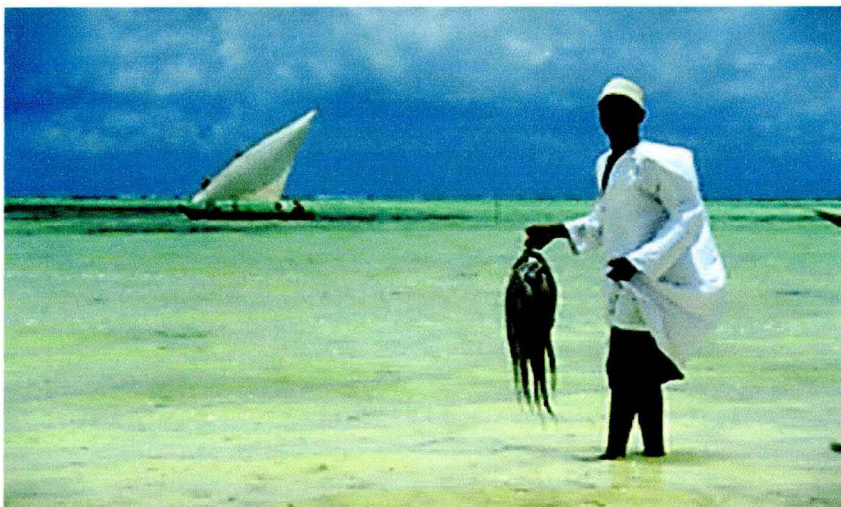
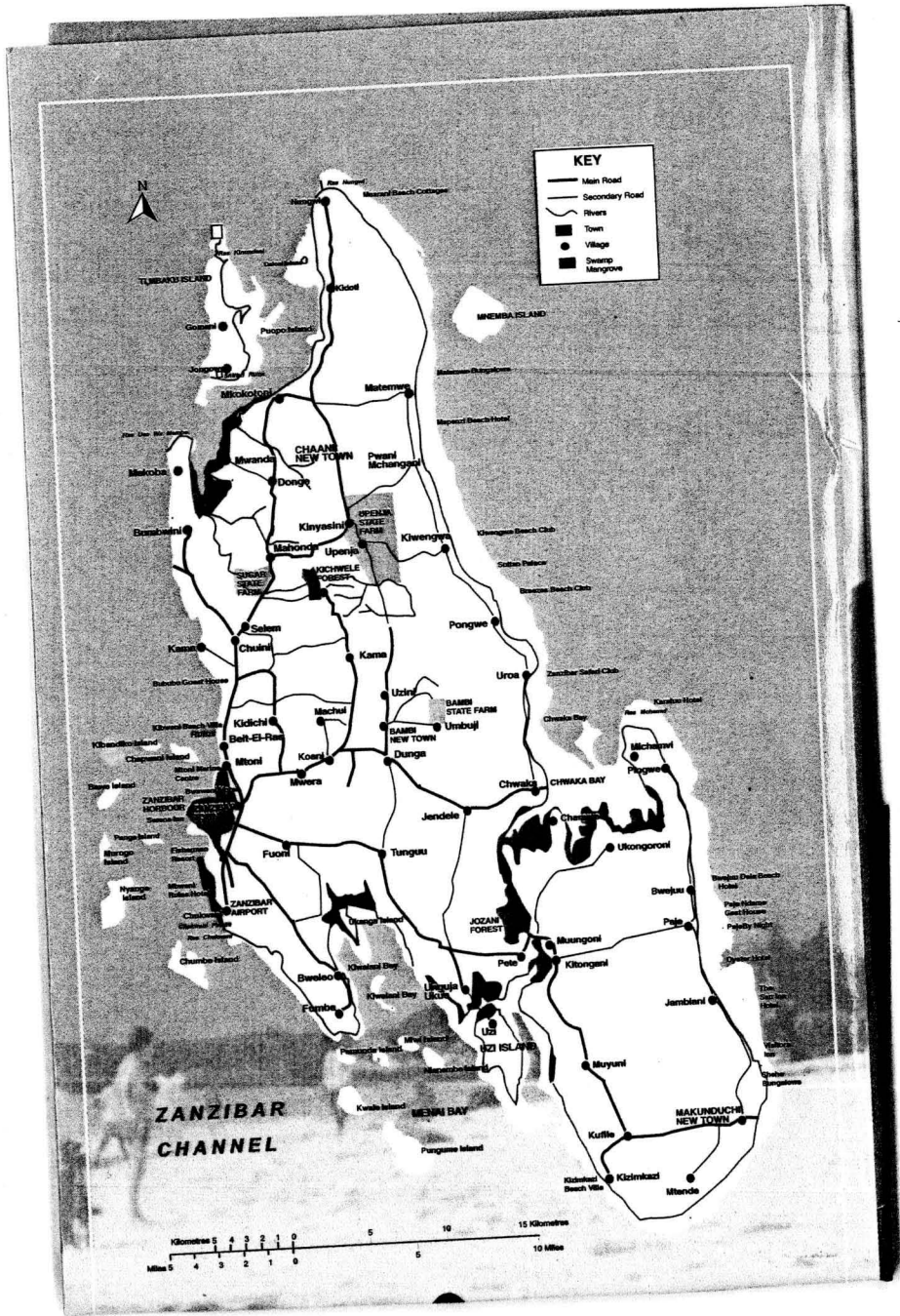


