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Coordinating Office

Appeal

Palestinian Territories

Assistance to Civilian Victims of Conflict - MEPL-31 (Revision 1)
Appeal Target: US\$ 1,887,024

Balance Requested from ACT Alliance: US\$ 1,802,593

Geneva, 11 November 2003

Dear Colleagues,

Results of recent surveys all agree that the astronomic rates of unemployment and disruption of the educational process remain the most disturbing consequences of the civil emergency and closures in the Occupied Palestinian Territories. Since the second Intifada (uprising) in September 2000, the political situation has been declining steadily, affecting directly the socio-economic conditions. Schools are impacted directly as a result of the prevailing conditions and families of students who were punctual in paying tuition fees are no longer able to pay a large proportion or any of the required fees.

ACT member **Lutheran World Federation/World Service (LWS/WS)** has a long and impressive history of working in the field of vocational training in Palestine, aimed particularly at refugees and disadvantaged Palestinians. The LWF-VTC has trained thousands of Palestinians by providing them with employable skills, enabling them to participate in the workforce and to support their families.

This proposal seeks emergency funding to increase the number of trainees and reach out to the young students affected by the closures through developing Satellite Vocational Training in villages in the West Bank. The program will also help Vocational Training Centre graduates with finding jobs or starting their own businesses. Also, this proposal supports those trainees unable to pay the fees to work to earn their tuition fees.

This is the first Revision of the original ACT appeal for humanitarian assistance in the Palestinian Territories MEPL-31. For other ACT members' programs participating in this appeal, please refer to the original appeal document.

ACT is a worldwide network of churches and related agencies meeting human need through coordinated emergency response.

The ACT Coordinating Office is based with the World Council of Churches (WCC) and the Lutheran World Federation (LWF) in Switzerland.

Project Completion Date:

DSPR - 31 March 2004
 IOCC - 31 May 2004
 LWF (AVH) - 30 September 2004
 LWF (VTC) - 11 November 2004

Summary of Appeal Targets, Pledges/Contributions Received and Balance Requested

	DSPR	IOCC	LWF/ AVH	LWF Vocational Training	ACT travel	Total Target US\$
Total Appeal Target/s	529,912	206,800	911,167	234,145	5,000	1,887,024
Less: Pledges/Contr Recd	35,772	0	48,659	0	0	84,431
Balance Requested from ACT Network	494,140	206,800	862,508	234,145	5,000	1,802,593

John Nduna
 Acting Director, ACT Co-ordinating Office

Full details of programme and budget are on following pages.

I. REQUESTING ACT MEMBER INFORMATION

- **Lutheran World Federation/World Service-Jerusalem for the Lutheran World Federation-Vocational Training Centre (LWF-VTC) in Beit Hanina (Jerusalem-West Bank).**

II. IMPLEMENTING ACT MEMBER & PARTNER INFORMATION

The Lutheran World Federation began its work in Palestine in 1948 in the area of Vocational Training. The LWF focuses on providing vocational training for refugees and disadvantaged Palestinians. The LWF-VTC has trained thousands of Palestinians by providing them with employable skills, enabling them to participate in the workforce and to support themselves and their families. In September 2000, women were introduced into the centre for the first time, as part of a new training programme in Electronics/Telecommunications. This training programme was presented as part of the LWF understanding of the importance of gender equity, and the need to open equal opportunities for women in training. In 2003-2004, of the 199 trainees at the LWF-VTC, 27 are women.

Description of ACT Member's Implementing Partners

The LWF/WS-Jerusalem is an ACT implementing partner and has been providing an emergency response in Palestine for the past three years. This response has been primarily through the Augusta Victoria Hospital (AVH) and the Village Health Clinics (VHC's), and the (VTC). The emergency situation with its ongoing conflict has now progressed to the point that the provision of a positive vocational training experience for youth is an emergency response. The deteriorating economic conditions have created a situation where many Palestinian families who send their sons and daughters for training can no longer pay the fees for this training. This in turn is creating a financial crisis for the LWF-VTC.

III. DESCRIPTION of the EMERGENCY SITUATION

Background

The LWF-VTC has continued to operate in very difficult circumstances. The focus of the LWF-VTC is the training of Palestinian youth between the ages of 16-18 years. The LWF-VTC feels that it is at this time that the Centre needs to expand its opportunities for youth to learn a skill and focus their energies in a positive direction. In the past 3 years, the LWF-VTC has expanded its enrolment from 102 trainees in 2000 to 199 trainees in 2003. The LWF Mission supports this effort but it is creating an increasingly difficult financial situation, as the families of the trainees cannot pay fees for the training. In addition the emergency situation has created access issues for trainees who overcome many barriers to reach the VTC. With the new Separation Wall Israel is building, access to the LWF/VTC will become even more difficult.

