

PROGRAM ACTION PLAN

Actions	Responsible Agency	Time Frame for Implementation
1. Program Technical Aspects		
1.1 MYASD will coordinate and monitor implementation of SSDP	MYASD	During program period
1.2 Quality assurance system to be updated and TVEC's implementation capacity to be strengthened: (i) Provider registration and accreditation requirements are reviewed and strengthened. (ii) TVEC's human resources will be strengthened to deliver the revised quality assurance mechanism.	TVEC	By December 2016
1.3 Articulation and credit transfer arrangements are specified in the revised national vocational qualification-level descriptors and the updated qualification accreditation system by TVEC: (i) Progression between levels is clearly specified to support multiple entries and pathways. (ii) Articulation and credit transfer system to reflect occupational skills competencies in application.	TVEC	By June 2015
1.4 Skills assessment including RPL is strengthened to ensure consistency between training providers and training agencies. (i) Revised assessment system to be applied to all TVEC-accredited training courses. (ii) At least 12,500 people to obtain skills certificates through RPL by 2016 (of which at least 30% women).	TVEC and other IAs	By December 2016 By December 2016
1.5 Five public-private partnership model "university colleges" will be operational to provide required middle-level skills to industry in priority sectors. College governance, administrative autonomy, business plan, and financing agreement will be developed and implemented to meet SSDP targets.	MYASD and UNIVOTEC	By December 2016
1.6 Industry working groups will be established in at least four priority sectors to guide training provision that will support industry development and improve workforce productivity.	TVEC	By December 2015
1.7 A targeted stipend program will be developed to ensure increased participation of women, disadvantaged groups (including people with disabilities or from ethnic minority groups), and rural residents in the TVET system. The stipend program will also include support for increased training enrollment in skills shortage areas.	MYASD	Stipend program operations manual approved by July 2014 Progress monitored and reported in ASPR
1.8 Rationalization plan will be developed based on the facility utilization assessment. Selected TVET agency services can be expanded to ensure national coverage in areas of local economic relevance identified through skills-gap analysis. Existing facilities can be merged or converted, or new facilities built, to provide training where facility shortfalls are identified.	MYASD	Rationalization plan to be developed by December 2016
1.9 MYASD's SDD and implementing agencies will have adequate staff and operational resources to ensure the achievement of SSDP results and objectives, and MOFP will allocate sufficient budget for SDD's activities by adding a separate budget item for SDD operation in MYASD's annual budget, and for implementing agencies if required as part of AFR.	MOFP and MYASD	Staffing and operational resources agreed by ADB by June 2014. Actions completed by August 2014 and annually thereafter
1.10 MYSAD will conduct a capacity assessment of participating agencies before memorandums of understanding are signed.	MYASD	As such agencies are nominated

2. Financial Management		
<p>2.1 Overall financial reporting requirements are met in line with the Statement of Audit Needs.</p> <p>2.2 AFR is conducted satisfactorily.</p> <p>2.3 Recurrent budget spending is at least 95% of the approved recurrent budget</p> <p>2.4 Internal audit—develop and approve a recruitment–training plan that would include certification of key staff as “certified internal auditors”</p> <p>2.5 Accounting and planning staff—develop and approve a recruitment–training plan that would include training for ADB disbursement procedures, preparation of financial statements in line with national reporting and accounting standards, and preparation of a budget</p> <p>2.6 Reporting of resolution of external audit recommendations</p> <p>2.7 Establishment of the SDD, which includes an FM specialist</p>	<p>AGD and MYASD</p> <p>ADB and MYASD MYASD</p> <p>MYASD and IAs</p> <p>MYASD and IAs</p> <p>MYASD and IAs MYASD</p>	<p>Audit report available by end of June every year for previous year</p> <p>AFR to be conducted in April 2015, April 2016</p> <p>Recruitment–training plans by June 2014</p> <p>Audit follow-up review as part of AFR</p> <p>SDD/MYASD already established. FM specialist position to be filled by March 2014</p>
3. Procurement		
<p>3.1 Establishment of an adequately staffed dedicated procurement unit equipped with associated facilities under MYASD’s SDD to facilitate overall program procurement functions and filling up vacant procurement posts in agencies</p> <p>3.2 Development and adoption of simplified bidding documents and program operational manual for all IAs.</p> <p>3.3 Timely preparation and wide dissemination of procurement plans, bid invitations, and bid documents online on the websites of MYASD and TVET agencies to improve transparency</p> <p>3.4 Aggregate bid packaging to cluster similar works at nearby locations so as to maximize economy and efficiency</p> <p>3.5 Assessment of agency-specific training needs and formulation of a well-structured, comprehensive capacity development plan, including training on procurement, consultant recruitment, and contract management</p> <p>3.6 Electronic document management and retrieval system</p> <p>3.7 Publication of contract award data on MYASD website and in print media, including complaints-handling process, timelines, updated status of complaints review.</p> <p>3.8 Annual procurement reviews by ADB as part of AFR.</p>	<p>For all actions except AFR, MYASD and IAs (monitored by SDD)</p> <p>SDD–MYASD and IAs SDD–MYASD and IAs</p> <p>MYASD and ADB</p>	<p>By June 2014</p> <p>By December 2014</p> <p>By June 2014</p> <p>Every year</p> <p>By June 2014</p> <p>By December 2015 Starting from June 2014 onwards</p> <p>In April 2015 / April 2016</p>
4. Safeguards		
<p>4.1 Adoption and implementation of an SSDP ESMF to ensure that upgrading and development of TVET facilities are consistent with ADB’s Safeguard Policy Statement (2009). The ESMF will include safeguard screening, assessment, monitoring indicators and management criteria, processes and templates to guide relevant program activities, and clear and easy-to-follow grievance redress mechanism.</p> <p>4.2 Establishment of a safeguard cell in MYASD to coordinate safeguard training of personnel and safeguard compliance of the program by recruiting at least one qualified and experienced safeguard specialist on full-time basis.^a</p> <p>4.3 Safeguard cell within SDD will ensure that the program will exclude any activities involving (i) any involuntary resettlement or impacts on indigenous peoples in anticipation of, or prior to, handing over land to the program; and (ii) any significant environmental impacts.</p> <p>4.4 Train an official at each training institute as the safeguard</p>	<p>MYASD</p> <p>SDD–MYASD and IAs</p> <p>Safeguard cell–SDD</p> <p>Safeguard cell–</p>	<p>Prior action—final ESMF to be incorporated in PSSA and submitted to ADB prior to ADB board approval</p> <p>Recruitment of 1 safeguard officer by loan effectiveness</p> <p>Training of agency focal persons and training institutes’ focal persons starts in October 2014 and</p>

