

Annexes

A Survey of the Training Programme for Development of Micro-enterprises in the Cottage and Small Industries' Sector in Nepal

(Entrepreneurship Development Programme and Skill Development Programme)

1. Name of the Organization _____

2. What type of training programmes are conducted by your organization? Please specify the course titles as well.

- a) Entrepreneurship Development Programme (EDP) _____ ()
 b) Skill Development Programme (SDP) _____ ()
 c) Others if any _____

3. What are the durations of training courses conducted by your organization? (Please specify the course duration by type of training programme.)

- EDP _____ SDP _____ Others _____

4. What is the average number of trainers (or participants) by type of training programme? (Please indicate the variation in size, if any by duration of training)

- EDP _____ SDP _____ Others _____

5. What are your usual criteria for selecting participants for a training programme? (Please indicate if there is any difference in selection criteria for trainees sessions of shorter - longer duration.)

- EDP _____ SDP _____ Others _____

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2. What type of training programmes are conducted by your organization? Please specify the course titles as well.
 - a) Entrepreneurship Development Programme (EDP) ()
 - b) Skill Development Programme (SDP) ()
 - c) Others if any _____
3. What are the durations of training courses conducted by your organization? (Please specify the course duration by type of training programme.)

<u>EDP</u>	<u>SDP</u>	<u>Others</u>
_____	_____	_____
4. What is the average number of trainees (of participants) by type of training programme ? (Please indicate the variation in numbers if any by duration of training).

<u>EDP</u>	<u>SDP</u>	<u>Others</u>
_____	_____	_____
5. What are your usual criteria for selecting participants for a training programme ? (Please indicate if there is any difference in selection criteria for trainings sessions of shorter or longer duration).

<u>EDP</u>	<u>SDP</u>	<u>Others</u>
_____	_____	_____

6. Please indicate why the above criteria have been set for those training programmes?
Do you follow these criteria strictly or otherwise what flexibility do you have in selecting participants?

EDP

SDP

Others

7. Please indicate the districts/areas where you have been providing training services. Also indicate if there are any future plans for coverage in the next five years.

EDP

SDP

Others

8. What are the basic criteria for planning specific training programmes in different districts/areas? (e.g., raw material availability, skill availability, market availability, etc).

9. How do you develop the contents of a training programmes? (Please mention the process followed by your organization).

10. Please briefly mention the contents of the EDP training courses being conducted by your organization (or provide a copy of the course contents.)

11. What training manuals have been prepared by your organization? (Please specify, if any, the name of training manuals developed by your organization.)

12. Please indicate what training manuals developed by others have you used in your training programmes? (Please specify the names of training manuals.)

13. What types of training courses in EDP and SDP have your organization conducted in the past three years? (Please specify the names of training courses by types and by duration, number of participants/trainees by sex, the districts/areas where the training was conducted.)

(a) Types of training, number of trainees, and district/area coverage

Name of training			No. of trainees			Districts / Areas					
			2050/51			2051/52			2052/53		
M	F	T	M	F	T	M	F	T	M	F	T

(b) Types of training by districts / area

Name of districts				No. of trainees								
				2050/51			2051/52			2052/53		
				EDP	SDP	Others	EDP	SDP	Others	EDP	SDP	Others

- 14 How do you select the trainers for the programme? (Please explain the criteria for and the process for selecting trainers)

EDP

SDP

Others

15. Please indicate facilities or incentives provided, if any, for trainees or trainers?

EDP

SDP

Others

Trainees

Trainees

16. What are the sources of funding for this training programme?

Percent

- ☐ Training fee from participants
- ☐ Fund allocation by the government
- ☐ Training costs borne by client institutions
- ☐ Financial assistance through institutional collaborations
- ☐ Others (specify if any)

17 (a) Have training programmes been launched in collaboration with different institutions or agencies over the past five years or are you planning to collaborate with any in the coming years. (Please specify the institutions or agencies and terms of collaborations.)

