Government of Nepal

Ministry of Education

Enhanced Vocational Education and Training (EVENT) Project

Matching Grant Operational Guide

2068/2069 (2012/2013)

1 Program Introduction

The Enhanced Vocational Education and Training (EVENT) Project, provides its supports throughout four components; Component 1: Strengthening TEVT Regulatory Activities and Capacity Building, Component 2: Strengthening Technical Education, Component 3: Supporting Short-Term Vocational Training and Recognition of Prior Learning and Component 4: Project Management, Monitoring and Evaluation.

Matching Grants is one of the programs under components two of the project that is Strengthening Technical Education. It focuses on strengthening TSLC and Diploma providing CTEVT constituent institutions, CTEVT affiliated community institutions providing TSLC/Diploma training and annex school (Technical Education in Community School, TECS) by providing matching grants support.

2 Objectives:

The objective of providing matching grants is to make access to technical education more equitable, especially to the poor and disadvantaged groups in the lagging regions of Nepal, and to improve the quality and market relevance of the TSLC and Diploma programs by leveraging local contribution and improved ownership.

3 Description of the Program:

The project has the plan to support CTEVT constituent TSLC/Diploma providing institutions, CTEVT affiliated community institutions providing TSLC/Diploma training, and TECS with matching grants in the ratio of 2:1. The project will support around 30 TSLC and Diploma providing institutions, and 8 TECS until the end of the project (15th Oct 2015) based on Institutional Improvement Plans (IIP) submitted by the institutions. The institutions receiving grants will have to provide one third of the total implementation costs of their institutional plans, and the remaining two-thirds of the resources will be provided by the project. In the case of

CTEVT constituent schools and affiliated community institutions providing TSLC/Diploma training, the maximum amount provided by the project is NRs 21,676,000.00 over the project period for each selected institutions. However, each TECS selected for this support will get similar matching grants up to a maximum of NRs 11,560,000.00 over the project period to fund their institutional proposal. The institutions have to provide evidences of funds generated by institutions themselves. Government funding cannot be used as matching funds by the institution receiving grants from the project. The grants can be used only for eligible expenditure categories following agreed procurement procedures.

Institutions applying for matching grants will have to contribute a minimum amount of NRs 1 million to receive matching grants from the project. However, the minimum amount for intuitions located in highly disadvantaged districts (lowest 20 HDI districts) will be NRs 0.5 million. Matching grants will only be offered to cover activities planned to be completed at least 6 months prior to end of the project period. The selected institutions for matching grants must submit an Institutional Improvement Plan (IIP) to PS which will provide a detailed and year-wise description of activities and budget that will be implanted with the assistance of project according to the given format annexed. The short listing criteria for determining the eligibility of institutions are given in table 1 and 2 and the selection criteria in table 3 and 4

4. Beneficiaries: The primary beneficiaries of the project are 30 CTEVT constituent institutions, CTEVE affiliated institutions and 8 TECS.

5. Eligible Expenditures for Matching Grants Activities in which money can be spent:

a) Modernization of equipment and machinery (up to 25 % of the approved amount),

b) Minor civil works (up to 25 % of the approved amount),

c) Instructional improvement and support staff training,

d) Development/procurement of teaching-learning materials, and

e) Quality assurance (including examination and assessment systems and introduction of new programs/initiatives).

6. Eligibility criteria for Matching Grants

Table 1 below lists the eligibility criteria for CTEVT constituent TSLC/Diploma training providers, CTEVT affiliated community institutions and TECS. While all the institutions applying for this purpose must meet the criteria listed in Table 1, In addition, the CTEVT affiliated community institution should also meet the additional criteria listed in Table 2. The information provided by institutions desirous of support by the project needs to be supported by documentary evidence (see Annex 8 for details).