The deteriorating economic situation and the increasing rates of unemployment in the West bank has affected employment rates of VTC graduates. Up to 2001 over 70% of those trained were able to find employment in the profession taught within 6 month of graduation and over 90% of those trained were able to find employment in the profession taught or another field within 6 month of graduation, after 2002 these percentages dropped to 47% & 70% respectively. At a time when the LWF-VTC needs to expand its ability to serve trainees and specifically more students from remote and isolated areas, the Centre is affected by the severe financial deterioration of the Palestinian population it serves.

Impact on Human Lives

Unemployment has soared from 10% of the labour force in September 2000 to 38% by July 2003 leaving at least 300,000 Palestinians of working age without a job. This number climbs to as many as 600,000 during curfews.

71% of households had their income drastically decreased and poverty has stricken 62.3 % of Palestinian families¹. Poverty increased from 21% in September 2000 to 60% living on 2.1US\$/ day².

Most families have endured long periods without work or income and many depend on food aid for their daily survival. Coping with the situation has meant using up savings, selling assets and possessions including the family jewellery, borrowing from families, neighbours and shopkeepers and cutting consumption including food.

According to the UNDP participatory assessment project for poverty stricken families, vocational training of their sons and daughters is a way to overcome poverty.

The continuously increasing mobility problem has become a major restriction for people to function. It is one of the major factors in the deteriorating economic situation as it has stopped many people from moving between areas for work, education or training. This situation is now further exacerbated by the building of the “Separation Wall” which is further isolating villages and areas from the west-bank neighbourhood, suffocating its economic situation as well as confiscating their main source of income. Until now 165,000 donums of land has been confiscated, in 76 localities, displacing 2,323 persons and isolating 42,097 between the wall and the green line. These statistics will increase enormously by the end of its construction.

Locations for Proposed Response

The LWF-VTC trainees primarily come from the Occupied Palestinian Territories. They come from all over the West Bank areas including Jenin, Nablus, Qalqilia, Tulkarem, Hebron, Ramallah and their surroundings, as well as Palestinian areas around Jerusalem. The LWF-VTC is located in Beit Hanina, which is presently occupied territory between Jerusalem and Ramallah.

In addition to the centre the VTC will be working in villages in the north and south of the West-Bank in the satellite and job creation elements of the project.

IV. GOAL & OBJECTIVES

The LWF-VTC trains Palestinian youth who do not have other alternatives for education or training. These youth are often lacking strong self-image and confidence. The LWF-VTC creates an environment in which these youths gain confidence through learning a skilled trade. This keeps them focused in a positive manner for the two years of training and gives them the skills to be employed at the end of their training.

Goal

To provide as many youth as possible with a positive alternative to the ongoing violence and difficulties in Palestine while giving them skills to support themselves and their families.

1 PCBS statistics

2 World Bank Economic Report 03

Objectives

- Maintain viability of market relevant vocational training to Palestinian youth.
- Continue to expand the numbers of Palestinian youth benefiting from the LWF-VTC training programmes, from different areas of the West Bank.
- Assist graduates in finding employment and self employment opportunities.

V. TARGETED BENEFICIARIES

The beneficiaries will be the Palestinian youth who come to the LWF-VTC and indirectly their families. There are 199 trainees who are now enrolled in the 2-year programme (27 females and 172 males). Palestinian society as a whole benefits from this programme because of the values these trainees learn as well as their overall increased ability to become productive members of society.

The LWF-VTC is also targeting youth from isolated and difficult areas, as VTC found that isolation of areas and the building of the wall have deprived some of these youth from training opportunities. The VTC is exploring ways to expand its programmes to include more Palestinian youth from such areas. Some of the ways being explored include satellite training (part of this Appeal) and offering more one-year programmes and afternoon programmes for youth.

The LWF-VTC was only able to accept about half of those who applied for the 2003-2004 class. Trainee numbers from remote locations has dropped significantly over the years of the Intifada.

Criteria used in Beneficiary Selection

All trainees are Palestinians who have completed the 10th grade (ages 16-18 years) with an interest in learning a vocation. Priority is given to women, internally displaced and the poor.

Criteria for beneficiary selection:

- Work to earn for the tuition fees - trainees are chosen from families in poverty
- Satellite training - trainees from remote and isolated locations.
- Job creation - graduates who were unable to find employment when training was completed as well as VTC trainees.

