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Punjab Youth Workforce Development Project (PYWD)

# Quarterly Progress Report

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# Acronyms

BCC	Behavioral Change Communication
BCCI	Bahawalpur Chamber of Commerce and Industry
BISP	Benazir Income Support Program
CC	Career Counseling
CEO	Chief Executive Officer
COP	Chief of Party
COR	Contracts Officer Representative
COs	Community Organization
DBOM	District Board of Members
DOC	Development Outreach & Communication (DOC)
EDT	Enterprise Development Training
ICB	Institutional Capacity Building
IR	Intermediate Results
IRM	Institute of Rural Management
LTTA	Long-Term Technical Assistance
MCCI	Multan Chamber of Commerce and Industry
MCCI	Multan Chamber of Commerce and Industry
MEL	Monitoring, Evaluation and Learning
MoU	Memorandum of Understanding
NAVTTTC	National Vocational & Technical Training Commission
NGOs	Non-Governmental Organizations
NSIS	National Skills Information System
OJT	Through on the Job Training
PSDF	Punjab Skills Development Fund
PVTC	Punjab Vocational Training Council
PYWD	Punjab Youth Workforce Development
STTA	Short-Term Technical Assistance
TEVTA	Technical Education & Vocational Training Authority
TIs	Training Institutes
TVET	Technical and Vocational Education and Training
USAID	United States Agency for International Development
USG	United States Government

## I. Executive Summary

The Punjab Youth Workforce Development (PYWD) project is a three-year project funded by USAID and implemented by Louis Berger in four focus districts i.e. Multan, Lodhran, Bahawalpur and Muzaffargarh. Across the focus districts, the PYWD project has mobilized, sensitized and engaged more than 10,000 youth to play a positive role in their communities, prepared them to pursue employment/self-employment through provision of workforce development programs and toolkits in market relevant trades. The workforce development programs included Institutional Training Program, On-the-Job Training Program, Enterprise Development Training Program, Microfinance and Career Counseling.

The current reporting period marked the successful completion of PYWD Project. During this quarter, efforts were made to conclude program activities, prepare and implement a Demobilization Plan for smooth phaseout of project activities while ensuring the sustainability of project interventions for long term impact. As part of the sustainability plan and to implement the recommendations from Mid-Term Evaluation Report, various program activities were undertaken in focus districts. To sustain the PYWD Project's Community Engagement activities and continue communal support for youth development, the project capacitated 22 Community Organizations (CO) through 3-day capacity building training program. The COs were equipped with necessary skills to identify at-risk youth from their communities, work with community members and parents to link youth with various workforce development programs and avail economic opportunities.

The project conducted sustainability sessions with Reflect Circle groups and transferred the ownership of community development schemes to the community. It further agreed with them on a plan for the operation & maintenance of all the 36 completed community development initiatives of the project. Efforts were made to emphasize the sustainability of community development schemes through patronage of community members, support from local Government authorities, and by leveraging the private sector corporate social responsibility funding.

Continuing the project's ongoing effort to develop public-private partnership for TVET sector reform, the project in collaboration with Planning and Development Department Punjab organized a Roundtable Conference on TVET with key stakeholders. The roundtable provided an opportunity for TVET stakeholders, including Private Sector and Academia, to discuss the challenges and opportunities for TVET sector reforms and appropriate resource allocation through Annual Development Planning. During the round table seminars, the project's lessons learnt, and successful models were presented.

The development of Mobile Application App (HUNARMAND) was completed. The App was launched in a high-profile event held in Islamabad. Federal Minister for Education and Professional Training Mr. Shafqat Mehmood, USAID Mission Director Ms. Julie Koenen, Chairman NAVTTC Syed Javed Hassan and more than 50 guests from public and private sector organizations were present at the launch event. The App has been published on cloud and administrative access was transferred to NAVTTC for ongoing implementation and maintenance.

The project in close coordination with training partner CHOTHM, strived to create employment opportunities for the youth who recently completed trainings in hospitality trades. Furthermore, to support the self-employment of youth who completed PYWD Project-supported TVET program in selected trades, 56 toolkits were provided.

The curricula for short-courses in Agriculture sector was finalized. Total 18 High Value Crops were added in the curricula. The Industrial Mapping Study was also completed, and final report is being compiled.

As part of the closeout activities, all Sub-Contracts and Purchase Orders were closed. All OJT employers, who helped to provide training and employment support for youth in industrial trades,

were contacted to assess the job retention of youth placed following their OJTs. The retention survey data revealed that majority of the youth (61%) were still employed with the same employers, 23% were also still employed but switched to other employers; and 16% left jobs and their current employment status is unknown. The revised income data showed that the youth are earning better income with an overall average increase of 37% in monthly income. Moreover, task completion certificates were obtained from 64 OJT employers.

The outcome measurement activities were also concluded in this quarter. The final round of tracer survey was concluded, and its final report was prepared. The survey data revealed positive results regarding the transition of trained youth into labor market and their income augmentation. The outcome study report, titled as “Learnings from Field” was also prepared and shared with USAID in this quarter.

In compliance with approved demobilization plan, the project dispositioned all of its non-expendable property (including IT resources). USAID’s approval was secured before dispositioning of items having its residual value above \$500. The Project successfully closed its program offices in Multan and Bahawalpur and the corporate office in Lahore and all properties of those offices have been dispositioned to the relevant stakeholders as per the approved plan.

Towards the end of quarter, all project record was organized in hard and soft form. Physical files were carefully reviewed and packaged for post-project archival. An automated referencing and document tracking mechanism was implemented for easy navigation of records and document retrieval after project life. All physical records were sent to Louis Berger home office for safe storage. In addition to physical data backup, all project documents were scanned and uploaded to the online document management system of Louise Berger.

The performance data was consolidated to create life of project level summaries and analyze the achievements against LOP targets. The MIS dashboard was substantially changed to visualize the performance data and youth tracking from enrollment to placement.

To showcase the achievements and success of the project, a Video Documentary, Coffee Album and Success Story Booklet were developed in close consultation and coordination with USAID.

## 2. Program Updates

The reporting quarter was the last quarter of PYWD Project. During this quarter, the outstanding activities from Year 3 Work Plan, newly proposed activities to implement the recommendations from PYWD Project's Mid-Term Evaluation Report, and the closeout activities as per demobilization plan of project were carried out.

The program activities implemented under each technical component are discussed below:

### **Component I: Community Engagement**

Under Community Engagement component, the project collaborated with Community Organizations (COs) and stakeholders for sustaining the community engagement efforts of the project to support the unemployed youth to participate in future workforce development programs.

During the quarter, the project team ensured the sustainability of Community Development Schemes through engagement of community members, private sector and Local Govt. authorities. In close collaboration with district administration and other relevant departments, the sustainability, security and safety of community development schemes, beyond the project life, was ensured through the community support. The Reflect Circle groups members were engaged to ensure ownership and commitment of community members and youth for ongoing operations and maintenance of the schemes.

The project continued to support the outreach activities and community-based campaigns undertaken by project partner COs, exposure visits of high school students to TVET institutions, and Behavioral Change Communication campaign. The project's communication team maximized outreach through various media programs including Social Media (e.g., Facebook, YouTube), and media coverage of important events and for ongoing project interventions

To promote the project's achievements, the communication team developed a whiteboard animated video and success story booklet. The draft versions of coffee table catalogue and a video documentary were also in progress.

The following section describes PYWD's progress against the component activities that were planned for last quarter;

#### **I. Capacitate Selected Community Organizations**

Community Organizations (COs) have proved to be a critical channel to promote awareness at grassroot level and implement project activities at village/union council level. As part of PYWD Project's Community Engagement Strategy, the project identified and engaged 258 COs/Stakeholders from focus districts, who dedicatedly worked with project team and their support was instrumental to identify at-risk youth, create TVET awareness among the youth and communities and undertake various Community Development Schemes.

Keeping in view the sustainability of youth engagement and other community-based activities the project launched an initiative to build the capacity of 22 COs from focus districts. Building the capacity of COs was a key recommendation of the Mid-Term Evaluation Report to ensure the sustainability of the process pioneered by PYWDP for identifying youth for skilling training and engaging them in community issues and activities through COs, beyond project life.

During the reporting period, the PYWD project in consultation with other stakeholders developed the criteria for selecting the most suitable COs to participate in the training program.

The following factors were considered to select the COs;

- CO voluntarily supported the PYWD Project to identify youth from communities
- CO is active and enjoys good reputation within the community
- COs members are from community members (not a family organization)
- CO is willing to continue social services
- CO is ready to participate in Capacity Building Program

Based on the aforementioned criteria, the following 22 COs were selected to participate in the capacity building programs;

Multan/Muzaffargarh	Bahawalpur/Lodhran
<ul style="list-style-type: none"> <li>• Al-Kousar Foundation Bahawalpur</li> <li>• Equality for All (EFA-Pak) Bahawalpur</li> <li>• Local Support Organization Khanoo Wali Bahawalpur</li> <li>• Khanu Wali Organization Bahawalpur</li> <li>• Fattoo Wali Tanzeem Bahawalpur</li> <li>• Al-Raheem Development Organization Lodhran</li> <li>• Soch Welfare Organization Lodhran</li> <li>• Ujjala Foundation Lodhran</li> <li>• Society for Grass Root Development (SGRD) Lodhran</li> <li>• Public Support Organization</li> </ul>	<ul style="list-style-type: none"> <li>• Organization for Women and Disable Care (OWDC) Multan</li> <li>• Pakistan Human Development Foundation (PHDF) Multan</li> <li>• Action Against Poverty (AAP) Multan</li> <li>• Saiban Kissan Society (SKS) Multan</li> <li>• New Horizon Foundation (NHF) Multan</li> <li>• Noor Welfarer Foundation (NWF) Multan</li> <li>• Society for Special Persons (SPS) Multan</li> <li>• Sukh Development Organization (SDO) Muzaffargarh</li> <li>• Participatory Monitoring Group (PMG) Muzaffargarh</li> <li>• Jinnah Welfare Society (JWS) Muzaffargarh</li> <li>• Al-Rabia Trust (ART) Muzaffargarh</li> <li>• National Organization for Sustainable Development (NOSD) Muzaffargarh</li> </ul>

The Lodhran Pilot Project (LLP) was selected as local partner organization to undertake the capacity building activities of selected COs from focused districts.