Table 1: Eligibility Criteria for CTEVT Constituent Institutions, CTEVT affiliated Community Institutions and Annex Schools

Program	Eligible Institutions	Eligibility Criteria	**Yes/no**
Matching Grants	• CTEVT constituent Institutions • TECS • CTEVT affiliated community institutions	a) Duly formed Management Committee in place • School/Institutional Management Committee (IMC) governing body formed according to Rules and Regulations • Minutes and records of IMC are disseminated/available	
		b) Disclosure of statements of accounts and audit reports for the last two years • Statements of accounts have been disclosed • If there were audit objections, at least 50% of the audit objection have been resolved and all ineligible expenditures, if any, have been addressed	
		c) Graduated at least three batches	
		d) Agree to provide baseline data and other necessary information to the PS (school assets/ account, students, teachers, academic details)	
		e) Agree to prepare a sub-project Institutional plan that includes Yearly Plan of Operation (YPO) with activities, timeline and resource needs	
		f) Commitment on the part of the institution to provide matching funds • Is committed to raising matching fund • Has identified potential source of matching fund	

NB: In order to be eligible to apply for matching grants, the applicant must meet all the conditions listed in the above table (i.e. all responses should be "yes"

Table 2: Additional Eligibility Criteria for CTEVT affiliated community institutions

Program	Eligible Institutions	Eligibility Criteria	**Yes/no**
Additional Criteria for CTEVT affiliated community institutions	CTEVT Affiliated institution	a) Documents ensuring that the institute is not for profit and is owned by community or beneficiaries and is a public property	
		a) Legal foundation documents of the institute: Rules/bye-rules	

NB: In order to be eligible to apply for matching grants, the applicants (CTEVT affiliated community institutions) must meet the conditions in this table as well as all the conditions listed in Table 1.

7. Process of selecting institutions for Matching Grants

The following process will be followed to select institutions from the list of eligible institutions:

Only those CTEVT constituent, CTEVT affiliated community institution and TECS that fulfill a minimum set of basic criteria will be eligible for supporting of matching grants. For the selection, the eligible institutions will be ranked on the basis of a set of criteria using a point based assessment system. Different sets of eligibility and selection criteria will be used for different types of institutions,. All information provided by institutions desirous of support by the project need to be submitted with supporting documentary evidence

7.1. Process of identifying institutions:

a) **Information dissemination on the grants, application process and eligibility criteria***: As a part of a larger communication and dissemination strategy prepared for the project as a whole, the PS will implement a communication and information dissemination campaign targeted at TSLC/Diploma institutions that could benefit from matching. The campaign will focus on providing institutions with information about the grants, advising them on how they can best take advantage of these grants, and assisting them in the application process. The PS can use the services of an external firm to help in this campaign as and when required.

b) **Call for application:** PS will publish notice through media for institutional application. Application forms will be developed and made available for applicants, both in printed form and through email and through websites of the project, CTEVT and MOE**.**

c) **Submission of institutional applications to PS:** Institutions will submit application within given time frame along with required supporting documents.

d) **Review of submitted applications and identification of eligible institutions:** The PS will prepare a preliminary list of eligible institutions by reviewing and verifying the applications after receiving the NOL from the World Bank and endorsement from the PIC.

e) **Publication of the list of eligible institutions:** The PS will publish the final list of eligible institutions in printed media, email and websites of EVENT, MOE and CTEVT along with a call for Institutional Improvement Plan (IIP) from those institutions.

7.3 Process of selecting institutions for Matching Grants

The following process will be followed to select institutions from the list of eligible:

a) *Calls for institutional proposals***:** The PS will publish a call for institutional proposals after publishing the final list of eligible institutions. At the same time, the PS will also contact all eligible institutions individually, inviting them participate in the next step in the selection process by submitting their institutional proposal. The format for the proposal will be defined by the PS and will be made available through contact point as well as through the project website, CTEVT website, and MOE website.

b) *Orientation/Training for institutions in preparation of proposal:* The PS will organize orientation workshops for institutions in preparation of proposals in various regions when notices for proposal submission are given. All information regarding preparation of proposal, submitting proposal, institutional sub-project plan, and financial management, monitoring and reporting will be discussed thoroughly during orientation.

c) *Submission of proposals by institutions to the PS:* The institutions will submit proposals with the required documents to the PS.

d) *Evaluation of proposals by the Selection Committee:* The Selection Committee constituted under the chairmanship of Project Director, EVENT will evaluate the proposal against set selection.

e) *Spot checks and verification of submitted institutional information:* In order to ensure the reliability and verification of the proposal, Selection Committee/PS can make spot-check of the institution.

f) *Evaluation of proposals:* After thorough process, the Selection Committee will identify the winning proposals and submit to the PS.

g) *Final draft list preparation*: The Ps will prepare the final draft list based on IIP evaluation by the selection committee and the spot verification by the PS.

h) *Submission of winning proposals to PS for endorsement and the WB for NOL:* PS will submit the wining proposal to the PIC for endorsement and the WB for NOL.

