

TEVET FUND

TERMS OF REFERENCE FOR MSME AND INFORMAL SECTOR TRAINING PROPOSALS FROM REGISTERED PUBLIC TRAINING PROVIDERS

OCTOBER 2026

1. THE TEVET FUND

1.1 GENERAL OVERVIEW

The Technical Education, Vocational, and Entrepreneurship Training Authority (TEVETA) is a statutory body under the Ministry of Technology and Science established under the Technical Education, Vocational and Entrepreneurship Training Act, Chapter 138 of the Laws of Zambia, to regulate, coordinate and monitor technical education, vocational and entrepreneurship training in consultation with stakeholders.

Amongst TEVETA's responsibilities is the management of the Technical Education, Vocational, and Entrepreneurship Training (TEVET) Fund. The TEVET Fund is a financing platform that purchases training services from training providers in the TEVET on a competitive basis, to facilitate skills development in both the formal and informal sectors of the economy, at an arm's length transaction. It also shifts the focus from quantity to quality. As a financier of training being procured from TEVET providers, the TEVET Fund is able to introduce standards and accountability to the system for the desired outcomes. The Fund also introduces performance incentives for training providers and, through its stakeholders, establishes rules for spending on training services that promote national development objectives, including equitable access.

1.2 INVITATION TO TRAINING PROVIDERS

The Government of the Republic of Zambia, through the TEVET Fund, has set aside funds from the proceeds of the Skills Development Levy towards the implementation of the **Micro**, **Small, and Medium Enterprises (MSMEs) and Informal Sector Training** activities.

TEVETA is hereby inviting Training Institutions registered with TEVETA, under the Technical Education, Vocational and Entrepreneurship Training Act, Chapter 138 of the Laws of Zambia, to submit proposals for support, through the TEVET Fund, towards skills development for the **MSMEs and Informal Sector Training**. This financing is available to all TEVET providers whose request for financing will be considered responsive to the disbursement criteria. The Fund will finance skills training for youth employment/job creation in the MSMEs and Informal Sector.

2.0 INVITATION FOR PROPOSALS TO FINANCE SKILLS TRAINING FOR YOUTH EMPLOYMENT/JOB CREATION IN THE MSMES AND INFORMAL SECTOR THROUGH THE TEVET FUND

2.1 DESCRIPTION

Training Providers are requested to submit funding proposals for the provision of training in the MSMEs and the Informal Sector. This invitation to submit proposals will cover funding for courses leading to skills upgrading, employment creation, and poverty reduction in the MSMEs and Informal Sector. Training providers may wish to know that this invitation to submit proposals has been sent to all public training providers that are registered with TEVETA.

2.2 GRANT ELIGIBILITY CRITERIA

Funding Window 3 – MSME and Informal Sector Training

The access criteria for this funding window are as follows:

(i) Funds will only be allocated to fully paid-up TEVETA-registered public training providers or intermediary institutions registered under the laws of Zambia in collaboration with a TEVET Institution. The training provider must provide a copy of their Certificate of Registration issued by TEVETA;

(ii) Preference shall be given to providers who can document good results from the implementation of training programmes they propose to conduct;

(iii) Due to the fragmented nature of the MSMEs and the Informal sector, intermediary institutions such as Small-Scale Business Association and other such groupings will be engaged to coordinate training for the MSMEs and the Informal Sector;

These institutions will be required to submit the following documentation or information to support their applications:

a) Copy of their Certificate of Registration issued by TEVETA
b) Details of the Qualifications of the staff or Consultants to deliver the training
c) Copy of the intermediary institutions registered under the laws of Zambia

(vi) Training providers must offer training programmes that meet the stipulated criteria specified below for the sub-windows, and the programmes have to be among those the institution is accredited to offer;

(vii) Training providers must submit a signed copy of the curriculum vitae of the instructors who will provide the proposed training, detailing the staff qualifications. Please note that all the key staff proposed, including part-time lecturers, **must be** accredited by TEVETA and their accreditation must be active. Please ensure that you adhere to the template for the curriculum vitae as provided in Appendix 1; and,

(viii) A signed activity schedule showing level of involvement of the proposed professional staff to deliver the training for each proposed program. A copy of the activity schedule is attached as Appendix 2.

2.2.1 MSME Sub-Funding Window:

Institutions seeking financing to support the MSME will be required to meet the following criteria:

(i) The main beneficiaries of this funding window will be school leavers, retrenched persons, unemployed and, in some cases, people already in employment, including such threatened by retrenchment and/or unemployment.