APPENDICES





**TECHNICAL SUPPORT SERVICES FOR ESTABLISHMENT AND
OPERATION OF SKILLS DEVELOPMENT CENTRE IN
ZANZIBAR**

**RESEARCH QUESTIONNAIRE GENDER EQUITY
TESTING CERTIFICATION AND EVALUATION**

PHASE TWO

Prepared by,
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18 JULY. 2004

GENDER EQUITY, TESTING CERTIFICATION AND EVALUATION QUESTIONNAIRE

Introduction

In an attempt to expand and establish an alternative learning Skills Development project in Zanzibar, a gender specialist is collecting information on gender specialist is collecting information on gender equity, testing, certification and evaluation.

It is our hope to establish a database that will help develop a source of information to assist the Technical support services for establishment and operation of skills development centre in Zanzibar.

Please complete the following questionnaire your name, address, and email address will never be released and will be held in complete confidentiality.

Note: In case you don't want to include your name, please fill free to fill the questionnaire alone.

Personal

1. First Name: Lutfia
Address & Telephone: P. O Box 884 ZANZIBAR 20747432946
Email: Lutfiya@yahoo.com
2. Age: 33 yrs
3. Highest level of Education completed
4. What is your occupation/profession
5. Are you working? YES
Where MINISTRY OF YOUTH, EMPLOYMENT, WOMEN
AND CHILDREN DEVELOPMENT
6. Religion: ISLAMIC
7. Race: ZANZIBARI

A POLICY MAKERS

Gender Equity, Testing, Certification and Evaluation Questionnaire

Please put tic in one of the boxes and explanation if required

1. Gender policies and practices in education and training in Zanzibar. *We have no gender policy in our organization*

- (i) Does the gender policies have clear objectives?

YES

NO

☐☐

- (ii) Does the polices address equal opportunities between men & women?

YES

NO

☐☐

If yes how?

.....
.....
.....

- (iii) Do the policies being revised often?

YES

NO

☐☐

If yes how frequently

.....
.....
.....

- (iv) Is there any mechanism to make the policies know to a normal person?

YES

NO

☐☐

If yes how?

.....
.....
.....

- (v) Is there equal participation in gender policy formulation

YES

☐

NO

☐

If yes how is it done

.....
.....
.....

- (vi) Does the policies address the current gender needs?

YES

☐

NO

☐

If yes how?

.....
.....
.....

- (vii) Do you think the gender and other policies have improved the situation in Zanzibar?

YES

☐

NO

☐

If yes how?

.....
.....
.....

- (viii) Do you think the gender policies need to be revised?

YES

☐

NO

☐

If yes which areas to be included

.....
.....
.....
.....

B VOCATIONAL MANAGEMENT TEAM

1. The Gender equity issues that is to be addressed?

- (i) Does the skills training curricular meet the demands to both men & women?

YES

NO

☒☐

If yes how?

