

National Pathway Management Network Innovation Fund

Training Session

Presenters: Jobs Fund Team

Date: Thursday, 11 November 2021

The presentation will begin at 09h00

House rules:

1. Delegates to please post questions in the chat. Everyone except the presenters will be muted.
2. The team will try to respond to all questions during the session, but those unanswered during the presentation will be included in the FAQ document found on the website:
<http://www.jobsfund.org.za/pyei.aspx>

National
Pathway
Management
Network
**Innovation
Fund**
Call for
Proposals
29 October - 25
November 2021



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Welcome

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Agenda

PART A	
09h00 – 09h10	1. Welcome Address
09h10 – 09h25	2. A. Overview of the Application Process and Timeframes B. Accessing the Online Portal and the ABC PIMP Template
09h25 – 09h45	3. Overview of the ABC PIMP – M&E and Finance
09h45 – 10h00	4. Project Example
10h00 – 10h15	Tea Break
PART B	
10h15 – 11h30	5. Completing the ABC PIMP – M&E (based on project example)
11h30 – 12h30	Lunch
PART C	
12h30 – 13h15	6. Overview of the ABC PIMP – FINANCE (based on project example)
13h15 – 14h00	7. Online Portal and Application Form
14h00 – 14h15	Tea Break
PART D	
14h15 – 15h15	8. Grant Agreement Standard Clauses & Due diligence
15h15 – 15h30	9. Post training Support by the Jobs Fund Team
15h30 – 15h45	10. Closing



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Welcome Address

*Najwah Allie-Edries – DDG: Employment Facilitation
(Head of the Jobs Fund)*



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Overview of Application Process & Timelines



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The NPMN Innovation Fund

- **Objective of the National Pathway Management Network:** It is “network of networks” aimed at facilitating the transition of young people into and through the labour market by;
 - Building partnerships between Govt Depts, NGO and Private Sectors
 - Ensuring that young people are visible across the various networks;
 - Have access to and sharing of appropriate opportunities across networks
 - Providing young people with the necessary support
- **Part of this initiative is the creation of an Innovation Fund;** a grant initiative seeking to identify and support innovative solutions to the barriers faced by young people to meaningfully participating in the labour market and the wider economy.
- Operating on Challenge Fund principles, the NPMN Innovation Fund will support initiatives focussed on resolving barriers related to the **3 key focus areas of the NPMN** -
 1. **Demand Activation:** Identify appropriate opportunities for young people through establishing real market demand and developing enabling partnerships within the wider ecosystem.
 2. **Demand & Supply Linkages:** Link young people to appropriate opportunities with Opportunity Holders through a streamlined process that effectively matches young person to Opportunity Holder across the networks.
 3. **Enabling Youth:** Improve young people’s access to view and secure both learning and earning opportunities available in the market/ network.
- The Innovation Fund will assist in capacitating successful applicants to pilot and/or operationalise and scale innovative models across the country in support of the NPMN.



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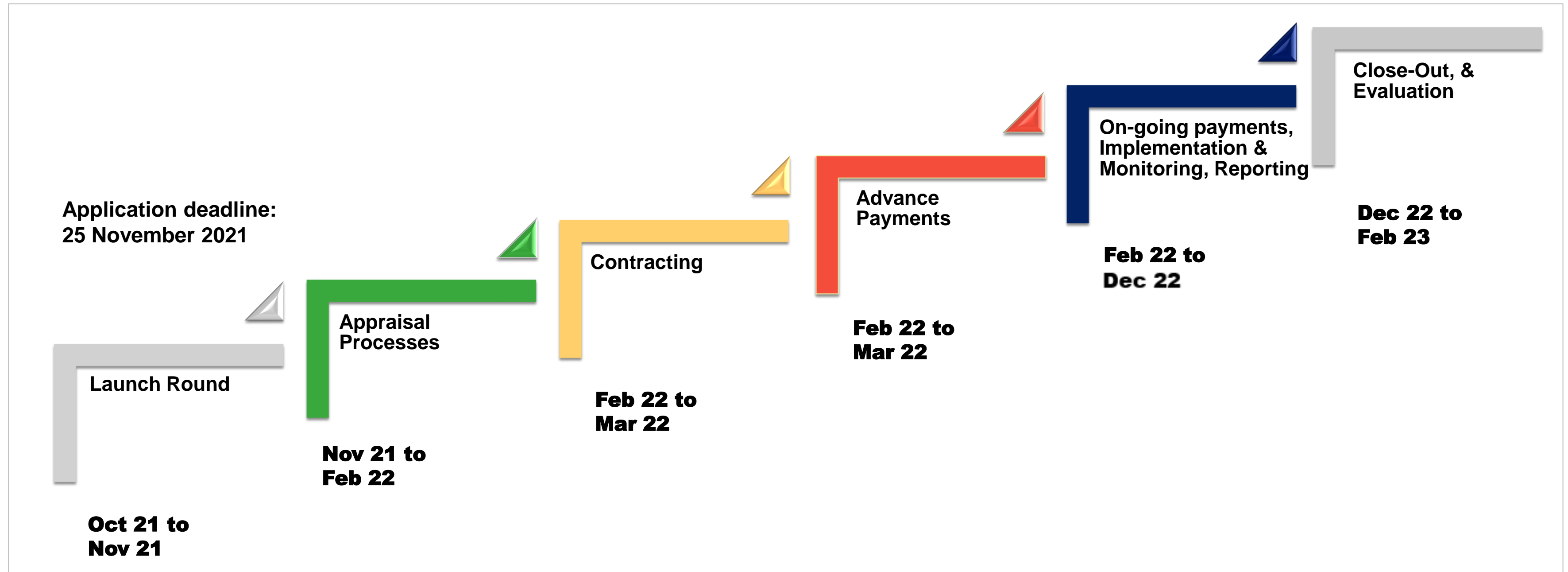
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Call For Proposals – Overview