### 1.1. 3-Day Training for Community Organizations

The project in collaboration with local partner NGO, organized a three-day training on “Organizational Structure and Organizational Development for Civil Society Organizations”. The training was arranged at two locations in Bahawalpur and Multan. The first training was conducted from October 16–18, 2019 at Bahawalpur in which 25 members from 10 Community Organizations of District Bahawalpur and Lodhran participated.





Figure 1. Participants Group Photo at 3-Day Training in Bahawalpur.

The 3-days training at Bahawalpur was focused on Strategic Planning, Project Life Cycle, Monitoring & Evaluation and other organizational functions like HR, Procurement etc. During the training, the PYWD Project's Regional Manager for Lodhran and Bahawalpur presented the key strategies adopted by the PYWD Project in order to engage, train and place at-risk youth. The trainers emphasized to sustain the legacy of PYWD Project for continuity of youth engagement and their skills development for greater social and economic impact on communities.

The training participants (members of COs), who have been part of the PYWD Project supported community-based activities shared their field experiences and lessons learnt throughout the project cycle.

Senior Staff from LPP including CEO Dr. Muhammad Abdul Saboor also attended the training and highlighted the role of Community-Based Organization to ensure the sustainability of donor funded interventions.

At the end of training, the participant from each CO developed action plans for the follow-on activities to promote TVET at grassroots level, reach out to Training Institutes, linking at-risk youth with training institutes for skill development and help them to get better jobs or pursue self-employment.



Figure 2. Group Discussions and Presentation during the Training Session at Bahawalpur.



The second training was organized from Nov 22 – 23, 2019 at Multan in which selected COs from District Multan and Muzaffargarh participated. The training was attended by 24 members from 12 COs. The contents of the trainings, instructional methods and trainers in both trainings were the same. However, the sequence of topics was adjusted based on the learnings from previous training to make the training session more interactive.

The participants were engaged through different interactive sessions and groups discussions. During the training, the achievements of PYWD project in District Multan and Muzaffargarh were presented. A detailed presentation on successful models of PYWD Project was demonstrated. The trainers emphasized the dire need to adopt these tried-and-tested and successful workforce development strategies and continue the support of COs to identify at-risk youth and persuade them to take part in Workforce Development trainings offered by both private and public sectors institutions.

The PYWD Project’s BCC strategy and BCC activities were reiterated. Remaining BCC materials were given to the participating COs for further distribution in future BCC sessions, planned by the COs in their respective areas.

Like the training participants in Bahawalpur, the participants from Multan and Muzaffargarh also developed action plans to implement follow-on activities for promotion of TVET, identification of at-risk youth and regular coordination with TVET institutions to enroll youth in market relevant training programs.



Figure 3. Pictorial View of Training Session in Multan.

## 2. TVET Awareness Raising Sessions through Community Organizations

As part of sustainability plan, the PYWD Project conducted 5 youth awareness sessions in focus districts through partner Community Organizations (COs) to sensitize youth and local communities about the importance of skill development and employment opportunities.

During these sessions, youth and their parents were provided with information about the importance of workforce development and vocational/technical skills development opportunities available for youth.

The summary of the participants in the awareness raising sessions are shown below:

District	Number of Participants		
	Male	Female	Total
Lodhran	24	9	33
Bahawalpur	38	16	54
<b>Total</b>	<b>62</b>	<b>25</b>	<b>87</b>

The participants were oriented about the skill development programs of PYWD project and the role of community engagement for youth workforce development. The PYWD Project's Regional Manager and members of local Community Organizations were present during the sessions. They emphasized that, the continuation of the communal support through the partner COs and community members is crucial to sustain the efforts of PYWD Project towards sustainable youth workforce development in their area.



Figure 4. Participants of TVET Awareness Session

The CO members, who were trained earlier in a 3-day capacity building training, provided detail information to youth regarding the training courses conducted by TEVTA, PVTC, PSDF and other private training institutes. They shared other information such as admission criteria for training courses, employment opportunities in relevant trades, and the training schedules. Moreover, the COs discussed the self-employment opportunities for entrepreneurs supported by interest free loans offered by AKHuwat (PYWD Project' local microfinance partner) and wage employment opportunities in the local market.

The community members showed full dedication for continuing the community engagement services to youth beyond the project life. On regular basis, the COs will conduct awareness sessions for youth and linked them with skill development programs and employment opportunities.

In addition to TVET awareness, the CO members conducted BCC sessions with youth and their parents. They started to develop socially constructive and positive attitudes among youth and communities through replication of PYWD Project's Behavior Change Communication (BCC) model. The COs and community members were committed to replicate the PYWD Project's BCC sessions model.



Figure 5. BCC Session in Bahawalpur

During the awareness sessions, the CO members identified unemployed youth and prepared a list of youth with their basic information. Around 160 youth were referred to different training institutions in focus districts. The COs and Community Members will continue to arrange activities for youth and engage them in positive



activities. The COs will continue to identify at-risk youth from their communities, help them to take part in TVET courses to become productive member of the society.

### 3. TVET Exposure Visits

The PYWD Project's TVET exposure visits were instrumental to increase youth awareness on TVET and to increase TVET enrollment. Throughout the project implementation period, TVET exposure visits were arranged for the students (both girls and boys) from high schools to different TVET institutes in focus districts. These exposure visits enabled youth from formal schools to see the TVET infrastructure and interact with TVET faculty, allowing them to know about different technical courses and skill development programs. The objective of the exposure visit was to enhance the level of knowledge of high school students about TVET sector so that they may be informed for their choice regarding career in future as well as they may share with their peers.

During this quarter, two TVET exposure visits were organized. The first exposure visit was arranged at Government Technical Training Institute (GTTI) Bahawalpur for the students from Government Abbasia Boys High School Bahawalpur. The faculty members and 42 students from the schools visited the GTTI Bahawalpur.



*Figure 6. Participant of Exposure Visits at TVET lab GTTI Bahawalpur*

Faculty member, Mr. Zafar Ahmed, at GTTI Bahawalpur provided detail orientation to students and participants about the TVET trades taught in the Training Institute and existing employment prospects in the market. Students also visited classroom and labs/ workshops. They were oriented about the practical working of trades. Students showed their keen interest in getting information about technical skills and asked queries about future employment prospects of the trades. In response, the GTTI Principle, Mr. Tariq Malik shared that technical education is an effective way to reduce youth unemployment in the country and allowing them to support their families by earning reasonable income.



*Figure 7. Participant of TVET Exposure Visit at GTTI Bahawalpur*

The Second exposure visit was arranged at Government Vocational Training Institute (GVTIW) Multan for the students of Government Girls High School Khaliq Pura Multan. The faculty and 46 Students (Girls) from the school visited GVTIW Multan.

Mrs. Khadeeja Nawaz from GVTIW Multan provided a detail orientation to students and guests about TVET courses offered to female students, including Domestic Tailoring, Computer Applications, Fashion designing, Professional Cooking, Fabric Paint, Dress Making etc.

Students also visited classroom and labs/workshops. They were oriented about the practical working of different trades including the instructional techniques demonstrated by the instructors so that the student gets practical information about skill development at TVET institutes. Students showed their keen interest in getting information about technical skills and asked many questions which were replied by the concerned instructors.



Figure 8. Exposure Visit Government Vocational Training Institute (GVTIW), Multan



Figure 9. Participants of Exposure Visit at Government Vocational Training Institute (GVTIW), Multan

#### 4. Sessions with Community Organization for Sustainability of Community Development Schemes

During the reporting quarter, the project team in collaboration with local COs and Reflect Circle groups convened meetings to ensure operation, maintenance and sustainability of



community development schemes. Depending upon the availability of local resources and the scheme type, different sustainability models were discussed and agreed to sustain the schemes including, Sustainability through Community Support, Private Sector /CSR Funding Support, and the support from relevant Local Government Offices.

### 1. Sustainability through Private Sector Model

PYWD project leveraged the CSR of Colony Textile Mill Multan to provide ongoing support for operations and maintenance cost of three Water Filtering Plants in Multan.

Formal MOUs were agreed with the Textile Mill to ensure the ongoing O&M support for the following Water Filtration Schemes;

1. Water Filtration Plan - Jamal Town Multan
2. Water Filtration Plan - Basti Maswana Multan
3. Water Filtration Plan - General Bus Stand Multan

### 2. Sustainability through Community Owned Business Model

Local Community took the responsibility to ensure ongoing maintenance and operation of community schemes through voluntarily communal support. Majority of community schemes were transferred to local committees formed to maintain and operate the schemes at local level. The local O&M committees were tasked to generate funds through local philanthropists and other community members for ongoing maintenance of the schemes. A proper register is being maintained by the committees to record the funds aggregation and ongoing expenses like filter change, treatment chemicals and repairs.



Figure 10. Sessions on Sustainability of Community Scheme with Community Members and Officials

### 3. Sustainability through District Administration

The PYWD Project team coordinated with relevant Local Government offices and District Administration to ensure the required support for sustainability of schemes implemented through project's support. In this regard, the district administration has issued instructions to relevant sub-department and focal persons to bear the operation and maintenance cost and ensure sustainability of the scheme for long-term benefits of the community.

## **Component II: Institutional Capacity Building, Partnerships and Placement**

Under this component, coordination with OJT Employers were continued throughout the quarter. Youth placed through On-the-Job Training (OJT) program were tracked to assess their retention. The OJT programs were monitored through follow-up with industries and updating the tracking data on MIS. The summary of retention data received through employers were added to ongoing tracer survey data.

After reviewing the contractual requirement of each contract signed with OJT employer, formal contract closure notices were issued, and completion certificates were obtained from all OJT employers.

TVET Round table conference was held with industries and TVET sector authorities to highlight the problems of TEVT sector and find solutions through public-private sector collaboration and provisions of funds through Annual Development Planning allocation.

Realizing the emerging demand of skilled labor in agriculture sector, particularly in high value crops, the project completed the development of curriculum for short-term courses in collaboration with agriculture sector experts.

The textile sector industrial mapping study research was completed. The findings were analyzed and are added to final report on Industry Mapping Study.

The development and testing of Mobile Application, HUNARMAD, was completed, and the project collaborated with NAVTCC to implement the Application through NAVTCC resources. The Mobile Application was launched in high-profile event at Islamabad.

The following section describes PYWD's progress against the component activities that were planned for last quarter;

### **2.1. Placement status followed by On the Job Training (OJT)**

During the reporting quarter, OJT completion certificates from 68 OJT partner industries were received by the PYWD project team. The completion certificate was obtained after reviewing the mandatory contractual obligations, and payment terms agreed with each employer.

