

# **MEMORANDUM OF UNDERSTANDING (MoU)**

**between**

**TECHNICAL, ENTREPRENEURIAL, VOCATIONAL,  
EDUCATION AND TRAINING AUTHORITY  
(TEVETA)**

**and**

**ANDIAMO EDUCATION INSTITUTIONS  
(Andiamo Youth Cooperative Trust Balaka)**

**For the  
Institutionalization and Implementation of the Skills  
Development Initiative (SDI) & TEVET Induction Training Programs (TIP)**

This Memorandum of Understanding is valid for TWO (2) years from the date of signing subject to Annual Reviews

**This Memorandum of Understanding is made this 24<sup>th</sup> day of January, 2008.**

# MEMORANDUM OF UNDERSTANDING

## 1.0 Introduction

### 1.1 Organizations Party to the Memorandum of Understanding

The organizations Party to this Memorandum of Understanding (MOU) are the Technical, Entrepreneurial, Vocational Education and Training Authority (hereinafter referred to as TEVETA) on the one part and the Malawi Children Village (MCV) Vocational Training Centre (hereinafter referred to as the Training Provider (TP) on the other part.

TEVETA's Vision is **to attain a situation in Malawi where there is an adequate and sustainable generation of internationally competitive skilled workforce capable of spearheading the country's production and export -led growth in a socially responsible manner.** In this respect, the Mission of TEVETA is to **direct sustainable acquisition of internationally competitive and recognizable technical, entrepreneurial and vocational skills by the Malawian workforce.**

Andiamo Training Centre College is part of Andiamo Institution, which is under the umbrella of Andiamo Youth Cooperative Trust. The Cooperative Trust is working with local communities in Balaka District through the implementation of project in the area of Education; Health; Food Security; and Agriculture; Construction; Women in Development etc.

Andiamo Training Center was opened in 1995. The overall aim of the centre is to provide the youth with perceptives for securing livelihoods in the rural areas and help them get the determination for self-employment in the informal sector. Currently, Andiamo Training Centre is offering Carpentry and Joinery, Motor Vehicle Mechanics and Electrical Installation.

The objective of this centre includes the following:

- To open up new opportunities for both female and male students especially
- To help the youth to recognize community needs and form groups, which can play and carry out projects of communal interest using local resources and services.
- To acquaint the youth with strategies for unemployment, the curriculum and mechanism for sharing the training skills with others

- To sustain HIV/AIDS Programme where the youth take part in decision making advocacy and leadership and innovative response to situation of youths affected by HIV/AIDS

## 1.2 **Relationship between SDI , TIP and the TEVET System**

SDI is part of the Strategic Skills Development (SSD) Programme run by TEVETA. As such, it is an integral part of TEVET, the Malawian system of Technical, Entrepreneurial and Vocational Education and Training. The TEVET system is integrated, modular, demand-driven, flexible, competency-based, and comprehensive.

Under the SDI, short-term training courses are facilitated, targeting traditional apprentices and unskilled employees for basic training, as well as micro-entrepreneurs from various occupations in the informal sector for skills upgrading. The SDI has also capacity for expansion depending on demand, including short-term training courses in Strategic Skill areas for the Youths in order for them to acquire skills for both wage and self-employment leading to improvement in their livelihood. SDI courses are provided by individual or institutional training providers, both at and through the Facilitating Unit (FU). A number of partners, such as Donor and Non-governmental Organizations with similar interests and objectives in Skills Development, have interest and support this program.

The TIP is a relatively new strategic concept within the TEVET System under the Informal Sector Training Program. This mainly targets school drop-outs, currently both at primary and secondary school level. The Training Courses are often of a longer duration of about 3 to 6 months and follows a formal and well developed curriculum in line with the Competency-Based Education Training (CBET) approach, covering the basic parts of level 1 on the TEVET Qualifications Framework (TQF). It involves Assessments and Verifications that lead to partial certification of the Learning Outcomes covered under Level One of Trade/Occupation areas covered, including Bricklaying, Carpentry & Joinery, Tinsmiths and Tailoring. Being an Induction Training Program, it offers great opportunity to the beneficiaries for further training advancement in the Trade/Occupation area of their pursuit.