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Overview of Next Steps

Next steps

- Training of Applicants – 11 November 2021.
- Closing of Application window – 25 November 2021. Applicant to submit Applications inclusive of:
 - ✓ Completed ABC PIMP,
 - ✓ Due diligence file (with complete documents including for FICA and legal assessments).
- Two weeks after the Application window closes – Applicants to be informed of their eligibility status, and potential dates for Due Diligence engagements (on-site or virtual, depending on Fund's risk assessment).
- Each applicant is allocated a JF Project Team, the leader of this team will be your point of contact, but you may also engage other project team members directly, but always copy PL. The PL will reach out to you once the allocations have been made.
- Applicants are encouraged to be responsive to queries over the December and January period (with the exception of public holidays).
- Project teams to lead Due Diligence engagements to be held – first 3 to 4 weeks of January 2022.
- Applications proceeding to full appraisal phase will be allocated JF specialists to prepare submissions to the Fund's independent Technical Evaluation and Investment Committees.
- Above dates are only indicative. Actual timing will depend on the number of applications that will be received on 25 November 2021.
- Contracting takes place once the Fund's independent Investment Committee approves the application. We expect to have concluded contracting by the end of March next year, following which implementors will start receiving advance payments.



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Overview of the ABC PIMP



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What is the PIMP?



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Overview: Activity-Based Costing Project Implementation Monitoring Plan

- The Jobs Fund requires a **rational budgeting approach** to understand how a project aims to effectively achieve the proposed project outcomes.
- The Activity-Based Costing Project Implementation Monitoring Plan (ABC PIMP) tool assists projects in determining the activities a project will undertake and the costs and outputs associated with those activities.
- The following key questions will be answered for the proposed project:
 - What will the project produce and when?
 - When will activities take place and when will the related costs be incurred?
 - What is the project cost?
 - How will the project's costs be financed?
 - What are the project's overall objectives?
- The ABC PIMP maps out the project's results chain.



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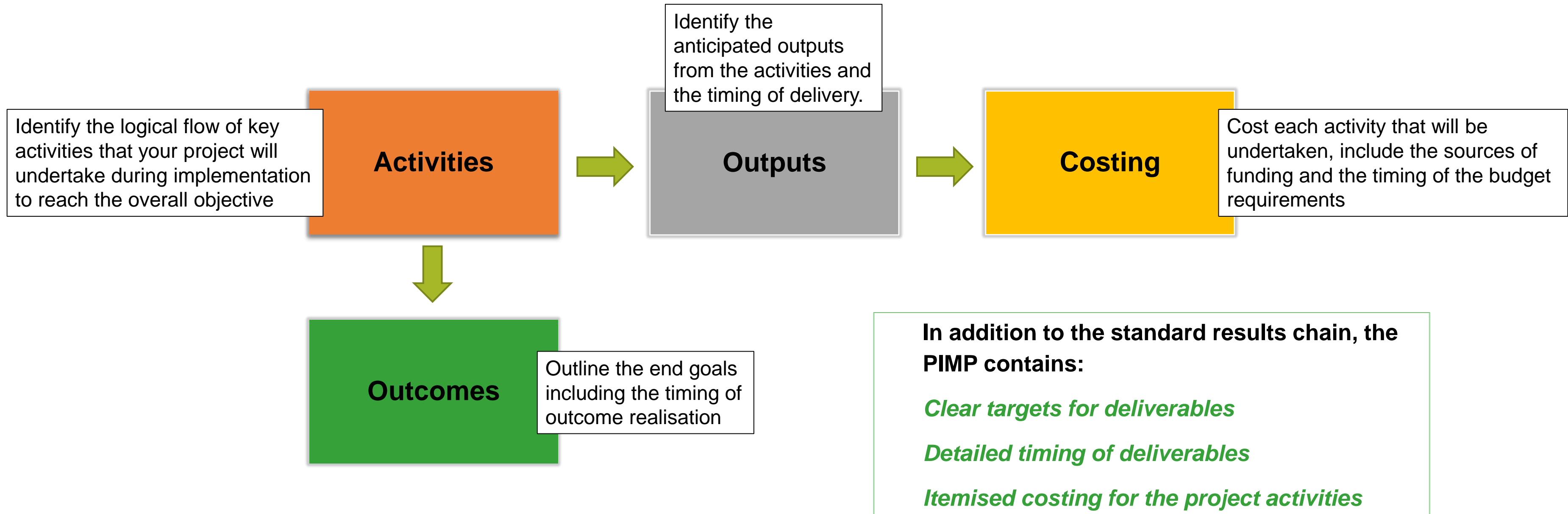
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Mapping out the Results Chain



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ABC PIMP Tabs



National Pathway Manager Network Innovation Fund

Activity Based Costing Project Implementation Monitoring Plan (ABC PIMP)

What is the ABC PIMP?

The Jobs Fund requires a rational budgeting approach in order to understand how a project aims to structure their activities and associated budgets in order to effectively achieve the proposed outcomes.

The **Activity Based Costing Project Implementation Monitoring Plan** (ABC PIMP) tool aims to assist projects in systematically determining what activities a project will undertake, the associated costs, and anticipated outputs and outcomes. At the end of the ABC PIMP process the following key questions will be answered:

- What does the project do?
- What will the project produce and when?
- What is the project cost?
- When will these activities take place and when will the related costs be incurred?
- How will the project's costs be financed?
- What will the project achieve?

How is this tool structured?

The tool is structured by a number of steps that the applicant needs to follow. The steps guide the applicant through the process as per the instructions detailed below. Once the steps have been completed the applicant to review the budget and project summary in order to sense check the totals and make amendments to the input data if necessary.

