

Government of Nepal
Ministry of Education
Enhanced Vocational Education and Training (EVENT) Project
Performance Grants Operational Guidelines
2012/2013 (2068/2069 BS)

1 Program Introduction

The Enhanced Vocational Education and Training (EVENT) Project provides support through 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.

Performance Grants is one of the programs under component two of the project, that is, Strengthening Technical Education. It focuses on strengthening TSLC and Diploma providing CTEVT constituent institutions, CTEVT affiliated community and private institutions and annex schools (Technical Education in Community School, TECS) by providing performance grants. The Grant will support the institutions towards preparing students of the vocational and technical education to address their needs and skills in tune with the labor market requirements in a way that they become competitive work force that responds to the demands of the global market

2 Objectives:

The general objective of the component two 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.. The objective of providing performance grants is to encourage the institutions to improve their performance and enable them to better face the challenges in the field of competitive technical and vocational education. The Performance Grants will contribute to develop academic and occupational skills, and secure students' employability, thereby enhancing their capabilities and raising their standards of living.

3 Description of the Program:

The project will provide performance grants to CTEVT constituent institutions, CTEVT affiliated community and private institutions, and TECS for conducting TSLC/Diploma education program. The amount of performance grant support will depend upon the availability of resources in the project. The institutions receiving performance grants will need to guarantee

educational excellence and efficiency in the use of the performance grants funds in accordance with the MOU signed between the EVENT Project Secretariat (PS) and PG supported institutions. All four types of institutions mentioned above selected for support will receive performance grants based on a set of achievement indicators reflecting access, equity, relevance and quality, up to a maximum of NRs 14.4 million over the project period. All institutions supported under the project will be competitively selected using eligibility and selection criteria. The grants can be used only for eligible expenditure categories following agreed procurement procedures.

Eligible Expenditure Categories: The Performance Grant will be provided to those Institutions those demonstrating the commitment for increasing in pass rate, utilizing seats as maximum possible, increasing in share of female students, increasing in share of students who are Dalits disadvantaged Janjatis and ethnic/caste groups and for showing interest starting an innovative TSLC and Diploma Education Program.

Procurement Procedures: The threshold of the amount determines the procurement procedures which are clearly stated in the World Bank procurement Guideline and the procurement regulations of the Government of Nepal.

Performance grants are based on improvements achieved by the institution in reference to a set of baseline values specified in the contract between the PS and the institution. Some of the targets will be global in nature, in the sense that failure to meet these targets will disqualify the institutions from obtaining performance grants.

The selected institutions for performance grants must submit Institutional Projection Plans (IPP)/Strategic Plans to the PS. These Plans which will provide a detailed and year-wise description of activities (along with the estimated budget) that will be implemented with the assistance of project. The short listing criteria for determining the eligibility of institutions are given in table 1 and the selection criteria in table 2.

4. Beneficiaries: The primary beneficiaries of the project are CTEVT constituent institutions, CTEVT affiliated private and community institutions and TECS (Annex School).

5. Eligibility criteria for Performance Grants

Table 1 below lists the eligibility criteria for CTEVT constituent TSLC/Diploma training providers, CTEVT affiliated community and private institutions and TECS. Every institution applying for this grant must meet the basic criteria listed in Table 1. The information provided by institutions desirous of support by the project needs to be substantiated by documented evidence.

Table 1: Eligibility criteria for performance grants for CTEVT constituent institutions, CTEVT affiliated private / Community institutions and TECS conducting TSLC or Diploma programs.

Eligibility Criteria	Yes/no
<u>Governance</u> 1. Duly formed Governing body/Management committee of the institution in place 2. Minutes and records are disseminated and are available	
<u>Transparency</u> 3. Statements of accounts and audit reports for the last two years have the practice of disclosing 4. If audit objection found in the institutions, at least fifty percent audit objections have been resolved, and all ineligible expenditures, if any, have been addressed	
<u>Educational attainment</u> 5. Institution has graduated at least three batches of students at TSLC or Diploma Level	
<u>Strategic planning relating inputs to outputs/outcomes</u> 6. Institution agrees to prepare a sub-project institutional plan: Yearly Plan of Operation (YPO) with activities and resource needs identified for greater efficiency and effectiveness	
<u>Data sharing</u> 7. Institution agrees to provide baseline data and other necessary information with regard to school assets/accounts, students, teachers, academic details to the PS	

Institutions interested in participating in the performance grant program should submit the information with supporting documents.

NB 1: To be eligible for applying grants, all the above mentioned criteria should be met (i.e. all responses should be "yes"). Furthermore, in the case of CTEVT affiliated community institutions, it is also necessary to

submit documentation showing that the institution is a not-for-profit and owned by the community of beneficiaries.

NB 2: Institutions already being supported under the project for matching grants will automatically be eligible for performance grants. No further eligibility criteria are needed for those institutions. Eligibility of only CTEVT affiliated private sector institutions will be assessed using these criteria. If some of the constituent and Annex schools do not apply for MG but want to apply for PG, they would also need to be screened for eligibility using the same criteria

6 Selection criteria for performance grants

The following are the selection criteria for CTEVT Constituent, Affiliated Private and Community Institutions and TECS for Performance Grants:

Table 2: Selection criteria for performance grants¹

S. N.	Indicators	Maximum points	Applicable to	Remarks
1	Percentage of classes conducted days against set total days during the last academic year	15	90% and above: 15 points, Below 90% and up to 80%: 10 points Below 80% and up to 70%: 5 points Below 70%: 0 point	
2	Average pass rate of last three years	20	80% and above : 20 points Below 80% and up to 70%: 10 points Below 70% and up to 60%: 5 points Below 60%: 0 point	Pass rate = Total passed in all exams that year /Total appeared in all exams that year
3	Share of female students	5	50% and above: 5 points, Below 50% and up to 30%: 3 points Below 30% and up to 20%: 2 points Below 20%: 0	
4	Share of students from educational deprived caste and ethnic groups	5	10% and above: 5 points Below 10% and up to 5% :2 Below 5% and up to 2%:1.5, Below 2%:0	
5	Share of students from districts with HD status	5	District HDI ranking in bottom 20: 5 District HDI ranking in bottom 21 - 40: 3 District HDI ranking in bottom 41 - 60: 2	

¹ Selection of institutions will be done separately for the following 3 groups of institutions : (i) CTEVT constituent and CTEVT affiliated community institutions; (ii) Private; and (iii) Annex School Programs. Institutions will compete within their group only.

			Remaining districts: 0	
6	Location: Region	10	a) Seti, Mahakali , Karnali Zone: 10 b) Other zones of mid-western regions: 5 Other districts: 0	
7	Share of Dalit students	5	20% and above: 5 Below 20% and up to 10%: 3, Below 10% and up to 5%: 2, Below 5%:0	
8	Share of disabled students having disability certificate	5	5% and above: 5 Below 5% and up to 3 %: 2 Below 3%:0	
9	Tracer study of last year completed	5	Completed: 5 Commissioned: 2 Neither: 0	
10	employment rates (6 months and above) of the students graduated within 6-12 months	10	a) For non-private institutions: 80% and above: 10 Below 80% and up to 70%: 6, Below 70% and up to 60%: 4, Below 60% and up to 50%: 2 Below 50%: 0 a) For private institutions: 80% and above: 15 Below 80% and up to 70%: 12 Below 70% and up to 60%: 9 Below 60% and up to 50%: 6 Below 50%: 0	15point will be provided to private institutions, but these institutions need not participate in seat utilization (Serial no 13)
11	An operational	5	Cell established and functional: 5;	

	placement and course linking cell in place and functioning		Otherwise 0	
12	Institute-Industry/employer Linkage of students graduated within 3-6 months	5	<ul style="list-style-type: none"> • MOU for employment: 1 points • Employed as provisioned in the MOU: 1 points • MOU for OJT: 1.5 points • OJT accomplished: 1.5 points 	Respective points against fulfillment of said activities are to be added
13	Seat utilization	5	50% and above: 5 points Below 50% and up to 30% : 3 points Below 30% and up to 20%: 2 points, below 20% :0 point	Not applicable to private institutions

Institutions interested in participating in the performance grant program should submit the information with supporting documents.

7. Process of selecting institutions for performance grants

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

CTEVT constituent, CTEVT affiliated community and private institution and TECS that fulfill the basic criteria will be eligible for performance grants. For the selection, the eligible institutions will be ranked on the basis of a set of criteria using a point based assessment system. The matching grants recipient institutions will automatically have been qualified for performance grants. Additional public institutions if any (apart from MG recipients), and the private institutions will be assessed by using eligibility and ranking criteria. All information provided by institutions who intend to receive the project support need to submit the required documents with supporting documents as evidence.

NB: Selection process of institutions for performance grants is the same as the selection process of institutions for matching grants.

7.1. Process of identifying institutions:

- a) **Information dissemination on the grants, application process and eligibility criteria:**
As 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 conducting institutions that could benefit from

performance grants. 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 may 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 to submit applications by interested institutions. 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 Projection Plan (IPP)/Strategic Plan from those institutions.

7.3 Process of selecting institutions for performance grants (PG)

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

- a) **Call 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 to participate in the next step of the selection process by submitting their institutional proposal. The format for the proposal will be defined by the PS and made available through contact point and websites of the project, CTEVT and MOE.
- 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, submission of proposal, institutional prospective plan, and financial management, monitoring and reporting will be discussed thoroughly during the 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 the Project Director, EVENT will evaluate the proposal against set selection criteria.

- 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 for award.
- g) ***Final draft list preparation:*** The PS will prepare the final draft list based on IPP evaluation by the selection committee and the field verification by the PS.
- h) ***Submission of winning proposals to PS for endorsement and the WB for NOL:*** The PS will submit the winning proposal to the PIC for endorsement and the WB for NOL.

8. Payment Procedure: Financing from the project will be based on outputs/results increased against the base line status which are mentioned in the approved IPP and also defined in the contract signed between the institution and EVENT.

9. Formula for calculating performance grants

Baseline data year and the first year will be determined after institutes enter into MOU with the PS, and might vary across indicators.

Table 3: Computation of Annual Performance Grants for each indicator

No	Performance indicators	Unit	Per unit per student grant, NRs (P)	Quantity (Q)	Grant amount, NRs = P × Q	Remarks
<i>Quality and efficiency</i>						
1	Tracer study of acceptable quality completed	graduation batch	12,000 per batch per student	Number of graduates tracked from previous academic year/covered from this batch	12,000 × Q	
2	Increase in pass rate	Percentage point increase	(i) 1,500 per unit per student (for pass rate up to 75%); (ii) 2,000 per unit per student (for pass rate 75%-90%); (iii) 2,500 per unit per student (for pass rate 90%-100%)	Percentage point increase in average pass rate × number of previous year's graduates (of the institution)	(i) 1,500 × Q (ii) 2,000 × Q (iii) 2,500 × Q	
3	Student counseling and placement cell in place and functioning	Cell	600,000 ² per cell	1 (if functioning cell exists) 0 (otherwise)	600,000 × Q	Lump sum, Not per capita
4	Seat utilization		(i) 1,500 per unit per student for seat utilization rate up to 80% (ii) 2,000 per unit per student (for seat utilization rate	Percentage point increase in seat utilization rate × number of previous year's graduates (of the institution)	(i) 1,500 × Q (ii) 2,000 × Q	Not applicable for private institutions