Number of Targeted Beneficiaries According to Proposed Assistance

Tuition Earning Work: The targeted beneficiaries are those who do not have the ability to pay their fees - 77% of trainees (153 trainees). This Emergency Appeal will provide funds so that those trainees can earn their tuition through a work programme. The trainees have the opportunity to work on various projects to pay for their training, with an average of 154 hours during the scholastic year, enabling each to pay 40%-60% of their fees. The LWF-VTC does not provide charity to pay for fees except in unusual circumstances. These are all healthy young men and women who can work for their fees.

Mobile Satellite Training: Another group of targeted beneficiaries would be trainees from isolated and difficult areas. The VTC would identify market relevant areas, where youth cannot easily access vocational training, and provide training in these areas of the West Bank. This would be facilitated through Mobile Satellite Training. It is hoped that up to 270 youth could be served through this programme.

Job Creation: There are 80 targeted graduates from the VTC, who would potentially benefit from the job-creation programme. It is hoped that through partnership, affiliations and job creation the VTC can significantly increase the number of graduates finding employment.

VI. PROPOSED EMERGENCY ASSISTANCE & IMPLEMENTATION

Description of Assistance

The LWF-VTC has analysed the effect of the external environment through its recent work on the strategic planning for the 3 coming years 2003-2005. As a result, diversifying its training products to reach more trainees and job creation for its graduates were among its main aims. Both of these efforts are aimed at overcoming the emergency situation.

This proposal supports the LWF-VTC in three critical areas:

▪ Tuition Paying Programme

Providing support for Palestinians who do not have the ability to pay for vocational training for their children because of the emergency. This will provide the funds for current trainees to earn their fees through a work programme. Previous ACT funding has provided the opportunity for students to cover 10-80% of their fees. Trainees felt self-empowered to gain livelihood skills in spite of their poverty.

▪ Satellite Training

Provision of training for youth who, due to the emergency situation and the increasing problems of mobility/accessibility, find themselves isolated in remote areas. The VTC has identified ways of implementing a training through organising short courses in certain isolated or remote areas. Different institutes, youth, developmental and women's organisations have contacted the LWF/VTC and requested quality training for their target groups in these areas. The VTC was able to implement one such satellite training programme in Ramallah during the summer. At that time it was possible to access the areas with training equipment and trainer. It was found that a trainer in an institute vehicle can move much easier than 18 youngsters on their own (the trainees are of an age targeted by Israeli soldiers at the blockades). Training would be according to local market demand, in order to provide employment after graduation.

A vehicle will be needed to transport the training equipment and trainer to the areas.

▪ Job-Creation

Providing assistance for VTC graduates through linking them to employment and self-employment opportunities. This emergency programme is needed due to increasing unemployment among graduates. This programme will be implemented through developing the entrepreneurial skills of graduates, enhancing vocational counselling and guidance, establishing post referral and counselling services and creating a forum for exchange and information dissemination.

This assistance will not entail any payment for graduates but rather will connect them to the work place and to business service providers giving them opportunities to open their own businesses or be employed.

Implementation Description Per Activity

Tuition Earning Programme

Due to the increase in poverty, this programme has been implemented to help all families take advantage of vocational training for their children. This project involves work to be carried out at the LWF-VTC or on the LWF

property in Jerusalem. Trainees clear stones from the olive groves, paint buildings, pick up trash, etc. The time they work is then credited to their fees at the rate of NIS 10 per hour worked. This programme already exists but needs funds to make it viable for the future needs of the trainees.

Satellite Training

Through the emergency funds, the LWF-VTC will work in two phases:

Phase I: Preparations: This entails purchasing a mobile unit of training equipment and a van to move around with the trainer according to need/demand. Preparation of materials and training of staff will be necessary to assure quality training.

Phase II: Pre-Training: Before the training begins, there will be an assessment which will be done in co-ordination with institutes that target youth. This assessment will look into the needs of the areas and the youth.

Phase III: Training: Training would be done in the location. It would require co-ordination with institutes and projects targeting youth in the areas concerned. It will be necessary to employ two part time trainers or 3 – 4 trainers per job, a co-ordinator and a driver.

During its assessment, the VTC found that electronics professions such as mobile maintenance, satellite system installation, house appliance maintenance, etc as well as aluminium fabrication and auto-mechanics are most in demand. These disciplines will be a starting point for training. The preparation work will include all trainers and any additional training needs necessary will be seen to.

Training needs assessment will be carried out before starting in any location to insure market relevance of training and to provide employment opportunities for graduates. Each training will be conducted in two different places: in rented training halls as well as in related workshops/workplaces in the field.

The first 3 months will be for the preparation phase. 15 courses in the field will be conducted with 16-20 participants in them during the year(during 2nd & 3rd phase), targeting at least 8 different locations in the West Bank.