STEP 1 Project Information

This section requires the applicant to detail all the general project information

Guidelines	Version Control	1.Project Information	2.Activity-Output-Outcome-Cost	3.Financing Plan	4.Funding Allocation	SCOA - Auto	Summary - Auto	Review tab
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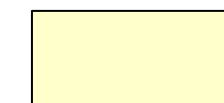


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Tab 1: Project Information



Project Information



Applicants complete yellow-shaded cells

INSTRUCTIONS:

Please complete all fields detailed below.

Project Name

Removing Barriers to Youth Employment

Brief Project Description

The initiative will establish a youth centric walk-in advisory centre. The centre will provide the young person with the following services: 1) Discuss challenges with a qualified consultant; 2) Undergo a skills assessment (and receive the assessment report); 3) Receive career guidance; 4) Be referred to project partners for required soft skills training; 5) Access CV development services; 6) Receive advice on and be linked with appropriate opportunities that would have been sourced from participating employers in the area.

Lead Applicant

Advantage Employment Consultancy (Pty) Ltd

Sector in which your organisation operates

Training, Capacity Building & Education

PYEI Project Number

NPMIF1/2222

Grant Funding requested (e.g. R10 000 000)

R3 000 000

Matched Funding committed (e.g. R12 000 000)

R3 000 000

Guidelines

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The next slide will show ABC PIMP Tab 2 in its entirety.

It consists of **26 columns** -

The bird's-eye view you are about to see will show each separate section within the 26 columns, but the text itself will not be legible in this slide.

The following slides will show clearly the text under each section.



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Tab 2: Activities & Outputs

Activities, Outputs & Timing										
Description of Main Activity	No.	Activities	Outputs	Assumptions	Timing of Activities & Outputs					
		Description of the Sub-Activities	Outputs from the Activities		Period 1	Period 2	Period 3	Period 4	Total	
Recruitment of Young People for the Programme	1. 1	Advertising of the youth support initiative in the relevant community newspapers	Number of adverts posted	The advert is placed once on Sowetan Live and twice in the Citizen (once every fortnight)	8	8	8		24	
	1. 2	Registration of candidates on the existing online portal	Number of candidates registering on database	Based on previous support initiatives run, the response rate from the adverts was 1,800	300	500	500	500	1 800	
	1. 3	Shortlisting of Candidates for the supported project	Number of candidates shortlisted	55% eligibility rate (based on previous campaigns run)	150	285	285	280	1 000	
	1. 4	Basic training given to shortlisted young people which covers the following: _____	Number of candidates trained	Based on a drop out rate of 10% (based on previous campaigns run). Some candidates may drop out during the training.	135	257	257	252	900	
	1. 5								0	
	1. 6								0	
		OVERALL Milestone Output for Activity 1	Number of candidates enrolled	All those shortlisted will be enrolled into the project	150	285	285	280	1 000	

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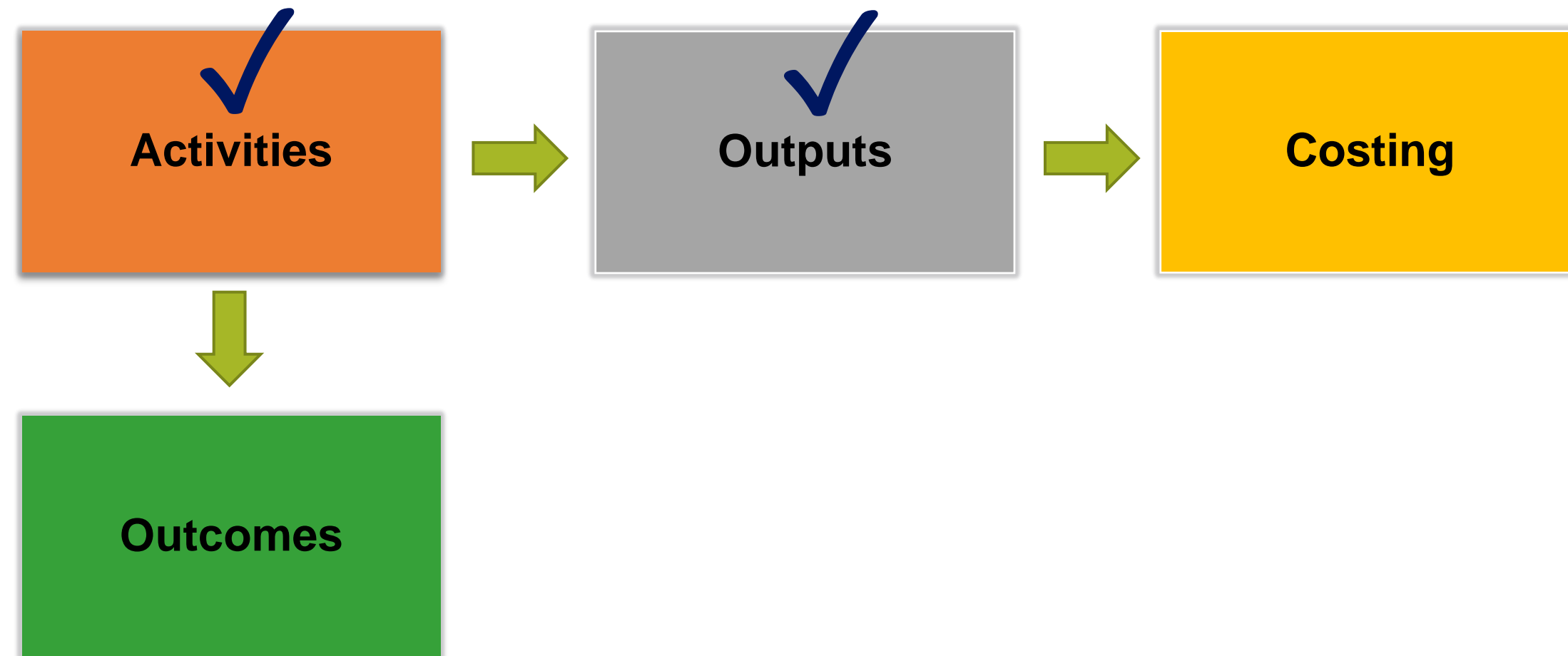
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What have we mapped in the PIMP thus far?