² Rs. 600,000 is the maximum amount of the grant. The grant will be released in 3 installments: 1st installment (20% or Rs. 120,000) will be released after the cell is duly established and its regulatory framework/guidelines is in place; 2nd installment (40%) will be released upon receipt of a satisfactory progress report of 1st batch student counseling; 3rd installment (40%) will be released upon receipt of a satisfactory progress report of 2nd batch student counseling. Some institutions might qualify to receive only the first or the first two installments if they are not able to fulfill the requirements during the project period.

No	Performance indicators	Unit	Per unit per student grant, NRs (P)	Quantity (Q)	Grant amount, NRs = P × Q	Remarks
			80%-90%); (iii) 2,500 per unit per student (for seat utilization rate 90%-100%)		(iii) 2500 × Q	
<i>Equity</i>						
5	Increase in share of female students	Percentage point increase	(i) 1,500 per unit per student (for share of girls up to 20%); ii) 2,000 per unit per student (for share of girls up to 35%); (ii) 2,500 per unit per student (for share of girls more than 35%)	Percentage point increase in share of girls × number of previous year's graduates (of the institution)	(i) 1,500 × Q (ii) 2,000 × Q (iii) 2,500 × Q	Not applicable for Nursing, and ANM
6	Increase in share of students who are dalits	Percentage point increase	(i) 1,500 per unit per student (for share of Dalits up to 10%); (ii) 2,500 per unit per student (for share of Dalits above 10% up to 20%); (iii) 3,500 per unit per student (for share of Dalits above 20%)	Percentage point increase in share of dalits × number of previous year's graduates (of the institution)	(i) 1,500 × Q (ii) 2,500 × Q (iii) 3,500 × Q	
7	Increase in share of students who are educationally disadvantaged Janjatis and	Percentage point increase	(i) 1,500 per unit per student (for share of DJ up to 20%); (ii) 2,500 per unit per student (for share of DJ above 20% up to 30%);	Percentage point increase in share of DJ × number of previous year's graduates (of the institution)	(i) 1,500 × Q (ii) 2,500 × Q	

No	Performance indicators	Unit	Per unit per student grant, NRs (P)	Quantity (Q)	Grant amount, NRs = P × Q	Remarks
	ethnic/caste groups(DJ) ³⁴		(iii)3,500 per unit per student (for share of DJ above 30%)		(iii) 3,500 × Q	
<i>Expansion and innovation</i>						
8	New ⁵ program in TSLC ⁶	Program	600,000 per program	Number of new programs	600,000 × Q	1. Not per capita; 2. not applicable for private institutions
9	New program in Diploma ⁷	Program	1,000,000 per program	Number of new programs	1,000,000 × Q	

Consideration of lagging regions: The grant for each eligible institution, calculated by using the above formula, will be multiplied by the standardized Human Development Index Factor (HDIF) of the institutions' district. The standardized HDIF is a number between 1 and 1.5 and is defined as follows:

$$HDIF = \frac{\text{National average HDI}}{\text{HDI of the District of the participating institution}}$$

Such that

$$\text{Standardized HDIF} = \begin{cases} HDIF & \text{if HDIF is between 1 and 1.5} \\ 1 & \text{if HDIF is less than 1} \\ 1.5 & \text{if HDIF is greater than 1.5} \end{cases}$$

³ Those ethnic/caste groups that have literacy rates below the national average

musahar dom bing/bida pattharkatta/kuswadiyakamar khatwe chamar/harijan
dhuniyadusadh/paswan baantar nuniya tatma santhal/satar jhangadwalung mallah
chidimar koche chepang/praja lodha halkhor kahar dhobi bhediyeer/gaderimuslim
bote kisan dhanuk raji kawat mali majhi badi kurmi kumhar lohar thami
rajbhar sarki pahari unidentified dalit yadav baramu/bramhu raute badhai
munda kami kanu thakur/hazam danuwar koiri kumal hayu barai bhote
damai/dholi gaine

⁴ Defined as ethnicities that have literacy rates lower than the national literacy rate

⁵ New programs are those programs new to the respective institute but not new to CTEVT

⁶ Grants will be released in 3 installments: 1st installment (20%) after enrollment of 1st batch students; 2nd installment (30%) once the batch appears in the second internal examination of the institution in the case of 15 month TSLC and once the batch appears for the first year examination in the case of 29 month TSLC; 3rd installment once the batch appears in the final exams.

⁷ Grants will be released in 3 installments: 1st installment (20%) after enrollment of 1st batch students; 2nd installment (30%) once the batch appears in the second internal examination of the institution; 3rd installment once the batch appears in the final examination of the first year.

