

**DEPARTMENT OF EMPLOYMENT AND HUMAN RESOURCES**  
**MINISTRY OF LABOUR AND HUMAN RESOURCES**  
**ROYAL GOVERNMENT OF BHUTAN**



**GUIDELINE FOR**  
**YOUTH ENGAGEMENT AND**  
**LIVELIHOOD PROGRAM**

July 2021

## **FOREWORD**

The Department of Employment and Human Resources (DoEHR), Ministry of Labour and Human Resources (MoLHR) is pleased to present the revised Guideline for the Youth Engagement and Livelihood Program (YELP). YELP is one of the key support programs of the Ministry to enhance the employability of jobseekers in transition from different schools and institutions. The YELP was launched in August 2019 for implementation during the 12th Five Year Plan. It provides support for the engagement of job seekers in the private and other sectors as a means for jobseekers to gain on-the-job skills and experience required to enhance their employability. The first revision was carried out in May 2020 to respond to the needs arising from the COVID-19 pandemic. However, the program has been reviewed once more in light of the continued implications from the pandemic and in order to be more inclusive and responsive to the need of the hour.

The revision seeks to bring in greater impact to the program to address workforce development needs during the pandemic as well as to strengthen the program implementation process and management. It aims to bring clarity to the objective, process, eligibility, roles and responsibilities of different parties, and other important aspects for effective implementation of the YELP program targeting the jobseekers and COVID-19 affected individuals.

It is expected that the revised YELP Guideline will further strengthen and improve the engagement/employment and support services provided through the program to all jobseekers, implementing partners, employers, and other key stakeholders.

With best wishes and Tashi Delek!

(Kunzang Lhamu)  
Director General  
Department of Employment and Human Resources

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# CHAPTER 1: PRELIMINARY

## Introduction

The Department of Employment and Human Resources (DoEHR) is mandated for all aspects of employment promotion and facilitation in the country. The DoEHR provides different school-to-work transition support to job seekers entering the labour market. These transition supports are currently provided through broad services such as job engagement, skilling, entrepreneurship, and direct employment referral/facilitation.

The Youth Engagement and Livelihood Program (YELP) was launched in August 2019 for implementation during the 12th FYP. The YELP provides support for the engagement of job seekers in the private and other economic sectors and an avenue for job seekers to gain on-the-job skills and work experience required to enhance their employability. The YELP also incorporates the government's desire to support the livelihood of youth.

The first revision to the YELP Guideline was carried out in May-June 2020 to accommodate the needs arising due to the ongoing COVID-19 pandemic. The revised guideline was approved during the 18th PPCM held on 29th June 2020.

The current revision further seeks to bring in greater impact with the program to address the workforce development needs of the country arising as a result of the pandemic and to strengthen the program implementation process and management. The program aims to support jobseekers, employers and individuals affected by the pandemic in all economic sectors with the exception of the construction sector, currently being covered through the Build Bhutan Project (BBP).

The YELP seeks to provide easy and accessible engagement opportunities for jobseekers to exercise their talent and learning in their areas of interest, including self-employment. The program will promote the personal development of jobseekers towards self-confidence, a positive attitude towards work, and motivation directed towards the future, equip them with experience, and competency required in the world of work, and meaningfully engage them in activities contributing to the socio-economic development of the country.

## Application and Amendment

1. This Guideline applies to the Youth Engagement and Livelihood Program (YELP) implemented by the DoEHR and the MoLHR Regional Offices.
2. This Guideline shall be titled the *Guideline for the Youth Engagement and Livelihood Program (YELP)* and hereafter shall be referred to as the Guideline.
3. This revised Guideline shall come into effect from 1st July 2021.

4. The Guideline will be reviewed by the DoEHR, MoLHR as and when required.
5. The authority for amendment and final interpretation of this Guideline shall rest with the MoLHR as the lead agency for the implementation of the YELP.

## **Objectives**

6. The Revised Guideline for the YELP is being adopted to provide systematic procedures for the effective facilitation of YELP program to maximise engagement of all job seekers and COVID-19 affected individuals. In particular, the Guideline shall have the following objectives:
  - a. Ensure fair, transparent, coherent and efficient implementation of YELP program and services.
  - b. Ensure provision of human resource requirements in the different economic sectors through effective engagement of job seekers in the labour market.
  - c. Bring clarity on the roles and responsibilities of different parties involved in the implementation of the YELP program.
  - d. Enhance employability and promote the dignity of labour through relevant on-the-job learning and work experience.
  - e. Foster partnership approach to employment facilitation and promotion in different economic sectors including entrepreneurial ventures and startups.