Many men and women were interested to join in our institutions due to training we offer.

- (ii) Does the curricular being revised often?

YES

NO

☐☐

If yes how often?

Every after

- (iii) Do you think the present curricula meet the present labor Market demand?

YES

NO

☒☐

If no, which areas that are not included

- (iv) Does the Skill training curricula being approved by relevant Trade Advisory Committee?

YES

NO

☒☐

If no, who approves?

Committee developed by Ministry of education, culture and sports which have members from training institutions, ministry of education, Ministry of youth and Ministry of Enterprises, Industry and Marketing.

- (v) Is the books and training material relevant to the curricula available?

YES

NO

☒☐

If no, what did you normal use

.....
.....
.....

2. Facilities development

- (i) Is the workshops being equipped with relevant facilities (equipment & tools)

YES

NO

☒☐

- (ii) Are the classroom conducive to learning environment?

YES

NO

☒☐

If no how?

.....
.....
.....

- (iii) Is there any changing rooms for both men and women

YES

NO

☒☐

If yes how many?

One for women and one for men
.....
.....

- (iv) Are there toilets for manual women

YES

NO

☒☐

If yes how many for men and women

Two for men and two for women

(v) Are there offices for men/women instructors

YES

NO

☒☐

If yes how many for men and women

One for women and two for men

(vi) Do you have men and women Instructors?

YES

NO

☒☐

If yes how many men/women Instructors?

5 women and 12 men

(vii) Do you have male/female trainees

YES

NO

☒☐

If yes, how many

Male 40

Female 25

(viii) Do you carry out maintenance to building and Equipment periodically?

YES

NO

☒☐

If yes how many

Every after 3 years.

(ix) Are there any other facilities available

- Canteen

YES

NO

☒☐

- Library

YES

NO

☒☐

- Conference hall

YES

NO

☒☐

- Praying Area

YES

NO

☒☐

3. Skills Centre Management

- (i) Does the centre have the board of governors?

YES

NO

☒☐

If yes, how is the composition?

Two There are 7 member
Two women and 5 men
3 from Centre 3 from Ministries and
one from private employers.

- (ii) Does the board of governor oversee the centre performances?

- (iii) Does the board of governors appoint and appraise the centre Principal?

YES

NO

☒☐

If no, who appoint and appraise

.....
.....
.....

(iv) Is there any transparencies to financial allocation and expenditure

YES

NO

☒☐

(v) Is there any good relationship between the industry and the Centre?

If yes how?

.....

.....

.....

(vi) Do the Centre conduct any trace study

If yes how frequently

.....

.....

.....

(vii) Do you normal conduct open days and graduation ceremony to trainees?

YES

NO

☒☐

If yes how frequent

Every year

.....

.....

.....

(viii) Do you have access to computers?

YES

NO

☒☐

(x) Do you have centre uniforms, for men and women?

YES

NO

☒☐

(xi) Does the sexual harassments exist?

YES

NO

☐☒

If yes, how?

.....

.....

.....

- (xii) Do you have short course programmes to outsider clients

YES

NO

☒☐

If yes which are they?

Short Course on Computer

4. Testing Certification and Evaluation

- (i) Does the Trainees performance being measured at the end of the year by exams?

YES

NO

☒☐

- (ii) Do the Trainees being given test for continual assessments?

YES

NO

☒☐

- (iii) Does the Trainees sits for Trade Test exams at the end of the year?

YES

NO

☐☐

- (iv) Do trainees sit for proficiency test before joining the Centre?

YES

NO

☒☐

If no how are they selected?

- (v) Does employers recognize basic certificate offered by the centre?

YES

NO

☒☐

(vi) Do the centre meet the Enrollment targets?

YES

NO

☒☐

If no why?

.....

.....

.....

4. Social Marketing Strategy

(i) Do the Instructors go for Industrial placements?

YES

NO

☐☐

If no why?

.....

.....

.....

C & D TRAINEES AND VARIOUS PEOPLE FROM THE INFORMAL SECTOR

1. Business Incubators

i. Does current centre prospectors available?

YES

NO

☐☐

If yes for which year?

.....
.....
.....