Table 4: District Human Development Indices

No.	Districts	HDI	HDIF (Actual)	HDIF (Standardized)
1	Sankhuwasabha	0.481	0.979	1.0
2	Solukhumbu	0.479	0.983	1.0
3	Taplejung	0.467	1.009	1.0
4	Bhojpur	0.472	0.998	1.0
5	Dhankuta	0.507	0.929	1.0
6	Ilam	0.521	0.904	1.0
7	Khotang	0.442	1.066	1.1
8	Okhaldhunga	0.481	0.979	1.0
9	Panchthar	0.484	0.973	1.0
10	Terhathum	0.523	0.901	1.0
11	Udaypur	0.488	0.965	1.0
12	Jhapa	0.494	0.953	1.0
13	Morang	0.531	0.887	1.0
14	Saptari	0.453	1.040	1.0
15	Siraha	0.427	1.103	1.1
16	Sunsari	0.5	0.942	1.0
17	Dolakha	0.45	1.047	1.0
18	Rasuwa	0.394	1.195	1.2
19	Sindhupalchok	0.414	1.138	1.1
20	Dhading	0.41	1.149	1.1
21	KavrePalanchok	0.543	0.867	1.0
22	Makwanpur	0.479	0.983	1.0
23	Nuwakot	0.463	1.017	1.0
24	Ramechhap	0.434	1.085	1.1
25	Sindhuli	0.469	1.004	1.0
26	Bara	0.465	1.013	1.0
27	Chitwan	0.518	0.909	1.0
39	Baglung	0.492	0.9573	1.0
40	Gorkha	0.454	1.0374	1.0
41	Gulmi	0.467	1.0086	1.0
42	Kaski	0.593	0.7943	1.0
43	Lamjung	0.492	0.9573	1.0
44	Myagdi	0.498	0.9458	1.0
45	Palpa	0.486	0.9691	1.0
46	Parbat	0.504	0.9345	1.0
47	Syangja	0.535	0.8804	1.0
48	Tanahun	0.524	0.8989	1.0
49	Kapilbastu	0.437	1.0778	1.1
50	Nawalparasi	0.482	0.9772	1.0
51	Rupandehi	0.546	0.8626	1.0
52	Dolpa	0.371	1.2695	1.3
53	Humla	0.367	1.2834	1.3
54	Jumla	0.348	1.3534	1.4
55	Kalikot	0.322	1.4627	1.5
56	Mugu	0.304	1.5493	1.5
57	Dailekh	0.381	1.2362	1.2
58	Jajarkot	0.343	1.3732	1.4
59	Pyuthan	0.416	1.1322	1.1
60	Rolpa	0.384	1.2266	1.2
61	Rukum	0.386	1.2202	1.2
62	Salyan	0.399	1.1805	1.2
63	Surkhet	0.486	0.9691	1.0
64	Banke	0.479	0.9833	1.0
65	Bardiya	0.429	1.0979	1.1

No.	Districts	HDI	HDIF (Actual)	HDIF (Standardized)
28	Dhanusha	0.449	1.049	1.0
29	Mahotari	0.407	1.157	1.2
30	Parsa	0.448	1.051	1.1
31	Rautahat	0.409	1.152	1.2
32	Sarlahi	0.408	1.154	1.2
33	Bhaktapur	0.595	0.791597	1.0
34	Kathmandu	0.652	0.722393	1.0
35	Lalitpur	0.588	0.80102	1.0
36	Manang	0.502	0.938247	1.0
37	Mustang	0.482	0.977178	1.0
38	Arghakhanchi	0.471	1	1.0

No.	Districts	HDI	HDIF (Actual)	HDIF (Standardized)
66	Dang	0.409	1.1516	1.2
67	Bajhang	0.331	1.423	1.4
68	Bajura	0.31	1.5194	1.5
69	Darchula	0.424	1.1108	1.1
70	Aacham	0.35	1.3457	1.3
71	Baitadi	0.391	1.2046	1.2
72	Dadeldhura	0.434	1.0853	1.1
73	Doti	0.402	1.1716	1.2
74	Kailali	0.442	1.0656	1.1
75	Kanchanpur	0.463	1.0173	1.0
	Nepal	0.471		

Annex 7 shows an example of performance grant amount computation for an institution.

10. Monitoring & Evaluation: Activities concerning monitoring and evaluation will be carried out as per the Monitoring Guidelines developed by PS which is available at PS Office. It will be used as a part of an institution's accountability responsibility to the funding/regulatory authority as well as a powerful means for assessing the quality and cost performance of the institutions' practices and processes in the context of function-specific good/best practices. All monitoring data and reports from the various institutions and schools will be submitted to the PS. Monitoring will be undertaken on a regular basis (at least three times a year) by PS and/or through its local level monitoring mechanisms created by PS.

Annexes

Annex 1: LOI Notice

Annex 2: Monitoring and Evaluation Form

Annex 3: Spot verification form by the PS staff prior to short listing the institutions

Annex 4: District ranking based on the Human Development Index. (Source: Nepal Human Development Report 2004)

Annex 5: Information and documents to be submitted

Annex 6: Indigenous Group of Nepal

Annex 7: Example—computation of performance grant amount

Annex 1: EOI Notice

COUNTRY:Nepal

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

Performance Grants Support: Invitation for Letter of Intent (LOI) for preparing a Roster of Potential CTEVT Constituent/affiliated community and Private 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

Expression 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 fund for Performance Grants to strengthen the technical educational system in Nepal. The performance grants support will be provided to those institutions that improve performance on an agreed set of indicators on the basis of a formula (mentioned in website).The project will support CTEVT constituent and CTEVT affiliated community and private institutions and Technical Education in Community School, TECS (Annex schools) providing TSLC or Diploma Program.

The project invites interested CTEVT constituent institutions; CTEVT affiliated community and private institutions and TECS to apply indicating their interest for receiving performance grants. The applying institutions must submit LOI with the required information/documents indicating that they are qualified to receive the grants.

Selection of institutions: Selection of institutions will be made based on the Performance Grants 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 EOI, the evaluation criteria for the EOI and the Performance Grants Implementation Guidelines are available at the EVENT Project website: www.event.gov.np; Interested institutions may obtain further information at the address given below during office hours.

