



პროფესიული განათლება
ეკონომიკის განვითარებისთვის

INDUSTRY-LED SKILLS AND
WORKFORCE DEVELOPMENT



STPP Application and Selection Requirements and Process

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STPP Eligibility Requirements

STPP Eligible Applicants:

The STPP Small Grants Scheme is open to TVET providers and other institutions actively involved in either formal or non-formal TVET or related activities.

These include:

- public and private TVET colleges, universities, secondary schools;
- companies, business or social partner organisations;
- professional associations, non-governmental organizations (NGO) or
- any other legal entities active or planning to be active in Georgia in the area of TVET.

STPP Eligible Applicants:

- Established and registered for at least one year as legal entity (profit or non-profit) or sole proprietorship in accordance with the relevant Georgian legislation;
- May only submit one application in each round of the STPP Small Grants scheme;
- Are directly responsible for the preparation, management and implementation of the project;
- Partnerships and cost sharing – desirable but not obligatory;
- Subcontracting - subcontractors - activities such as web site development, printing or the hire of consulting services, are not beneficiaries or partners and are subject to MCA-Georgia's applicable procurement rules.
- Must ensure that the relevant procurement and financial rules of MCA-Georgia are fully observed in their applications and in project implementation.
- By applying, the organizations agree to abide with the terms of the RfP.

STPP Ineligible Applicants:

- Political parties, groups or institutions, or their subsidiaries and affiliates;
- Organizations that advocate, promote or espouse anti-democratic policies or illegal activities;
- Any person or entity that has been blacklisted in participation in procurements funded with World Bank assistance, debarred or suspended from participating in procurements funded by the US Federal Government, or otherwise prohibited by applicable United States law, Executive Order or United States policies including under any then-existing anti-terrorist policies;
- MCA-Georgia and PEM GmbH Board members, employees and their immediate family members.

STPP Project Proposal Eligibility:

In order to be eligible, Grant applications should:

- Identify, develop or strengthen, describe and disseminate a Good Practice in the priority areas relevant to the needs of the industry and labour market in Georgia;
- Result in the embedding of the Good Practice into a TVET provider;
- Demonstrate clear arrangements for the uptake and introduction of the Good Practice by the project promoter (if they are not authorized TVET provider in Georgia);
- A single proposal may include the identification and introduction of more than one Good Practice.
- Justification is required on the basis of demonstrated relevance and the benefits of the Good Practice to the TVET sector in the context of the country's TVET reform policies and labour market and industry needs;
- The results should be sustainable beyond the life of the Compact.
- **All projects must be implemented primarily in Georgia.**
- **The duration of Small Grants projects cannot be more than 6 months.**

STPP Allowable and Unallowable Expenses:

Small Grants funding cannot be used for the purposes of:

- Purchase of equipment and furniture;
- General or specific infrastructural improvements;
- Scholarships and stipends;
- Salaries not directly related to implementation of the project;
- Operating (overhead) costs of the organisation (office rent, heating, electricity etc.);
- Any activities or purchases that would be ineligible under the MCC/Government of Georgia Compact agreement.

A summary of MCC/MCA-Georgia requirements including a detailed list of allowable and non-allowable costs is set out at Annex 2: Cost principles for STPP Small Grants.

STPP Financing

- STPP budget allocation: **US \$ 250,000**;
- Individual grant size from **US \$5,000** to **US \$10,000**
- Funds will be allocated into three rounds 2015, 2016, 2017 in view of the annual TVET conferences
- Project duration: **up to maximum 6 months**

- **Payments:**
 - Inception deliverables - 20%
 - Interim deliverables (normally after 3 months) - 40%
 - Final report deliverables: 40%

Visibility and Branding:

- Branding Handbook and guidelines will be provided to all grant applicants and grantees and these have to be strictly followed.
- Publications, video, audio, web-pages, activities and events have to be properly branded and visualized.
- Application development stage implications: what specific activities, deliverables and costs;
- Inability to abide with the branding requirements may lead to non-acceptance of related deliverables and expenditures made, halting the contract implementation or termination of contract;
- RfP's section 10 provides information on Communication, Visibility and Branding
- <https://www.mcc.gov/pages/press/branding/mcc>

STPP – Grants Solicitation, Application & Selection



STPP – Grants Solicitation, Application & Selection

- Public Information Sessions and Application Orientation Session
- One-stage application, evaluation and selection process:
 - Full Application submission and appraisal.
- Applications - submitted in English with translation into Georgian language.
- Grant agreement negotiation and signing;

STPP – Application Form

- I. Details of Applicant Organization
- II. Brief Summary Information About the Project
- III. Detailed Information About the Proposed Project
- IV. Checklist
- V. Evaluation Grid
- VI. Declaration by Applicant



Application Form

Detailed Information about the Project

- 3.1. Objectives and intended results of the project
- 3.2. Rationale and relevance of the project
- 3.3. Project implementation Plan
- 3.4. Impact and Sustainability
- 3.5. Project Budget and Financial Justification



STPP – Application Selection

- Administrative and Eligibility check
- Evaluation of the proposals
- Evaluation criteria:

| Evaluation Category | Maximum Points |
|---|----------------|
| Compliance with basic Small Grant Scheme principles and objectives: | 15 |
| Content and relevance: | 30 |
| Project management and implementation capacity: | 20 |
| Impact and sustainability: | 20 |
| Budget and cost-effectiveness: | 15 |
| Total | 100 |

- Minimum 70 points are required to be considered for grant award!

ISWD TAT Communication with Applicants and Stakeholders:

- Inquiries about the STPP have to be submitted in writing via e-mail or letter at the ISWD Office address or at iswd@pem-consult.de with **STPP** in the subject area
- 10 days before the announced deadline – 18th January 2016, at the latest
- Replies will be provided in writing via the Q& A files shared on the project web-page within 5 working days and no later than 5 days prior to the submission deadline, i.e. 23th January 2016
- All inquiries will be answered in generalized terms via the Q& A file

ISWD TAT Communication with Applicants and Stakeholders:

- Grievances can be submitted at any time via phone, e-mail, letter;
- Grievances about STPP selection process – in writing;
- Informal, formal and legal processes will be used to address the grievances;
- All grievances will be investigated and findings will be communicated in writing to the claimant;
- TEP decisions are final and cannot be appealed.

STPP – Grant Agreement Management

- The Grant Agreement will be a fixed-price output-based type of contract;
- Grants will be disbursed upon grantee's achievement of Project Outputs as per Implementation Plan;
- ISWD TAT will certify that the quality, completeness and timeliness of submitted milestones and receipt of goods and services upon which the disbursement is made on quarterly basis;

STPP – Implementation Schedule

| ACTION | Tentative Timing |
|--|------------------|
| Media Announcement and Launch Event | December, 2015 |
| STPP Information Sessions / Training Workshops | December 2015 |
| Deadline for submission of the proposals | 29 January 2016 |
| Proposal Evaluation | February 2016 |
| Grant Correction Negotiations | February 2016 |
| Grant Award Decision | 29 February 2016 |
| Grant Agreements preparation | March 2016 |
| Signing of Grant Agreements | March 2016 |

Useful links:

1. Millenium Challenge Corporation

<http://www.mcc.gov>

2. Millenium Challenge Account - Georgia

<http://www.MCA-Georgia.ge/>

3. Compact II – MCC & Georgia

<http://www.mcc.gov/documents/agreements/compact-georgia-ii.pdf>

4. Law of Georgia on vocational education

http://www.mes.gov.ge/content.php?id=193&module=legislation&page=details&leg_id=45&doc_type=orig

5. Project Wesite

www.iswd.ge

ISWD TAT Contact Information:

ISWD Project Office

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www.iswd.ge



Thank You😊