(ii) Does trainees go for industrial training?

YES

NO

☐☐

(iii) Do you prefer practicing the business in the centre before opening my own business out side?

(iv) Do you think business incubator will attract more challenge to the centre?

YES

NO

☐☐

If yes how?

.....
.....
.....

(v) Do you think business incubator will enhance the skills acquired

YES

NO

☐☐

(vi) Do you think business incubators will attract more women to participate into programmes?

YES

NO

☐☐

**CONTRACT AGREEMENT FOR THE PROVISION OF CONSULTANCY SERVICES
FOR
THE ESTABLISHMENT AND OPERATION OF SKILLS DEVELOPMENT CENTRES
PROJECT IN ZANZIBAR.**

This contract made in duplicate is entered into this 1st day of March in the year 2004 by and between Merit International Limited (herein after referred to as Merit) of P. O. Box 30336, Kibaha, Tanzania and Maria Ngowi (The Consultant) of P. O. Box _____ Dar es Salaam, Tanzania.

WHEREAS Merit wishes to have the consultant perform the services herein referred to and,

WHEREAS the Consultant is willing and able to perform the services.

NOW THEREFORE THE PARTIES hereby agree as follows:

1. Services

- (i) The consultant shall perform and provide the services specified in Annex A "Terms of Reference" Section 2 "Description of the services and tasks" which is made an integral part of this contract.
- (ii) All work done under this contract shall be done to the satisfaction of Merit (sub Contractor) and CTVG (The Contractor).
- (iii) The consultant shall deliver to Merit a hard and an electronic copy of all written materials produced by her/him in this project.

2. Work Schedule

The consultant's assignment and work schedule shall conform to CTVG's work schedule as shown in annex B "fig 1. Field Activities schedule". Any changes in assignment schedules must be approved in advance by CTVG project Director and the Client.

3. Time Frame

The consultant shall perform the services during the period commencing March 2004 and continuing through December, 2005 as shown in annex C "Fig.2, Time schedule for personnel" or any other period as may be subsequently agreed by the parties in writing.

4. Confidentiality

The consultant agrees that during the term of this contract or at any time thereafter she/he will not disclose to any person, firm or corporation any proprietary or confidential information concerning the business, operations or affairs of Merit, CTVG, or the Client which the consultant may have acquired in the course of the provision of her services under this contract.

5. Assignment

The consultant shall not assign this contract or subcontract any portion of it without the written consent of Merit.

6. Ownership of Materials

Any studies, reports or other material - Graphic software or otherwise prepared by the consultant under this contract shall belong to and remain the property of CTVG and/ or the client. The consultant may retain a copy of such documents and software.

7. Payments

(i) Ceiling

For the service rendered pursuant to Annex A, Merit shall pay to the consultant an amount not exceeding Tanzania shillings ten million and seventeen thousand only. (Tsh 10,017,000/=) specified in Annex D "Breakdown of Contract Prices"

(ii) Schedule of payments

(a) Consultancy fee

Merit will pay to the consultant according to agreed milestones and deliverables to be worked and agreed upon between the consultant, Merit and CTVG and within CTVG milestones and deliverables.

(b) Daily subsistence allowance (DSA)

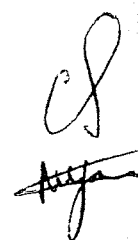
The maximum total Daily Subsistence Allowance payable under this contract will be T shillings one million two hundred only (Tshs 1,200,000/=)

(c) Out of pocket expenses

Merit will reimburse the consultant for approved out- of - pocket expenses related to the provision of services under this contract upon submission by the consultant of relevant receipts.

(d) Advance payment

Merit will pay to the consultant a "start up" accountable advance at the beginning of his/her assignment. Future payments under this contract will take into account this advance payment.



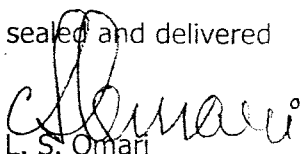
8. Inception Report.

The consultant shall produce and submit to Merit an Inception Report on her area of assignment within a week of signing this contract agreement

9. Dispute Resolution

Any dispute arising of this contract shall be settled amicably between the parties. Otherwise the decision of CTVG or the Client shall be final and conclusive and the consultant agrees to abide by it.