8. Selection criteria for Matching Grants

Table 3 lists the selection criteria for CTEVT constituent TSLC/Diploma training providers and TECS.

Table 3: Selection Criteria for Matching Grants

Selection Criteria	Maximum Points	Mark Allotment
1. **Enrolment and pass rate for last three batches**	40	
a) Enrolment (current student numbers in all cohorts)	10	a) Students number two year cohort 40-99: 3 points, 100-299: 5 points, 300 and above: 10 points
b) Percentage of authorized quota/seat utilization rate average of two years	10	b) 100%: 10 points, below 100%, the point will be given on proportional basis
c) Average pass rate over two years	10	c) 100%: 10 points, below 100%, the point will be given on proportional basis
d) Inclusion of marginalized groups (% in total enrolment)	10	d) Dalit 4 points (20% and above: 4 points 10-below 20%: 3 points, 5-below 10%:2. below 5%:1) Women 2. (50% and above: 2, 30-below 50%:1.5, 20-below 30%:1, below 20%:0.5) Disadvantaged Janajati[1] 2.0 (10% and above: 2, 5-below 10%:1.5, 2-below 5%:1, below 2%:0.5) Disable2.0 (5% and above: 2, 2-below 5%:1.5, 1-below 2%:1, below 1%:0.5)
2. **Location: HDI status**	**20**	a) District HDI rankings in Bottom 20: 20 points b) District HDI rankings in Bottom 21 - 40: 15 points

[1] All 42 ethnic groups included in ―endan gered‖ , ―highly marginalized‖, ―marginali zed‖ categories of the NFDIN Act (2002): Kusunda, Bankariya, Raute, Surel, Hayu, Raji, Kisan, Lepcha, Meche, Kuswadiya, Majhi, Siyar, Lhomi/Shinsaba,Thudam, Dhanuk, Chepang, Santhal, Jhagad, Thami, Bote, Danuwar, Baramu, Sunuwar, Tharu, Tamang, Bhujel, Kumal, Rajbanshi, Gangaai, Dhimal, Bhote, Darai, Tajpuriya, Pahari, Topkegola, Dolpo, Fri, Mugal, Larke, Lohpa, Dura, Walung.

		c) District HDI rankings in Bottom 41 - 60: 10 points d) Remaining districts: 0 points
3. Location: Region	**20**	a) Seti, Mahakali , Karnali Zone: 20 b) Other zones of mid-western regions: 10 c) Other districts: 0

4. Job placement
   a) Functional job placement cell exists
   b) Average rate of job placement of the graduates from the institution (For last two years)
	5
	
	 2.5
	
	 2.5
		a) Job placement cell exists and is functional: 2.5; otherwise: 0
		 b) 80% and above: 2.5, 60-below 80%-2, 40-below 60%-1.5, 30-below 40%-1, below 30%: 0

5. Evaluation of proposal	**15**	a) Clarity of vision and relevance of proposed subproject (5 points max) b) Quality of execution plan (5 points max) Over all quality of proposal (5 points max)
Total maximum points	**100**	

Table 4 lists the selection criteria for CTEVT affiliated community institution.