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Tab 2: Activity-Based Costing

Activities				Costing						ACTIVITY-BASED COSTING					
				Identification and classification of costs						Valuation and Assumptions for Costs					
No.	Description of Main Activity	No.	Description of the Sub-Activities	Project Cost Description related to sub-activity	SCOA code per cost item (Level 1)	SCOA code per cost item (Level 2)	Total cost of activity	Inflation/ Cost Escalation Adjustment	Cost Assumptions						
Activity 1	Recruitment of Young People for the Programme	1. 1	Advertising of the youth support initiative in the relevant community newspapers	Advertising costs for ad placement community newspaper	I Goods & Services	I1 Advertising, Marketing & Communications	240 000	0%	4 ads placed per month at R10,000 per ad.						
		1. 2	Registration of candidates on the existing online portal	IT support staff	H Compensation	H1 Salaries & Wages: All existing staff	375 000		Portal support for 12 months.						
		1. 3	Shortlisting of Candidates for the supported project	Shortlisting of candidates - staff salaries	H Compensation	H2 Salaries & Wages: New staff	360 000		based on time per application @ Rx cost						
				Interview of shortlisted candidates	H Compensation	H2 Salaries & Wages: New staff	500 000		based on the number of candidates, ave length of interview x staff salary						
		1. 4	Basic training given to shortlisted young people which covers the following: _____	Assessment reports	H Compensation	H2 Salaries & Wages: New staff	150 000		based on the number of candidates, ave length to prepare x staff salary						
				Feedback sessions with candidates	H Compensation	H2 Salaries & Wages: New staff	300 000		based on the number of candidates, ave length of interview x staff salary						
		1. 5		Focused training based on assessments	I Goods & Services	I5 Training	1 800 000		based on the average cost of training programmes						
				Stipends	H Compensation	H4.2 Stipends/Placements	225 000		Stipends for transport, food @Rxx per person for 2 days						
		1. 6													
					OVERALL Milestone Output for Activity 1										

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Tab 2: Implementation Schedule

Costing - Timing of the Budget

Activities				IMPLEMENTATION SCHEDULE					
				Timing and breakdown of the cost incurred for each cost item in each activity					
No.	Description of Main Activity	No.	Description of the Sub-Activities	Period 1	Period 2	Period 3	Period 4	Total Allocated	Financial Risks (where applicable)
Activity 1	Recruitment of Young People for the Programme	1. 1	Advertising of the youth support initiative in the relevant community newspapers			240 000		240 000	
								0	
		1. 2	Registration of candidates on the existing online portal	93 750	93 750	93 750	93 750	375 000	
								0	
		1. 3	Shortlisting of Candidates for the supported project	60 000	100 000	100 000	100 000	360 000	
				75 000	142 500	142 500	140 000	500 000	
		1. 4	Basic training given to shortlisted young people which covers the following: _____	22 500	42 750	42 750	42 000	150 000	
		1. 5		45 000	85 500	85 500	84 000	300 000	
				270 000	513 000	513 000	504 000	1 800 000	
		1. 6		33 750	64 100	64 100	63 050	225 000	
								0	
			OVERALL Milestone Output for Activity 1					0	