Expression of Intent must be delivered to the address below by2012

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

Annex 2

**Enhanced Vocational Education and Training (EVENT) Project
M&E form for Performance Grants distribution 2012**

District code: _____ Program code.....
 PG recipient code: _____ Date.....
 1a.Name of the institute/centre:
 1b. District 1c. VDC/Municipality 1d.Ward 1e. Village

Monitoring _____ staff
 Name:.....Office.....Designation.....

...
 1 Performance achieved for the year (select one)

2.a 2069/70 2.b 2070/71 2.c 2071/72

3 Indicators

S.No.	Indicators	Baseline status (year...)	Reported data	Verified data	Gap/remarks
1	Tracer study of acceptable quality completed				
2	Increase in Pass rate			Total enrollment; and no. who passed the exams in TSLC Y1 TSLC Y2 Dip Y1 Dip Y2 Dip Y3	

				(probably need 2 columns here)	
3	Student Counseling and placement cell in place and functioning				
4	Seat utilization			Total allocated; and Total no. of students	
5	Increase in share of girls students			No. of girls	
6	Increase in share of dalits students			No. of dalit students	
7	Increase in share of students who are disadvantaged Janjatis and ethnic/caste groups(DJ)			No. of such students	
8	New program in TSLC			Name of the prog (s)	
9	New program in Diploma			Name of the prog (s)	

The above table should be filled by the monitor based on the office record and observation

4 Remarks expressed by the Institution's Authorities about the areas of low and high achievements

4 Impression of the monitor

Name, organization and designation

.....

Signature

.....

Date

Annex 3:

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	Reported	Reality observed
	a) 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		
	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 objections have been resolved		
	c) Graduated at last three batches		
	d) Agree to provide baseline data and other necessary information to the PS (school assets/accounts, 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		

3 Verification based on interview

Organize interview with some of the following persons

S.No.	Type of interviewee	What type of	Are these supports	How will
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		supports is received by the institution from the donors?	properly utilized?	institution use performance 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

Name, organization and designation

Signature date.....

Annex 4:

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 close to bottom (21-40)

Dhading, Sindupalchok, Pyuthan, Darchula, Siraha, Bardia, Ramechhap, 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, Teharthur, Tanahun, Morang, Syanja, Kavrepalanchok, Rupendehi, Lalitpur, Kaski, Bhaktapur, Kathmandu.

Annex 5:

A. Information and documents to be submitted with EOI

Information

1. Name of Institution,
2. Address,
3. Telephone no. fax, email,
4. Name of Head of Institution,
Telephone Number Mobile Phone
5. 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 Projection Plan, IPP with detail activities including timeframe
5. Legal foundation documents of the institute: Rules/bye-rules
6. Documents showing job placements (% of graduates engaged in job)
7. Documents showing evidence of enrolment, seat utilization and pass rates and inclusion of marginalized groups
8. 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
9. List of graduates produced by the Institution in last three years
10. Commitment of providing all types 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.

Annex 6:

Indigenous Groups of Nepal

Category	Groups
Endangered (10 groups)	Kusunda (H), Bankariya (IT), Raute (IT), Surel (H), Hayu (H), Raji (IT), Kisan (T), Lepcha
Highly Marginalized Groups (12 groups)	Majhi (IT), Siyar (M), Lhomi/Shinsaba (M), Thudam (M), Dhanuk (T), Chepang (H), Santhal (T), Jhagad (T), Thami (H), Bote (IT), Danuwar (IT), Baramu (H)
Marginalized Groups (20 groups)	Sunuwar (H), Tharu (T), Tamang (H), Bhujel (H), Kumal (H), Rajbanshi (T), Gangaai (T), Dhimal (T), Bhote (M), Darai (IT), Tajpuriya (T), Pahari (H), Topkegola (M), Dolpo (M), Fri (H), Mugal (M), Larke (M), Lohpa (M), Dura (H), Walung (M)
Disadvantaged Groups (15 groups)	Chairotan (M), Tanbe (M), Tingaule Thakali (H), Baragaunle Thakali (M), Marphali Thakali (M), Gurung (H), Magar (H), Rai (H), Limbu (H), Sherpa (M), Yakkha (H), Chhantyal (H), Jirel (H), Byansi (M), Yolmo (H)
Advanced Groups (2 groups)	Newar (H), Thakali (M)

M: Mountain (17 groups); H: Hills (24 groups), IT: Inner Tarai (7 groups), T: Tarai (11 groups)

Annex 7:

Worked out example for computing performance grants

1. Overview and problem statement

Suppose an institution got selected for performance grant. It has submitted the following information to the PS: (i) information on total capacity, total enrolment, number of students who passed last year's CTEVT final examination, and total number of girls, dalits and educationally disadvantaged ethnic groups after the first internal examination, (ii) a tracer study report of previous year graduates, (iii) information on its job placement cell, and (iv) information on the introduction of new and innovative programs in the institution.

In this institution, there are 40 students in Diploma 1st year, 35 students in Diploma 2nd year, and 40 students in Diploma 3rd year. The total number of students who passed first year, second year and third year of Diploma are 30, 30, and 40 respectively. The total number of graduates for the diploma program for the current year is 45. Similarly, the total number of students enrolled for TSLC is 40 and the total

number of students who passed the examination is 35. The total number of girls, dalits and from educationally disadvantaged ethnic groups are 65,25, and 49 respectively. A tracer study report claims that the institution has successfully conducted its first tracer study for 40 students from the previous year. The institution claims that it has introduced new program in TSLC and an innovative program in Diploma.