Signed, sealed and delivered
by said


Charles L. S. Omari
Merit International Limited

Date 07/03/04

Signed, sealed and delivered
by Said


The consultant

Date 04/03/04

TERMS OF REFERENCE**1. Background****1.3 Skills Development Centres in Zanzibar.**

The project will establish two skills Development Centres: one for each of the Islands of Zanzibar, Unguja and Pemba and also rehabilitate the existing Mwanakwerekwe skills centre in Zanzibar town; The centre in Unguja will have capacity of enrolling about 400 youths while that of Pemba will enroll about 200 youth only. The Mwanakwerekwe centre will enroll between 100 – 120 youth. The centres will offer courses in masonry, plumbing, electrical installations, catering and hotel management, marketing and business management, handicraft, weaving, painting and decoration, repair of electronic appliances, secretarial courses. Others courses include: mechanical fitting of vehicles, boats building, carpentry, tailoring, shoe making and repair, fishing, and agricultural course (horticulture, livestock and crop farming). There will be a variation of the type of courses offered between the centres depending on the needs. There will be Business Incubators established within the centres and the graduates will have access to credit facilities to establish business.

1.4 Subcontracting of Merit

The Canadian Technical and Vocational Group (CTVG) acting under the authority of Hickling International Limited of Canada has signed a contract with the Ministry of Education, Culture and Sports in Zanzibar (The client) for the provision of consulting services under the Technical support service for the establishment and operation of skills development centres project. CTVG (The contractor) requires the services of Tanzanian specialists for a series of consultancies. For this purpose CTVG has sub - contracted Merit International Limited of Kibaha, Tanzania to provide the required Tanzania expertise. Merit International Limited agrees to provide the expertise. The Sub contract that Merit signed with CTVG forms the basis for the hiring of the Tanzania consultants by Merit in the various specialities.

**2.0 Objectives.****2.1 Overall technical Assistance.**

The objective of the Technical Assistance is to develop a coherent and comprehensive programme for the delivery and management of vocational skills training and development in Zanzibar. It will also supplement the services provided by the consultant for the design and supervision of the construction of the skills Development centres.

2.3 Specific to Areas of Assignment

Each area will start with an assessment leading to a production of a technical report.

The areas to be assessed include:

- Labor Market – current and future market demands.
- Poverty profile.
- Skills training system.
- Equipment needs – current training equipment and future needs.
- Training needs of management and support staff, curriculum development, training and learning materials.
- Management needs of training centres.

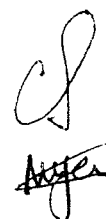
The objective is to produce data that will be used to complete activities that will produce the coherent comprehensive and relevant program for the delivery and management of skills training in Zanzibar.

4.0 Beneficiaries

The beneficiaries of the skills training are out of school youth, school dropouts some of whom have limited education. Enrolment of girls will be emphasized.

4.0 Description of the Services and Tasks

As a Gender Equity, Testing and Evaluation Specialist, the consultant shall conduct an assessment of current gender content, biases and sensitivity in skills training curricula. She will advise the Management Specialist on gender awareness content to be included in management training programme and manual; will ensure all consultants incorporate gender considerations in their work, including the MIS Specialist; will collaborate with the Canadian Curriculum Development Specialist to ensure that gender awareness is part of skills training curricula. She will advise stakeholders on the development of a programme to ensure maximum access for female students to skills training; will collaborate with the Canadian consultant in the development of a testing, certification and evaluation scheme for skills training. And will provide the required training to skill training instructors and Ministry personnel on procedures and regulations for course undertaking, testing, evaluation and certification for all courses to be offered.



5.0 Expected Outputs/ Deliverables

The consultant is expected to produce the following:

- An inception report on area of assignment
- Assessed Current gender content, biases and sensitivity in skills training curricula.
- Gender considerations have been included in all the consultants work and in particular.
 - Gender awareness content has been included in management training programme and manual.
 - Gender awareness has been incorporated as part of the skills training curricula.
- Need for the development of a programme to ensure maximum access for female students to skills training highlighted to stakeholders in a report.
- Report on gender equity and awareness on the various aspects of the skills development centres.
- A testing, Certification and evaluation scheme for skills training.