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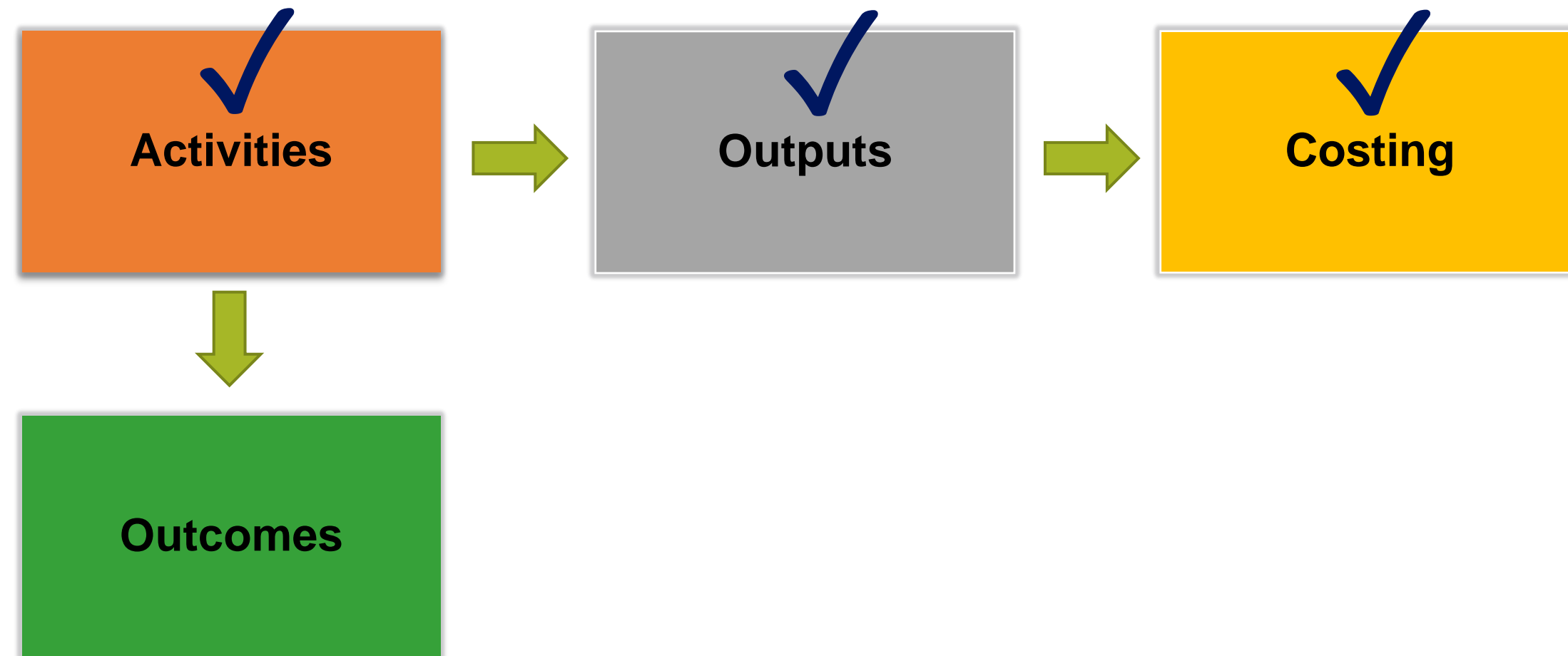
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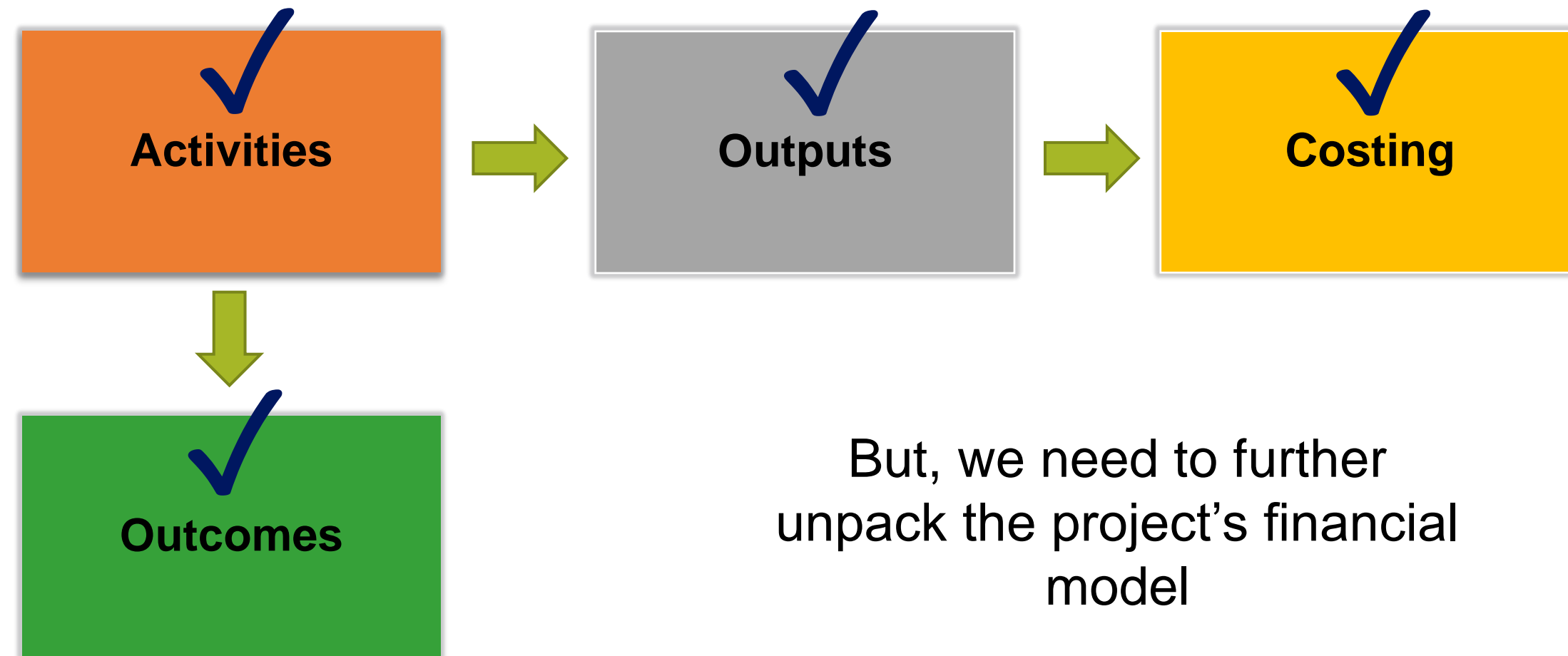