(ii) Training must be responsive to training needs of existing growth oriented, registered MSMEs.

(iii) Training must support the acquisition of skills, which leads to new employment in MSMEs.

(iv) Training should be focused on the acquisition of medium to high-level technical skills.

(v) Training must lead to official certification.

2.2.2 Informal Sector Sub-Funding Window:

Institutions seeking financing under this sub-window will be required to meet the following criteria:

(i) The main beneficiaries of this funding window will be retrenched persons, unemployed and, generally poor people who have a minimum commitment to start as self-employed persons.

(ii) Training must sensitise and prepare the participants to the world of self-employment.

(iii) Training must support the acquisition of skills which provides for and leads to the start-up and improvement of own business (registered and non-registered).

(iv) Training must be responsive to training needs of new and/or existing non-registered businesses.

(v) Training should preferably lead to official certification.

2.3 TRAINING PROPOSALS

Proposals must contain the following information:

(a) Overview of organizational structure, management and staffing;

(b) Objectives the training provider plans to achieve;

(c) Courses the training provider intends to deliver/ coordinate over the period in question. These must be courses the institution is accredited to offer;

(d) The training needs/work opportunity analysis which will detail the skills gaps in the community and how the proposed skill programme(s) will help bridge the skills gaps and lead to productivity;

(e) Projected enrolments per course and the target group;

(f) A budget for the courses proposed to be offered;

(g) Any other information that may be of interest to the TEVET Fund.

2.4 COST OF TRAINING

The TEVET Fund will meet the cost of training for all the courses that are eligible for funding under this window. However, the TEVET Fund may negotiate for reduction of budgets where they are deemed to be too high.

2.5 TIMING AND REPORTING REQUIREMENTS

TEVETA expects to commence disbursement of funds to the training providers within fourteen days of signing the contract.

After commencement of training, the training provider will submit to TEVETA an inception report fourteen days after the start of the course, and thereafter reports on funds utilization and the progress of training as may be requested by TEVETA.

The training provider will be responsible for answering any questions from TEVETA and make appropriate presentation of progress and initiatives as may from time to time be required.

3. SUBMISSION OF PROPOSALS

Please note that the costs of preparing the proposals and of negotiating contracts, including visits to TEVETA if need be, are not reimbursable as a direct cost of the proposed funding. TEVETA is not bound to accept any of the proposals submitted. All proposals submitted will remain the property of TEVETA.

Training Providers will be required to submit five (5) copies of each of the proposals in a sealed envelope. The envelope should be clearly marked as **MSMEs and Informal Sector Training Window** with the **Name of the Applicant Institution.**

The closing date for submission of proposals is **Friday 20th November 2026 at 15:00hrs**. Proposals sent by Tele-fax will not be accepted. Opening of the proposals will be done immediately, following the closure of the Tender Box. Applicants are welcome to witness the Opening of the Tender Box.

Proposals should be submitted to:

The Director General
Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA)
Bird Cage Walk, Longacres
Private Bag RW 16X
LUSAKA.
Tel: 253331-4; WhatsApp: +260954590783 Email: tevetfund@teveta.org.zm

Appendix 1 Format for Curriculum Vitae

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Program to be conducted: _____

Name of Training Provider: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Institution: _____ Nationality: _____

Membership in Professional Societies: _____

TEVETA Accreditation Number: _____

Detailed Tasks Assigned: _____

_____

Work Experience in Specific Field:

_____
_____
_____
_____
_____

Key Qualifications:

[*Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.*]

_____

Education:

[*Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.*]

_____

Employment Record:

[*Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.*]

Languages:

[*For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.*]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, the data correctly describe me, my qualifications, and my experience.

_____ Date: _____

[Signature of staff member and authorized representative of the institution] *Day/Month/Year*

Full name of staff member_____

Full name of authorized representative: _____

Appendix 2 Format for Activity schedules

ACTIVITY SCHEDULE FOR PROFESSIONAL PERSONNEL

			Day or Week (Please tick applicable days/weeks)												
Name	Position	Activities	1	2	3	4	5	6	7	8	9	10	11	12	Number of days/weeks
															Subtotal (1)
															Subtotal (2)
															Subtotal (3)
															Subtotal (4)

Full-time: _____ Part-time: _____

Reports Due: _____

Activities Duration: _____

Signature: _____

(Authorized representative)

Full Name: _____

Title: _____

Address: _____

ACTIVITY (WORK) SCHEDULE

A. Field Investigation and Study tours

	[1st, 2nd, etc. are days from the start of assignment.]												
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	
Activity (Work)													
_____													
_____													
_____													
_____													