SIYAKHA GIRLS
TOOLKIT AND GUIDE
2020

AN ECONOMIC EMPOWERMENT RESOURCE
FOR ADOLESCENT GIRLS AND YOUNG WOMEN
Acknowledgements

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LIST OF RESOURCES & TOOLS

Below is a list of the resources and tools included in the supplemental document, Siyakha Girls Toolkit Annex: Resources & Tools for Siyakha Girls.

Step 1: Conduct a Labor Market Assessment
✓ Labor Market/Micro Value Chain Assessment Consultant Advert
✓ Labor Market/Micro Value Chain Assessment Consultant Scope of Work

Step 2: Select AGYW Participants
✓ Siyakha Girls Project AGYW Enrollment Profiling Tool
✓ Verification and Selection Form
✓ Siyakha Risk Assessment Form

Step 3: Conduct Foundational Skills Training for the Workplace
✓ WEI/Bantwana Youth Workforce Readiness Life Skills & Job Preparation Training Manual / Student Handbook (standalone document, not fully included in this Annex)
✓ Sample 5-day Life Skills and Job Preparation Training Calendar
✓ Sample Life Skills and Job Preparation Pre and Post-Test Assessment Tools
✓ Sample Vocational Training Offer Letter

Step 4: Provide Technical Vocational Training
✓ Sample Social Contract
✓ Sample Vocational Training Code of Conduct

Step 5: Deliver Workplace-Focused Social Asset Building Training
✓ Sample Internship & Social Assets Building Training Agenda
✓ Internship & Social Assets Building Training Package
✓ Sexual Harassment Training Module (standalone document, not fully included in this Annex)
✓ Youth-led Micro-Value Chain Analysis Tool
✓ Sample Internship Offer Letter
✓ Sample Internship Code of Conduct

Step 6: Place AGYW in Mentored Internships
✓ Host Company Checklist
✓ Sample MOU with Host Company
✓ Intern Weekly Attendance Tracking Tool
✓ Company Feedback Tool
✓ Host Company Monthly Intern Reporting Template
✓ Intern Personal Reflections Diary

Step 7: Exit Review Meeting and Graduation Ceremony
✓ Sample Exit Meeting Agenda

Step 8: Support Girls’ Transition to Sustainable Livelihoods
✓ Sample Growth/Business Plan Template