Tab 2: Outcomes

Outcomes		Anticipated Outcomes			Timing of Outcomes				
Innovation Fund Programme Indicators									
No.	Name of Indicator	Means of Verification	Assumptions	Period 1	Period 2	Period 3	Period 4	Total	
IF Ind 1	Number of registered unemployed young people	Manual records for youth registration; the electronic registration database on the Pathway Management System and/or any other suitable sources as officially agreed to; and ID copies; and attestations from the intermediary confirming the accuracy of the reported numbers.	These are the young people registered for the Innovation Fund project	150	285	285	280	1 000	
IF Ind 2	Number of Individual young people supported	Manual registers (records) of participant participation; electronic registration database on the Pathway Management Network System (consolidated from the system report of young people who accessed services on platform; and/or partner reported access of their services via database/API; and/or young person self-reported access of service); and/or any other suitable sources as officially agreed to.	Assumes that all registered young people will be given support services.	150	285	285	280	1 000	
IF Ind 3	Number of support services secured by young people	Manual registers (records) of participant participation; electronic registration database on the Pathway Management Network System (consolidated from the system report of young people who accessed services on platform; and/or partner reported access of their services via database/API; and/or young person self-reported access of service); and/or any other suitable sources as officially agreed to.	Each young person secures between 1 and 2 support services.	225	428	428	420	1 500	
IF Ind 4	Number of individual young people who have secured earning opportunities from Opportunity Holders	Manual registers (records) of participant participation; electronic registration database on the Pathway Management Network System (consolidated from the system report of young people who accessed services on platform; and/or partner reported access of their services via database/API; and/or young person self-reported access of service); and/or any other suitable sources as officially agreed to.	It is assumed that 50% of young people will secure an earning opportunity.	75	143	143	140	500	
IF Ind 5	Number of earning opprtunities secured by all young people from Opportunituy hearing opportunities from Opportunity Holders	Manual registers (records) of participant participation; electronic registration database on the Pathway Management Network System (consolidated from the system report of young people who accessed services on platform; and/or partner reported access of their services via database/API; and/or young person self-reported access of service); and/or any other suitable sources as officially agreed to.	It is assumed that just under half of the young people that have secured an earning oportunity, will secure another one with the project implementation period	105	200	200	196	700	
IF Ind 6	Number of Organisations partnered with	Agreements between the NPMN and the intermediaries and between the intermediaries and the opportunity holders; the electronic database on the Pathway Management Network System (consolidated from the agreements with partners; and/or partner reported access of their services via database/API; and/or any other suitable sources as officially agreed to.	This target includes the partnerships between the lead applicant, the implementing partners and other opportunity holders. This includes: Partnerships with implementing agents = 2; Partnerships with Opportunity Holders = 16	6	4	4	4	18	
Milestone & Project-Specific Indicators (milestone indicators pull through from the activity section)									
No.	Name of Indicator	Means of Verification	Assumptions	Period 1	Period 2	Period 3	Period 4	Total	
IF Proj Ind 1	Number of candidates enrolled	List of candidates	All those shortlisted will be enrolled into the project	150	285	285	280	1 000	
IF Proj Ind 2	Number of firm commitments from Opportunity Holders to offer young people support and/or earning	Commitment letters	33% of engagements translate to firm commitments	4	4	4	4	16	



What have we mapped in the PIMP thus far?



But, we need to further
unpack the project's financial
model



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Tab 3: Financing Plan



Financing Plan

INSTRUCTIONS:

This section requires the applicant to illustrate how the costs of the project will be covered i.e. How will the project's costs be financed?

- ➔ The financing plan outlines the key sources of funding that the project could possibly access. The applicant must indicate how much total funding will be obtained under each category and from which sources.
 - Where in-kind contributions form part of the project's funding - a separate schedule must be completed. This is mandatory, otherwise the in-kind contribution may be considered as part of the project funding.
- ➔ The applicant is then required to breakdown the total to be obtained from each source in terms of the timing of its receipt - in which quarters will what amount be received.
- ➔ Against each type of funding source, the applicant/ JF Partner is required to:
 - fill in the appropriate columns
 - provide supporting evidence where necessary
- ➔ Against the total amount expected to be received from each funding source, any key assumptions or risks regarding these figures must be disclosed.

PRIMARY CASH INFLOWS (GRANT AND MATCHED FUNDING)

						OK	OK	OK	OK		
FUNDER NAME	CLASSIFICATION PER SCOA	STATUS OF FUNDING	%OF FUNDING SECURED	CONDITIONS OF FUNDING (Term, Rate, Bullet payments, Moratoriums)	TIMING OF DRAWDOWNS	Period 1	Period 2	Period 3	Period 4	Total	
GRANT FUNDING						961 250.00	787 050.00	907 050.00	844 650.00	R 3 500 000.00	
Innovation Fund Manager	A:Jobs Fund Grant	Fully Secured	100%	As outlined in the Grant Agreement read together with the Operating Guidelines	Quarterly	961 250.00	787 050.00	907 050.00	844 650.00	R 3 500 000.00	
										R -	
MATCHED FUNDING (C1 - C3)										R 3 500 000.00	
Own Funding Contributions						480 625.00	393 525.00	453 525.00	422 325.00	R 1 750 000.00	
	C1: Own Funding	Funding received in full	100%			480 625.00	393 525.00	453 525.00	422 325.00	R 1 750 000.00	

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Tab 4: Funding Allocation



Funding Allocation

Source and Use of Funds			
Sources			
Detail	Sources	Amount	Comments
Grant funding		3 500 000	
Innovation Fund Grant Funding	The Jobs Fund	3 500 000.00	
Matched funding		4 500 000	
Own Funding		1 750 000.00	
Contributions From Other Sources		1 750 000.00	
Loan Finance		-	
In-kind		1 000 000.00	
Project revenue (where applicable)		-	
Interest earned		-	
Product Sales		-	
Loan repayments		-	
Other earnings		-	
Total Funding Sources		8 000 000	

Uses					Funding Split (split total expense per column D in into the proportion being paid by various sources)						
SCOA Classification	Sub-category	% of project cost	Amount	Comments	Grant		Own Matched Funding		Loan Matched Funding		Contribution Sources Matched
					Amount	% of total cost	Amount	% of total cost	Amount	% of total cost	Amount
Operations					7 250 000.00						
	Management costs	13%	1 000 000.00	Funded from in-kind contribution. Based on actual time spent by management		0%		0%		0%	

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Automatic Summaries – SCOA Budget