The PS has the following baseline data on this institution (collected when the institution was selected for performance grants):

- Tracer study: none completed so far
- Overall pass rate = 70%.
- Overall seat utilization rate = 85%
- Student Counseling and placement cell in place and functioning : not established so far
- Overall girls share = 28%.
- Overall dalits share = 25%
- Overall educationally disadvantaged ethnic groups = 28%
- New program in TSLC: none
- New Program in Diploma : none
- Innovative program in TSLC: none
- Innovative program in Diploma : none
- Seat allocated to the institution by CTEVT = 160 ((40 in 1st year + 40 in 2nd year + 40 in 3rd year Diploma) +40 in TSLC)

The discussion below will guide us through the calculation of performance grant for this institution.

2. Key steps in the computation of grants

- Verify the information provided by the institution.
- Specify institution type: Not all indicators are applicable to all types of institutions. So we need to know whether this is a CTEVT constituent school, annex school, CTEVT affiliated community institution or CTEVT affiliated private institution. In this example, we are dealing with a CTEVT constituent school.
- Review baseline data for the institution.
- Compute the grant amount for each relevant indicator separately.
- Compute the total amount of grants for the different indicators.
- Multiply the total amount by the standardized HDI factor for that institution. This is the total grant amount for the institution.

3. Grant computation for indicator 1: tracer study completed

Based on the information provided by the institution, and the performance grants computation table (Table XXX) we know the following:

Tracer study of acceptable quality was completed

Total students traced by the tracer study, Q = 40

Grant per batch per student, P = Rs 12,000 per batch per student.

Hence,

$$\begin{aligned}\text{Total grant amount} &= P \times Q \\ &= \text{Rs. 12,000 per batch per student} \times 40 \text{ students} \\ &= \text{Rs. 480,000}\end{aligned}$$

Note 1: Grants will be computed against those students tracked after 4 months of graduation until the new cohort is admitted. (Grants against this indicator will be disbursed once a year only.)

4. Grant computation for indicator 2: Increment in pass rate

The basic idea is we want to award an institution for each *percentage point increase* in pass rate. However, the problem is that it is easier to achieve higher pass rate if the institution has a low base value. Here, we address this problem by introducing different payment amounts from different brackets of pass rates.

Based on the information provided by the institution, and the performance grants computation table (Table XXX) we know the following:

Number of students who graduated this year = 80

$$\begin{aligned}\text{Total enrolment in institution}^8 &= \text{total enrollment in Diploma} + \text{total enrollment in TSLC} \\ &= (40 \text{ in 1}^{\text{st}} \text{ year} + 35 \text{ in 2}^{\text{nd}} \text{ year} + 40 \text{ in 3}^{\text{rd}} \text{ year Diploma}) + 40 \text{ in TSLC} \\ &= 155 \text{ Students}\end{aligned}$$

$$\begin{aligned}\text{Total students who passed} &= \text{total pass in Diploma} + \text{total pass in TSLC} \\ &= (35 \text{ in 1}^{\text{st}} \text{ year} + 35 \text{ in 2}^{\text{nd}} \text{ year} + 40 \text{ in 3}^{\text{rd}} \text{ year Diploma}) + 35 \text{ in TSLC} \\ &= 135 \text{ students}\end{aligned}$$

Hence,

$$\text{Pass rate for this year} = \frac{\text{Total students who passed}}{\text{Total enrollment in institution}} = \frac{135}{155} = 87\%$$

Percentage point increase in pass rate = Pass rate for this year – baseline pass rate

$$= 87\% - 70\% = 17\%$$

Note that the 17% increase from 70% to 87% can be viewed as the sum of the following: increase from 70% to 75% plus increase from 75% to 87%. Hence, according to Table XXX, the performance grant for this increase is computed as follows:

⁸ Enrollment at the time of the first internal examination

For the 5% increase between 70% and 75%,

Per unit per student grant amount P = Rs. 1500

Q = Percentage point increase in average pass rate × number of students who graduated

$$= 5 \times 80 = 400$$

Grant amount = P × Q

$$= \text{Rs. } 1500 \times 400 = 6,00,000$$

For the 12% increase between 75% and 87%,

Per unit per student grant amount P = Rs. 1800

Q = Percentage point increase in average pass rate × number of students who graduated

$$= 12 \times 80 = 960$$

Grant amount = P × Q

$$= \text{Rs. } 2,000 \times 960 = 19,20,000$$

Total grant amount for this indicator = 6,000,000 + 19,20,000 = 25,20,000

Note 1: If the pass rate for this year had been 74% instead of 87% (i.e., only 4 percentage point increase from baseline), then the total grant amount would have been equal to $4 \times 80 \times 1500 = \text{Rs. } 4,80,000$.

Note 2: If the pass rate this year dips below last year's, this pass rate cannot be used as the baseline for subsequent years. In other words, the highest baseline will be used for calculation.

5. Grant computation for indicator 3: Increment in seat utilization rate

The basic idea is we want to award an institution for each *percentage point increase in seat utilization rate*. However, the problem is that it is easier to achieve higher seat utilization rate if the institution has a low base value. Here, we address this problem by introducing different payment amounts from different brackets of seat utilization rate.