Table 4

Selection Criteria for iii) CTEVT Affiliated Community Institutions/TSLC/Diploma Training Providers (Not for profit institutions) for Matching Grants

Selection Criteria	Maximum Points	Mark Allotment
1. Enrolment and pass rate	**30**	
a) Enrolment capacity	5	a) Students number 40-99: 2 points, 100-299: 3 points, 300 and above: 5 points
b) Seat utilization rate	5	b) 100%: 5 points, below 100%, the point will be given on proportional basis

c) Graduated at last three years Average graduation rate of last three years is at least is 50%	10	c) 100%: 10 points, below 100%, the point will be given on proportional basis
d) Inclusion of DAG	10	d) Dalit 4.0 (20% and above: 4.0, 10-below 20%:3.0, 5-below10%:2.0, below 5%:1) Women (50% and above: 2, 30-below 50%:1.5, 20-below 30%:1, below 20%:0.5) Disadvantaged Janajati(10% and above: 2, 5-below 10%:1.5, 2-below 5%:1, below 2%:0.5) Disable (5% and above: 2, 2-below 5%:1.5, 1-below 2%:1, below 1%:0.5)
2 Location: HDI status	20	a) District HDI rankings in Bottom 20: 20 b) District HDI rankings in Bottom 21 - 40: 15 c) District HDI rankings in Bottom 41 - 60: 10 d) Remaining districts: 0
3 Location: Region	15	a) Seti, Mahakali , Karnali Zone: 15 b) Other zones of mid-western regions: 10 c) Other districts: 0
4 Ratio of institution's own contribution to operating cost of the institution in the past two years	10	Locally generated amount in the total budget, 80% and above: 10, 60-below 80%:5, 40-below 60%:2, below 40%:
5. Percentage of total fee waived of total fee income	10	30% and above:10, 20-below 30%: 7, 10-below 20%: 5, 5-below 10%: 3, below 5%: 0
6. Job placement c) Functional job placement cell exists d) Average rate of job placement of the graduates from the institution (For last two years)	5 2.5 2.5	a) Job placement cell exists and is functional: 2.5; otherwise: 0 b) 80% and above:2.5, 60-below 80%-2, 40-below 60%-1.5, 30-below 40%-1, below 30%: 0

7. Evaluation of proposal	**10**	a) Clarity of vision and relevance of proposed subproject (5 points max)
		b) Quality of execution plan (5 points max)
Total maximum points	**100**	

All information provided by institutions desirous of support by the project needs to be submitted with supporting documentary evidence.

9. Payment Procedure: The institution should start the activities by using share of matching grant financed by the institutions. Financing from the project will be based on outputs/results as defined in the MOU signed between the institution and EVENT. As mentioned earlier, three types of technical institutions are eligible for MG: (i) CTEVT Constituent institutions; (ii) CTEVT affiliated Community institutions; and (iii) Technical Education in Community School (Annex Programs). Participating institutions selected following due process[2] will receive the MG in installments upon completion of and duly endorsed by the duly formed governing bodies based on the Institutional Improvement Plan/Strategic Plan (IIP) of respective institutions.

Participating institutions will receive MG in installments: (i) As an incentive grant, institutions will receive 1st installment (10% of the Annual Work Plan and Budget of the fiscal year) upon receiving the institutions commitment of 5% and a credible funding plan for the tasks envisioned under the MG. Subsequent, installments will be released upon approval[3] of the claims submitted by respective institutions against completed tasks defined in the AWPB. All claims for MG must be made within August 31, 2015.

10. Monitoring & Evaluation: These activities will be done as per the Monitoring Guidelines booklet developed by PS which is available at PS Office, Subidhanagar, Tinkune Kathmandu and also in PS website: www.event. gov.np. All monitoring data and reports from the various institutions and schools will be submitted to the PS. Monitoring will done at least thrice a year by PS or through its regional monitoring mechanism.

11. Environmental Safeguard: The project will finance for moderate civil works, refurbishment of existing structure and construction of additional classrooms, workshop and laboratories for skills training through this component. So, the institution will be asked to submit the proposal,

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[2] The process has been defined in the matching grant selection guidelines.

[3] All subsequent installments will only be released upon completion of the tasks that fall under previous installment. First five claims approved by the PS will be prior-reviewed by the Bank; other claims/installments will be post reviewed following Bank's procurement procedures. Also, if an institute fails to complete the task under the first installment within 3 months after the planned date, the institute will be ineligible to participate in any other programs supported by the project.

incorporating adequate environmental and social safeguard measures consistent with the Environmental and Social Management Framework (ESMF) (downloadable from http://www.event.gov.np).