## **Terminology**

The terms used in this Guideline are defined as follows:

7. **“Candidate”** means an individual enrolled in the YELP program.
8. **“DoEHR”** means the Department of Employment and Human Resources.
9. **“Engagement”** means the different forms of internship, engagement, on-the-job training, or employment supported through the YELP program.
10. **“ESD”** means the Employment Service Division under the DoEHR.
11. **“Jobseeker”** means the unemployed, COVID-19 affected workforce, or overseas returnees registered with MoLHR’s Job Portal System.
12. **“MoLHR”** means the Ministry of Labour and Human Resources.

13. ***“Program Officer”*** means the focal officer in the DoEHR or Regional Office coordinating and managing the YELP program.
14. ***“Regional Office”*** means the MoLHR Regional Office located in Trashigang, Samdrupjongkhar, Phuntsholing and Gelephu.
15. ***“The guideline”*** means the Guideline for Youth Engagement and Livelihood Program.
16. ***“The employer”*** means the firm, establishments, agencies or businesses where the YELP program will be implemented.

## **CHAPTER 2: SCOPE AND IMPLEMENTATION**

17. The sector/industry of engagement will be as per the Bhutan Standard Industrial Classification (BSIC) 2020 including the Public Sector Organizations.
18. Interested Employers shall submit a YELP requisition to the DoEHR or Regional Office with information on the areas of work and job positions as highlighted in annexure 1.
19. Entrepreneurship and Self-Employment Division (ESED) shall submit a YELP application (Annexure 6) to ESD, DoEHR or Regional Office to support self-employed/entrepreneurs.
20. Upon receipt of YELP requisition and verification, the approved positions will be announced online, with the exception as indicated in clause 37 of this Guideline.
  - a. Interested job seekers will apply for vacancies and DoEHR or Regional Office will forward the shortlisted list to the Employer.
  - b. The Employer will be responsible for coordinating the selection of candidates.
21. Upon confirmation, the letter of the undertaking will be signed by the selected candidate and the Employer (Annexure 3 and 4).
22. The Employer and DoEHR/Regional Office will define service/engagement terms and conditions.
23. Employers will work closely with DoEHR or Regional Office to monitor the progress of engagement activities.

### **Duration of engagement**

24. The duration of the engagement will range from 1 to 12 months, with the possibility of extension for another one year based on assessments, approval/availability of budget and a request from the employer and the candidates themselves.

## CHAPTER 3: ELIGIBILITY AND SELECTION

### Eligibility

25. A candidate applying for YELP support shall:
  - a. Be a Bhutanese citizen;
  - b. Be a registered jobseeker;
  - c. Be 18 years of age and above;
  - d. Not be engaged in employment, education or training at the time of applying for support;
  - e. Fulfil any other criteria set by the MoLHR from time to time.
26. An employer must be registered as an employer under the job portal system and have clear terms and conditions of engagement.
27. For candidates engaging in agriculture in groups of at least three individuals, the MoLHR shall extend support in collaboration with Dzongkhags, Thromdes or relevant agencies. The proposal should be routed through the Local Governments or relevant agencies upon which DoEHR/Regional Office will sign MoU with the local government/relevant agency.
28. To encourage effective utilization of skills and transition to employment, a candidate who has undergone skilling supported through MoLHR funded program or Desuung Skilling Program (DSP) will be eligible for YELP support.
29. Self-employed/entrepreneurs, who have no employees and have been recommended/verified by the Entrepreneurship and Self-Employment Division (ESED) shall be eligible for support using the form specified in Annexure 6. The support to the self-employed/ entrepreneurs will be discontinued once the business recruits employees through YELP.
30. Rehabilitating and reintegrating youth, People With Disabilities (PWDs), Individuals in difficult circumstances will be eligible for YELP support and will be given priority.
31. COVID-19 affected individuals, and overseas returnees requiring re-engagement support will be eligible for YELP support.
32. Internships in government ranging up to the duration of 3 months shall be supported based on requirement.