Job-Creation

The LWF-VTC will work through building the centres capacities, co-ordinating with institutes and the market place and linking the graduates to employment opportunities. This entails:

- Building the centres capacities for developing entrepreneurial skills of graduates.
- Enhancing vocational counselling and guidance: this will require a counsellor.
- Post referral and counselling services and creating a forum for exchange and information dissemination: A co-ordinator will be needed to co-ordinate efforts with other BDS³ projects, banks and the market place as well as establishing a data base.
- Linkage with the market place before and after graduation is important for graduates' job creation. This will be achieved through Facilitation Training within the Market Place/ Industry before graduation. This will be enhanced through graduate promotional activities as well as co-ordination with industries and BDS institutes.

Transition from Emergency

Tuition Paying Programme

The ACT funding will help provide a special work programme to support needy trainees. Once there is peace, the LWF-VTC will transition back to its normal programme of providing vocational training with a reduced work programme.

³ BDS: Business Development service providers (provide consultancy, training, and loans for business start up programs)

Satellite Training

The ACT funding will help provide a unit and prepared materials and staff that, in the future, could either be a source of income for adult education courses or part of the centre's activities if peace prevails. Once there is peace, the LWF-VTC will transition back to its normal programme of providing vocational training on the premises with "on-call" paid for adult training in other areas if needed.

Job-Creation

Once the emergency situation is over, trainees will not need the extra help of the centre for job creation. The quality training provided by the centre will enable them to be employed or self-employed. The ACT funding will help provide a data base and increased linkages with the market. The industrial committees can continue afterwards and will strengthen the centre. Data base and linkages can be used by future Alumni association for the graduates.

VII. ADMINISTRATION, FINANCE, MONITORING & REPORTING

Administration

The Vocational Training Centre is fully functional and staffed to provide vocational training. The LWF Representative is responsible for this programme. The LWF-VTC Director is responsible for the day-to-day functioning of the LWF-VTC.

Finance

The LWF in Jerusalem is served by a fully staffed professional financial department. Each year a certified auditing firm audits the programmes, including all donations. All money received by the LWF programmes including the LWF-VTC is accounted for and used for the purposes for which it is designated. Standard, acceptable accounting practices are in place and reviewed during the annual audit.

ACT Funds will be accounted for as a separate grant and will be part of the annual audit.

Monitoring

ACT Funds are identified for their specific purpose. The LWF-Jerusalem Accounting Department will be responsible for the receipt of funds, monitoring and assuring that these funds are used properly and that there is proper documentation. The Chief Finance Officer is responsible for the overall monitoring and financial reporting on these ACT Funds.

LWF will report separately on funds used for this emergency. It will adhere to the ACT Reporting Guidelines and will give updates periodically during this time of crisis.

Reporting Schedule

First interim report	-	29 February 2004
Second interim report	-	31 May 2004
Third interim report	-	31 August 2004
Final Report	to be received within three months of closing date of 14 November 2004.	

VIII. IMPLEMENTATION TIMETABLE

The basic component of the work programme for trainees of this ACT Appeal has already commenced and this request covers costs that will allow this programme to continue and to expand to serve the Palestinians on the West Bank.

The other two components will start as soon as there is enough funds, it will continue through out the period of implementation. However, for purposes of planning the expected date of completion for the ACT Appeal has been set at 14 November 2004.

IX. CO-ORDINATION

The LWF-VTC co-ordinates efforts through the Palestinian Ministry of Education and the Palestinian Ministry of Labour. There is also ongoing communication and co-ordination with other vocational training centres that serve the Palestinian community. The LWF-VTC is part of the NGO-VET (vocational & educational training centres) league.

LWF will co-operate with the other related ACT implementing members and continue to work through the appropriate Palestinian Ministries.

X. BUDGET

ESTIMATED EXPENDITURE

<u>Description</u>	<u>Type of Unit</u>	<u>No. of Units</u>	<u>Unit NIS</u>	<u>Budget NIS</u>	<u>Budget US\$</u>
WORK FOR TUITION FEES					
Trainees in boarding (68 trainees@6hours@30 weeks)	Hour	12,240	10.00	122,400	27,200
Trainees commuting daily (85 trainees@4.5hours@30 weeks)	Hour	11,475	10.00	<u>114,750</u>	<u>25,500</u>
TOTAL BOARDING TRAINEES				<u>237,150</u>	<u>52,700</u>
SATELLITE TRAINING					
Equipment & Tools					
Electronics	Training Kit	11	2,655.00	29,205	6,490
Auto-mechanics	Training Kit	1	29,250.00	29,250	6,500
Auto-mechanics	Training Kit	1	15,750.00	15,750	3,500
Aluminum	Training Kit	4	4,500.00	18,000	4,000
Aluminum	Training Kit	2	7,875.00	<u>15,750</u>	<u>3,500</u>
Sub total				107,955	23,990
Audio-Visuals					
Lap-Top Computer	Unit	2	9,000.00	18,000	4,000
Projector	Unit	2	6,750.00	13,500	3,000
LCD	Unit	2	13,500.00	27,000	6,000
Movable boards	Unit	2	3,150.00	<u>6,300</u>	<u>1,400</u>
Sub total				64,800	14,400

