement.

Section XIII. Non-Transferability

13.1 The Agreement is non-transferable, in case the IP/Service Provider transfers the training assignment to another party or abandons the Centre(s) without prior permission of the Foundation, the Agreement shall stand terminated automatically and the procedure of termination shall be completed as per the provisions contained under Section XII of this agreement.

13.2 Only in rare cases, in the interest of trainees and in circumstances beyond the control of the original IP, the Foundation may consider the transfer of Centre(s) to transferee after examining the peculiarity of the request of the original IP seeking such transfer and its implications. Nevertheless, the Foundation will not be obliged to consider every request of the transfer. However, the transfer shall be subject to the limitations provided in Clause 13.1 and the conditions set out hereunder.

- 13.2.1 The transferee shall however be duly evaluated for the capacity of running the Center(s).
- 13.2.2 The decision of the Foundation with regard to approval or disapproval of any request shall be final and binding upon the IP and the same cannot be challenged before any court of law.
- 13.2.3 In case approval is granted for transfer, the training cost shall be paid with effect from the date when the transferee has taken over the control of the Centre(s).
- 13.2.4 The transferee, under any circumstances, shall not raise any claim prior to date when it took charge of the Center(s).

Section XIV. Renewal of the Agreement

- 14.1 The Agreement will be renewed strictly on the basis of satisfactory training services based on the performance of the IP as envisaged under this Contract.
- 14.2 In case the IP fails to perform in accordance with the parameters pertaining to Implementation Partner responsibility, Certification & Employment facilitation and verification provisions as envisaged under this Agreement and as contained under Sections III, V, and VI, the Foundation reserves the right to not to renew its Agreement with the IP.

IN WITNESS WHEREOF, the Parties, each acting through their duly authorized representatives, have caused this Agreement to be signed in their names and delivered as of this _____(Effective date).

Sindh Education Foundation (SEF)

Implementation Partner

Signature:

Signature:

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Witness – SEF

Witness – Implementation Partner

Signature:

Signature:

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

No.	Training Requisites	Classification	Time Duration	Details of Responsibilities
1.	Faculty	Tutors / Trainers	A week before the inception of classes under intimation to the Foundation	<ul style="list-style-type: none"> • Engage trained and well qualified faculty to meet the requirement of the curriculum. • Provide a list of trainers/ faculty to the Foundation with qualification and experience.
2.	Curriculum, Training/Work Plan/Syllabus	Training Implementation Plan	A week before the inception of classes under intimation to the Foundation	<ul style="list-style-type: none"> • Submission of Training Plan to the Foundation within one week after registration of trainees • Developing and Implementing work plan for trainings • Curriculum, Training/Work Plan, Syllabus/Scheme of Studies should preferably be made with 20% theory and 80% practical training. • Training Plan should show day-wise course break up with a measurable percentage of course, expected to complete, course completed and course remaining. These documents should be prepared in the context of monitoring and evaluation by the Foundation and should be available during monitoring visits.
3.	Registration, ID Cards and offer letters	Registration of trainees	Within 15 days of the notified date of the inception of the training.	<ul style="list-style-type: none"> • Registration as defined under Condition Precedent- _____ • Ensure timely issuance of SEF trainees neck hanging ID cards and offer letters
4.	Training Arrangements	Classrooms and the Training Process	Within 15 days of the notified date of the inception of the training.	Arrangement of separate and dedicated classroom and training facilities for the trainees in the institute. During the training; it would preferably be ensured that no other such assignment(s) be taken up by the “IP/Service Provider” in the meantime.
		Training Manuals/Module	A week before the inception of classes under intimation to the Foundation	<ul style="list-style-type: none"> • Development of Training Manuals/Modules for Trainers and provision to all Trainers. • Development of Training Modules/Manuals for Trainees and provision to all Trainees.
		Discipline	Through the training	Ensuring:

				<ul style="list-style-type: none"> • Regularity, punctuality, Order, Restricted Movement and prohibition of unauthorized entry and exit, visits, trips, excursions until and unless consented by the Foundation
		Infrastructure	A week before the inception of classes under intimation to the Foundation	<ul style="list-style-type: none"> • Provision of complete infrastructure as described below: • Equipped class rooms • Labs/ workshops and libraries. • Drinking water • Power back up (mandatory for all trainings mainly dependent on electricity) • Washrooms • Properly ventilated class rooms • Maintenance of above baseline facilities. • Assist Trainees in accommodation and transportation (If applicable).
		Trainer/ Trainee related learning Material/ Equipment	A week before the inception of classes under intimation to the Foundation	<ul style="list-style-type: none"> • Developing, Distribution and Implementing course related learning material, Evaluation and Testing Tools for Trainers and Trainees • Trainee's related course material/resource should be distributed before the inception of the planned activity.
		Attendance, Visit and Tests Record	Should be available throughout and at least 6 months of the completion of the training	<p>Availability of:</p> <ul style="list-style-type: none"> • Muster Rolls for daily attendance of Trainees and Trainers, Hard copies and Soft data for Foundation's Record • Record of weekly/fortnight tests conducted • A record of the visits paid by the representative of the Foundation.
5.	Management of Information System	MIS for Maintaining records of trainings	A week before the inception of classes under intimation to the Foundation	<ul style="list-style-type: none"> • Establishment of MIS for reporting trainees' registration, attendance and periodic progress, etc. to the Foundation as per guided procedure in both hard and soft form (through email and uploading at web portal). • Liaison with the Foundation /BBSYDP to ensure that no trainee is already registered or self-duplicate.

				<ul style="list-style-type: none"> • Handing over an entire record of graduates to Foundation /BBSYDP (in hard and soft) form. • Filling and reporting daily attendance of the trainees within 2 hours of commencement of the class daily.
6.			Since inception to the completion of training	<ul style="list-style-type: none"> • Maintain monthly record of trainees tests conducted trade/ course wise. • Maintain record of absences, expelled, self-duplicate, already registered trainees duly verified by the Foundation.
7.	Bank Accounts	Stipend Transfer	Before commencement of training	<ul style="list-style-type: none"> • Ensure opening of bank accounts of trainees for the transfer of stipend or facilitate the trainee and Foundation to coordinate in Branchless banking or any other medium as prescribed by the Foundation.
8.	Certification	i. Registration/ Enrollment for External Certification ii. The holding of Graduation ceremony to award certificates under intimation to the Foundation.	i. Within a month of the inception of training ii. Within a month of the completion of training.	<ul style="list-style-type: none"> • Registration/Enrollment of trainees with examination/testing board • Share with Foundation /BBSYDP the layout of the certificate before awarding the certificate to trainees. If certification agency is not providing any proper format. • Holding of certificate award ceremony / certification to trainees on completion of training. • Provide required certification to trainees on completion of training. • Maintain video record of graduation ceremony.
9.	Employment	Job facilitation	Till 90 days of the completion of the training; the contract will be valid	<ul style="list-style-type: none"> • Confirmation of employment, self - employment, or continuing education/training to at least 50% trainees • Connect trainees with employers. • Organize 2 to 3 One-day seminar in the premises of the Institute to provide/ facilitate access to prospective employers for forward linkages of trainees.
10.	Training Completion	Submission of Training Completion report	Within a week of the completion of the training	<ul style="list-style-type: none"> • Ensure submission of training completion Report. (Hard & Soft form) On prescribed proforma
11.	Training Cost	Training cost	Immediately after the	<ul style="list-style-type: none"> • Ensure submission of

		claim invoices	installment related deliverables are performed and the installment stands due.	<p>invoices clearly indicating claim for the month, date of submission of claim, invoice number, number of trainees claimed, cost per trainee, duration of course, name of trade/ course, Registration # of the institute, NTN# etc. or any other information prescribed by the Foundation for processing the training cost. Including</p> <ul style="list-style-type: none"> • Completion of the curriculum • Certification of the trainees • Submission of Skill Development Report • Submission of all attendance Records
12.	Facilitation for Trainees	Guidance regarding course, boarding, lodging, accommodation etc.	Under intimation of the Foundation; soon after the inception of training or if required	<ul style="list-style-type: none"> • Motivation and facilitation to trainees to achieve overall training specific outcomes including FoC (Free of Cost) based mentoring, counselling, guidance ensuring their comfort and peacefulness so that they could better focus on their training.

SCHEDULE I
LIST OF TOOLS & EQUIPMENT

(For a class of ----- learners)

[Name of Trade/Course]

Notes:

All training facilities will be inspected on the basis of the information provided in the table below. False or misleading information may lead to disqualification of the Training provider.

S#	Name of item as per curriculum	Quantity mentioned in the curriculum	Quantity physically available with Organization

SCHEDULE II

S.No.	Learning Centre	Sub Centre	Training Centre	Details pertaining to the Training Centre		
				Village	Taluka	District

SCHEDULE III

S.No.	School Name	SEMIS	Training Centre	Details pertaining to the Training Centre		
				Village	Taluka	District

SCHEDULE IV

S.No.	Trade/ Course	Training Provider(s)

SCHEDULE V

S.No.	Trade / Course Name	Sector	No. of proposed trainees	Certification Authority