## Selection and Recruitment

33. The Program Officer shall:
  - a. Announce vacancies containing information on the position, slot, qualification requirement, total salary, place of engagement, and last date of application on the MoLHR website.
  - b. shortlist candidates from the list of applicants who have applied for the engagement position through the online system
  - c. Shortlist based on the eligibility criteria specified under this Guideline and any other criteria received from the employer. In case of no application, the application deadline will be extended.
  - d. Forward the list of shortlisted candidates to the relevant employer within two working days from the last date of application.
34. The employer shall carry out the final selection interview from the list of shortlisted candidates provided by the Program Officer.
35. The employer shall submit the final list of selected candidates to the DoEHR/Regional Office within 5 working days from the date of the interview.
36. The employer has the right to recruit as per their recruitment criteria.
37. The selection and recruitment clauses in this Guideline shall not apply in the following cases:
  - a. Self-employed/ entrepreneurs recommended and verified by the ESED. These candidates will be directly supported upon receiving the ESED recommendation (Annexure 6).
  - b. Candidates recruited directly by the employer after completion of SDP.
  - c. Candidates recruited on short-term internships ranging from 1 to 3 months.

## **CHAPTER 4: ROLES AND RESPONSIBILITIES**

### **Roles and Responsibilities of selected candidates**

38. A candidate shall:
  - a. Be required to sign an undertaking with the DoEHR or Regional Office at the time of initial appointment (Annexure 4).
  - b. Upon confirmation submit the following documents to the employer for record purposes:
    - (i) Copy of relevant academic transcripts and CID;
    - (ii) Any other documents required.
  - c. Be subject to the internal service rules of the company/enterprise as referred to in the Labour and Employment Act of Bhutan 2007, and in absence of ISR then are subject to Labour and Employment Act of Bhutan 2007 and its Regulations.
  - d. Be required to submit a saving account number and Taxpayer Number (TPN) to the Program Officer.
  - e. Work conscientiously to gain skills before the completion of engagement duration to enhance employability.
39. If a candidate decides to discontinue the engagement s/he shall:
  - a. Inform in writing to the employer with a notice period of seven days during the probation period or one month notice period after probation; prior to discontinuing attachment/employment.
  - b. Complete all formalities for withdrawal from the program.

### **Roles and Responsibilities of MoLHR**

40. The ESD, DoEHR shall have the overall coordination and monitoring responsibility of the YELP.
41. The ESD, DoEHR shall mobilise adequate resources for the facilitation of the YELP and provide funding support as per the provisions of this Guideline.
42. The ESD or Regional Office shall:

- a. Ensure the vacancies are announced online within two working days of receiving the details of the vacancies from the employer as per the form annexed with this Guideline (Annexure 1).
  - b. Monitor the recruitment process of the candidates.
  - c. Complete all tasks related to the recruitment of the candidates.
  - d. Disburse monthly allowance.
  - e. Carry out monitoring and evaluation using different mechanisms.
  - f. Submit monitoring reports as per the format provided under this Guideline (Annexure 2).
  - g. Maintain data on the YELP candidates and submit monthly reports to the DoEHR.
43. The ESD, DoEHR shall develop a comprehensive annual report for submission to the MoLHR including but not limited to the following information:
- a. Total candidates and employers supported, including the number of dropouts, completion, and regularization.
  - b. Issues and challenges faced by the candidates, employers, and the ESD personnel, and recommendations.
  - c. Financial report.
44. The DoEHR or Regional Office shall withhold YELP support if the employer or candidate contravenes any provisions of this Guideline.

### **Roles and Responsibilities of Employer**

45. The employer shall:
- a. Be registered in the Job Portal.
  - b. Submit a list of vacancies with job details along with a valid trade license, as per the form annexed with this Guideline (Annexure 1) to the DoEHR or Regional Offices.
  - c. Select, recruit and employ candidates from the list of shortlisted candidates provided by the Program Officer.
  - d. Sign an undertaking (Annexure 3) with DoEHR or Regional Office upon selection of candidates.

- e. Maintain a copy of relevant academic transcripts and other documents of selected candidates for record and reference purposes.
- f. Appoint a competent supervisor to ensure effective learning in the workplace by the candidate.
- g. Maintain and submit monthly attendance of the candidate signed by the supervisor and produce it as and when required.
- h. Provide adequate support to candidates as required by the nature of the occupation.
- i. Notify the program officer of the separation of candidates from the firm through email and submit in writing of the same within 5 working days.
- j. Supervise and mentor the performance of the candidates.
- k. Submit the candidate's logbook to the Program Officer on the completion/withdrawal of the engagement period.