- Training conducted in testing, certification and evaluation to skills training instructors and Ministry personnel.

6.0 Work Schedule

The consultant's activity schedule shall conform to that of CTVG as shown in annex B.

8.0 Time Frame

The overall Technical Assistant project started in February, 2003 with an inception mission. The project will conclude in January, 2006.

The consultant shall perform the services within the period commencing in March, 2004 and concluding in November 2005. This will be implemented as per Annex C.

ANNEX D.

BREAKDOWN OF CONTRACT PRICES

S / No	Description	Unit	No of Days	Rate in T Shillings	Total in T shillings
1.	Consultancy fee	Day	55	150,000/=	8,250,000/=
2.	DSA	Day	20	60,000/=	1,200,000/= *
3.	Out of pocket expenses				
	• Meals	Day	(T)	25,000/=	(T)
	• Transport	-	-	-	(T)
	• Other as previously agreed	-	-	-	(T)

Notes:

* = Payment shall be made for the actual days spent but not exceeding those indicated.

(T) = To be determined by actual expenditure supported by receipts but the total payment for all items under 3 shall not exceed Tshs five hundred sixty seven thousand only (Tsh 567,000/=)

Initialed

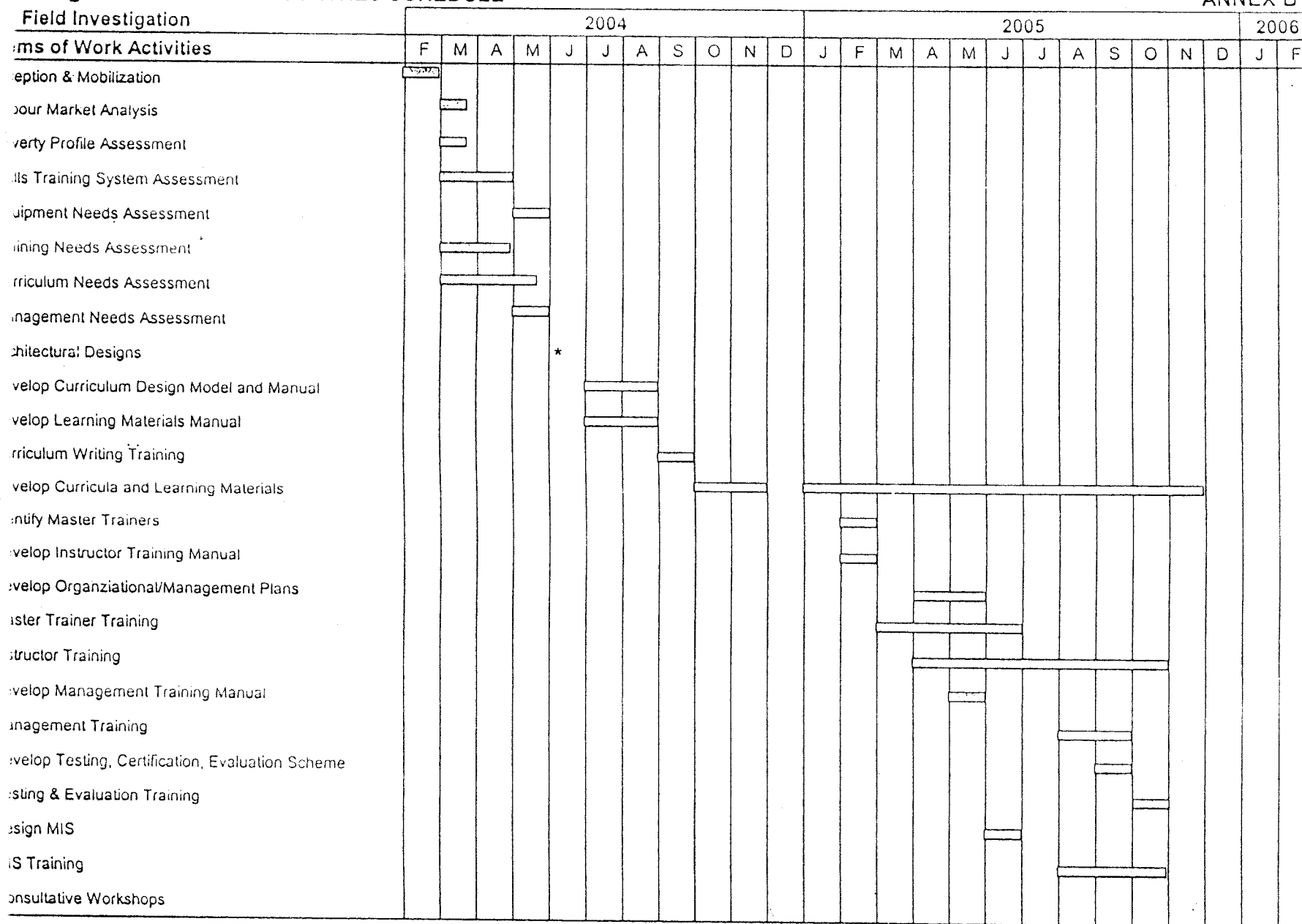

Merit International Limited

Initialed


Consultant

Figure 1: KEY FIELD ACTIVITIES SCHEDULE

ANNEX B



Completion and Submission of Reports

Reports	Date
1. Inception Report	End of Feb. 04
2. Progress Reports	
(a) First Status Report	End of June 04
(b) Second Status Report	End of Dec. 04
(c) Third Status Report	End of June 05

Reports	Date
3. Draft Final Report	15 Dec. 05
4. Final Report	End of Jan. 06

Figure 2: TIME SCHEDULE FOR PERSONNEL

ANNEX C

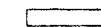
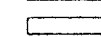
				2004												2005												2006		Number of Months
Consultant	Position	Reports Due/	Activities	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F		
Canadian 11-5-04 Bruce Matthews	Labour Market Specialist	Technical Report; Labour Market & Poverty Assessment																											0.75 Sub-total (1)	