The OJT activity level documentation, periodic progress data, placement records were organized and scanned for post-project archive management.

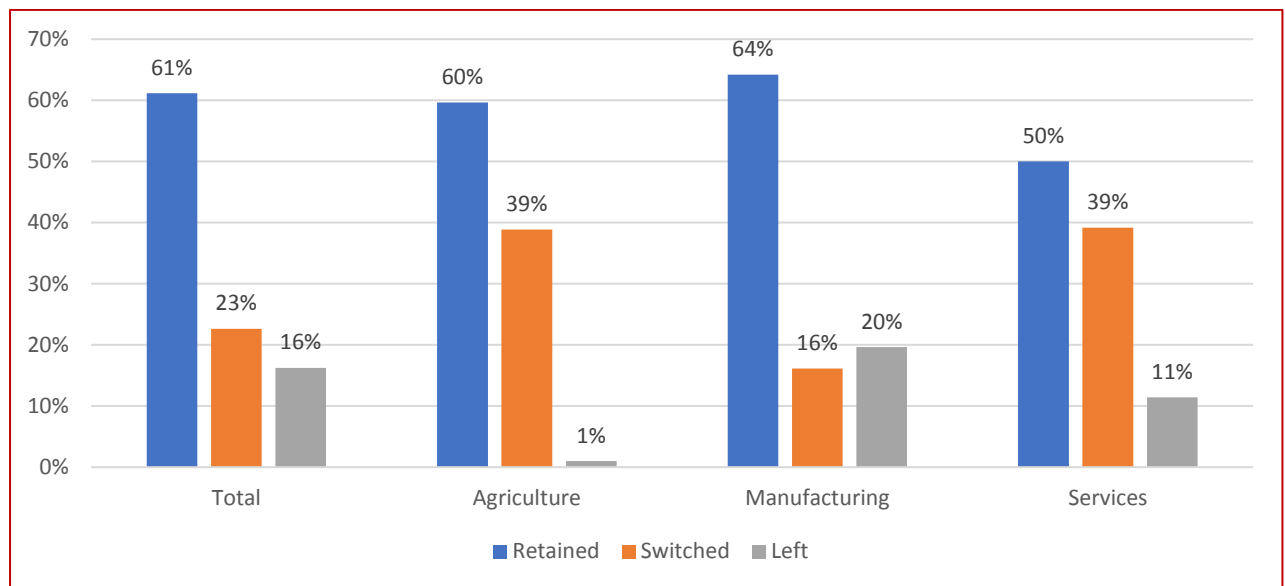
The project team also developed a format to check the retention of youth placed in jobs following to completed of OJT with employers. The pre-filled retention forms were sent to all OJT employers to report the retention of youth in jobs and the latest monthly salary of retained youth. In response, the OJT employers provided the required data for M&E record.

The job retention data was appended to existing tracer data and recorded in project online MIS for analysis and reporting. Over 75% of youth placed with different industries following OJTs were tracked through employers' survey.

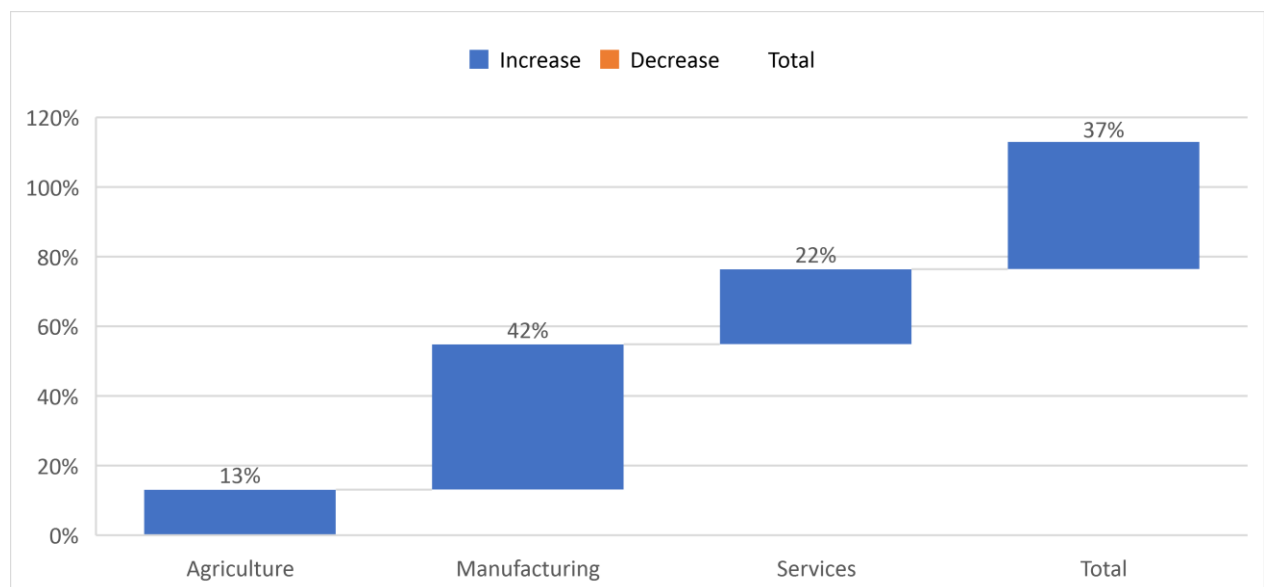
The survey revealed that majority of the youth (61%) still held their jobs with same employers, 23% had switched to other employers in the same sector, and 16% left jobs and their work status was unknown. The revised income data was compared with the income data collected at the beginning of employment, the income comparison revealed that the youth are earning better income i.e. increase by 10% (at Min) and 37% (at Max) in their monthly income.



The summary OJT youth by their status (at the time of survey) is mentioned below:



Those who are still working for the same employers have got an increase in their monthly salaries by 13% in Agriculture Sector jobs, 42% in Manufacturing Sector and 22% in Services Sector. The percent change in salary by sector is shown below:



## 2.2. Microfinance to support Youth Led Enterprises

The project, through its local partner for Microfinance, has successfully disbursed loans to a pool of 1,013 youth who were also trained on financial and business planning through Enterprise Development Trainings. During the current quarter, the project team collaborated with Akhuwat (PYWD project's partner organization for microfinancing) to measure the loan recovery rate. All the youth who acquired PYWD supported business loan in first cycle, have returned 100% loan amount to Akhuwat, this indicates the success of PYWD Project supported Microfinance programs.

The microfinance tracer survey revealed that overall 99.5% of loan amount was used by the youth to establish new businesses or scale up existing businesses.

### 2.3. Development of Mobile Application for TVET youth

The development and testing of PYWD Project supported Mobile Application “HUNARMAND” was completed and the Application was launched in the presence of key stakeholders. During the reporting quarter, various meetings were held with NAVTCC for sustainability of the Mobile Application and review of final deliverables submitted by vendor.

The Testing Phase was also completed. All the feedback from field testing and suggestions of NAVTCC were incorporated to finalize the part-time module codes and full-time job modules. The user access levels were provided to RIKSOF (Mobile App development company) for the changes. The latest version of App was published to Play Store and App Store (Google and Apple).

#### Launching Ceremony of HUNARMAND (the PYWD Project Supported Mobile Application)

The PYWD Project supported Mobile Application, known as HUNARMAND, was launched during this quarter. The App launching ceremony was held at Marriott Hotel Islamabad on October 3, 2019. Federal Minister for Federal Education and Professional Training Mr. Shafqat Mehmood, USAID Mission Director Ms. Julie Koenen, Chairman NAVTCC Syed Javed Hassan and more than 50 guests from public and private sectors organizations were present at the launch event.

Speaking at the event, Shafqat Mehmood, Minister for Federal Education & Professional Trainings said, “Providing youth with technical and vocational skills and creating economic opportunities by linking them with employers through technology would help ensure a prosperous future for them.” The minister said the initiative will not only enable a common man to hire a skilled workforce on the click of a button, but it would also create employment opportunities for skilled people. He reiterated the importance of developing a gold standard qualification and certification regime to produce a highly skilled labor force for both the domestic and international markets.

USAID Mission Director Julie Koenen said,



Figure 12. Julie Koenen, USAID Mission Director addressing at the Launch Event.



Figure 11. Mr. Shafqat Mehmood, Federal Minister for Education & Professional Trainings speaking at the Launch Event

*“Job opportunities for young people are an investment in a nation’s future. I would like to thank all of our partners in the public and private sector, particularly NAVTCC, for their unwavering support in ensuring that we provide Pakistani youth with opportunities so that they can improve their lives, give back to their communities and contribute to Pakistan’s economic development.”*

Chairman NAVTTC Syed Javed Hassan termed it an important step towards reducing the mismatch between demand and supply of skilled workforce to domestic and industrial employers. He thanked USAID for their support in developing the app.

The project has developed this mobile app for the National Vocational & Technical Training Commission (NAVTTC) to assist qualified youth to get information on domestic employment opportunities and support employers to find skilled labor and grow their companies.



*Figure 13. Participants in App Launch Event*

The App Launch Ceremony was widely publicized through national TV Channels and Newspapers.

### **Key Functions of Mobile Application (HUNAMAND)**

The mobile application has three modules. Domestic job module, full time job seeker module and full-time employer module. As per the national employment agenda of the federal Government, Prime Minister's Office deputed NAVTTC for development of national job portal. This portal is said to be the largest national Government run portal. Through this initiative, the mobile application for full time job seeker and employers will serve as the mobile-based versions of Government's largest online employment portal, and thus will have greater chance to be sustainable.

The details of the three mobile applications modules are explained below:

- I. HUNARMAND (Domestic/ Short Term Employment):** HUNARMAND is one of the three mobile applications that will facilitate general household through a database of available, registered workforce they can hire to resolve domestic, residential technical issues such as plumbing, electrical and air-conditioning. The module will provide self-employment opportunities to certified technical and vocational workforce. This application is developed and launched for operations.

After the launch of the mobile application in October, NAVTTC has developed an operational plan for Islamabad and Rawalpindi as a pilot and selected 6 trades (Welder, Plumber, HVAC, Mason, Auto Mechanic and Auto electric) to offer services to general public. Initially, NAVTTC will target RedZone Islamabad and areas in 20 km circumference by the participating institutes.

To operationalize the mobile application, the first step is the registration of the job seekers. NAVTTC's placement officers will register and train those youth. By mid-November 2019, NAVTTC has registered approximately 200 job seekers after proper due-diligence. Currently over 100 youth registered in Rawalpindi/Islamabad and remaining from other regions including Multan.