## **CHAPTER 5: ALLOWANCE**

### **Allowance and mode of payment**

46. The DoEHR or Regional Office will provide a monthly allowance of Nu. 5000 for candidates during the program tenure.
47. Monthly allowance payments shall be made as follows:
  - a. The Finance Division, Directorate Services, MoLHR, shall make monthly deposits directly into the candidate's savings account upon submission of a request by the program officer.
  - b. The employer shall ensure the payment of their portion (if applicable) of the monthly allowance/wage/salary to the candidates enrolled in YELP within the first week of every month through direct deposit into the candidate's savings account.

## **CHAPTER 6: MONITORING AND EVALUATION**

48. The DoEHR and Regional Office shall monitor the progress of candidates by liaising with the employer where the candidates are placed. Such monitoring will be carried out at least twice a year, or as and when required.
49. The Program Officer shall submit the monitoring and evaluation report (Annexure 2) to the DoEHR. The monitoring findings and observations will be submitted to the employer for corrective action.
50. The ESD shall conduct evaluation and tracer studies to assess the benefit of the program to the beneficiaries through different mechanisms.
51. The ESD shall monitor and ensure compliance of candidates and employers to the provisions stipulated in the Guideline.

## **CHAPTER 7: GRIEVANCE REDRESSAL**

The grievance redressal mechanism shall ensure accountable and responsive implementation of the program. The following mechanism shall be adhered to in order to address any issues arising from the implementation of the YELP program.

52. Any grievances relating to the implementation of the YELP shall amicably be resolved between the employer and the candidates, failing which the aggrieved party shall seek redressal by communicating in writing to the DoEHR or Regional Offices.
53. Any grievances relating to labour and employment terms and conditions shall amicably be resolved between the employer and the employee, failing which the aggrieved party shall have the right to seek redressal with the Labour Relations Division, Department of Labour, MoLHR established under the Labour and Employment Act of Bhutan, 2007.

## ANNEXURE 1

### YELP Requisition Form

Date:

Name of the Employer:

Telephone/Mobile Number:

Email:

SN	Post	Slots	Qualification	Total Salary (including YELP allowance)	Place of Posting	Incentives(if any)

Signature with Seal

**Documents to be submitted with this form:**

1. Terms of Reference/Job Description
2. CID copy (license holder)
3. Trade License copy/Certificate of Registration for others

**OFFICIAL USE**

- Recommended for YELP support
- Not recommended for YELP support

Processed by	Recommended by	Approved by
Program Officer	CPO, ESD/ Regional Director	Director-General, DoEHR/ Regional Director

## ANNEXURE 2

### M&E Report Form

Name of Employer:		
Name of candidates, position:		
Date:		
SN	Particulars	Description
1	Engagement commencement date	
2	Prior M&E visit date	
3	Objectives	
4	Individuals met during M&E visit	
5	Findings	
6	Issues & Challenges	
7	Recommend intervention for program improvement	
8	Attachments	<input type="checkbox"/> Photographs <input type="checkbox"/> Engagement documents <input type="checkbox"/> Others.....
9	M&E official (name and signature)	
10	Comment/ verification by Division head/Regional Head	

### ANNEXURE 3

#### Letter of Undertaking (Employer)

I, ..... bearing CID  
..... CEO/Proprietor of .....  
hereby undertakes that:

1. I've been briefed on the YELP terms and conditions.
2. I shall maintain a logbook of the candidates and submit the monthly attendance sheet of the candidate duly signed by the supervisor and shall produce them as and when required by the MoLHR and other relevant agencies.
3. I shall notify the concerned officer through email, and submit the official written letter within 6 working days should the candidate separate from the agency.
4. I shall be subjected to auditing and inspection by other external agencies such as the Royal Audit Authority and other agencies as and when required.
5. I shall not misuse the candidates engaged under YELP for purposes other than what they have been engaged for.
6. I shall not misuse the engagement program without engaging for allowance benefits.

I hereby declare that I shall abide by all the statements provided above and in the event if I fail to carry out any of the statements above, I shall be liable for any actions deemed necessary by the Department of Employment and Human Resources, MoLHR.