Linda Cooke	Curriculum & Materials Development Specialist	Technical Reports; Curriculum & Materials Development																											14.0 Sub-total (2)	
Terry Clement	Testing, Certification Evaluation Specialist	Technical Reports; Testing & Certification Models & Frameworks																											2.0 Sub-total (3)	
Angus King	Management Specialist	Technical Reports; Organization & Mgmt. Plans																											4.0 Sub-total (4)	
Peter Loan	Consultancy Director	Inception, Progress, Financial & Final Reports; Overall Project Management																											3.0 Sub-total (5)	
Sub-Total																										23.75				
Tanzanian 8-1-04 Charles Oman	Diagnostic Needs Assessment Specialist/ Resident Coordinator	Technical Reports; Skills Assessment & Development, Local Coordination																											4.0 Sub-total (6)	
Stephen Mbogo	Curriculum Development Specialist	Technical Reports; Curriculum Dev. Manual; Training Materials																											6.0 Sub-total (7)	
Nicodemus Lukindo	Architect	Technical Report; Instructional Facilities Prototype Designs																											0.5 Sub-total (8)	
Agnes Njabili	Gender Equity, Testing & Evaluation Specialist	Gender Awareness; Testing & Evaluation																											2.5 Sub-total (9)	
Cuthbert Mhili	Equipment Specialist	Technical Report; Equipment Needs, Assessment & Costs																											1.5 Sub-total (10)	
Maurice Mbago	MIS Specialist	Technical Reports; MIS Assessment & Planning																											1.5 Sub-total (11)	
Subtotal																										16.0				

Full Time: In Zanzibar 21.75 person months
Drawn From TOR
 Reports Due: All Consultants Will Contribute to Reports
 Activities Duration: 834.75 Consultant Days
 Part-time 2.0 person months in Canada
16.0 person months in Tanzania

Signature: _____
 (Authorized Representative)
 Full Name: Brian Waters
 Title: Director
 Address: 150 Isabella St, Penthouse Floor
Ottawa, Ontario Canada K1S 1V7

TOTAL PERSON MONTHS **59.75**

** Consultant Month = 21 days

 Full Time Activity
 Part Time Activity