To expedite the registration of job seekers, NAVTTC conducted boot camps in 10 participating institutes in Rawalpindi/Islamabad from November 25, 2019 to December 06, 2019. It is anticipated that by Jan/Feb 2020, another 400 youth will be registered.

The next operational step will be to market and promote the Mobile Application to the domestic employers. In this regard, NAVTTC will print Brochures, Banners and display in surrounding areas, relevant spare part shops, entrances of the colonies/societies etc. Also, NAVTTC will organize digital marketing such as separate but linked website for application, Facebook page, and targeted paid marketing ads. From February/March 2020, the mobile application will formally start working and the registered youth will start offering their services to the domestic employers.

Based on the lesson learnt and experiences gained from the pilot phase, NAVTTC will launch the application in other regions of Pakistan.

- 2. Full Time Blue-Collar Job Seeker:** This Module is linked with NAVTTC's job portal developed for the full-time job seekers to secure their jobs with businesses. NAVTTC is integrating this application with National Employment Exchange (NEX) database. Job seekers will register with the application with their detailed profile/ CVs and set their preferences, skills, and competencies. Once registered, jobseekers can sign up to receive new job alerts (posted by employers on the NAVTTC job portal) and apply. They can also search different job categories or by employers. Development of the Application Interfaces for database integration has been completed and tested, and additional features could be in the future after the operationalization of NEX. This application will be launched together with the launch of National Employment Exchange.
- 3. Full Time Employers:** This Module is for employers use only. Employers will be registered online with NAVTTC's job portal through their set criteria. The employers will be able to login to this application by using their job portal's credentials and view job applications against their job advertisements. The application will serve as mobile based dashboard for NAVTTC's job portal. This application is linked with full-time job seekers and will be launched together with NEX and full-time job seeker application.

The mobile application was developed for assisting four kinds of roles including;

1. Part-Time Job Seeker
2. Domestic Employer
3. Vocational Counselling and Job Placement Officers
4. Admin

Two of the roles including part time job seekers and domestic employers can be accessed through mobile application platform, however the other two are different web-based panels with administrative access to perform certain operations and manage information records. Features of each role are shown below:

Part Time Job Seeker	Domestic Employers	Vocational Counselling and Job Placement Admin Panels	NAVTTTC Admin Panels
<ol style="list-style-type: none"> <li>1. Sign up using, Mobile Number (verified through OTP codes), CNIC with photo, Qualification and trades, Selection of Institutes of their study and Selection of Vocational and Job Placement Centers for Verification and wait</li> <li>2. Go Online after verification from the VC&amp;JP center.</li> <li>3. Verifying location through GPS (auto detected and can be adjusted)</li> <li>4. Getting notified of the available jobs</li> <li>5. Acceptance of the jobs</li> <li>6. Location tracking of the employers</li> <li>7. Start Job/ Job Completion</li> <li>8. Rate Employers</li> </ol>	<ol style="list-style-type: none"> <li>1. Sign up using Mobile number (verified through OTP codes)</li> <li>2. Choosing required service among the available services including,</li> <li>3. Add work specific requirement and posting a job</li> <li>4. Setting up Location</li> <li>5. Advertising job/ work</li> <li>6. Accepting job seeker</li> <li>7. Call Job Seeker</li> <li>8. Live tracking of the Job Seeker</li> <li>9. Accepting start of job and completion</li> <li>10. Payment and Rate Worker</li> </ol>	<ol style="list-style-type: none"> <li>1. Sign-in (using particulars set by NAVTTTC at the time of registration)</li> <li>2. See Verification requests</li> <li>3. Verify newly enrolled job seeker</li> <li>4. Block active job seekers and vice versa</li> <li>5. Block active domestic employers and vice versa</li> </ol>	<ol style="list-style-type: none"> <li>1. Manage VC&amp;JP admin users (NAVTTTC enrolls VC&amp;JP admin users and training them on using this platform)</li> <li>2. Manage domestic employers (can enable/disable accounts, use filters on rating etc)</li> <li>3. Manage Job Seekers (can enable/disable accounts, use filters on ratings etc)</li> <li>4. Get OTP Code (If any user does not receive mobile code, he/ she may request NAVTTTC to generate one for them)</li> <li>5. Adding new information including, districts, trades, institutions, languages etc. manually or through CSV files.</li> <li>6. Manage user complaints and response to them</li> <li>7. Communicate with application using push notifications</li> </ol>

### Sustainability of Mobile Application

PYWD project has partnered with NAVTTTC, a federal commission for technical trainings, who has prepared a dedicated infrastructure i.e. 3 Servers, related software and 24/7 connectivity being managed by technical team (Comprising of Director, Deputy Director, 2 Software Developers, Network Expert, Network Security Expert) to ensure the functioning of applications. NAVTTTC also provided a dedicated helpline i.e. Toll Free Number (0800-88866) for issues if arise by employers or workers.

NAVTTTC is already collaborating with provincial governments and has setup 120 Vocational Counseling and Job Placement Centers at various institutes of provincial TEVTAs and PVTTC, which are linked with <http://JobPlacement.gov.pk> and <http://skillingPakistan.org> websites being managed by NAVTTTC. After piloting in Islamabad, NAVTTTC plans to extend and introduce this app to all districts through provincial governments gradually.



Figure 144. Application is at Google Play Store and Apple App Store



## 2.4. Finalize Short-Courses for Agriculture Sector

The development of curricula for agriculture short-courses was completed in this quarter. Short-courses for the following High-Value crops were added to the curricula;

Kharif Season Crops	Rabi Season Crops
1. Production Technology of Beans (Lobia)	1. Production Technology of Tomato
2. Production Technology of Melon	2. Production Technology of Onion
3. Production Technology of Water Melon	3. Production Technology of Garlic
4. Production Technology of Chili Crop	4. Production Technology of Pea
5. Production Technology of Capsicum	5. Production Technology of Sesame
6. Production Technology of Okra (Lady finger)	6. Production Technology of Cumin
7. Production Technology of Turmeric	7. Production Technology of Fennel
8. Production Technology of Coriander	8. Production Technology of Glandulous
9. Production Technology of Tube Rose	
10. Production Technology of Cucumber in Tunnel	

The final consultative meeting with technical committee was held on October 24, 2019 at Multan PGICA Office. The main objective of the meeting was to finalize the short courses contents with the advice of experts as per standardized system of Agriculture courses being practiced by Agriculture Academia.

The curriculum was drafted with proper guidelines for farmer training in 18 selected high value crops. It focuses on increasing the production of off-season high value crops through capacity building of farmers and agriculture workers on best practices of crop management to enhance the crop yields. These short courses will be applicable for progressive farmer to increase their crop production and adopted by TEVTA to implement the curriculum in their institutions.

During the meeting, the short courses contents were thoroughly reviewed by the technical team represented by 08 members from different disciplines. The committee unanimously decided to include the following points in the curriculum design;

- Planning for cultivation of crops
- Awareness about weather forecast
- Market Analysis
- Cost of production and Cost Benefit Ratio
- Risks Mitigation
- Time period is mandatory factor for cultivation of crops.
- Trainer will provide the information about the location of availability of inputs like herbicides, pesticides, fertilization, seeds as per the soil and climate requirements.

This curriculum will be implemented as pilot project in 3 to 5 union councils through local training providers to demonstrate each segment to create confidence among local farmers.



The Committee composition is shown below:

Advisory Board Member	Technical Experts
1. Dr. Nazim Hussain Labar, Professor, Department of Agronomy – Bahauddin Zakariya University, Multan	1. Amir Hamza, Director, PARC-R&T–Bahauddin Zakariya University, Multan
2. Zia-ul-Hassan Shad, Project Manager - PGICA, Multan.	2. Shah Jahan Ahmad, Deputy Director, Agriculture Extension, Multan
	3. Sajjad Bhutta, CEO Bio force Chemicals, Multan
	4. Sher Muhammad Shaheen, General Manager, Warble Pvt Ltd, Multan
	5. Saleem Haider, Agriculture Officer PGICA, Multan
	6. Muhammad Ilyas, Progressive Farmer -Private, Chak 5 Faiz, Multan

The recommendations from the consultative meeting were incorporated in final Curricula Document, and a detail report on Agriculture Short-Course Curricula was prepared and shared with USAID during this quarter.

## 2.5. Industrial Mapping – Textile Sector

Building upon the insights from PYWD Project’s Skill Gap Analysis report, the Industry Mapping Study of textile sector in south Punjab was designed and commenced during the recent quarter. The purpose of this study was to identify the type (nomenclature) of existing and future demand for skilled labor (blue-collar workers) by employers in the textile sector and sub-sectors. The study aimed to identify skill gaps to meet the specific demands at workplace within textile sectors and inform the TVET design and delivery to meet the demands for skilled workforce within textile sector in focus districts of south Punjab i.e. Multan, Muzaffargarh, Lodhran and Bahawalpur.

Under this study, the primary data collection continued during the reporting quarter. Fourteen Textile industries operating in three sub-sectors i.e. Spinning, Weaving and Processing were visited to conduct the Key Informant Interviews (KIIs) with relevant staff. The KII data was entered into spreadsheet, and the primary data was analyzed to generate insights for Industrial Mapping Report. A details analysis of blue-collar jobs, within each value-chain of three Textile Sub-Sector i.e. Textile Spinning, Textile Weaving and Textile Processing was carried out.

The value-chains within each sub-sector of Textile Sector are shown below:



Figure 15. Textile Sub-Sector Value Chains

The study revealed that, almost all of the blue-collar jobs in textile manufacturing industries are filled through in-house on-the-job training or informal traineeships. The Focus Groups Discussions, conducted by the PYWD Project on the employment opportunities for the skill youth in textile

sector (formal industries) revealed that, mostly the source of intake (skilled workers) is dependent on traditional 'ustad-shagird' system, in few industries they have training centers to train unskilled youth and to provide on-the job training to workers.

A steady supply of trained skilled workforce through TEVT is instrumental for the growth of textile industry, create employment opportunities for youth, improve their livelihoods and contribute to the national economy.

A detail report is compiled to consolidate the findings of Textile Industrial Study; including the employment prospects within each sub-sector, type of jobs needed and other specific requirements of workplace. The report will be useful for TVET stakeholders to create more Textile related TVET courses keeping in view the specific requirements of workplace and demands for workforce.



Figure 16. A view of Colony Textile Mill Multan.

