

MEMORANDUM OF UNDERSTANDING

This Memorandum of understanding (MOU) is made on April , 2014

BETWEEN

Idara-e-Taleem-o-Agahi (ITA)

Having its Head Office at 41-L Model Town Ext. Lahore

(Hereinafter referred to as ITA of the one part)

AND

TECHNICAL EDUCATION AND VOCATIONAL TRAINING AUTHORITY

Having its Secretariat at 96-Gulberg Road Lahore

(Hereinafter referred to as **TEVTA**)

WHEREAS TEVTA and Idara-e-Taleem-o-Agahi Lahore have entered into an agreement to promote Technical and Vocational Education in whole Punjab and whereas a strategic collaboration has been agreed upon by both parties based on the principle of-

- a) Vigorously promoting a three pronged program of education skills and livelihood for poverty reduction and human dignity in Punjab targeting youth and adults (14-35 years).
- b) Scaling-up Vocational & Technical programs through synergies between Vocational & Technical Institutions in certified vocational and corporate social responsibility initiatives (CSR) in industry.
- c) Innovatively seeking institutional collaboration with communities and industry to align skills in demand by local industry to ensure optimum placement of trained graduates.

THEREFORE in consideration of the aforementioned premises and to the mutual covenants ITA & TEVTA have agreed upon and entered into this Memorandum of understanding to collaborate for joint implementation of the activities, at the district /provincial level progressively planned jointly by both parties.

In pursuance thereof ITA & TEVTA resolve to set up a joint collaboration and action mechanism at the district and provincial level .To further enhance cooperation and collaboration for promoting Technical and Vocational Education for livelihood across public and private sector Education facilities (formal and non formal)

The respective responsibilities of the parties are as follows

TEVTA

- a. Facilitate afternoon programs of 3-6-9-12 months or equivalent credit hours for certified courses in appropriate trades targeting local youth and community.
- b. Provide certified trainers/faculty and skilled graduates to the program of identified locations.
- c. Provide training premises if available in the same operational areas for different trades
- d. Provide access to subsidized purchase of equipment & consumables from vendors (where applicable).
- e. Ensure information for easy access to all technical and vocational courses.
- f. Provide Technical assistance and guidance on proper space for appropriate equipment and all TLMs/consumables.
- g. Provide linkages for placement of the TEVTA certified skilled graduates.
- h. Provide work opportunities for TEVTA certified skilled graduates on required places with the approval of district manager TEVTA
- i. Arrange and provide certification of all courses in cases where the ITA has got registration and affiliation of its training premises with the TEVTA as under prevalent Registration Policy of TEVTA and Trade Testing Board.
- j. Certification of the courses shall issued only by the concerned authority of the TEVTA as per its prevalent Rules/Policy.
- k. Provides access to all selected students for regular or pilot/innovations Schemes offered by TEVTA.
- l. Facilitate expansion of the program in other locations across Punjab on the same pattern, with progressive and innovative inputs.
- m. Facilitate Training programs with special focus on monitoring and assessment (Annex-1)
- n. Provide Technical support to ITA for establishing accredited/certified/skill/Vocational programs and their certification.

- O. Facilitate and participate in dialogues with industry and other partners promoting & designing Vocational programs for livelihood and placements (UNILEVER/NESTLE & ICT etc. ITA partner institutions).

ITA

- a. Being the registered NGO under the relevant Laws prevalent in Pakistan, ITA shall ensure that it fulfills all the existing guidelines and policies.
- b. Facilitate formal partnership between TEVTA and host institute & industry.
- c. Ensure formal access through negotiation with Departments of Schools & Literacy/Non-Formal education.
- d. Provide resources where possible for hiring of TEVTA trained faculty/trainers/skilled graduates for agreed upon traders.
- e. Establish and upgrade TEVTA training premises in the TEVT operational area as per requirement
- f. Provide resources for all essential equipment through TEVTA listed vendors at the best possible trade rates.
- g. Develop and provide seamless alignment of curriculum and training where needed to Technical & Vocational requirements.
- h. Promote awareness of imperatives of Vocational for livelihood and entrepreneurship strategies in local communities and non-formal education systems at different levels and forums.
- i. Explore active conversions of conventional literacy programs to skill and livelihood.
- j. Ensure inputs to policy dialogues and research on efficiency of Vocational & Technical programs.
- k. Ensure transparency and accountability at all levels and at all times to its partners
- l. Ensure registration and affiliation of ITA training premises/centers with TEVTA and Trade Testing Board in locations other than TEVTA before May 31, 2014, failing which the TEVTA shall not issue certificates of any course to the students.
- m. Certificates will be issued to only those students whose training centres are registered with TTB and in other case TEVTA will not be bound to do so.



- n. Actively explore establishment of accredited Vocational Technical Institutions through public private partnership and CSR for accelerating us scaling of programs and expanding capacity
- o. Where possible host collaborative meeting with industry including ITA partners such as UNILEVER PAKISTAN LIMITED, Govt of Punjab etc. for exploring strategic linkages and new trades/Skills
- p. ITA to provide quarterly reports of trainings conducted under the ITA TVET program inclusive of pass outs data, employment provided to TEVTA pass outs (trainers) and trainees in TEVTA ITA locations.
- q. Ensure and warrants that ITA shall adhere to and comply with all or any future change in the policies/rules/fee as revised by the TEVTA or Trade Testing Board.

GENERAL RESPONSIBILITIES:

- **FOCAL PERSON**

Both the parties will detail one focal person at Head Office and the District Managers in each district will act as Focal Persons for the field. The Focal Persons will meet quarterly to review progress.

- **Monitoring & Evaluation**

Focal person will be responsible to monitor the progress of the activities as agreed between TEVTA & ITA and will provide guidance for timely achievements of the stated principles and objectives

- **Institutions**

The number & type and location of the institutions shall be decided mutually by the ITA & TEVTA

- **Financial Parameters**

Financial liabilities which will vary from trade to trade & location to location shall be borne by ITA.



- **Arbitration**
Any dispute arising at any stage will be referred for arbitration to the Committee comprising of one person from both ITA & TEVTA However Chairman TEVTA's decision shall be binding
- **Duration**
As a pilot project this MOU shall be for the duration of 5 years which may be extended if both parties agree.
- **Examination and Certification**
Certificate on completion of training will be issued to the participants of the course jointly by TEVTA and ITA subject to the registration and affiliation of the ITA training premises/centers with the TEVTA and Trade Testing Board as per their existing Rules/Policy.
- **Limitation of Roles**
Each party shall be responsible for the timely fulfillment of their responsibilities ascribed in the roles mentioned above Parties may advise each other on their responsibilities within the scope of the agreement.
- **Termination**
Each party may terminate the MOU without assigning any reason within a one-month prior notice in writing. The notice of termination shall be effective at the end of the course.

Notwithstanding and without prejudice to the above to fulfill the mutual responsibilities outlined in this MOU. An action plan containing all details of a particular alliance or initiative shall be methodically worked out formally agreed upon by all the parties and hereto attached to the MOU as part of the MOU before any concerted endeavor takes place.

Executed for and on behalf of the parties in two fold on the date mentioned above





Chairman TEVTA

Dr. Baela Raza Jamil

Director Programs (ITA)

WITNESSES

1. Signature

Name: HAMID GHANI ANJUM
GM (OPERATIONS)



2. Signature

Name: **Muhammad Asif Sultan**

Deputy Director Operations

CINC # 3840118628789

