

Rural Enterprises and Remittances Project, RERP

SAMRIDDHI / HELVETAS Nepal

**Vocational Skills Training**

**I Installment Claim Report Review and Recommendation Checklist**

T&Es Name:

Claim Batch:  Frist  Second  Third  Fourth

Total Training Events:

Total Number of Trainees:

(Please tick mark on the respective column and followed first by **T&Es → Province Office → Finance→PMO**)

SN	Particulars	Major Aspects to be ensured	CMO→PC	Finance	PMO
<b>First installment:</b> After initiating the training implementation and <b>submission of list of enrolled trainees -10% of Outcome Price</b>					
1.	Event-wise Trainee report**	<ul style="list-style-type: none"> <li>• Cross check of trainees' name list in attendance sheet and Database</li> <li>• Review categories of trainees (A; B; C &amp; D); gender; caste and special groups.</li> <li>• Age bar 18-40 (up to 25% above 40 years); prior approval for overage trainees' enrollment.</li> <li>• Trainees' origin must be from selected working districts of Province 1, 2 &amp; 3.</li> <li>• Women participation – reconfirm the gender by name and photo of trainees. Women target should not be replaced by men as given in agreement</li> <li>• Ensure trainers' name are the final approved one in Database</li> <li>• Photo uploaded of trainees</li> <li>• Proof uploaded of special group, if any</li> <li>• Actual training start date – should be matched with attendance sheet</li> <li>• Allocated district; venue; trainers as per contract (Check the approval if any changes)</li> </ul>			
2.	Support documents in report to be enclosed with	<ul style="list-style-type: none"> <li>• Event wise Trainee Report- must be generated from Database</li> <li>• Attendance sheet<sup>1</sup> of trainees of first week of training period photocopied from the given register books from Project</li> <li>• Approval document with regards to over aged person in training (if any)</li> <li>• Approval document with regards to changes in allocated district; venue; trainers as per contract</li> <li>• Authorized / proof document or letter to substantiate the origin of selected working districts of Province 1, 2 &amp; 3, if any different than requirement and should be uploaded in Database</li> </ul>			

Reviewed by:

Recommended by:

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Name:

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Name:

Designation:

Designation:

<sup>1</sup> Please note that the attendance should be signed not of tick mark or yes or Present (P), should be signed by trainee itself, should be clear with start and end date and there should not be huge discrepancies or mismatch in signature.