



# CBMSC STIPEND AND DORMITORY SELECTION GUIDELINES

EQUIPPING YOUTH FOR EMPLOYMENT  
2017 - 2022

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## ABBREVIATIONS

ADB	Asian Development Bank
CBMSC	Competency Based Modular Short Courses
CSO	Central Statistical Organization
DIC	Directorate of Industrial Collaboration
DTVET	Department of Technical Vocational Education and Training
FA	Financial Administrator
GTHS	Government Technical High School
ITC	Industrial Training Centre
M&E	Monitoring and Evaluation
MOI	Ministry of Industry
NGO	Non-Government Organization
PD	Project Director
PFO	Project Finance Officer
PIC	Project Implementing Consultancy
PMU	Project Management Unit
SRAO	State and Region Administrative Office
SPMC	Stipend Program Management Committee
TEO	Township Education Office

## 1. BACKGROUND:

**CBMSCs.** The EYE will support an estimated 41,000 youth and workers (including at least 16,500 females) to complete Competency Based Modular Short Course (CBMSC) training (generally 3-months in duration) at participating GTHS and ITC sites.

Applicants wishing to join CBMSCs must be 18- 40 years of age and should have completed a minimum of primary education. All CBMSCs trainees will receive training free-of-charge, as well food (e.g. daily lunch) and uniforms.

A single application form (see Annex 1) will serve to:

- (i) identify CBMSC participants; and
- (ii) support the selection of a subset of trainees for additional stipend and dormitory support (see below).

**Needs-based stipends and dormitories.** While courses and other direct operational costs are free to CBMSC candidates, youth from the more remote areas will be targeted. To address this, a subset of trainees from particularly disadvantaged backgrounds (prioritizing females and males from remote, principally minority ethnic groups) will additionally benefit from a needs-based Stipend and Dormitory Program (hereinafter “Stipend Program”). Beneficiaries will additionally receive:

- cash stipend support of MMK30,000 per month if they remain actively participating in the CBMSC;
- free dormitory accommodation; and
- breakfast, lunch and dinner.

Trainees from poor minority ethnic groups (hereinafter “Ethnic Groups”) will make up at least 80% (over the lifetime of the program) of stipend recipients.

As part of the Governments’ effort to attract females into TVET, priority will be given to females and they will make up at least 50% of the total beneficiaries.

## 2. COMMUNICATION AND INFORMATION ON CBMSC AND STIPEND

PIC will support the development and dissemination to the public and target groups, the required communications material for both the CBMSC and the Stipend and Dormitory Programs.

### 2.1 Information sharing - National:

PIC in coordination with DTVET, MOI-DIC will develop materials for communicating CBMSCs and the Stipend Program through a wide variety of

media, such as internet/Facebook, printed media (newspapers, pamphlets), TV, and radio.

PIC will ensure that information about the CBMSC and Stipend Program will be launched well in advance prior to commencement of the first scheduled CBMSC training block.

Marketing material kit will include:

- CBMSC Program information: including purpose of training program, skill/trade designation areas, venues, training start and completion date;
- Stipend Program information: including monthly allowance, dormitory facilities, eligibility criteria; priority target groups (e.g. ethnic groups, women, etc.); etc.
- Application information: including where to obtain and drop off applications including options for electronic submissions, application deadline/s; etc.
- Standard information: including Government's overall strategy, funding source (e.g. PMU), grievance, contact details, website URL, etc.

## **2.2 Information sharing - Local:**

PIC in coordination with DTVET and MOI-DIC will communicate with local authorities to gain their support to assist with a more localized dissemination of information. Local authorities will consist of but not limited to, State and Region Administrative Offices (SRAO), Central Statistical Organizations (CSO), Border Affairs, Home Affairs, Township Education Office (TEO) and Ethnic Affairs, Township Information Offices.

In addition to the above, the marketing material kit listed in 2.1 will be distributed to participating stakeholders for local public-awareness dissemination in the same time-frame.