12. **Breakdown of the proposed Activities and Budget:** The following table shows the main activities to be accomplished under the IIP submitted by the institutions. The sub-activities under the main activities have to be split by the institutions and submitted to the PS including timeline.

Table: 5a Proposed Activities, timelines, and Budget for IIP. 1969/70

S.N	Task to be done	Timelines			
		Activities for the 1st six month	Budget for the 1st six month	Activities for the 2nd six month	Budget for the 2nd six month
1	Minor civil works • • • •				
2	Modernization of equipment and machinery • • • •				
3	Development/Procurement of Teaching learning materials • • •				
4	Instructional improvement and support staff training • • • •				
5	Quality Enhancement • • •				

S.N	Task to be done				
6	Institutional Management Improvement • • •				
7	Exposer visits student and experts • • •				

Table: 5b. Proposed Activities, timelines, and Budget for IIP. 1970/71

S.N	Task to be done	Timelines			
		Activities for the 1st six month	Budget for the 1st six month	Activities for the 2nd six month	Budget for the 2nd six month
1	Minor civil works • • • •				
2	Modernization of equipment and machinery • • • •				
3	Development/Procurement of Teaching learning materials • • •				
4	Instructional improvement and support				

	staff training • • • •				
5	Quality Enhancement • • •				
6	Institutional Management Improvement • • •				
7	Exposer visits student and experts • • •				

Table: 5c. Proposed Activities, timelines, and Budget for IIP. 1971/72

S.N	Task to be done	Timelines			
		Activities for the 1st six month	Budget for the 1st six month	Activities for the 2nd six month	Budget for the 2nd six month
1	Minor civil works • • • •				
2	Modernization of equipment and machinery •				

	• • •				
3	Development/Procurement of Teaching learning materials • • •				
4	Instructional improvement and support staff training • • • •				
5	Quality Enhancement • • •				
6	Institutional Management Improvement • • •				
7	Exposer visits student and experts • • •				

Annexes

Annex 1: LOI Notice

Annex 2: Application form to be submitted by the institutions applying for Matching Grants support.

Annex 3: Matching Grants Proposal Form to be submitted by the institutions applying for Matching Grants support

Annex 4: Reporting form to be filled by the selected institutions

Annex 5: District ranking based on the Human Development Index. (Source: Nepal Human Development Report 2004)

Annex 6: Spot verification form by the PS staff prior to short-listing the institutions.[4]

Annex 7: Information and documents to be submitted

Annex 1:   LOI Notice

COUNTRY: Nepal
NAME OF PROJECT: Enhanced Vocational Education and Training (EVENT) Project, Education Sector, Ministry of Education, GON

Matching Grants Support: Invitation for Letter of Intent (LOI) for preparing a Roster of Potential CTEVT Constituent Institutions, CTEVT affiliated Community Institutions and Technical Education in Community School, TECS (Annex School)

Loan No. /Credit No.4924-NP/TF No./Grant No. H673-NP

Project ID No. P104015

Letter of Intent

The Government of Nepal has received the World Bank financing support for the Enhanced Vocational Education and Training [EVENT] Project and intends to apply part of the proceeds for Matching Grants to strengthen the technical educational system in Nepal. The Project will provide two-third of the total cost to implement the Institutional Improvement Plan (IIP), while the selected institutions should bear one-third of the total cost. The project will support CTEVT Constituent Institutions, CTEVT affiliated Community Institutions (registered as "Public Trust and having partnership with the Government" only) and Technical Education in Community School, TECS (Annex Schools) providing TSLC and Diploma Education Program.

The Project invites interested CTEVT Constituent Institutions; CTEVT affiliated community Institutions and TECS to apply indicating their interest in committing to provide the matching amount on their part. The applying institutions must submit LOI with the required information/documents indicating that they are qualified to receive the grants.

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[4] A comprehensive set of monitoring forms will also be included in future editions of these guidelines.

Selection of institutions: Selection of institutions will be made following the Matching Grant Implementation Guidelines. The grants will be administered in accordance with the Public Procurement Law and the Regulations there under.

