

Curriculum on Employability, Entrepreneurship, and Life Skills Development for Adolescents and Youth

INTEGRATED EMPLOYABILITY, ENTREPRENEURSHIP AND LIFE SKILLS DEVELOPMENT CURRICULUM FOR ADOLESCENT AND YOUTH

Aligned with SAFE Girls Project and UNFPA Principles

Developed in partnership with Good Neighbors International Nepal & Plan International Nepal

PROGRAM OVERVIEW

Goal: To strengthen economic independence and sustainable livelihood capabilities of Nepali youth (especially adolescent girls and young women)

Principles: Gender equality, social inclusion, rights-based approach, safe working environments

CORE MODULE STRUCTURE (3-PHASE APPROACH)

PHASE 1: FOUNDATION & SELF-AWARENESS

Assessment:

- Pre-training survey administered (pre- and post- for mentors; pre-, midline, and post-test for participants) alongside participant profiling for longitudinal tracking.

Learning Outcomes — By the end of this phase, participants will be able to:

1. Assess their own readiness for skills development, identifying personal strengths, areas for growth, and enabling conditions needed to engage meaningfully in the programme.
2. Explain what demand-driven skills development means and why aligning skills with market needs is essential for sustainable livelihoods.
3. Identify their own interests, aptitudes, and values, and articulate how these connect to demand-driven skills development opportunities relevant to their context.
4. Recognise their rights, exercise informed choice in selecting career and skills pathways, and identify available market opportunities in their local area.

PHASE 2: SKILLS DEVELOPMENT — Career Pathways + Mentoring Skills

Learning Outcomes — By the end of this phase, participants will be able to:

1. Demonstrate core facilitation and peer mentoring skills — including active listening, group facilitation techniques, constructive feedback, and adaptive communication — to effectively guide and support fellow young people throughout the programme.
2. Apply key guiding principles for working with diverse participants, including inclusive, gender-transformative, and do-no-harm approaches that respond to the specific needs and realities of adolescents and youth.
3. Describe the relevant policy and institutional context — including the concept of decent work, local government planning processes, available career development support services, and applicable governance frameworks — and identify entry points

for engagement with key stakeholders such as municipalities and private sector partners.

4. Acquire practical, hands-on, and foundational skills for employment or entrepreneurship, applicable to market opportunities in their local context.
5. Develop and present a realistic action plan for market entry — whether for employment, entrepreneurship, or further education — with clear steps, timelines, and identified support resources, guided by trained youth mentors who will be introduced during this phase to provide hands-on support throughout the career planning process.

Suggested Methods: Onsite learning visits, guest speakers from municipalities and the private sector, role-play and simulation exercises, and peer facilitation practice sessions to reinforce learning through direct interaction and exposure.

PHASE 3: IMPLEMENTATION & SUSTAINABILITY— Final Preparation for Market Entry & Long-Term Growth

Learning Outcomes — By the end of this phase, participants will be able to:

1. Navigate practical processes for accessing available livelihood and career development services, including municipal youth programmes, financial literacy support, micro-enterprise registration, and linkages with potential employers or business mentors.
2. Gain first-hand exposure to real-world work environments through onsite visits to local businesses, cooperatives, service providers, or municipal offices, where feasible, to inform and strengthen the practicality of their career plans.
3. Apply facilitation and peer mentoring skills in real-world settings by supporting fellow young people in their own market entry journeys, reinforcing a peer-to-peer sustainability model beyond the programme period.
4. Identify strategies for sustaining personal and professional growth, including building and maintaining support networks, adapting to changing market conditions, and leveraging local governance platforms to advocate for youth-responsive livelihood opportunities.

Suggested Methods: Formal introduction with youth mentors, mentor-supported career plan drafting sessions, onsite learning visits to workplaces and service providers (where feasible), individual or small-group action plan workshops, peer-led practice sessions, linkage facilitation with local employers, and structured follow-up check-ins between mentors and mentees to track progress and provide ongoing support.

Graduation - either CV development & proposal submission

As a culminating component of Phase 3, participants will complete a graduation milestone that demonstrates their readiness for market entry. This milestone takes one of two pathways, aligned with the participant's chosen career direction:

- **Pathway A: Employment Readiness** Participants pursuing employment will develop a professional CV and a cover letter tailored to a specific job opportunity relevant to their skills and interests. Where available, participants will be supported to identify and submit at least one actual job application, with mentors providing guidance on application procedures, interview preparation, and workplace expectations.
- **Pathway B: Entrepreneurship Readiness** Participants pursuing self-employment or micro-enterprise will develop and submit a simple business proposal or micro-enterprise plan, including a description of the proposed product or service, target

market, estimated start-up costs, and a basic operational plan. Where feasible, proposals may be submitted to municipal youth entrepreneurship funds, local cooperatives, or partner-facilitated seed funding opportunities.

