

## PROGRAM ACTION PLAN

Actions	Responsible Agency	Time Frame for Implementation
<b>Area 1: Program Technical Aspects</b>		
1.1 Regular review and analysis of enrollment levels and feedback of candidates in vocational courses so that appropriate revisions can be made to ensure continued relevance of ASAP courses	ASAP secretariat with support from the capacity development TA attached to the loan	Ongoing
1.2 Institutionalized outreach activities for specific stakeholders (e.g., students, school and college faculties, industry associations, SSCs, and specific industries)		By mid-2015
1.3 Skill-gap analysis to ascertain demand for skilled labor within and outside Kerala so that ASAP courses can be designed accordingly		By mid-2016
1.4 Demand mapping of CSPs and SDCs to update menu of courses to be offered		
1.5 Design of PPP options for outsourcing O&M of CSPs		By mid-2015
1.6 Quality assurance system established and operational		As indicated in the results framework
1.7 Design of level 2 and 3 certificate courses initiated		By end 2015
<b>Area 2: Financial Management</b>		
2.1 Regular internal audit	ASAP secretariat with support from the periodic capacity development workshops organized by ADB's India Resident Mission	Quarterly
2.2 Regular external audit		Annual
2.3 Financial management manual to be prepared and relevant staff be trained, as required, to ensure effective use of the financial MIS		By end-2014
2.4. ASAP staff to attend financial management and related training workshops organized by ADB		As scheduled
2.5 Preparation of annual budget and analysis of budget versus actuals, both in terms of value and physical performance		Ongoing
2.6 Monitoring of fees from students and payment thereof		
<b>Area 3: Procurement</b>		
3.1 Adoption of standard bidding documents and procurement best practices embodying the principles of economy and efficiency, transparency, and fairness and equal opportunity, plus training for relevant staff	ASAP secretariat	By end-2014
3.2 ASAP staff to attend procurement and related training workshops organized by ADB		As scheduled
<b>Area 4: Monitoring and Evaluation</b>		
4.1 Design of the monitoring and evaluation framework	ASAP secretariat with support from the capacity development TA attached to the loan	By mid-2015
4.2 Engagement of firm to undertake third-party validation of ASAP's performance and to track indicators listed in the results framework		By third quarter 2015
4.3 Regular reports prepared on the basis of MIS data and field surveys to inform planning and implementation of ASAP and verification of DLIs		Ongoing
<b>Area 5: Gender</b>		
5.1 Development of vocational courses and provision of career counseling to meet the differential needs and aspirations of females and males	ASAP secretariat with support from the capacity development TA attached to the loan	
5.2 Reports on relevant indicators from results framework and DLI matrix on sex-disaggregated basis using ASAP MIS data		Annual

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5.3 Gender-sensitive facilities in the CSPs and SDCs (separate sanitation facilities and easy access for physically impaired)	ASAP secretariat	
5.4 At least 50% of program managers and SDEs to be women	ASAP secretariat	Ongoing
5.5 Gender sensitivity orientations and training workshops for program managers, SDEs, and service providers to ensure that provision of vocational courses is handled in a gender-sensitive manner	ASAP secretariat with support from the capacity development TA attached to the loan	
5.6 Gender sensitivity workshops for the private sector to encourage them to demand and hire more women graduates		
<b>Area 6: Safeguards</b>		
<p>6.1 Adoption and implementation of the ESMF prepared to ensure that construction and upgrading of CSPs and SDCs is consistent with the policy principles of ADB's Safeguard Policy Statement (2009). The ESMF includes safeguard screening processes and a grievance redress mechanism.</p> <p>6.2 Construction of CSPs and renovation of SDCs will follow the schedule indicated in the DLI matrix</p> <p>6.3 ASAP staff to attend safeguard workshops organized by ADB (from September 2014)</p> <p>6.4 Awareness modules on social and environmental safeguards developed and introduced</p> <p>6.5 Capacity development for subproject screening for environmental and social safeguards</p>	ASAP secretariat with support from ADB consultants	Ongoing

ADB = Asian Development Bank, ASAP = Additional Skill Acquisition Program, CSP = community skills park, DLI = disbursement-linked indicator, ESMF = environmental and social management framework, MIS = management information system, O&M = operation and maintenance, PPP = public-private partnership, SDC = skill development center, SDE = skill development executive, SSC = sector skills council, TA = technical assistance.

Source: Asian Development Bank.