This notice, along with the list of required documents to be submitted with the LOI and the evaluation criteria for the LOI are available at the EVENT Project Office and its website: www.event.gov.np; Interested Institutions mentioned above may obtain further information at the address below during office hours.

Letter of Intent must be delivered to the address below by ……………2012

Enhanced Vocational Education and Training Project (EVENT)
Subidhanager, Kathmandu
Phone   00977-1-4117550,
Fax   00977-1-4111775
Email   info@event.gov.np

Annex 2 :
Application form to be submitted by the institutions applying for Matching Grants
support.

Office seal

The Project Director
Enhanced Vocational Education and Training (EVENT) Project
Subidhanagar, Kathmandu, Nepal

Subject: Proposal submission for **Matching Grants** Support

Dear Sir,

We, as a eligible institution enlisted in your roster, would like to submit the proposal with supporting documents for Matching Grants support in response to your letter entitled "request for proposal", reference number……… and dated 2069/   /   / . We would assure you that we can provide a matching amount of NRs ……….. from our side to implement the IIP of our institution attached herewith. The sources of and evidence for this matching amount are attached with this letter. We therefore would like to request you to approve and allocate the remaining two-third of the money as Matching Grants for our IIP implementation.

Name and Designation
Address
Authorized Signature
Date

Annex 3:
Matching Grants Proposal Form to be submitted by the institutions applying for Matching Grants support

a) Minor civil works

Major tasks to be done under this program head	Timeframe	Responsible Person/s or Institution	Monitoring Indicators	Reporting frequency
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				

b) Modernization of equipment and machinery

Major tasks to be done under this program head	Timeframe	Responsible Person/s or Institution	Monitoring Indicators	Reporting frequency
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				

c) Development/Procurement of teaching /learning materials

Major tasks to be done under this program head	Timeframe	Responsible Person/s or Institution	Monitoring Indicators	Reporting frequency
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				

10)				

d) Instructional improvement and support staff training

Major tasks to be done under this program head	Timeframe	Responsible Person/s or Institution	Monitoring Indicators	Reporting frequency
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				

e) Quality Enhancement

Major tasks to be done under this program head	Timeframe	Responsible Person/s or Institution	Monitoring Indicators	Reporting frequency
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				

f) Institutional Management Improvement

Major tasks to be done under this program head	Timeframe	Responsible Person/s or Institution	Monitoring Indicators	Reporting frequency
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				

10)				

g) Exposer visits student and experts

Major tasks to be done under this program head	Timeframe	Responsible Person/s or Institution	Monitoring Indicators	Reporting frequency
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				

Note: Monitoring indicators will be discussed and clarified during the orientation to potential applicant institutions

Annex 4:
Reporting form to be filled by the selected institutions

Matching grants recipient institutions are responsible for reporting to the PS each trimester as spelt out in MoU signed between institution and EVENT. The sample of reporting format is given as the following.

Name in institution: ………………………………………………
Reporting details: year………………. Trimester………………..

S.No	Main Activities (as specified in the IIP)	Activities planned for the trimester	Physical progress against the planned activities	Financial progress against the planned activities	Strengths	weakness to be improved	Remarks
	Minor civil works						

	Modernization of equipment and machinery						
	Instructional improvement and support staff training						
	Development/Procurement of Teaching learning materials						
	Quality Enhancement						

Name of authorized signatory

Annex 5:
District ranking based on the Human Development Index.(Source: Nepal Human Development Report 2004)

Bottom 20 districts (1-20)
Mugu, Bajura, Kalikot, Bajhang, Jajarkot, Jumla, Achham, Humla, Dolpa, Dailekh, Rolpa, Rukum, Baitadi, Rasua, Salyan, Doti, Mahottari,Sarlahi, Dang, Rautahat

Next 20 districts closed to bottom (21-40)
Dhading, Sindupalchok, Pyuthan, Darchula, Siraha, Bardia, Ramechap, Dadeldhura, Kapilbastu, Khotang, Kailali, Parsa, Dhanusa, Dolakha, Saptari, Gorkha, Nuwakot, Kanchanpur, Bara, Gulmi.