Affix Legal Stamp

Name:

CID :

Mobile No:

Address:

Date:

Witness:

Name:

CID:

Address

Date:

## ANNEXURE 4

### Letter of Undertaking (candidate)

I,..... Bearing CID..... Jobseeker  
No..... hereby undertake that:

1. I've been fully briefed on the terms and conditions of my engagement.
2. I understand that the employer is providing technical support, time and resources for the development of my skills and competencies during the engagement.
3. I shall pursue the engagement and complete it within the duration specified by the employer/MoLHR.
4. I will demonstrate excellent commitment and attitude towards learning and acquisition of skills/knowledge from the engagement.
5. I will take up employment in the relevant occupation after completion of the engagement term.
6. Conduct myself in accordance with the YELP Guideline and Internal Service Rules of the employer.
7. I will refrain from engaging in political, criminal and commercial activities that shall be detrimental to my own interest of completing and benefiting from the engagement.
8. I will abstain from indulging in any activity that adversely affects the **Tsa Wa Sum**.
9. I will notify the concerned officer through email, and submit the official written letter within 6 working days in case I decide to leave the place of engagement.

I hereby declare that I shall abide by all the statements provided above and in the event, if I fail to carry out any of the obligations highlighted above, I shall be liable for any actions deemed necessary by the Department of Employment and Human Resources, MoLHR.

Affix Legal Stamp

Name:

CID:

Mobile No:

Address:

Date:

Witness:

Name:

CID:

Address

Date:

## ANNEXURE 5

### Declaration Conflict of Interest Form

I, .....(name), bearing CID No.....,  
(Position Title).....(Agency) ..... as per  
the Guideline for YELP, I declare that pertaining to  
subject.....

- I do not have or anticipate any Conflict of Interest. I shall notify the Agency concerned immediately in the event such interests arise in the course of or before discharging my duty.

OR

- I do have a Conflict of Interest in view of the following reason(s):
- o Family Member:.....
  - o Close Relative: .....
  - o Close Friend:.....
  - o In-Laws:.....
  - o Enemy:.....
  - o Others:.....

I hereby confirm that the above information is true to the best of my knowledge. In the event the above declaration is found to be incorrect, I shall be liable for administrative/legal action.

Date:

Place:

Signature

## ANNEXURE 6

### Eligibility Criteria for the Startups under YELP

#### Rationale

To promote small and cottage industries in the country, the government has come up with the Startup and CSI Flagship Program in the 12<sup>th</sup> plan. Through this program, all the relevant stakeholders are brought under one coordinating agency to consolidate the efforts and address all the issues that hinder the development of the CSIs. Despite all the efforts and the support rendered by the government, propelling the SME is still a challenge, and support in the initial phase of the startup is found to be very critical. Considering the need for crucial support for new startups, the DoEHR has come up with the post-training support under YELP.

#### Eligibility criteria

To avail the YELP support, the new startups (operating single or in a group) should fulfil the following criteria:

1. A startup should have a business license if the business requires a license to operate the business;
2. The support will be made available for those who have started the business from July 2018 onwards;
3. The startup should have availed any form of training or facilitation services to promote his/her business;
4. The applicant should have a business in hand/ currently operating.

#### YELP Application Form for Entrepreneurs

1. Name of Entrepreneur(s):
2. Mobile Number:
3. Mobile Number of the parent:
4. Email:
5. CID number (attach copy):
6. Business license if applicable (attach copy)/relevant documents:
7. Name of Business:
8. Location:
9. Business Type: Sole Proprietorship/Group (If the business is operating in a group, the proponents have to submit the internal agreement/Bylaws or any other concern letters from Gewog/Dzongkhag/Thromdes.
10. Duration of support required: .....Months

Name and Signature of the Applicant

Date:

**OFFICIAL USE**

Verification/Recommendation by ESED (Upon physical verification with evidence by officials from ESED/Regional Offices)

- Recommended for YELP support
- Not recommended for YELP support

**Verified By:**

Name:

Signature:

Date of Verification:

**Signature**  
**CPO, ESED/Regional Director**

<b>Processed by</b>	<b>Recommended by</b>	<b>Approved by</b>
Program Officer	CPO, ESD/ Regional Director	Director-General, DoEHR/Regional Director

**Developed by:**  
Employment Service Division (ESD)  
Department of Employment and Human Resources (DoEHR)  
Ministry of Labour and Human Resources (MoLHR)

Published in August 2019  
1st review published in June 2020  
2nd review published in October 2021