17 (b) Do you have programme to provide any other inputs/services to trainees to facilitate their placement/set-up or expansion of their businesses. (e.g., credit, marketing, equipment / tools, etc)

18 (a) What post training follow-up, monitoring or evaluation processes are being followed by your organization? How do you evaluate your training activities in terms of the placement record of your trainees?

EDP

SDP

- i. Extra income generation
- ii. Self employment
- iii. Wage employment
- iv. Expansion or diversification of business
- v. Unemployed
- vi. Not known

18 (b) Do you have results of the follow-up, monitoring, and evaluation of the last three programmes in terms of (i) to (vi) above.

19. What key constraints or difficulties are being faced by your organization in carrying out the training functions?

20. What are your suggestions for making the training programme more effective in relation to achieving a high placement record for trainees?

21. Please describe your peak experience from any of the EDP or SDP training programmes considered best in terms of delivery of the training course or high placement records of the trainees (indicate training course title, trainees' backgrounds, and districts/areas where they were conducted). What factors/skills have contributed to it being the best training programme?

22. Who is responsible for overall training functions and EDP in particular? (Please give the names of resource persons on the EDP training course in your organization)

Family Size:	Male	Female	Total
Training in-charge :	<input type="checkbox"/> Farming	<input type="checkbox"/> Service	<input type="checkbox"/> Business
EDP training in-charge :	<input type="checkbox"/> Manual labour	<input type="checkbox"/> Others (specify)	
EDP resource persons :			

Your Occupations: _____ Nature of business (specify): _____

Educational Level: ☐ Literate ☐ Primary ☐ Lower Secondary

☐ Secondary ☐ SLC ☐ Intermediates

☐ Graduate ☐ Others (specify): _____

23. When and where did you take your EDP training?

Name of Institution: _____

Location of Training: _____

Duration (days): _____ Which Year? _____

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- Name of Institution : _____

Location of Training: _____

Duration (days) : _____ Which Year ? _____

11. What kind of business activity and what skills did you have before taking the EDP course?

12. How useful was the training course in terms of business creation or business promotion?

13. What could have made the training more useful or effective?
(issues related to trainers, training materials, post training support such as skill training, credit, marketing)

14. What was your employment status before and after the EDP training?

Employment Status	Before	After
Employer	()	()
Self-employment	()	()
Wage-employment	()	()
Unemployed	()	()
Others (specify)	()	()

15. If you were an employer or self-employed with a small business before, what was the type of business and what did you do after the EDP training?

(a) Types of Business	Before	After
-----------------------	--------	-------

- Total capital investment
- Fixed assets
- Working capital
- Bank loan
- Product
- Sales' turnover
- Employment

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(b) Initiated actions to improve business

- Marketing
- Securing credit
- New M/C addition
- Product quality improvement
- New products
- Other (specify)

16. Based on your experience as one of the trainees in the EDP course, what other inputs/ support besides EDP training are required to establish micro-enterprises (e.g., loans, markets, transport, further skill training, family support)?

What needed?	No. of existing micro	No. of new micro	Percentage
General Mgmt	10	210	17.78
STI - Mkt	10	130	24.31
STI - Tech	10	100	18.18
STI - Fin	9	107	20.1
General Mgmt	51	305	16.47
Marketing Mgmt	10	100	18.18
Financial Mgmt	4	25	1.49
Business Mgmt	3	41	0.77
IT	3	29	0.23
Legal	1	9	0.17
Production Mgmt	2	34	0.04
Self-employment	11	208	4.22

Annex 3

Training Details: IEDI/SBPP

(As of February 15, 1996)

Name of training	No. of training causes	No. of trainees	Percentage
Regular NBC	60	1157	21.78
STI – NBC	82	1302	24.51
NBC – TOT	16	291	5.48
SBC – TOT	9	107	2.01
Account	48	861	16.21
General Mgnt.	51	875	16.47
Marketing Mgnt.	15	289	5.44
Financial Mgnt.	4	79	1.49
Business Mgnt.	3	41	0.77
TSI	3	39	0.73
EMT	1	9	0.17
Production Mgnt.	2	34	0.64
Salesmanship	11	228	4.29