## **2.6. Roundtable Conference on TVET Sectors Reforms**

The TVET Round Table Conference was organized by Planning & Development (P&D) Department of Punjab in collaboration with USAID funded Punjab Youth Workforce Development (PYWD) Project on October 15<sup>th</sup>, 2019 at P&D Office Conference Hall Lahore. The Round Table Conference was chaired by Chairman Planning & Development Dept. Punjab. The purpose of the Round Table Conference was to initiate a dialogue amongst the key stakeholders in Technical Education and Vocational Training (TVET) sector of Punjab in order to identify and prioritize the critical needs in TVET sector for next year's Annual Development Planning. The conference provided an opportunity for PYWD Project to showcase its successful models, areas of improvements suggested based on learning of PYWD Project implementation, and proposed solutions.

The conference brought together more than 50 stakeholders from TVET, Private Sector, Academia and other Govt. offices to deliberate the success and challenges in TVET sector, explore opportunities to improve linkages between the private and public sectors, make policy recommendations for employability of youth and allocate appropriate resources for TVET sector in Punjab.



Figure 17. TVET Roundtable Conference, P&D Office Lahore, Punjab

The Chairman P&D Dept. Mr. Habib-ur-Rehman Gilani chaired the Round Table Conference on TVET. While reiterating the purpose of Round Table conference, the Chairman stressed that there is great need to allocate appropriate resources based on the needs of industry. He added that the supply-driven approach to TVET implementation needs to be replaced by a demand driven one. He concluded that the focus on the supply-side and quantity of TVET has superseded the quality.

Mr. Kevin Sharp, the Provincial Director USAID, expressed appreciation of the stakeholders and Planning & Development department Punjab for their participations and hosting the first Round Table conference on TVET. He mentioned that the Round Table is important and represent an opportunity to engage stakeholders working in TVET, both public and private sector, to collaborate and collectively improve TVET service delivery for better results.



Representatives from Punjab Vocational Training Council (PVTC), Punjab Technical Education and Vocational Training Authority (TVETA), Punjab Skills Development Fund (PSDF), National Vocational and Technical Training Commission (NAVTEC) provided a brief overview of TVET landscape in Punjab.



Figure 18. PYWD Project' Presentation during the Roundtable Conference

The PYWD Project's lessons learnt, key challenges and proposed solutions were presented by the Chief of Party (COP), Mr. Qaisar Nadeem.

The conference concluded with a recommendation to convene the next Round Table Conference with more representation of stakeholders and in coordination with Lahore Chamber of Commerce. The round table followed a series of discussions that sparked debate on experience sharing around issues and challenges of TVET sector within the Punjab province. The chairman P&D Board endorsed the recommendations and called on stakeholders to take required actions.

- Frequent Round Table Discussions Prior to inception of Annual Development Plan 2020
- Creation of Working Groups & Sectoral visit of TVET Institutes
- Development of TVET Policy of Punjab
- Improve Quality of Teacher Training of TVET institutions.
- Identification of New Trades/Courses
- Best Practices of Private Sector TVET Providers
- Improve the Quality of Short Courses
- TVET Linkage with High Schools for awareness raising for students
- Recognition and Accreditation Informal Workforce Skills.

## 2.7. TVET Awareness Walk

The TVET Walk is another way of creating awareness and spreading positive messaging at community level. The PYWD Project supported TVET Walk provided an opportunity for the community members, teachers and youth to come together to support the skill development and create TVET awareness at local level.

During this quarter, three TVET walks were organized in the focus districts. To ensure active participation and gain communal support for TVET walk, various meetings were convened with heads of schools and TVET institutions and other key influencers like elders, social activists, notables, CO members, women from the community, and religious leaders.

The TVET awareness walk included the activities like poster displays, motivational speeches, group discussions, sharing of success stories and highlight the opportunities that TVET can provide for youth employability.

The first TVET walk was organized at Bahawalpur in which more than 70+ individuals, including the students from schools, teachers, members of COs, youth and community members participated.

The participants were holding placards with slogans and inspirational illustration about Youth Skill Development and Employment.

The TVET Walk contributed to promote TVET at community level and spread positive messages to foster social and economic development through active engagement, skill development and youth employment.

The second and third walks were arranged at Mulan and Lodhran in which more than 150 individuals participated including the TVET teachers, students, youths, parents and other key community influencers.

The project team, as part of the sustainability plan, underscored to COs and Heads of TVET institutes to continue TVET Walks and arrange regular community level events for greater awareness on TVET and engaging youth in positive activities.



Figure 19. TVET Walk at Bahawalpur



Figure 20. TVET Walk in Multan



Figure 21. TVET walk in Lodhran

### **Component III: Access to Workforce Education and Training**

Under this component, the project, through its public and private sector TVET providers, implemented various TVET programs in market relevant trades. The Youth who completed 12-month Skills for Market Linkages (SML) training program, and other TVET programs from TEVTA, PVTC and IRM were provided Toolkits to support their self-employment.

During the reporting quarter, the documentation of all institutional TVET programs was completed including training records, stipends disbursements, toolkit distribution and status of remaining toolkits. Official results of all project-trained youth were retrieved from training providers to update the training completion records and verify trainee information for remaining toolkit distribution planning.

Final round of toolkit distribution was organized to distribute the remaining toolkits to the youth who did not receive toolkits in previous rounds.

The training data was entered in project MIS, and activity level documentation were organized in proper folder for post-project document archiving.

The following section describes PYWD's progress against the component activities that were planned for last quarter.

#### **3.1. Skill Development through Institutional Training Programs**

The PYWD Project's supported institutional training programs were completed. During this quarter, the Project successfully completed and closed all contracts with its training partners.

- Employment for the Youth in Hospitality Trades

The PYWD Project and COTHM (project's local partner for Hospitality Sector Training programs) continued partnership to secure employment for the youth who recently completed training programs through project support.

Following successful completion of the training, majority of the youth were placed on employment and short-term internship with different local employers. The project team in close coordination with COTHM, reached out to Pearl-Continental Hotels & Resorts, the largest chain of five-star hotels in Pakistan, to place youth. As a result, more than 50 youth were interviewed and considered for the upcoming PC hotel in one of PYWD Project's focus Districts, Multan.

- Skills for Market Linkage Program

A meeting was held with Punjab Skill Development Fund (PSDF) to conclude the Skill for Market Linkage Program and discuss the clearance of the local training service providers of PSDF. The Training Service Providers (TSPs) that implemented the SML program were issued Clearance Letters, after reviewing the toolkits handing notes and collecting the remaining toolkits at PYWD Project district office.

The PYWD Project staff conducted Focus Group Discussions (FGDs) with the graduates of SML Program to obtain in-depth information about the success of SML Program and achievements. During this quarter, the FGD transcriptions were analyzed. FGDs were held with each Business Development Group of the program, the summary of FGDs held is shown below:



Summary of Focus Group Discussion (FGDs)				
District	# of Classes	# of Business Development Groups	# of FGDs	# of FGD participants
<b>Bahawalpur</b>	<b>11</b>	<b>27</b>	<b>27</b>	<b>147</b>
Adda Work	3	5	5	35
Commercial Tailoring	5	18	18	84
Hand Embroidery	3	4	4	28
<b>Lodhran</b>	<b>11</b>	<b>26</b>	<b>26</b>	<b>178</b>
Adda Work	3	5	5	42
Commercial Tailoring	5	11	11	96
Hand Embroidery	3	10	10	40
<b>Multan</b>	<b>26</b>	<b>46</b>	<b>46</b>	<b>415</b>
Adda Work	7	14	14	102
Commercial Tailoring	13	24	24	242
Hand Embroidery	6	8	8	71
<b>Muzaffargarh</b>	<b>11</b>	<b>20</b>	<b>20</b>	<b>195</b>
Adda Work	3	5	5	48
Commercial Tailoring	5	11	11	114
Hand Embroidery	3	4	4	33
<b>Total</b>	<b>59</b>	<b>119</b>	<b>119</b>	<b>935</b>

The main findings from the FGDs are summarized below.

In terms of market linkages part, very positive feedback was received. The trained youth were very satisfied with newly acquired skills and market response. During the market linkages part of SML Program, they received orders for different Garments products from both individual customers, and businesses. Almost all of the groups were active and worked to complete the orders.

The trainees stated that they are proficient in production of different dresses ranging from formal to casual wear, for both women and men. Overall, they produced 16,250+ pieces of different garment products, mostly kids' wear and school uniform.

Among the customers who placed orders, 76% were individuals and 24% were businesses. The business customers included Schools, Retailors, Garments factories, whereas individual customers included relatives of youth, neighbors and other walk-in customers from surrounding areas.

The SML Program graduates are determined to continue working in groups and expand their market reach. Majority (97%) of them aspire to scale-up the production units but they need more support in financial services, marketing, and transportation to access market.

During the FGD, we learned that a group of SMLP youth in District Lodhran have launched a brand named "LIBAAS" to stitch and market children garments. Their business is thriving in local market, and they have also started selling their products internet.

The FGD data also revealed that majority of the products are marketed through Training Service Providers (TSP) staff (50%), personal references (42%), and with the help of Group Coordinators (8%).

The data further shows that almost all of the orders received from customers were completed on-time, except for 2% orders received from business that were not completed mostly due to external factors, such as time constraints, lack of funds or delays in advance payment.

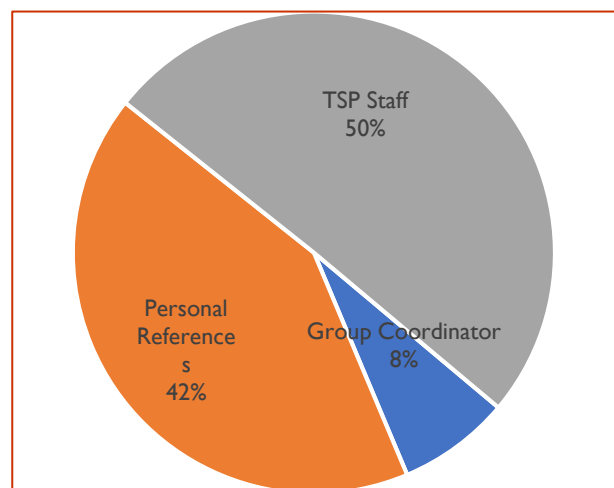


Figure 22. Marketing Channels

### 3.2. Distribution of Toolkits

The PYWD project has provided self-employment support to trained youth through provision of toolkits in selected trades at the end of institutional trainings. During past toolkits distribution events, around 85 youth were unable to collect their toolkits.

