

PROGRAM ACTION PLAN

Action	Responsible Agency	Time Frame for Implementation
1. Technical Actions		
1.1 Coordinate and monitor SSDP implementation.	MSDVT	Continuously
1.2 Update QA system, and strengthen TVEC's implementation capacity: (i) Strengthen provider registration and accreditation requirements. (ii) TVEC's QA division to have seven additional staff to manage the registration, accreditation, quality improvement systems.	TVEC with MSDVT's support	(i) Continuously (ii) By 2018
1.3 Specify articulation and credit transfer arrangements in the revised NVQ level descriptors, and update qualification accreditation system: (i) Clearly specify progression between levels to support multiple entries and pathways. (ii) Reflect occupation skills competencies in articulation and credit transfer system to form close links to career ladder / progression in the job market.	TVEC with MSDVT's support	By 2020
1.4 Strengthen skills assessment, including RPL, to ensure consistency between training providers and training agencies: (i) (a) Review the assessment system and best practices to come up with a new assessment system for the increasing number of NVQ students in a cost-effective way while ensuring quality of training and (b) implement revised assessment system to all TVEC-accredited training courses. (ii) At least 35,000 people to obtain skills certificates through RPL (of which at least 30% women). (iii) TVEC's assessment division to have 12 additional staff to effectively administer assessment and certification.	TVEC with MSDVT's support	(i) (a) by 2018 / (b) from 2019 onwards (ii) by 2020 (iii) by 2018
1.5 Mid-level skills development: (i) Expand mid-level skills training opportunities by, among others, establishing university colleges (up to nine) and upgrading existing training centers. (ii) Explore mechanisms to encourage mid-level skills training by the private sector.	IAs with MSDVT's support	By 2020
1.6 Establish industry sector skills councils in at least four sectors as industry think tanks on human resource development matters (JFPR grant support).	TVEC / MSDVT	2018–2020
1.7 Encouraging participation in TVET, especially among women and disadvantaged groups: (i) Continue scholarship programs. (ii) Develop a targeted stipend program and other supporting mechanisms to ensure increased participation of women, disadvantaged groups (including PWDs or ethnic minority groups), and rural residents in the TVET system (JFPR grant support).	(i) DTET, VTA and CGTTI with MSDVT's support (ii) MSDVT with JFPR IA's support	(i) Continuously (ii) 2018–2020
1.8 Strengthen district coordination committees to maximize training capacity across different agencies through rationalization and resource sharing, and provide locally relevant training programs in consultation with local employers.	MSDVT and IAs	By 2020
1.9 Adequate resources for SSDP implementation:	(i) MSDVT's	Continuously

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(i) Have adequate staff and operational resources to achieve SSDP results. (ii) Allocate sufficient budget for SSDD's activities by adding a separate budget item for SSDD operations in MSDVT's annual budget, and for IAs if required as part of the AFR.	SSDD and IAs (ii) MOF&MM	
1.10 Conduct a capacity assessment of participating training agencies before signing memorandums of understanding.	MSDVT	Continuously
2. Financial Management		
2.1 Satisfy overall financial reporting requirements following the Statement of Audit Needs.	MSDVT	Continuously
2.2 Conduct AFR satisfactorily.	MSDVT and IAs, AFR firm	Annually
2.3 Continue monitoring recurrent budget and expenditures (at least 95%) as well as capital budget and expenditures (increase to more than 85% by 2020).	MSDVT and IAs	Continuously
2.4 Develop internal auditor capacity to support fiduciary management capacity of MSDVT and IAs.	MSDVT and IAs	Continuously
2.5 Develop and approve a recruitment–training plan that would include training units on preparing financial statements following national reporting and accounting standards, and preparing a budget aligned with the SSDP.	MSDVT and IAs' accounting and planning staff	Continuously
2.6 Report resolution of external audit recommendations in timely manner.	MSDVT and IAs	Annually
2.7 Coordinate capacity development programs based on the IAs' needs.	MSDVT and IAs	Continuously
3. Procurement		
3.1 Maintain and strengthen procurement capacity at all IAs, especially OUSL, UNIVOTEC, and NAITA.	IAs with SSDD support	By 2018 and onwards
3.2 Follow NPA guidelines and ICTAD standard bidding documents.	MSDVT and IAs	Continuously
3.3 Prepare and disseminate procurement plans, bid invitations, and bid documents in a timely manner on the websites of MSDVT and IAs to improve transparency.		Continuously
3.4 Continue with the current practices of bid packaging to maximize economy and efficiency, and explore ways to further improve procurement efficiency.		Continuously
3.5 Continue with the current practices of need-based training for procurement capacity development.		Continuously
3.6 Develop a more effective document management system.		Continuously
3.7 Continue with the current practice of publishing procurement-related information. IA practices should improve further.		Continuously
3.8 Continue with AFR, including procurement review (DLI 8).		Continuously
3.9 Civil works contracts to ensure that contractors adequately deal with safeguard matters.	MSDVT and IAs	By 2018
4. Safeguards		
4.1 Adopt and implement an SSDP ESMF to ensure that upgrading or developing of TVET facilities is consistent with ADB's Safeguard Policy Statement (2009).	MSDVT/ IAs/ SSDD's	Continuously