Source : IEDI / SBPP
mgnt. = management

EDP Training of the CSIDB (Cottage & Small Industries' Development Board)

S.No.	Fiscal Year	Number of Trainees
1	1996/97	1,200
2		(Planned)
3	1995/96	1,200
4	1994/95	229
5	1993/94	152
6	1992/93	230
7	1991/92	155
8	1990/91	115
9	1989/90	286
10	1988/89	203
11	1987/88	262
12	1986/87	354
13	1985/86	2,536
14	1984/85	2,830
15	1983/84	36

Source : CSIDB

List of the Kind of Skill Training Conducted by the DCSI/CSIDB

Kinds	Duration	Kinds	Duration
1. Tailoring (Basic)	3 months	25. General Mechanics	6 months
2. Tailoring (Advanced)	3 months	26. Cooking Stove Repair	1 month
3. Hand Knitted Hosiery	3 months	27. Motorcycle Repair	3 months
4. Dhaka (Textile) Weaving	3 months	28. Cycle/Rickshaw Repair	1.5 months
5. Textile Weaving	3 months	29. Watch Repair	2 months
6. Radi Pakhi Weaving	3 months	30. Gents' Hair Cutting	3 months
7. Carpet Weaving	3 months	31. Sign Board Painting	2 months
8. Woollen Yarn Hand Spinning	3 months	32. Candlestick	7 days
9. Woollen Shawl Weaving	3 months	33. Cement Roofing Tile	15 days
10. Bag Knitting	45 days	34. Laundry Soap	10 days
11. Jute Carpet	3 months	35. Chalk	10 days
12. Jute Craft	3 months	36. Leather Goods	3 months
13. Embroidery	3 months	37. Shoe Stitching/Repair	3 months
14. Bamboo Craft	3 months	38. Village Bakery	1 month
15. Carpentry	6 months	39. Noodles	7 days
16. Wood Carving	6 months	40. Ginger Processing	1 month
17. House Wiring	3 months	41. Coffee Processing	1 month
18. Electrical Repair Works	3 months	42. Dairy Ghee	7 days
19. Plumbing	3 months	43. Beekeeping	7 days
20. Radio / TV Repair (Basic)	3 months	44. Snacks	7 days
21. Radio / TV Repair (Adv.)	3 months	45. Tomato Ketchup	15 days
22. Solar Heater Fabrication	3 months	46. Food Processing	15 days
23. Metal Fabrication	3 months	47. Fruit Jams, etc	7 days
24. Pump Set Repair	3 months	48. Vegetable Drying	7 days

Annex 6
EDP Training : Tanahu
(Profile of Trainees)

Table 1: Participants by Age and Sex

Age (Yrs)	Male	Female	Total	%
16-20	7	15	22	27.85
20-30	17	29	46	58.23
30-40	2	8	10	12.66
40+	1		1	1.27
Total	27	52	79	100.00
5	34.18	65.82	100.00	

Table 2: Participants by Caste and Ethnicity

Caste & Ethnicity	Male	Female	Total	%
Brahmin/Chhetri	12	21	33	41.77
Newar	9	14	23	29.11
Gurung/Magar	3	12	15	18.99
Others	3	5	8	10.13
Total	27	52	79	100.00

Table 3: Participants by Educational Status

Education Status	Male	Female	Total	%
Literate	1	12	13	16.46
Primary (1-5)		3	3	3.80
L. Secondary (6-7)	3	4	7	8.86
Secondary (8-10)	9	21	30	37.97
S.L.C.	11	12	23	29.11
Intermediate	2		3	2.53
Graduate	1		1	1.27
Total	27	52	79	100.00

Annex 7

EDP Training: Kaski

(Profile of Trainees)