## **2.3 Information sharing – GTHs and ITCs:**

PIC in coordination with DTVET and MOI-DIC will distribute marketing material kit to Principals of the participating GTHs and ITCs in advance of the commencement of the scheduled CBMSC block/s.

Principals will disseminate the CBMSC information within their respective communities through existing communication systems well in advance of commencement of the scheduled CBMSC training block and on a continuous basis thereafter.

### **3. STIPEND AND DORMITORY PROGRAM TARGET AUDIENCE**

#### **3.1 Target recipients:**

The CBMSC Stipend Program will target a subset of trainees from particularly poor and disadvantaged families (particularly females and ethnic group youth from more remote areas) who otherwise would not have access to any form of training. In particular:

- 80% of total stipend recipients will be ethnic group youth and workers, particular those from the more remote rural areas;
- At least 50% of the needs-based stipends will be dedicated to females, as part of the Governments' effort to attract females into TVET.

### **4. SELECTION CRITERIA AND PROCEDURES:**

#### **4.1 Eligibility:**

As with all CBMSC participants, to qualify for selection into the stipend Program, applicants are required to have completed a primary grade 5 education level at a minimum and should be 18 – 40 years of age at the time of application.

#### **4.2 Criteria:**

Selection criteria will be linked to information provided via the application form. The criteria are directly correlated to the poverty-level of the applicant and his/her family.

The selection will be based on the following criteria:

- 4.2.1 Ethnicity: Priority will be given to ethnic groups which will make up at least 80% of beneficiaries.
- 4.2.2 Parental situation: High priority will go to those applicants who are orphaned or who has only 1 living parent.
- 4.2.3 Household source of income: Priority will be given to applicants from households with lower expected earning potential.
- 4.2.4 Home construction: Priority will be given to applicants who comes from homes of poor quality.
- 4.2.5 Home Lighting: Priority will be given to applicants whose homes are lit by using unconventional/traditional methods.
- 4.2.6 Family assets: Priority will be given to applicants coming from families with the least or no assets.
- 4.2.7 Geographic Location of Township: Priority will be given to applicants coming from remote rural townships.

## 4.3 Procedures

With the SRAOs, CSOs, TEOs and other parallel support processes in place, applicants from remote regions will either submit a completed hard-copy application to one of these offices which is closest to them, or to submit an e-based application, whichever is most convenient. SRAOs, CSOs, TEOs need to verify applicants' poverty status as per the selection criteria and make recommendations from local authority for the Stipend Applicants and submit to the nearest GTHS and/or ITC.

Selection committees within GTHSs and ITCs will select the applicants according to their poverty status as determined in the application form and then submit applications directly to responsible departments for approval.

Applications to be submitted to PMU at least 4 weeks prior to commencement of CBMSCs.

- 4.3.1 Committee review: CBMSC-SPMC to review and make final comment/s before submitting to PMU.
- 4.3.2 PMU signs off: On completion of the committee review of assigned applicants, the PMU approves, signs off and prepares to inform candidates and other stakeholders.

## 4.4 Informing selected candidates and other stakeholders:

CBMSC-SPMC will notify participating GTHs, ITCs and partnering SRAOs, CSOs, TEOs and local authorities of the successfully assigned candidates.

- 4.4.1 Informing participating schools: PMU will send lists of assigned candidates to the participating GTHSs and ITCs. Information will include a breakdown of stipend and non-stipend candidates (including gender and ethnicity) assigned per program, per school.

In addition, schools will post announcements to their school/administrative/information/public Bulletin Boards to inform the wider community.

- 4.4.2 Informing applicants: GTHSs and ITCs will inform applicants of their application outcomes via email, text messaging (SMS) or both as indicated on their respective forms.
- 4.4.3 Informing public: PIC will utilize the EYE website and Facebook (link to website) to make wider public announcement of the successful CBMSC, stipend and non-stipend candidates.