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4.2 Establish a safeguard cell in MSDVT with at least one full-time safeguard specialist.	safeguard cell	Continuously
4.3 Ensure that SSDP excludes 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.		Continuously
4.4 Conduct training on safeguard issues every year for agency officers, consultants, and contractors (budget allocated for 30–50 people).		Continuously
4.5 Disseminate the awareness-raising materials to agencies, consultants, and contractors.		Continuously
4.6 Review at least five NCSs for construction-related trade for improvement.	TVEC with MSDVT support	By 2020
5. Monitoring and Evaluation		
5.1 Implement the M&E plan under SSDP by deploying adequate staffing and resources for the MIS.	TVEC with MSDVT support	Continuously
5.2 A comprehensive management information system, including decision support module, and reporting tools are completed	MSDVT and TVEC	By 2020
5.3 (i) Conduct independent verification of data reliability from the graduate tracking module in the MIS and (ii) provide a technical expert to help the MIS team complete the integrated MIS.	ADB	(i) By March 2020 (ii) By March 2018
6. Gender and Social Equity		
6.1 Adopt and implement MSDVT-wide GESIF and monitor key gender indicators in DLI and DMF.	MSDVT and IAs	From 2017 onward
6.2 Appoint gender focal points at agency level to implement GESIF at MSDVT in coordination with agency-level focal staff.		Continuously
6.3 Allocate and execute budget to aid GESIF implementation.		Continuously
6.4 Include gender-sensitive training materials in the GESIF mainstreaming competency standard and training program.		By 2020
6.5 Renovate and construct TVET facilities that are sensitive to the security needs of girls or women and PWDs.		By 2020
6.6 Provide career guidance and counseling that is sensitive to the distinct interests and concerns of female and male students, and students from vulnerable groups. (JFPR grant support).		By 2020
6.7 (i) MIS to provide sex-disaggregated data and (ii) to set and annually monitor institutional gender target.		By 2020

ADB = Asian Development Bank, AFR = annual fiduciary review, CGTTI = Ceylon-German Technical Training Institute, DLI = disbursement-linked indicator, DTET = Department of Technical Education and Training, ESMF = environmental safeguards management framework, GESIF = gender equity and social inclusion framework, IA = implementing agency, ICTAD = The Institute for Construction Training and Development, JFPR = Japan Fund for Poverty Reduction, M&E = monitoring and evaluation, MIS = management information system, MOF&MM = Ministry of Finance and Mass Media, MSDVT = Ministry of Skills Development and Vocational Training, NAITA = National Apprentice and Industrial Training Authority, NCS = national competency standard, NPA = National Procurement Authority, NVQ = national vocational qualification, OUSL = Ocean University of Sri Lanka, PWD = person with disability, QA = quality assurance, RPL = Recognition of Prior Learning, SSDD = Skills 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, VTA = Vocational Training Authority.

Source: Asian Development Bank.