Table 1: Participants by Age and Sex				
Age (Yrs)	Male	Female	Total	%
16-20	0	1	1	2.27
20-30	15	19	34	77.27
30-40	2	5	7	15.91
40+	2	0	2	4.55
Total	19	25	44	100.00
%	43.18	56.82	100.0	

Table 2: Participants by Caste and Ethnicity				
Caste & Ethnicity	Male	Female	Total	%
Brahmin/Chhetri	13	15	28	63.64
Newar	4	1	5	11.36
Gurung/Magar	2	5	7	15.91
Others	0	4	4	9.09
Total	19	25	44	100.00

Table 3: Participants by Educational Status				
Education Status	Male	Female	Total	%
Literate	0	0	0	0.00
Primary (1-5)	0	0	0	0.00
L. Secondary (6-7)	0	1	1	2.27
Secondary (8-10)	4	6	10	22.73
S.L.C.	4	12	16	36.36
Intermediate	7	4	11	25.00
Graduate	4	2	6	13.64
Total	19	25	44	100.00

Table 4: Participants by Family Occupation				
Occupation	Male	Female	Total	%
Agriculture	13	14	27	61.36
Trade/business	4	8	12	27.27
Services	2	3	5	11.36
Total	19	25	44	100.00

Annex 8

EDP Training : Kaski

Placement Status of Trainees

Participants' Characteristics	Male		Female		Total	
	Nos.	%	Nos.	%	Nos.	%
1. Placement Status						
Total EDP training participants	19	43.18	25	56.82	44	100
Post-EDP training placements	8	53.33	7	46.67	15	100
Placement as % of total	42.11		28.00		34.09	
2. Placement by						
Participants' age groups (yrs)						
16-20	0	0.00	1	14.29	1	6.67
20-30	7	87.50	6	85.71	13	86.67
30+	1	12.50	0	0.00	1	6.67
Total	8	100.00	7	100.00	15	100.00
3. Placement by						
Participants' educational status						
Below SLC	2	25.00	1	14.29	3	20.00
SLC & above	6	75.00	6	85.71	12	80.00
Total	8	100.00	7	100.00	15	100.00
4. Placement by						
Participants' marital status						
Married	6	75.00	5	71.43	11	73.33
Un-married	2	25.00	2	28.57	4	26.67
Total	8	100.00	7	100.00	15	100.00
5. Placement by						
Participants' family occupation						
Agriculture	4	50.00	4	57.14	8	53.33
Trade/business	3	37.50	3	42.86	6	40.00
Services	1	12.50	0	0.00	1	6.67
Total	8	100.00	7	100.00	15	100.00

Annex 9

EDP Training : Tanahu

Placement Status of Trainees

Participants' Characteristics	Male		Female		Total	
	Nos.	%	Nos.	%	Nos.	%
1. Placement Status						
Total EDP training participants	27	34.18	52	65.82	79	100
Post-EDP training placement	9	36.00	16	64.00	25	100
Placement as % of total	33.33		30.77		31.65	
2. Placement by						
Participants' age group (yrs)						
16-20	2	22.22	4	25.00	6	24.00
20-30	4	44.44	8	50.00	12	48.00
30+	3	33.33	4	25.00	7	28.00
Total	9	100.00	16	100.00	25	100.00
• Placement by						
Participants' education status						
Below SLC	6	66.67	13	81.25	19	76.00
SLC & above	3	33.33	3	18.75	6	24.00
Total	9	100.00	16	100.00	25	100.00
4. Placement by						
Participants' marital status						
Married	7	77.78	9	56.25	16	64.00
Unmarried	2	22.22	7	43.75	9	36.00
Total	9	100.00	16	100.00	25	100.00
5. Placement by						
Participants' Skills						
Skills/training before EDP	5	55.56	10	62.50	15	60.00
No skills/training before EDP	4	44.44	6	37.50	10	40.00
Total	9	100.00	16	100.00	25	100.00