### 1.3 **Common Principle**

The MoU between TEVETA and the Training Provider (TP) establishes the broad mutual understanding of the two organizations regarding their strategic relationship in implementing the Skills Development Initiative (SDI) and the TEVET Induction Training Program (TIP) by focusing on the informal sector in the economic catchment area of the Training Provider and beyond depending on the interest of other Partners that may express interest and be incorporated within this arrangement.

This MoU is prepared in a spirit of mutual trust, respect and shared commitment for social justice and preferential option for the people operating in the informal sector. The MoU is therefore a statement of mutual intent to which the two Parties are bound.

The two Parties also commit themselves to a relationship based on values of transparency, accountability, gender equality, participation and partnership, and responding to the needs of those operating in the informal sector.

The Parties recognize that they have a common Mission to promote skills development for self-employment and self-reliance in the informal sector. For specific activities, agreements will be entered into based on specific programme plans and budgets during the time of implementation.

### 1.4 **Institutionalization of SDI and TIP**

TEVETA has recently announced its intention to institutionalize the Skills Development Initiative (SDI) and the TEVET Induction Training Program (TIP) in order to broaden its coverage, achieve wider impact, and more importantly prepare for its long-term sustainability. So far, four Training Providers have been established for SDI implementation through a process of capacity assessment of TPs conducted by TEVETA in February 2002. The four TPs are:-

Don Bosco Youth Technical Institute  
Mikolongwe Vocational School  
St. John of God Vocational Training Centre  
Miracle Technical School

The Training Providers are willing to implement the SDI programme upon such terms and agreements as laid down in the respective MoUs.

## 2.0 Objectives

- I. To strengthen the capacity of the Training Provider in line with the TEVET policy in order to improve technical competencies and service delivery.
- II. To establish the Facilitation Unit (FU) at the Training Institution that would be responsible for coordinating and implementing the SDI and TIP training programmes.
- III. To link the Training Provider in its economic catchment area, and beyond, to the SDI and TIP target groups.
- IV. To improve technical and business competencies for the SDI and TIP clients.
- V. To facilitate the establishment of networks with other providers and Partners in order to develop capacities and outreach for SDI and TIP implementation.

## 3.0 Expected Outputs

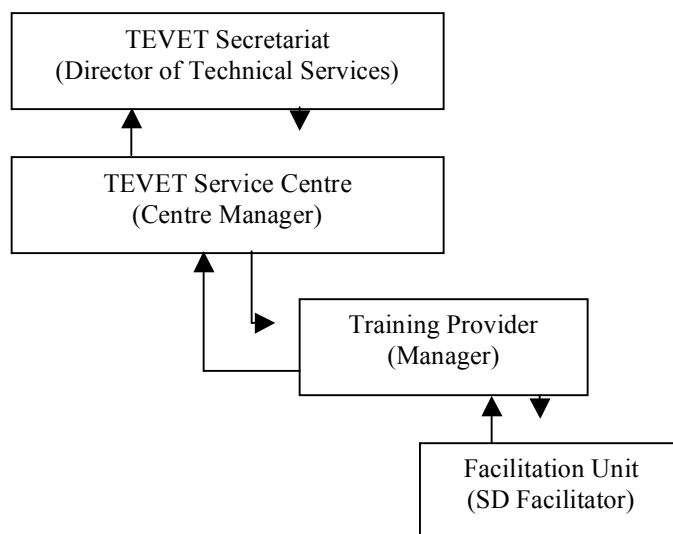
- I. Training Provider's capacity strengthened in line with TEVET Policy.
- II. Facilitation Unit established and functioning at the Training Institution.
- III. Training Provider linked to SDI and TIP target groups in the catchment area, and beyond.
- IV. Technical and business competencies improved for SDI and TIP clients.
- V. Networks established with other Providers/ Partners and capacities.
- VI. Lessons and experiences from Facilitation Units documented, and being used for continuous developments and improvements.

## 4.0 Activities/Roles and Responsibilities for Stakeholders

Details are contained in the attached Action Plan and in the SDI and TIP Concepts.