Based on the information provided by the institution, and the performance grants computation table (Table XXX) we know the following:

Number of students who graduated this year = 80

$$\begin{aligned} \text{Total enrolment in institution}^9 &= \text{total enrollment in Diploma} + \text{total enrollment in TSLC} \\ &= (40 \text{ in 1}^{\text{st}} \text{ year} + 35 \text{ in 2}^{\text{nd}} \text{ year} + 40 \text{ in 3}^{\text{rd}} \text{ year Diploma}) + 40 \text{ in TSLC} \\ &= 155 \text{ Students} \end{aligned}$$

$$\begin{aligned} \text{Total seats allocated to the institution by CTEVT} &= \text{total seats allocated in Diploma} + \text{total seats allocated in TSLC} \\ &= (40 \text{ in 1}^{\text{st}} \text{ year} + 40 \text{ in 2}^{\text{nd}} \text{ year} + 40 \text{ in 3}^{\text{rd}} \text{ year Diploma}) + 40 \text{ in TSLC} \\ &= 160 \text{ students} \end{aligned}$$

Hence,

$$\text{Seat utilization rate for this year} = \frac{\text{Total enrollment in institution}}{\text{Total seats allocated to the institution by CTEVT}} = \frac{155}{160} = 96\%$$

Percentage point increase in seat utilization rate = seat utilization rate for this year – baseline seat utilization rate = 96% - 85 % = 11%

Note that the 11% increase from 85% to 96% can be viewed as the sum of the following: increase from 85% to 90% plus increase from 90% to 96%.

Hence, according to Table XXX, the performance grant for this increase is computed as follows:

For the 5% increase between 85% and 90%,

Per unit per student grant amount P = Rs. 1800

Q = Percentage point increase in seat utilization rate × number of students who graduated

$$= 5 \times 80 = 400$$

Grant amount = P × Q

$$= \text{Rs. } 2,000 \times 400 = 8,00,000$$

For the 6% increase between 90% and 96%,

Per unit per student grant amount P = Rs. 2500

Q = Percentage point increase in seat utilization rate × number of students who graduated

$$= 6 \times 80 = 480$$

Grant amount = P × Q

$$= \text{Rs. } 2,500 \times 480 = 12,00,000$$

⁹ Enrollment at the time of the first internal examination.

Total grant amount for this indicator = 8,000,000+12,00,000=20,00,000

Note 1: grants will not be given out for programs with very high demand, like Nursing, CMA and AHA, where the institute need not put in any effort to attract students.

6. Grant computation for indicator 4: Student Counselling and placement cell in place and functioning

Based on the information provided by the institution, and the performance grants computation table (Table XXX) we know the following:

Counseling and placement cell is in place and is functioning.

Cell is in place, Q = 1

Grant per unit, P = Rs 800,000 maximum paid in installment(described in note 2)

=20% of Rs 8,00,000

= Rs 1,60,000

Hence,

Total grant amount for this year = P × Q

= Rs. 1,60,000per cell × 1 cell

= Rs. 1,60,000

Note1: We need to look at the number of MoUs that the institution A has with industries and after verification of the cell and MoUs we decide to award the grant as described in the table XXX and Note 2 below.

Note2: We decide that grant will be released in 3 installments: 1st installment (20%) will be released after the cell is duly established and its regulatory framework/guidelines in place; 2nd installment (40%) will be released upon receipt of a satisfactory progress report of 1st batch student counseling; 3rd installment (40%) will be released upon receipt of a satisfactory progress report of 2nd batch student counseling. Hence, we release 20% of Rs 8,00,000 i.e. Rs 1,60,000 as first installment. The institution A can claim maximum of Rs 800,000 over project period.

7. Grant computation for indicator 5: Increment in girls share

The basic idea is we want to award an institution for each *percentage point increase* in girls share. However, the problem is that it is easier to achieve higher share if the institution has a low base value. Here, we address this problem by introducing different payment amounts from different brackets of girls share.

Based on the information provided by the institution, and the performance grants computation table (Table XXX) we know the following:

Number of students who graduated this year = 80

Total enrolment in institution¹⁰ = total enrollment in Diploma + total enrollment in TSLC
= (40 in 1st year + 35 in 2nd year + 40 in 3rd year Diploma) + 40 in TSLC
= 155 Students

Total female students enrolled = total pass in Diploma + total pass in TSLC
= (15 in 1st year + 20 in 2nd year + 15 in 3rd year Diploma) + 15 in TSLC
= 65 students

Hence,

$$\text{girls share for this year} = \frac{\text{Total female students enrolled}}{\text{Total enrollment in institution}} = \frac{65}{155} = 42\%$$

Percentage point increase in girls share = girls share for this year – baseline girls share

$$= 42\% - 28\% = 14\%$$

Note that the 14% increase from 28% to 42% can be viewed as the sum of the following: increase from 28% to 35% plus increase from 35% to 42%. Hence, according to Table XXX, the performance grant for this increase is computed as follows:

For the 7% increase between 28% and 35%,

Per unit per student grant amount P = Rs. 1500

Q = Percentage point increase in girls share × number of students who graduated

$$= 7 \times 80 = 560$$

Grant amount = P × Q

$$= \text{Rs. } 2,000 \times 560 = 11,20,000$$

For the 7% increase between 35% and 42%,

Per unit per student grant amount P = Rs. 2500

Q = Percentage point increase in girls share × number of students who graduated

$$= 7 \times 80 = 560$$

Grant amount = P × Q

$$= \text{Rs. } 2,500 \times 560 = 14,00,000$$

¹⁰ Enrollment at the time of the first internal examination.

Total grant amount for this indicator = 11,20,000+14,00,000= 25,20,000

8. Grant computation for indicator 6: Increment in dalits share

The basic idea is we want to award an institution for each *percentage point increase* in dalits share. However, the problem is that it is easier to achieve higher share if the institution has a low base value. Here, we address this problem by introducing different payment amounts from different brackets of dalit share.