SCOA Budget-COVID 19 Funds - Auto-populate

CONTRACTED PROJECT BUDGET					
	Period 1	Period 2	Period 3	Period 4	TOTAL
PLANNED INCOME					
Jobs Fund Grant	R 961 250	R 787 050	R 907 050	R 844 650	R 3 500 000
Matched Funding (C1 - C3)	R 961 250	R 787 050	R 907 050	R 844 650	R 3 500 000
C1 Own Funding Contributions	R 480 625	R 393 525	R 453 525	R 422 325	R 1 750 000
C2 Contributions from other Sources	R 480 625	R 393 525	R 453 525	R 422 325	R 1 750 000
C3 Loan financing	R 0	R 0	R 0	R 0	R 0
In-kind Matched Funding	R 250 000	R 250 000	R 250 000	R 250 000	R 1 000 000
Other Project Income	R 0	R 0	R 0	R 0	R 0
TOTAL INCOME	R 2 172 500	R 1 824 100	R 2 064 100	R 1 939 300	R 8 000 000
MF Ratio - Quarterly	1.00	1.00	1.00	1.00	
MF Ratio - Cumulative	1.00	1.00	1.00	1.00	1.00
PLANNED EXPENDITURE					
Management Costs	R 250 000	R 250 000	R 250 000	R 250 000	R 1 000 000
Fa1 Management fees	R 0	R 0	R 0	R 0	R 0
Fa2 Project Management/ Administration	R 250 000	R 250 000	R 250 000	R 250 000	R 1 000 000

1.Project Information

2.Activity-Output-Outcome-Cost

3.Financing Plan

4.Funding Allocation

SCOA - Auto

Summary - Auto

Review tab



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Automatic Summaries – Project Summary

Project Summary

Project name	Removing Barriers to Youth Employment
Applicant Organisation	Advantage Employment Consultancy (Pty) Ltd
Sector in which your organisation operates	Training, Capacity Building & Education
PYEI Number	NPMIF1/2222
Implementation start date	01 January 2022
Implementation end date	31 December 2022
Grant Funding requested	R3 500 000
Matched Funding committed	R3 500 000
Number of registered unemployed young people	1 000
Number of Individual young people supported	1 000
Number of support services secured by young people	1 500
Number of individual young people who have secured earning opportunities from Opportunity Holders	500
Number of earning opportunities secured by all young people from Opportunity Holders	700
Number of Organisations partnered with	18

SUMMARY OF TOTAL INCOME				SUMMARY OF TOTAL EXPENDITURE			
JOBS FUND GRANT	R	3 500 000.00	44%	MANAGEMENT COSTS	R	1 000 000.00	13%
MATCHED FUNDING	R	3 500 000.00	44%	TRANSFERS & SUBSIDIES	R	-	0%
LOAN FUNDING	R	-	0%	COMPENSATION	R	3 280 000.00	41%
IN-KIND CONTRIBUTIONS VALUED	R	1 000 000.00	13%		R	3 280 000.00	41%

1.Project Information

2.Activity-Output-Outcome-Cost

3.Financing Plan

4.Funding Allocation

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Summary - Auto

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Completing the ABC PIMP *Project Example*



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Project Example (slide 1)

Project Title	Removing Barriers to Youth Employment		
Lead Partner	Advantage Employment Consultancy (Pty) Ltd		
Implementing Agents	First World Skills Development NPC; Youth for Jobs NPC.		
Location(s)	Gauteng, North West and Mpumalanga		
Funding	Grant Funding		R3,5 million
	Matched Funding		R3,5 million
		<i>Own Contribution</i>	R1,75 million
		<i>Contributions from other Sources</i>	R1,75 million
		<i>Loan financing</i>	N/A
	In-kind Matched Funding		R1,0 million
	Other Project Income		N/A
Expected Project Outcomes	<ol style="list-style-type: none"> 1. Number of registered unemployed young people = 1,000 2. Number of individual young people supported = 1,000 3. Number of support services secured by young people = 1,500 4. Number of individual young people who have secured earning opportunities from Opportunity Holders = 500 5. Number of earning opportunities secured by young people from all Opportunity Holders = 700 6. Number of organisations partnered with = 18 		



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Project Example (slide 2)

- Advantage Employment Consultancy, a for-profit company, has provided employment services in Gauteng, North West and Mpumalanga for over 15 years. We have a database of over 500 clients to which employment services are rendered.
- During this time, Advantage has seen first-hand the multiple challenges faced by work seekers in taking advantage of opportunities that do exist in the labour market. These are multifaceted and require an integrated approach. Our research has shown that less than 25% of unemployed young people do not have the ability to benefit from opportunities.
- The issues mentioned are based on the fact that unemployed youth cannot afford to look for employment. High data and transport costs for example inhibit resource constrained young people from seeking out these opportunities. Additionally, there is often a gap in terms of the level of skills that opportunity holders are looking for and what potential employees possess. These constraints not only inhibit and discourage the work seeker but they also limit the expansion potential of the businesses in the region (with a knock-on negative impact on economic growth) as firms do not have comfort around a key resource i.e. the available labour force.
- This vicious cycle perpetuates the levels of poverty and therefore unemployment.
- Advantage Employment Consultancy proposes to address this problem by piloting an innovative initiative to provide unemployed young people with a support mechanism to enable them to access and take advantage of opportunities. The pilot will be implemented in and around the Nelspruit area where Advantage has a presence and the necessary capacity in place. Unemployment amongst the youth of the area counts as one of the highest in the country at 74.5%.



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Project Example (slide 3)

- The pilot will attempt to show that with the correct support, the proportion of unemployed young persons that are able to access existing opportunities can increase well beyond the current 25%. The initiative will encompass the following:
 - The establishment of a youth centric walk-in advisory centre in Nelspruit i.e. at our existing site. The site is currently staffed with qualified consultants and support staff. Additional staff will however be required to implement the project at the scale envisaged.
 - The centre will provide the young person with ability to
 - discuss issues faced with a qualified consultant
 - be assessed as to skills they have and receive career guidance given the assessment;
 - be referred to project partners for required soft skills training. Candidates will receive a stipend to cover transport costs to and from training venues;
 - CV development services
 - Receive advice on and be linked with appropriate opportunities that would have been sourced from participating employers in the area;
 - Assist candidates to register on the SAYouth.mobi site.
 - Monitor the progress of the candidate through various opportunities;
 - Provide learnings to inform the model scaling.
- The project will partner with 2 implementing partners who have in excess of 10 years' experience in their field of interest. First World Skills Development NPC and Youth for Jobs NPC are providers of focussed training programmes designed to prepare the candidates for the world of work. Candidates will be referred to these partners as required.
- The project will require total cash funding of R7 million to implement. Matched funding of R3.5 million has been approved by the Vista Foundation (approval letter uploaded). The grant request is therefore for R3,5 million.