During this quarter, the final round of toolkits distribution was planned after confirming the availability of youth who didn't receive toolkit and already completed the PYWD Project's supported training course.

In the final round of toolkits distribution held during October 2019, 57 youth received toolkits in project focus districts. Below is a summary of toolkits distribution:

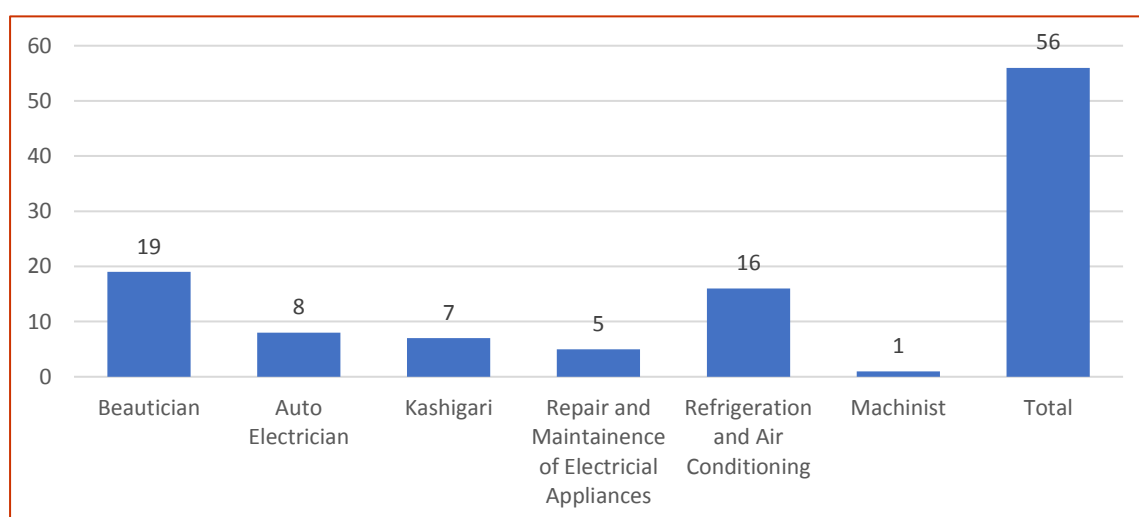


Figure 203. Number of Toolkits Distributed to Youth in final Round OCT 2019

Remaining 25 toolkits were returned and added to the project's asset/inventory as program commodities for onwards disposition to relevant partners as part of closeout disposition plan.

### 3. Project Closeout

This reporting quarter marked the successful completion of USAID PYWD Project and its closeout period. To ensure the smooth closeout of project offices and activities, a detail Demobilization Plan was developed and shared with USAID. The closeout activities were held as per the approved Demobilization Plan.

- **Closure of Project Offices**

Project field offices were closed in previous quarter; however, limited number of field staff were retained to implement the activities planned for this quarter. They continued to work until the end of Oct 2019. Project Office Lahore was closed on Nov 30, 2019. A temporary office has been setup in Islamabad to facilitate the closeout and post-close out work. The remaining work on disposition, vendor clearance and other activities based in Lahore were carried out from TEVTA office Lahore, where a temporary shared space was allocated for 3 Project Staff.

- **Staff Demobilization**

The employment contacts of field staff and few staff at Lahore office were expired in previous quarter. During this quarter, the contract of 25 staff were completed. Only three staff member including COP, M&E Manager and Finance Manager will continue to work on reduced Level of Efforts (LOE) on post-close out deliverables till Feb 28th, 2020.

- **Disposition of Assets/Inventory**

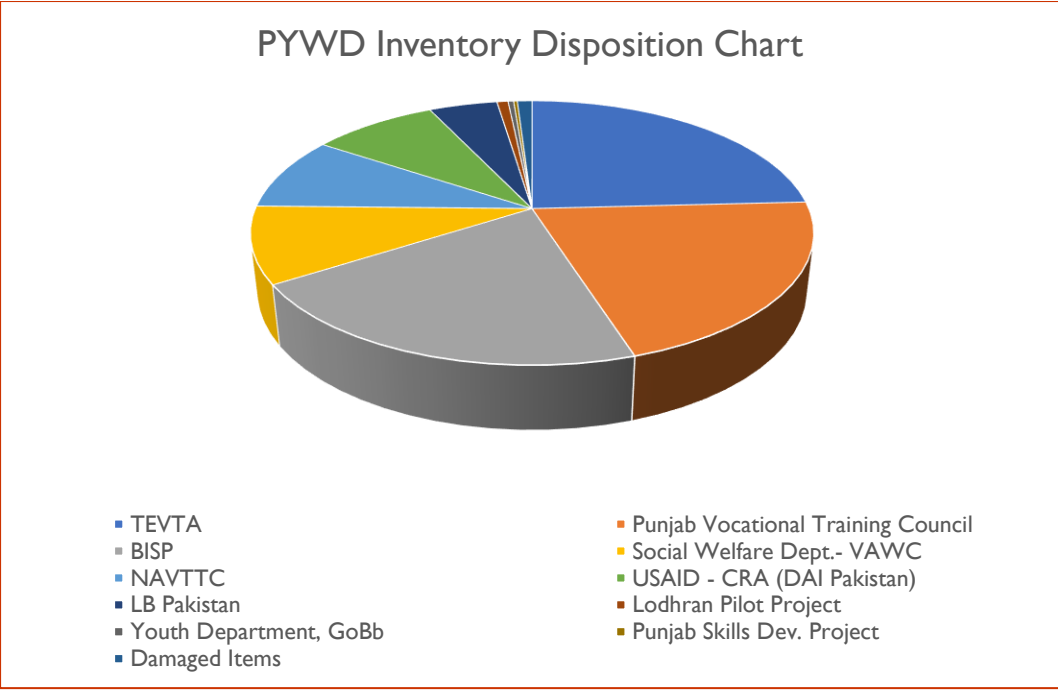
USAID-PYWD Project's inventory team under the supervision and direction of the Chief of Party, dispositioned all of its non-expendable property (including IT resources) that included i) items directly purchased by the Project, and ii) items received from other project(s) as part of their disposition plan. USAID's Contracting Officer's approval was secured before disposition of items having its residual value above \$500.

USAID-PYWD closed its program office in Multan and Bahawalpur and corporate office in Lahore and the properties of those offices have been dispositioned to the following:

Summary of Inventory Disposition is shown below:

#	Description/ Organization	No. of Items Allocated	No. of Items Disposed off	To be Disposed off
1.	TEVTA	191	179	12
2.	Punjab Vocational Training Council	165	160	5
3.	BISP	165	165	-
4.	Social Welfare Dept.- VAWC	74	74	-
5.	NAVTTTC	71	71	-
6.	USAID - CRA (DAI Pakistan)	68	68	-
7.	LB Pakistan	37	37	-
8.	Lodhran Pilot Project	6	6	-
9.	Youth Department, GoBb	3	3	-
10.	Punjab Skills Dev. Project	2	2	-
11.	Damaged Items	8	8	-
<b>Total</b>		<b>790</b>	<b>773</b>	<b>17</b>

The pending items, 17 in total, are in use of PYWD Project staff. This equipment will be handed over after December 31, 2019



**• Document Organization and Storage for Post-Project Archiving**

During the reporting quarter, the project team reviewed, organized paper-records, and properly packaged the physical documents for dispatch to Louis Berger Home Office to comply with requirement of post-project record keeping. All physical files were carefully reviewed, organized and enclosed in box files. For ease referencing and navigation of record, coding scheme was developed, and reference were stored in Infodot Document Management software, a feature of the Louis Berger’s Enterprise Resource Planning system (ERP). Below is a summary of archived project files:

Type of Record	# of Cartons	# Box Files	# of Documents
Financial Record	27	214	6,899
Human Resources	2	109	109
Procurement/Subcontracts documents	9	99	297
Program/M&E	26	218	32,700
<b>Total</b>	<b>64</b>	<b>640</b>	<b>40,005</b>

As second backup, all physical files were scanned. The scanned copies are housed in Louise Berger’s dedicated online Share Point site. Relevant programmatic and operational data is also stored on back drives for the use during post-close period and transfer of required data to USAID officials.

**• Post-Closeout Deliverables and Timelines**

Relevant staff will continue to work on final report, quarterly report and other pending deliverables of demobilization plan during the Jan-Feb 2020.

## 4. Communication & Outreach

The project's communication team continued to engage youth and communities through different media programs. During the quarter, media coverage was ensured for the major events.

### 4. Social Media

The project official Facebook page and YouTube channel were updated to promote the success of the project and disseminate key messages among the target communities. During the quarter 3,246 Facebook users started following the PYWD project's Facebook page. The communications team shared visual contents to engage more youth through interactive and informative posts as well as direct messages to the viewers including short videos on Eid and Independence Day. Moreover, the project's intro video slideshow, testimonials of success stories by different project interventions, coverage of major events toolkit distribution, Radio show, and inauguration of community projects events earned great response during the quarter.

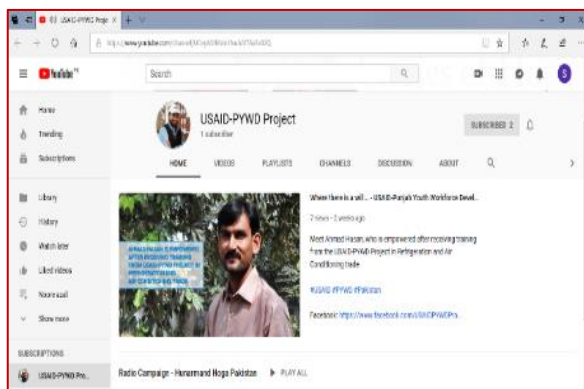


Figure 24. PYWD Project YouTube Channel

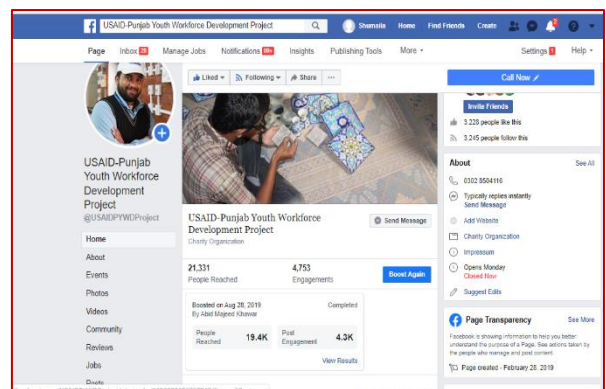


Figure 25. PYWD Project Facebook Page

### 5. Project Documentary

The script and videography of project documentary video shooting and editing were completed. The live script of video documentary was prepared in consultation with expert and USAID DOC office staff. After approval, the videography started. Field visits and interviews with key stakeholders were arranged to record documentary videos.