Based on the information provided by the institution, and the performance grants computation table (Table XXX) we know the following:

Number of students who graduated this year = 80

Total enrolment in institution¹¹ = total enrollment in Diploma + total enrollment in TSLC
= (40 in 1st year + 35 in 2nd year + 40 in 3rd year Diploma) +40 in TSLC
= 155 Students

Total dalit students enrolled = total pass in Diploma + total pass in TSLC
= (5 in 1st year + 5 in 2nd year +5 in 3rd year Diploma) +10 in TSLC
=25 students

Hence,

$$\text{dalits share for this year} = \frac{\text{Total dalits students enrolled}}{\text{Total enrollment in institution}} = \frac{25}{155} = 16\%$$

Percentage point increase in dalits share = dalits share for this year – baseline dalits share
= 16% - 9 % = 7%

Note that the 7% increase from 9% to 16% can be viewed as the sum of the following: increase from 9% to 10% plus increase from 10% to 16%. Hence, according to Table XXX, the performance grant for this increase is computed as follows:

For the 1% increase between 9% and 10%,

Per unit per student grant amount P = Rs. 1500

Q = Percentage point increase in dalits share × number of students who graduated
= 1 × 80 = 80

Grant amount = P × Q
= Rs. 1500 ×80= 1,20,000

¹¹ Enrollment at the time of the first internal examination.

For the 6% increase between 10% and 16%,

Per unit per student grant amount P = Rs. 2500

Q = Percentage point increase in dalits share × number of students who graduated
= 6 × 80 = 480

Grant amount = P × Q
= Rs. 2,500 × 480 = 12,00,000

Total grant amount for this indicator = 1,20,000+12, 00,000= 13,20,000

9. Grant computation for indicator 7: Increment in educationally disadvantaged ethnic group share

The basic idea is we want to award an institution for each *percentage point increase* in disadvantaged ethnic group share. However, the problem is that it is easier to achieve higher share if the institution has a low base value. Here, we address this problem by introducing different payment amounts from different brackets of disadvantaged ethnic group share.

Based on the information provided by the institution, and the performance grants computation table (Table XXX) we know the following:

Number of students who graduated this year = 80

Total enrolment in institution¹² = total enrollment in Diploma + total enrollment in TSLC
= (40 in 1st year + 35 in 2nd year + 40 in 3rd year Diploma) +40 in TSLC
= 155 Students

Total disadvantaged ethnic group students enrolled = total pass in Diploma + total pass in TSLC
= (10 in 1st year + 10 in 2nd year +10 in 3rd year Diploma) +19 in TSLC
=49 students

Hence,

$$\text{dalits share for this year} = \frac{\text{Total disadvantaged ethnic group students enrolled}}{\text{Total enrollment in institution}} = \frac{49}{155} = 32\%$$

¹² Enrollment at the time of the first internal examination.

$$\begin{aligned} \text{Percentage point increase in disadvantaged ethnic group share} &= \text{disadvantaged ethnic group} \\ &\text{share for this year} - \text{baseline disadvantaged ethnic group share} \\ &= 32\% - 28\% = 4\% \end{aligned}$$

Note that the 4% increase from 28% to 32% can be viewed as the sum of the following: increase from 28% to 30% plus increase from 30% to 32%. Hence, according to Table XXX, the performance grant for this increase is computed as follows:

For the 2% increase between 28% and 30%,

$$\text{Per unit per student grant amount } P = \text{Rs. } 2400$$

$$\begin{aligned} Q &= \text{Percentage point increase in dalits share} \times \text{number of students who graduated} \\ &= 2 \times 80 = 160 \end{aligned}$$

$$\begin{aligned} \text{Grant amount} &= P \times Q \\ &= \text{Rs. } 2,500 \times 160 = 4,00,000 \end{aligned}$$

For the 2% increase between 30% and 32%,

$$\text{Per unit per student grant amount } P = \text{Rs. } 3500$$

$$\begin{aligned} Q &= \text{Percentage point increase in dalits share} \times \text{number of students who graduated} \\ &= 2 \times 80 = 160 \end{aligned}$$

$$\begin{aligned} \text{Grant amount} &= P \times Q \\ &= \text{Rs. } 3500 \times 160 = 5,60,000 \end{aligned}$$

$$\boxed{\text{Total grant amount for this indicator} = 4,00,000 + 5,60,000 = 960,000}$$

10. Grant computation for indicator 8: Introduction of new program in TSLC

Based on the information provided by the institution, and the performance grants computation table (Table XXX) we know the following:

New program has been introduced in the institution

Program is in place, $Q = 1$

Grant per unit, $P = \text{Rs } 600,000$ maximum paid in installment(described in note 2)

=20% of Rs 6,00,000

= Rs 1,20,000

Hence,

Total grant amount for this year = P × Q

= Rs. 1,20,000 per program × 1 program

= Rs. 1,20,000 (as the first installment)

Note1: The evaluation committee is formed and it deemed the program to be new to the this institution.

Note2: We decide that grants will be released in 3 installments: 1st installment (20%) after enrollment of 1st batch students; 2nd installment (30%) once the batch appears in the second internal examination of the institution in the case of 15 month TSLC and once the batch appears for the first year examination in the case of 29 month TSLC; 3rd installment once the batch appears in the final exams.

Similarly, for Diploma Level, NRs 10,00,000/ will be provided to the institution for each additional program. The installment norms shown above for TSLC level will be followed for Diploma level too.

10. Monitoring & Evaluation: These activities will be done as per the Monitoring Guidelines booklet developed by PS which is available at PS Office. 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 created by PS.

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