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Tea Break

We will resume at 10h15



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Completing the ABC PIMP *Monitoring & Reporting* DEMO



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Lunch Break

We will resume at 12h30



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Completing the ABC PIMP

Finance

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Application Form *Online Portal* DEMO



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Tea Break

We will resume at 14h15



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GA Standard Clauses, Contracting Process & Due Diligence



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Due Diligence, Grant Agreement and Contracting Process

Introduction

- Due diligence checklist has been made available on the application website. Applicants are required to respond to all due diligence questions.
- Standardized Grant Agreements have been provided and are accessible on the application website

Due Diligence

- Details of the Applicant – Contracting Parties
 - *(type of organization, personal information to enable FICA and background checks, tax compliance verification report not older than 30 business days, Audited Financial Statements for the last three years).*
- Institutional and Partnership Arrangement
 - *(Partnership agreements, project organogram and CVs for key individuals, terms of reference of the partnership steering committee)*



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Due Diligence, Grant Agreement and Contracting Process (Cont...)

Due Diligence (Cont...)

- Governance and Controls
 - *(Governance structures and terms of reference of key committees, provide risk management policy, financial management policy, IT management systems policies and procedures and POPI Act policy)*
- Project Model / Project Funding Model
 - *(Selection criteria to identify youth beneficiaries, flow of funds diagram, signed Matched Funding agreement if funding is from non-public sector, board resolution if own funding, sworn statement, signed funding agreement and financial statements in the event of individual funder, if Matched Funding is from public sector, proof of appropriated funds for the project)*
- Monitoring and Evaluation
 - *(Monitoring and reporting system, provide templates of means of verification for each indicator, nominate project specific indicators with targets and appropriate means of verification)*



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Due Diligence, Grant Agreement and Contracting Process (Cont...)

Due Diligence (Cont...)

- Monitoring and Evaluation
 - *(Monitoring and reporting system, provide templates of means of verification for each indicator, nominate project specific indicators with targets and appropriate means of verification)*
- Legal Requirements
 - *(CIPC registration documents and confirmation of directors, where applicable, shareholders agreement, in the event of Trust, letters of authorization, in the case of the NPC, registration certificate from the DSD, material contracts, regulatory approvals, proof of appointment of Auditors, board resolution or trustee resolution to make an application, consent from directors, etc., in order to conduct credit checks)*
- Litigation and Contingent Liabilities
 - *(judgment against the applicant in the last two years, credit related judgment against directors etc, discuss any contingent liabilities or pending or threatened litigation against applicant, any pending or settled outstanding issue relating to non-compliance with the law)*



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Due Diligence, Grant Agreement and Contracting Process (Cont...)

Grant Agreement Clauses

- Grant / Matched Funding framework
 - The principle is that Matched Funding must be deposited before Grant disbursement is processed.
- Section 38 Undertaking - PFMA
- Project Indicators
- Ring-fenced Project Bank Account
- Disbursement
 - Advance Disbursement
 - Quarterly Disbursement
 - Withholding of funds
- Reimbursement of Project Funds



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Due Diligence, Grant Agreement and Contracting Process (Cont...)

Grant Agreement Clauses (Cont....)

- Reporting Obligations
 - Quarterly Report
 - Audit Report
 - Self-evaluation Report
 - Other reports
- Assets purchased by project funds
- Termination
- Dispute Resolution
- Key Personnel
- POPI Undertaking



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Due Diligence, Grant Agreement and Contracting Process (Cont...)

After Approval by the Investment Committee

- Drafting of Grant Agreement (Project Specific details) and Approval Letters & Decline Letter Template as well as the finalization of the Activity Based, Costing Project Implementation Monitoring Plan (ABC PIMP) internally.
- Circulation of the Grant Agreement (including annexes) and Approval letter internally for inputs.
- Circulation of Approval and Decline Letters to the DDG for signature.
- Contracting Batches sent to the successful applicants/ intermediaries, comments to be received from Intermediaries on Draft Grant Agreement and ABC PIMP.
- Draft Agreement and Annexes are updated, where necessary.
- Final Sign-off ABC PIMP internally.
- Submission of Draft Agreements together with Contracting File to DDG for final approval (for execution).
- Execution of the Grant Agreement (contracting process is expected to not take longer than 10 business days).



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Post-training Support by the Jobs Fund Team



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Post-training Support

Assistance from the JF team

- The JF Team will assist the applicant during the Application phase, but note that:
 - The JF Team **will not complete** the application documents (including ABC PIMP) for the applicant. The JF Team will support and provide structuring guidance upon request.
 - **The Applicant** must draft and then engage the project team for assistance/guidance if support is required.
- As already pointed out, during the Appraisal phase, there will be multiple instances where the JF Team will contact Applicants for further information, etc.
 - Two weeks after the Application window closes – Applicants to be informed of their eligibility status, and potential dates for Due Diligence engagements (on-site or virtual, depending on Fund's risk assessment).
 - Applicants are encouraged to be responsive to queries over the December and January period (with the exception of public holidays).
 - JF Project teams will lead Due Diligence engagements to be held – first 3 to 4 weeks of January 2022.
- **The support from Project Team doesn't guarantee that the JFIC will approve the project:**
 - The JFIC decision to fund is independent.
 - We can, however, assure the applicants that we are motivated to get your project approved.



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Closing

The Jobs Fund

Email: jobsfund@treasury.gov.za

Website: www.jobsfund.org.za

Tel: 010 476 0104



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National
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Call for
Proposals
29 October - 25
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Thank You

The Jobs Fund

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