## 5. BENEFITS AND RESPONSIBILITIES OF NEEDS- BASED STIPEND RECIPIENTS

Benefits and responsibilities of needs-based stipend recipients contain the following;

- Privileges of the selected stipend Recipients
- Responsibilities of Trainees
- Responsibilities of trainee's parents

### **5.1. Privileges of the selected stipend Recipients:**

In addition to free training, trainees selected for the Stipend Program will receive:

- not be absent for more than 3 days per month without valid reason described in dormitory rules.
- must follow regulations and terms and conditions of school

### **5.2. Responsibilities of Trainees:**

The trainee has the responsibilities of:

- following regulations and terms and conditions of school;
- actively participating in the training and not be absent for more than 3 days per month without valid reason;

### **5.3 Responsibilities of trainee's parents:**

The parents/guardians of trainees have the responsibilities of:

- supporting the trainee to ensure that s/he stays the duration of the course;

## **6. TERMINATION OF STIPEND BENEFITS**

Stipend support will be terminated for the following reasons if the trainee:

- has been absent from class and/or dormitory for more than three days per month without a valid reason;
- is unable to maintain an acceptable level of performance, as determined by the principal after one written warning.

## **7. STIPEND PROGRAM MANAGEMENT**

### **7.1 Oversight:**

#### **7.1.1 PMU**

As part of its EYE-wide role, the PMU, with support from the PIC is primarily responsible for the overall management, oversight and implementation of the Stipend Program, including financial accounting and reporting.



### 7.1.2 PIC

The PIC will primarily be responsible for supporting PMU by carrying out most of the administrative work. Responsibilities will include:

- Developing marketing material and supporting with dissemination;
- Receiving application forms (paper and e-based), consolidate and approve;
- Informing schools (principals inform their communities), parallel networks and applicants of application outcomes;
- Informing the results of application to principals of school and informing from principals to applicants
- Maintaining records pertaining Stipend Program applications, including but not limited to;
  - Approvals;
  - Grievance proceedings;
  - Candidate drop-outs;
  - Adjustments of payment to schools based on drop-outs;
  - Monitoring and evaluations;
  - Conformance to application criteria requirements.

### 7.1.3 Stipend Program Management Committee (SPMC)

A SPMC will comprise the **EYE Project Director** and representatives from:

- PMU;
- DTVET;
- MOI; and
- PIC

SPMC will approve selected applications from GTHSs and ITCs and inform them of successful applicants.

## 7.2 Financial Management and Reporting:

### Step 1: Initial funding

After approval of the Program Guidelines, the PMU will request stipend amount described by PIC to ADB to get NOL.

The calculated estimated budget with memo to be able to get the budget from DTVET must to send PD and PM. After approving by PD and PM, need to ask ADB for NOL with memo. After getting NOL, need to ask PCSS number from Finance. After getting NOL and PCSS, PMU will deliver the cash.

## **Step 2: PMU**

PMU must deliver the amount of cash requested by step 1 to the finance account of each school according to the list of trainees.

## **Step 3: TVET Schools**

School Financial Administrators (SFA) and/or other relevant school staff will:

- Withdraw monthly Stipend amount from account on day of payments to beneficiaries;
- Sign copies of withdrawal slips and put on file;
- To be safe and secure, all copies of withdrawal slips must be kept in secure box.
- On a monthly basis pay each stipend recipient MMK30,000 in a joint roll-call setting.
- Reimburse the cost in finance proposal attached with annex 1 and receipt of stipend with signature.
- Obtain student signatures on Stipend Receipt Certification (see appendix 2) and attach this to a summary finance report:
- Submit Stipend Recipient certificate and signatures to principal for verification.
- Prepare the Monthly School CBMSC Report (see Note below) including these appendices for signature by the principal.
- School submits reports to relevant departments (MOI-DIC and DTVET Heads of Finance)
- Departments Submit reports to PMU.
- The Monthly School CBMSC report will include:
  - general reporting on the overall CBMSC implementation corresponding monthly roll-call list with comments of drop-outs if any
  - a section on the Stipend Program and will have attached to it the Stipend Receipt Certificate with student signatures (Appendix 1), signed copies of bank withdrawal slips, grievance complaints, remitted travel costs incurred by candidates travelling to and from school, from place of origin, etc.