<p>focal person to ensure timely and proper application of the ESMF to all new construction activities</p> <p>4.5 Awareness module on social and environmental safeguards developed and introduced</p> <p>4.6 Construction-related courses will include the environmental codes of practices developed by the Institute for Construction Training and Development.</p>	<p>SDD</p> <p>Safeguard cell–SDD</p> <p>MYASD and IAs</p>	<p>continues on rolling basis</p> <p>Annual review of ESMF implementation included in ASPR</p>
5. Monitoring and Evaluation		
<p>5.1 Review of current M&E systems and data collection mechanism, and development of improved M&E systems and implementation arrangements</p> <p>5.2 M&E systems implemented and regular analytical reports produced to inform policy and planning (annual sector performance report, including DLI verification)</p>	<p>SDD–MYASD</p> <p>SDD–MYASD and TVEC</p>	<p>By December 2014</p> <p>Starting from May 2015, ASPR published on MYASD website.</p>
6. Gender and Social Equity		
<p>6.1. Outcome: Verify the baseline for employment rate of female TVET graduates (in 2011, 34.8%) and establish employment rate targets for female graduates by 2015 and monitor progress toward the target.</p> <p>6.2. Output 1—at least 30% trained vocational teachers are women</p> <p>6.3. Output 3—on average, 50% of additional enrollment and at least 50% of stipend recipients will be women by 2016</p> <p>6.4. Output 4—adoption and implementation of a MYASD-wide GSEF to guide the TVET provision to be more inclusive and equitable</p> <p>6.5. MYASD to have a cadre position to support the implementation and monitoring of GSEF; and IAs to appoint focal points at agency level for coordination.</p> <p>6.6. Capacity development and institutional changes required for framework implementation to be included in GSEF</p> <p>6.7. Develop gender-sensitive training materials</p> <p>6.8. Gender-sensitive facility operation (e.g., separate sanitation facilities for men and women, flexible operation hours)</p> <p>6.9. Social marketing and career counseling will better target vulnerable groups for their increased participation in TVET.</p> <p>6.10. Establish a new MIS with sex-disaggregated data for M&E of SSDP performance in implementing GSEF</p> <p>6.11. Establish organizational targets for female trainers, female staff, managers and directors of institutions, and female board members and agency management members (director level), and monitor progress toward the targets</p>	<p>SDD, TVEC, and other IAs</p>	<p>GSEF officer at MYASD and IA focal persons to be appointed by June 2014</p> <p>GSEF to be developed and approved by December 2014</p> <p>Biannual review of implementation against key indicators by June and December 2015 and 2016</p> <p>MYASD cadre position approved in February 2014. Annual report of the GSEF in SDD–MYASD-coordinated ASPR (by March every year for previous year's implementation)</p>

ADB = Asian Development Bank, AFR = annual fiduciary review, AGD = Auditor General's Department, ASPR = annual sector performance report, DLI = disbursement-linked indicator, ESMF = environmental safeguards management framework, FM = financial management, GSEF = gender and social equity framework, IA = implementing agency, M&E = monitoring and evaluation, MIS = management information system, MOFP = Ministry of Finance and Planning, MYASD = Ministry of Youth Affairs and Skills Development, PSSA = program safeguard system assessment, RPL = Recognition of Prior Learning, SDD = Sector Development Division, SSDP = Skills Sector Development Program, TVEC = Tertiary And Vocational Education Commission, TVET = technical and vocational education and training, UNIVOTEC = University of Vocational Technology.

^a The Gender Specialist will take the responsibility of monitoring social safeguard issues.

Source: Asian Development Bank.