After editing, feedback and changes, two version of documentary videos are produced – longer version and shorter version. Both documentaries were shared with USAID DOC office for review and feedback.

### 6. Success Story Booklet and Coffee Album:

During this quarter, the PYWD Project team also prepared and shared layout and storyboard for coffee table book with USAID for review and feedback. A detailed photoshoot was conducted in the field. The purpose of the Coffee Album and Story Booklet is to document and portray the success stories, testimonials of project's beneficiaries as well as the major stakeholders in terms of the Project's goals, key interventions, achievements, and impact. It will highlight the project's role to elevate the status of youth, especially women, by imparting technical and vocational market-driven skills and enabling them towards self-employment and empowerment.

### 7. Newsletter and Factsheet

Quarterly Newsletter and monthly factsheet were developed and shared with USAID.

## 5. Monitoring, Evaluation & Learning

Monitoring and Evaluation insights are critical for informed decisions making, reporting and incorporating ongoing lessons learnt for corrective measure and improve quality of project implementation. During the closeout quarter, the M&E team consolidated the overall progress, tracked closeout plan, completed the data entry of program data in MIS and ensured completion of deliverables.

The online MIS was substantially enhanced, the interfaces were revised to improve data processing, and tracking of youth profiles from enrollment to placement.

The following activities were undertaken;

**Consolidate the Project Achievements:** The M&E team consolidated periodic (quarterly and annual) trackers to create life of project level progress and summaries both for the Work Plan metrics and for the MEL plan indicators table.

**Develop Work Plan for Closeout Quarter and related Tracking:**

A separate work plan matrix was prepared in consultation with Regional Managers and Component Leads, to properly plan the outstanding activities from Year 3 Work Plan, add new activities proposed to implement the recommendation from Mid-Term Evaluation Report and other activities related to operational and technical closeout of the project. The plan was tracked throughout the quarter to ensure the timely completion of planned activities.

**Preparation for Post-Project Archival:** A detail checklist was created for all three program components to list down the mandatory documents and data for post project archival. The list and guidelines were shared with project team to re-organize the project records, properly label/tag files and manage library of documents using box-files. The M&E team also provided support to spot-check the program data/files available both in soft and hard form.

**Tracer Survey:** The M&E team completed the final round of tracer surveys. The tracer survey data for all previous rounds were consolidated and analyzed to prepare Tracer Report. The Tracer Report was finalized and shared with USAID after review and feedback from relevant staff.

**Outcome Report:** The M&E Team closely worked with the consultants to finalize the outcome study data collection and related analysis. The draft reports were prepared and shared with USAID for review and feedback. This study was commissioned as an end-of-project learning exercise to generate knowledge around the common challenges of youth workforce development. It consolidated learnings and best practices from each of the work streams of the project, including i) Community Engagement, ii) Institutional Capacity Building, and iii) Access to Workforce Education and Training. After multiple feedback from USAID, the outcome study report titled as “Learnings from Field” was finalized. The final copy of the report was shared with USAID.

**Annual Report for Year 3 and PAKINFO updates:** During the last quarter, the M&E team prepared Annual Report for Year 3, and also updated the performance data in PAK INFO.

**Support the Toolkit distribution:** The M&E team also supported program team for documentation and verification of beneficiaries for transfer of toolkits to youth who completed institutional training program implemented through PVTC, TEVTA and IRM. Toolkit distribution and handover documentation were undertaken using M&E’s prescribed forms and checklist.



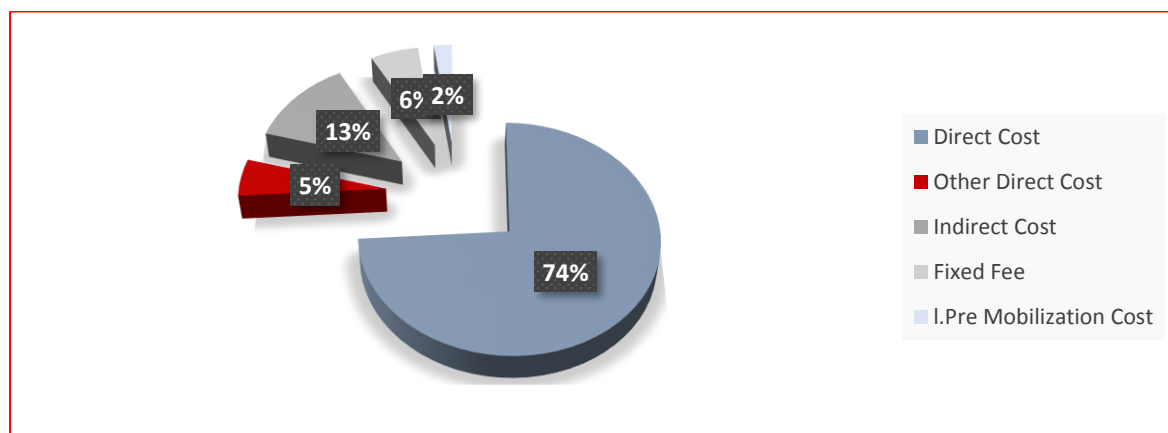
## 6. Financial Updates (as of Dec 31, 2019)

The detailed financial report reflecting the expenditure vs. budget in US Dollars is shown below:

Budget Heads	Budget vs. Expenditure in USD		
	Approved Budget	Expenditures till Dec 2019 <sup>1</sup>	Remaining Budget
<b>Direct Cost</b>	\$ 10,424,762.53	\$ 7,397,084.15	\$ 3,027,678.38
<b>Other Direct Cost</b>	\$ 1,129,118.26	\$ 532,515.49	\$ 596,602.77
<b>Indirect Cost</b>	\$1,487,799.06	\$ 1,302,614.99	\$ 185,184.08
<b>Fixed Fee</b>	\$ 685,879.05	\$ 585,878.98	\$ 100,000.07
<b>Pre-Mobilization Cost</b>	\$ 220,235.00	\$ 220,235.72	\$ (0.72)
<b>TOTAL</b>	<b>\$ 13,947,793.90</b>	<b>\$ 10,038,329.32</b>	<b>\$ 3,909,464.57</b>

The following graph reflects an overview of the expenditures (in US Dollars) against the PYWD Program from 20 May 2016 to 31 Dec 2019. An expenditure of US \$ 10,191,259.32/- was made against the ongoing activities.

### Head-wise expenditure break-up in percentage terms



<sup>1</sup> The additional expenses will be reported with the following Invoice in February 2020

## 7. HR Updates

During the reporting period, the employment for 25 staff were ended. Their exit clearance was processed, and final settlement amount was calculated.

S. No	Position	Name	Last Working Day	Type of Employment
1.	Training Specialist	Imtiaz Hussain Malik	10/30/2019	LTTA
2.	Public Private Partnership Expert	Kamran Majeed Khan	10/30/2019	LTTA
3.	Administration/Logistics Manager	Malik Ahtsham Ayyaz	12/27/2019	LTTA
4.	Office Support/Cleaning	Irshad bibi	12/27/2019	LTTA
5.	Program Assistant	Beenish Khushi	10/30/2019	LTTA
6.	Subcontract Administrator	Muhammad Ather Aslam	12/27/2019	LTTA
7.	Driver	Ali Nawaz	12/27/2019	LTTA
8.	Community Engagement and Gender Expert	Tariq Mehmood	11/30/2019	LTTA
9.	Community Engagement Coordinator	Sajida Hameed ch	10/31/2019	LTTA
10.	Office Support/Cleaning	Bilal Tariq	11/30/2019	LTTA
11.	Office Support/Maintenance	Muhammad Usman	12/27/2019	LTTA
12.	IT Specialist	Ameer Ali	11/30/2019	LTTA
13.	Finance Assistant	Murtaza Ali	11/30/2019	LTTA
14.	Driver	Altaf Ahmed	11/30/2019	LTTA
15.	Driver	Muhammad Sajjad	10/31/2019	LTTA
16.	Procurement Specialist	Shafqat Ismail	10/13/2019	LTTA
17.	Community Engagement Specialist	Rana Jang Shair	10/31/2019	LTTA
18.	Finance Officer	Muhammad Umair Savul	11/30/2019	LTTA
19.	M&E Specialist	Rubina Bano	11/30/2019	LTTA
20.	HR Specialist	Mohsin Abbas	12/27/2019	LTTA
21.	PPICB Specialist	Muhammad Umer Arfi	10/13/2019	LTTA
22.	Training Coordinator	Aziz ur Rehman	10/30/2019	LTTA
23.	Voucher Examination Specialist	Ahmed Javed	12/27/2019	LTTA
24.	Comms & Program Officer	Abid Majeed Khawar	12/27/2019	LTTA
25.	Comms and Outreach Specialist	Shumaila Jameel	12/27/2019	LTTA

## ANNEXURES

### Progress Against M&E Indicators

Key Performance Indicator	LOP Target	Year 1 Progress	Year 2 Progress	Year 3 Progress	Cumulative Progress
<b>IR 1: Youth Economic Opportunities Increased</b>					
<b>3.2.1b. Number of individuals who complete USG-assisted workforce development programs</b>	10,000	-	6,892	3,346	10,238
<b>3.2 b. Number of individuals with new employment following completion of USG-assisted workforce development programs</b>	9,000	-	1,466	7,567	9,033
<b>PPR EG.6-12. Percent of individuals with new employment following participation in USG-assisted workforce development programs</b>	90%	0%	88%	88%	88%
<b>PPR EG.6-14. Percent of individuals who complete USG-assisted workforce development programs</b>	60%		95%	95%	95%
<b>Sub-IR 1.1: Selected Training Institution's capacity enhanced</b>					
<b>1.1.a: % of participants on capacity building activities which report improved abilities and that have applied new knowledge [IR 3.2.b]</b>	60%	0%	95%	95%	95%
<b>1.1.b: # of training institutions for which Capacity Building Plans successfully implemented</b>	22	-	21	1	22
<b>Sub-IR 1.2: Selected youth enrolled with TIs, apprenticeship program &amp; placed through career counselling services</b>					
<b>1.2.a: # of youth completing vocational training courses with USG assistance</b>	6,543	-	4,928	1,493	6,421
<b>1.2.b: # of youth completing apprenticeship program/OJT</b>	3,058	-	713	2,099	2,812
<b>1.2.c : # of trained youth linked to business through PYWD placement support</b>	1,000	-	226	779	1,005
<b>Sub-IR 1.3: Self-Employment Enterprises Supported</b>					