## 5.0 Programme Management

The management structure for implementing, monitoring and reporting SDI & TIP activities shall be as follows:-



- 5.1 To safeguard progress and activity plan, a Steering Committee shall be established comprising of four representatives from the TEVET Secretariat, TEVET Service Centre, Training Provider, and the SDI & TIP Facilitation Unit.
- 5.2 The key implementer of SDI and TIP activities shall be the Facilitation Unit in collaboration with the TEVET Service Centre, and the Facilitation Unit shall be required to operate in a flexible manner.
- 5.3 The TEVET Service Centre Manager shall be an overseer of the operations between the Facilitation Unit and the Service Centre.
- 5.4 The specific responsibilities at each level in the management structure are described in the Concept Paper.
- 5.5 The Steering Committee shall hold quarterly reviews at regional level for monitoring progress and making relevant adjustments to the SDI and TIP implementation process.
- 5.6 Annual reviews shall be done by the TEVET Secretariat once per year.

## 6.0 **Funding Mechanism and Administration**

The SDI and TIP concepts embrace a cost-sharing principle where the Parties are expected to make a contribution towards a training programme.

### 6.1 **Administration of Funds**

The Training Provider shall operate a special bank account for the Skills training programme. All disbursements from TEVETA and contributions from the target groups, as well as Partners, shall be deposited into this account. Signatories for the account shall be determined by the Training Provider.

### 6.2 **Administrative and Operational Funds**

For any approved training program TEVETA shall provide lump sum amount of money to Andiamo Technical School to enable smooth implementation of training. Such funds will have to be fully accounted for before any disbursements are made for subsequent courses. All other direct administration costs for managing the SDI and TIP programs shall be included in specific training program costs. Release of funds shall be subject to an application from Andiamo Technical School to the Service Centre Manager, Blantyre clearly itemizing each training activity; and funds shall be released upon approval of the training program by the TEVET Service Centre.

## 7.0 **Monitoring, Evaluation, and Reporting**

Monitoring shall be a continuous process to ensure that implementation is in line with the SDI and TIP concept. Both the Service Centre and the Facilitator shall be responsible for the daily monitoring of the programme.

The Facilitation Unit will be responsible for reporting progress to the TEVET Service Centre, which in turn will report to the Secretariat. The Facilitation Unit and TEVET Service Centre shall also be responsible for planning project activities and budgeting for subsequent years. However, the actual implementation of the training programmes shall be done by the Facilitation Unit.

The Steering Committee shall be responsible for evaluation of the SDI and TIP programmes implemented.

## 8.0 **Miscellaneous**

### 8.1 **Arbitration**

This MoU is based on a spirit of mutual trust and intend that all unforeseen matters on issues that may arise, as the relationship evolves, will be resolved in a spirit of mutual understanding.

In the event that there is a conflict it shall be resolved in a peaceful and amicable manner by the management teams of the Training Provider and TEVETA.

### 8.2 **Termination**

In the event that either Party intends to terminate this MoU, such Party shall inform the other Party in writing 30 days in advance of its intention. In the event that the MoU is terminated before the end of the 2-year period, all assets that were initially handed over to the Training Provider shall be returned to TEVETA.

### 8.3 **SDI and TIP Operational Area**

The Training Provider in consultation with the TEVET Service Centre shall determine the SDI and TIP operational area. It will, among other variables, depend on needs assessment results and Training Provider's capacity to effectively implement the SDI and TIP training programme. Specific catchment areas of other in-coming Donors and Partners shall also be jointly considered to form extended part of the Operation area.

### 8.4 **Access to Tools and Materials for Training**

In cases where the FU does not have the capacity to implement the said SDI and TIP programme, it shall be allowed to sub-contract another Service Provider to conduct the training programme as long as the principles of the SDI and TIP are adhered to without compromise.

9.0 **Signatories to the MoU**

Signed:

Signed:

For: \_\_\_\_\_  
TEVETA

For: \_\_\_\_\_  
Andiamo Education Institutions

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

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

Witness:

Witness:

Address:

Address:

Designation:

Designation:

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

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