Next 20 districts (41- 60)
Taplejung, Sindhunli, Arghakhanchi, Bhojpur, Banke, Solukhumbu, Makawanpur, Okhaldhunga, Sankhuwasaba, Nawalparasi, Mustang, Panchathar, Surkhet, Palpa, Udayapur, Baglung, Lamjung, Jhapa, Myagdi, Sunsari.

Remaining 15 districts (61-75)

Manang, Parbat, Dhanakuta, Chitawan, Ilam, Teharthum, Tanahun, Morang, Syanja, Kavrepalanchok, Rupendehi, Lalitpur, Kaski, Bhaktapur, Kathmandu.

Annex 6:

Spot verification form by the PS staff prior to short-listing the institutions

Institution's Name……………………………Address………………………………………

Phone……………………………

Name of monitor…………………………………….. Date……………………………………..

1 Verification based on records

Head of institution …………………… 	Telephone No. ………………………………….

Number of Students: Girls………………….. 	Total…………………………………….

Dalit……….. Disadvantaged Janjati………. Disabled

Student pass rate: ……………… Last two consecutive year
i)……………………ii)………………………..

Institute established in ………………….

Presence of job placement cell -----------

2 Verification based on observation

S.No.	Information provided in LOI	Status	Reality observed
	g) Duly formed Management Committee in place • School/Institutional Management Committee governing body formed according to Rules and Regulations • Minutes and records of IMC are disseminated/available		
	h) Disclosure of statements of accounts and audit reports for the last two years • Statements of accounts have been disclosed • If there were audit objections, at least 50% of the audit objection have been resolved		
	i) Graduated at least three batches		
	j) Agree to provide baseline data and other necessary information to the PS (school assets/ account, students, teachers, academic details)		
	k) Agree to prepare a sub-project Institutional plan that includes Yearly Plan of Operation (YPO) with		

	activities, timeline and resource needs		
	l) Commitment on the part of the institution to provide matching funds • Is committed to raising matching fund • Has identified potential source of matching fund		

3 Verification based on interview

Organize interview with some of the following persons

S.No.	Type of interviewee	What type of supports is receiving by the institution from the donors?	Are these support be properly utilized?	How will institution progress if it receives matching grant
1	IMC member			
2	Principal			
3	Instructor			
4	Admin staff			
5	Local people			
6	Others			

Qualitative feedback from different stakeholders regarding the history of fundraising and use of development funds

Impression of the monitor

Signature ………………….. date……………………….

Annex 7:

A. Information and documents to be submitted for eligibility

Information

1. Name of Institution,

2. Address,

3. Telephone no. fax, email,

4. Name of Head of Institution,

    Telephone Number   Mobile Phone

5. Human resource,

6. Infrastructure,

7. Institution's Management Committee,

8. Student's achievement rate of last two years,

Documents to be submitted by all type of institutions

1. Brochure

2. Audit reports and account statements

3. Evidence of addressing all illegible expenditures, if any, and resolving at least 50% of other audit objections

4. Commitment to develop Institutional Improvement Plan, IIP with detail activities including timeframe.

5. Commitment letter to provide one-third of the matching grants portion mentioning its reliable source

6. Legal foundation documents of the institute: Rules/bye-rules. It should ensure that there is legal document s that would show that an institution is a public property.

7. Documents showing job placements (% of graduates engaged in job)

8. Documents showing evidence of enrolment, seat utilization and pass rates and inclusion of marginalized groups

9. Document showing establishment or formation of Institution Management Committee, and name list of Institution Management Committee members with signatures. Minutes of the last one year's IMC meetings

10. Detail of graduates produced by the Institution in last three years.

11. Commitment of providing all type of data related to the institution to the PS

Additional documents to be submitted by all community institutions

i. Legal documents showing that the institute is not for profit and is owned by community or beneficiaries and property belonging to the institution goes to the government, in the case of discontinuation of the institution. Formation of Management Committee, Discloser of account statements and audit report, Average graduation rate of last two years at least by 50%, agree to provide baseline data and yearly plan of operation and Commitment to provide matching funds