<u>Description</u>	<u>Type of Unit</u>	<u>No. of Units</u>	<u>Unit NIS</u>	<u>Budget NIS</u>	<u>Budget US\$</u>
Transport Van	Van	1	135,000.00	135,000	30,000
Staff Training					
Needs Assessment	Assessment	1	13,500.00	13,500	3,000
Training Techniques	Session	1	13,500.00	13,500	3,000
Training Cycle	Lump sum	1	13,500.00	<u>13,500</u>	<u>3,000</u>
Sub total				40,500	9,000
Literature					
Developing course materials	Lump sum			22,500	5,000
Preparing course materials	Lump sum			11,250	2,500
Books	Book	6	1,125.00	6,750	1,500
Books	Book	10	450.00	4,500	1,000
CDs	CD	2	4,500.00	9,000	2,000
CDs	CD	1	2,250.00	<u>2,250</u>	<u>500</u>
Sub total				56,250	12,500
OPERATING COSTS					
Staff Salaries					
Driver	Month	12	3,150.00	37,800	8,400
Trainer (2 part timers)	Month	12	2,430.00	58,320	12,960
Co-ordinator	Month	12	4,050.00	48,600	10,800
Accountant (Part Time)	Month	12	1,350.00	<u>16,200</u>	<u>3,600</u>
Sub total				160,920	35,760
Hall rent for workshop	Course	15	1,350.00	20,250	4,500
Others					
Insurance for students	student	270	40.50	10,935	2,430
Transportation	Km	17,647	0.63	11,118	2,471
Raw materials	lumpsum			6,750	1,500
Supplies and stationary	lumpsum			3,375	<u>750</u>
Sub total				32,178	7,151
TOTAL SATELLITE TRAINING				<u>617,853</u>	<u>137,301</u>
JOB CREATION PROGRAM					
Developing Enterprenerial Skills					
Developing training program	Lump sum			9,000	2,000
Training of trainers	Lump sum			9,000	2,000
References	Book, Cd, Film	10	1,350.00	<u>13,500</u>	<u>3,000</u>
Sub total				31,500	7,000
Vocational Counseling & Guidance					
Vocational Counselor/Full Time	Month	12	4,050.00	48,600	10,800
Training of counselor	Job	2	4,500.00	9,000	2,000
Workshops	Workshop	3	742.50	2,228	495
Visits of trainees to industry	Visit	5	1,350.00	6,750	1,500
Ex-graduates & success model visits	Km	3,571	0.63	<u>2,250</u>	<u>500</u>
Sub total				68,827	15,295

<u>Description</u>	<u>Type of Unit</u>	<u>No. of Units</u>	<u>Unit NIS</u>	<u>Budget NIS</u>	<u>Budget US\$</u>
Post training referral & Counseling services					
Coordinator / Full Timer	Month	12	4,050.00	48,600	10,800
Data base for employment & self employment	Job	1	9,000.00	9,000	2,000
Co-ordination with institutes	Km	3,571	0.63	<u>2,250</u>	<u>500</u>
Sub total				59,850	13,300
TWI					
Developing follow-up forms	Job	1	9,000.00	9,000	2,000
Promotional activities for graduates					
Open days	Day	3	3,375.00	10,125	2,250
Brochures	Brochure	500	9.00	4,500	1,000
Newsletters	Newsletter	1,000	4.50	4,500	1,000
Films	Film	4	1,125.00	4,500	1,000
Stationary and supplies	Lumpsum			<u>450</u>	<u>100</u>
Sub total				24,075	5,350
Others					
Communication	Month	12	225.00	2,700	600
Supplies	Month	12	225.00	<u>2,700</u>	<u>600</u>
Sub total				5,400	1,200
TOTAL JOB CREATION PROJECT				<u>198,652</u>	<u>44,145</u>
TOTAL ESTIMATED EXPENDITURE				<u>1,053,655</u>	<u>234,145</u>
Exchange Rate: 1US\$ = 4.5					