bantwana

SIYAKHA GIRLS

TOOLKIT AND GUIDE
2020

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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