## **Step 4: PMU**

PMU Project Finance Officer reconciles all 1st batch Finance Reports submitted by the calculation of GTHSs and ITCs.

## **Step 5: ADB**

PMU requests ADB to replenish funds into the EYE advance fund account as calculated.

# **8 MONITORING AND EVALUATION**

**8.1. Central level:** PMU with the support of PIC will carry out monitoring and evaluation activities over the course of the project. These include initial

capacity-building workshops/seminars for participating schools which will be followed up with bi-annual monitoring and evaluation workshops, and actual visits of the schools.

**8.2. Bi-annual workshops<sup>1</sup>:** The bi-annual workshops conducted by PMU, DTVET, MOI and PIC will serve as a platform for sharing of best practices observed and lessons learned with the view of improving and ensuring a sustainable system beyond the life of the project.

**8.3. School visits:** CSPMC in coordination with DTVET and MOI will decide on a random sampling of schools per region to be visited. The CSPMC will conduct monitoring activities in one or two of the randomly selected regions per quarter. The purpose of these visits will include but not limited to:

- validate reports;
- monitor stipend payments received by trainees
- monitor trainee performance at the CBMSC schools;
- interview school officials, trainers, trainees, parents and village elders where applicable;
- discuss any grievances;
- comment on well-being of trainees;
  - The CSPMC together with the PIC will compile detailed reports to be submitted to PMU for discussion at specified review meetings of the monitoring and evaluation process. This information could also be used as inputs to the Bi-annual workshops.

## 9. GRIEVANCE PROCESS:

Grievances could stem from a range of situations and could occur at various stages of the process. These issues, no matter how trivial, have to be acknowledged and resolved in the shortest space of time (within 2 weeks of receipt).

Any grievance and action taken must be recorded by the principal and submitted to CSPMC as part of the mandatory monthly report submissions.

### 9.1 Complaining to Principal:

If the trainee is undergoing training at the time and urgently needs to have his/her grievance heard, s/he needs to get permission from the presiding trainer to see the Principal. This may be obtaining a note from the trainer allowing trainee to leave the training facility.

The Principal, without any bias toward the trainee should listen to and record the grievance presented to him/her and endeavor to take necessary action to solve the issue as quickly as is reasonably possible.

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<sup>1</sup> Bi-annual workshops as per PAM

The Principal will complete a Grievance Record Form (Annex 2) to be co-signed by the complainant and will be submitted to CSPMC as part of the monthly reporting cycle.

## **9.2 Submission of Grievance via Central Hotline/Text Line:**

In cases where individuals do not feel comfortable or cannot arrive at a resolution with the Principal, trainees can submit grievances using the Grievance Hotline/Text Line. The PIC will support the PMU in managing this line of communication.

The PIC and CSPMC will review the matter at hand and will contact the individual trainee and relevant Principal to solve the issue as quickly as possible with assurance that the trainee is not unfairly treated as a consequence.

The PIC and Principal will maintain records of the grievance and resolutions.

-END-

Annex 1.

## Financial Report

Union of Myanmar

### Stipend Receipt Certificate

Batch:

School Year:

Report number:

Province:

Date:

District:

School:

No:	Trainee Name	Gender M/F	Ethnicity	Course	Amount Received	Date of receipt	Trainee Signature
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

Reviewed by Principal:

Finance Administrator

Name:.....

Name.....

## Grievance Record

Grievant Name:.....  
 Tel:.....  
 Email:.....

School:.....  
 Principal:.....  
 Tel:.....  
 Email:.....

Date:...../...../.....

Detailed description of grievance including names of other persons involved if any:

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Proposed solution to grievance:

Grievant's Signature:  
 .....  
 Date:...../...../.....

Principal's signature:  
 .....  
 Date:...../...../.....