Key Performance Indicator	LOP Target	Year 1 Progress	Year 2 Progress	Year 3 Progress	Cumulative Progress
1.3.a: # of toolkits distributed to youth through USG assistance for support in implementation of learnt skills in respective trades	4,030	-	342	3,467	3,809
1.3.b: # of youth successfully acquiring micro-finance loans	1,000	-	590	423	1,013
1.3.c: % of female participants in USG-assisted programs designed to increase access to productive economic resources (assets, credit, income or employment) [Gender –F Indicator]	35%	0%	28%	47%	43%
<b>IR 2: Socially Constructive attitudes &amp; beliefs among youth and their communities enhanced</b>					
<b>Sub-IR 2.1: Local Community in focus areas Engaged</b>					
2.1.a: # of COs/CBOs engaged through community-level meetings & Youth awareness session	244	102	120	36	258
2.1.b: # of consensus building forums (multi-party, civil/ security, and/or civil/political) held with USG assistance [IR 3.2.2.a]	76	6	44	25	75
2.1.c: # of youth at risk of violence trained in social or leadership skills through USG assisted programs	3,000	-	-	3,854	3,854
<b>Sub-IR 2.2: Positive Social attitude messages and Training Opportunities Communicated</b>					
2.2.a: # of community members (individuals) reached through project's communication and outreach campaign	250,000	-	-	254,300	254,300
2.1.b: # of youth engaged in recreational, cultural and other benign activities through USG-assistance [IR 3.2.3.a]	6,600	1,034	3,736	1,826	6,596
2.2c: # of focus youth identified from local community	13,300	2,968	8,568	3,092	14,628
2.2.3c. Number of youth who participate in civil society activities following social or leadership skills training or initiatives from USG assisted programs	6,600	1,034	3,736	1,826	6,596
2.2.d # Number of laws, policies or procedures adopted and implemented with USG assistance designed to promote youth participation at the regional, national or local level	2	-	-	3	3



**Annex B. Work Plan Matrix**

Sr. #	Activities	Revised Workplan	Year 1 Achievement	Year 2 Achievement	Year 3 Achievement	Achievement as of September 30, 2019	Q1 Year 4	Remarks/Reasons for Delays/Deviations
<b>Component I- Community Engagement</b>								
I.1	Identify and engage existing COs and stakeholders in four districts	244	102	120	36	258	-	completed
I.2	Conduct consultative meetings with selected COs, stakeholders and community members in four districts	244	102	120	50	272	-	completed
I.2.1	Identification of vulnerable and marginalized youth in focus districts for enrollments	14,536	2,968	8,568	3,092	14,628		completed
	Female Youth identification		1312	3,696	949	5,957		
	Male Youth identification		1656	4,872	2,143	8,671		
I.2.2	Outreach with COs/Stakeholders for sustainability of COs & Stakeholder to link youth with opportunities	4 sessions			-	-	5	5 sessions conducted in BHW with 5 COs

Sr. #	Activities	Revised Workplan	Year 1 Achievement	Year 2 Achievement	Year 3 Achievement	Achievement as of September 30, 2019	Q1 Year 4	Remarks/Reasons for Delays/Deviations
1. 2.3	Capacitate COs in focus districts	20 COs (5 per district)			-	-	22	
1.7	Conduct awareness sessions with vulnerable groups and families	13,580	2,798	8,182	3,144	14,124		
	Female youth participated in awareness sessions		1320	3,665	1,124	6,109	-	
	Male youth participated in awareness sessions		1478	4,517	2,020	8,015	-	
1.3	Behavioral Change Campaign			-	-	-	-	
1.3.1	Behavioral change content developed	9		-	9	9		completed
1.3.2	No of Sessions	125			140	140	-	completed
1.3.3	Behavioral Change messages delivered in consultative meetings and awareness sessions along with project introduction	3,500	-	-	3,652	3,652	-	completed
	Youth participated (Female)				2,114	2,114	-	completed

Sr. #	Activities	Revised Workplan	Year 1 Achievement	Year 2 Achievement	Year 3 Achievement	Achievement as of September 30, 2019	Q1 Year 4	Remarks/Reasons for Delays/Deviations
	Youth participated (Male)				1,538	1,538	-	completed
1.4	Design Community Awareness campaigns (12 i.e. 3 in each district) (6,000 households to be covered)			-	-	-	-	
1.4.1	Conduct district level events [sporting events (e.g., cricket, football, kabaddi, kushti), meena bazaars, kisan melas (Farmers Fairs), youth entrepreneur competition, bridal competition for beauticians, and food preparation competitions]	34	4	20	10	34	2	completed
1.4.2	Participation from youth trainees & youth identified through community	6,600	1,034	3,736	3,652	6,596	-	1,826
	Youth participated (Female)		526	1,905	2,668	3,765	-	1,334
	Youth participated (Male)		508	1,831	984	2,831	-	492

Sr. #	Activities	Revised Workplan	Year 1 Achievement	Year 2 Achievement	Year 3 Achievement	Achievement as of September 30, 2019	Q1 Year 4	Remarks/Reasons for Delays/Deviations
1.5	Conduct sessions with community using REFLECT Group/Circle approach				-		-	
1.5.1	Formation of REFLECT Group through finalization of members	22	1	22	2	25	-	completed
1.5.2	Conducting sessions with REFLECT Group/Circle members <i>(developing community's consensus on local issues &amp; solutions)</i>	76	-	44	8	52	-	completed
1.6	Identify community projects	38	-	22	16	36	-	completed
1.6.1	Finalize community projects	38		22	16	36	-	completed
1.6.2	Implement CPI schemes	38			-	-	-	completed
1.8	Conduct outreach to schools to promote vocational training			-	-	-	-	
1.8.1	Identification of Schools and orientation meetings with school management	28	4	16	12	32	2	completed



Sr. #	Activities	Revised Workplan	Year 1 Achievement	Year 2 Achievement	Year 3 Achievement	Achievement as of September 30, 2019	Q1 Year 4	Remarks/Reasons for Delays/Deviations
	Schools identified (Female)		2	8	7	17	1	
	Schools Identified (Males)		2	8	5	15	1	
1.8.2	Arranging exposure visits of school students to vocational training institutes	1,831	233	778	847	1,858	-	completed
	School students visited Training Institutes (Female)		100	425	471	996	-	
	School students visited Training Institutes (Male)		133	353	376	862	-	
1.9	Conduct media programs in focus districts			-	-	-	-	
1.9.1	Using both print & electronic media to provide coverage of youth community service projects and cultural events		2	8	7	17	1	completed
1.9.2	Implementation of Radio campaign (5FM Channels)			-	-	-	-	
1.9.2 d	Listenership	500,000			543,535	3,875,607	-	reported in completion certificate

Sr. #	Activities	Revised Workplan	Year I Achievement	Year 2 Achievement	Year 3 Achievement	Achievement as of September 30, 2019	QI Year 4	Remarks/Reasons for Delays/Deviations
1.10	Launch and update presence of social media (Facebook page)					-	-	Launched in April 2019
1.11	Implementation of SMS campaign			-	-	-	-	
1.11.1	Inform youth about community service opportunities and cultural events through SMS messaging	250000		-	254,300	254,300	-	completed
1.11.2	Report				-		-	report to be shared
Component II- Institutional Capacity Building								
2.1	Serve youth through Career Counseling Centers (CCC)							
2.1.1	Establishment of CCCs	8	0	8		8		completed
	CCCs established (Female)			4		4		completed
	CCCs established (Male)			4		4		completed

Sr. #	Activities	Revised Workplan	Year I Achievement	Year 2 Achievement	Year 3 Achievement	Achievement as of September 30, 2019	Q1 Year 4	Remarks/Reasons for Delays/Deviations
2.1.2	Training of TI staff in CC services	63	0	43		63		completed
	Female staff trained			21		25		completed
	Male Staff trained			22		38		completed
2.1.3	Development of Mobile app	1	-	-		1		completed
2.1.4	Support to trained youth through CC services	2000	0	807		2,153		completed
2.1.5	Youth linkage with employers for placements	1000	0	226		1,005		completed
2.2.	Seek expanding apprenticeship opportunities; and generating private sector support for institutions	64	0	50		73		completed
2.2.2	Generate private sector linkages with institution	64				-		completed

Sr. #	Activities	Revised Workplan	Year 1 Achievement	Year 2 Achievement	Year 3 Achievement	Achievement as of September 30, 2019	Q1 Year 4	Remarks/Reasons for Delays/Deviations
2.2.3	Industry-Institutions Round Tables	6	-	2		4		completed
2.3	Conduct a capacity assessment of all potential Training Institutes	140	140	0		140		completed
2.4	Detailed Gap Analysis of Selected Training Institutes	1	1	21		22		completed
2.4.1	Trade-wise gap analysis conducted	1	1	21		22		completed
2.4.2	Development of institute-specific capacity building plans	1	1	20		22		completed
2.5	Updating/modification of training curricula	2	-	1		1		completed
2.5.1	Meetings and discussion with TEVTA's Academic section for selection of training curriculum	7	-	4		5		completed
2.5.2	Implementation of training curricula updating	2	-	1		2		completed





Sr. #	Activities	Revised Workplan	Year 1 Achievement	Year 2 Achievement	Year 3 Achievement	Achievement as of September 30, 2019	Q1 Year 4	Remarks/Reasons for Delays/Deviations
	based/institutional) and Facilitate Jobs							
3.2.1.	Institutional Training	4343	1326	1,567	1,158	4,051		Completed
3.2.2.	Enrollments with PSDF (Skills for market Linkages program)	1100		0				Completed
3.2.3.	Provide Skills Training (industrial) (On-the-job training)	3058		1,738	1,359	3,097		Completed
3.3.4.	Provision of entrepreneurship training to selected youth(3-4 days)	1100	0	671	448	1,119		Completed
3.3.	Distribution of Toolkits to Trainees for Self-Employment	3500	0	342	3,734	3,790	54	Completed
3.4.	Placements on jobs	3500	0	2,039	1,456	3,495		Completed
3.5.	Disbursements of loans to final selected youth	1000		590	422	1,012		Completed