Graduation Criteria:

- Attendance of at least 75% of sessions across all three training phases, verified through participant tracking records
- Submission of either a finalised CV with a job application (Pathway A) or a business proposal (Pathway B)
- Presentation of the career or business plan to peers and project staff during a graduation showcase session

Note: Participants who do not meet the 75% attendance threshold but demonstrate strong engagement may be considered for conditional graduation at the discretion of the programme team, with a documented plan to complete any missed components through supplementary sessions or mentor-guided self-study.

Suggested Methods: Mentor-guided CV or proposal drafting workshops, peer review and feedback sessions, mock interview practice (Pathway A), business pitch practice (Pathway B), and a graduation ceremony recognising participants' achievements and formally marking their transition from training to implementation.

PHASE 1: FOUNDATION & SELF-AWARENESS

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3. Identify their own interests, aptitudes, and values, and articulate how these connect to demand-driven skills development opportunities relevant to their context.
4. Recognise their rights, exercise informed choice in selecting career and skills pathways, and identify available market opportunities in their local area.

Curriculum Mapping:

Learning Outcome	Primary Module	Supporting Module(s)
LO1: Assess readiness, strengths, and areas for growth	Module 1: Self-Discovery & Career Exploration	Module 3: GEDSI in Practice (self-reflection on intersecting identities)

LO2: Understand demand-driven skills development	Module 1: Self-Discovery & Career Exploration	Module 4: AI, Media & Digital Literacy (digital market opportunities)
LO3: Identify interests, aptitudes, and values for career pathways	Module 1: Self-Discovery & Career Exploration	Module 3: GEDSI in Practice (challenging gendered occupational stereotypes)
LO4: Recognise rights and exercise informed choice	Module 2: Rights, Responsibilities & Workplace Safety	Module 3: GEDSI in Practice (inclusive workplaces); Module 4: Digital Literacy (online safety and digital rights)

Module 1: Self-Discovery & Career Exploration - 90 min

Session Outcomes — By the end of this module, participants will be able to:

- Identify their personal strengths, interests, and values using structured self-assessment tools
- Describe Nepal's labour market landscape, including growth sectors, regional opportunities, and gender-based gaps
- Explore diverse career pathways — including wage employment, self-employment, social enterprises, and cooperatives — and articulate which pathways align with their aptitudes and interests
- Set at least one individualised, realistic career goal informed by market demand and personal aspiration

Key Content:

- Self-assessment exercises (strengths, skills, area of improvement, interests mapping)
- Nepal labour market trends: growth industries (digital, tourism, agricultural value chains, green jobs), youth employment status, and regional disparities
- Introduction to career pathways and the scope of employment and entrepreneurship opportunities
- Guided goal-setting and initial action planning

SAFE Girls Linkage: Strengthening adolescent girls' agency; challenging gender-based occupational stereotypes

Module 2: Rights, Responsibilities & Workplace Safety - 90 min

Session Outcomes — By the end of this module, participants will be able to:

- Explain foundational human rights principles, the human rights-based approach as it applies to the world of work, and its implications for decent workplace
- Describe key provisions of Nepal's labour laws, including employment contracts, minimum wage, working hours, leave entitlements, and social security

- Identify mechanisms for preventing and responding to workplace gender-based violence, including technology-facilitated GBV
- Recognise available grievance mechanisms and legal support pathways for workers

Key Content:

- Human rights and the rights-based approach in the employment context, its implication for the sustainable working environment, and presenting what the decent workplace looks like
- Nepal labour law essentials: contracts, minimum wage, working hours, leave, occupational safety
- Workers' rights and responsibilities
- Prevention of and responses to workplace sexual harassment and discrimination and available referral pathways, including the psychosocial services
- Technology-facilitated GBV (TFGBV) in the workplace (online harassment, digital sexual violence) and available referral pathways, including the psychosocial services
- Creating safe workplace culture, reporting grievances, and accessing legal support

SAFE Girls Linkage: GBV prevention and response; safe workplace environments; rights-based approach

Module 3: Gender Equality, Disability & Social Inclusion (GEDSI) in Practice + Youth in Governance (Community score card: Youth reviewing the policies and sharing the ideas) - 90 mins

Session Outcomes — By the end of this module, participants will be able to:

- Explain core GESI concepts and articulate why gender equality, disability inclusion, and social inclusion matter in the workplace
- Recognise forms of workplace discrimination based on gender, caste, ethnicity, and disability, and identify strategies to address them
- Describe inclusive recruitment, communication, and leadership practices applicable to their future roles as employees or entrepreneurs
- Apply a community scorecard approach to review local youth-related policies and share recommendations, strengthening their voice in governance processes

Key Content:

- GESI concepts, importance, and practical application
- Recognising and addressing workplace discrimination (based on age, caste/ethnicity, disability, economic status, and gender-based)
- Inclusive recruitment and HR practices; gender-equitable communication and leadership
- Family-friendly policies and sharing care responsibilities
- Mentoring and networking for young women
- Youth in governance: community scorecard exercise — reviewing policies and articulating youth priorities

SAFE Girls Linkage: Gender equality; economic empowerment of young women; social norm transformation

Module 4: AI, Media and Digital Literacy, Online Safety (Digital Safeguarding) - 90 min

Session Outcomes — By the end of this module, participants will be able to:

- Use basic digital tools for professional purposes, including email, document management, and video conferencing platforms
- Navigate online job platforms and demonstrate the ability to complete online application forms and build a basic digital portfolio
- Identify and leverage digital market opportunities through two distinct pathways:
 - Pathway A — Digital Job-Seeking: Use digital tools and platforms strategically to search for, identify, and apply to feasible employment opportunities relevant to their skills and local context
 - Pathway B — Digital Income Generation: Mobilize digital skills smartly and ethically to create self-driven income-generating opportunities, such as freelancing, digital content creation, e-commerce, or online service provision
- Apply cybersecurity and digital safety practices, including password management, privacy protection, and managing their digital reputation
- Identify and respond to technology-facilitated GBV risks in digital environments, including online harassment, phishing, and scams

Key Content:

- Basic digital tools: email, Google Drive, Zoom/video conferencing, MS Office essentials
- Digital job-seeking: Navigating online job platforms (LinkedIn, Merojob, freelance platforms etc), completing online applications, building digital portfolios, and developing a professional online presence
- Digital income generation: Introduction to freelancing platforms (Upwork, Fiverr etc), basics of e-commerce and online selling, digital content creation as a livelihood, ethical practices in digital entrepreneurship (transparency, intellectual property, fair pricing), and understanding the realities and risks of online income opportunities
- Cybersecurity and digital safety: password management, privacy protection, TFGBV prevention
- Managing digital reputation and social media profiles responsibly

SAFE Girls Linkage: TFGBV prevention; digital literacy; youth digital participation; economic empowerment through ethical digital engagement

Phase 1 Total Duration: 6 hours (4 modules × 90 minutes each)

Note: The phase is composed of the four 90-minute modules total approximately 6 contact hours. Scheduling options include delivery across a full day with breaks, or across two half-day sessions depending on participant availability and contextual feasibility.

PHASE 2: BASIC PROFESSIONAL SKILLS DEVELOPMENT

Cross-Cutting Approach: All modules in Phase 2 integrate Gender Equality, Disability, and Social Inclusion (GEDSI) principles and a Gender-Transformative Approach (GTA) as foundational lenses. Rather than treating inclusion as a standalone topic, each module embeds critical reflection on how gender norms, disability, caste/ethnicity, and other intersecting identities shape access to opportunities, workplace experiences, and economic

participation. Participants are encouraged throughout to challenge discriminatory norms, recognise structural barriers, and develop inclusive practices in their professional and entrepreneurial lives.

Learning Outcomes — By the end of this phase, participants will be able to:

1. Demonstrate core facilitation and peer mentoring skills — including active listening, group facilitation techniques, constructive feedback, and adaptive communication — to effectively guide and support fellow young people throughout the programme.
2. Apply key guiding principles for working with diverse participants, including inclusive, gender-transformative, and do-no-harm approaches that respond to the specific needs and realities of adolescents and youth.
3. Describe the relevant policy and institutional context — including the concept of decent work, local government planning processes, available career development support services, and applicable governance frameworks — and identify entry points for engagement with key stakeholders such as municipalities and private sector partners.
4. Acquire practical, hands-on, and foundational skills for employment or entrepreneurship, applicable to market opportunities in their local context.
5. Develop and present a realistic action plan for market entry — whether for employment, entrepreneurship, or further education — with clear steps, timelines, and identified support resources, guided by trained youth mentors introduced during this phase.

Curriculum Mapping:

Learning Outcome	Primary Module(s)	Supporting Module(s)
LO1: Facilitation and peer mentoring skills	Module 11: Communication, Leadership & Mentorship	Module 6: CV & Self-Branding (communication practice)
LO2: Inclusive, gender-transformative guiding principles	Integrated across all modules	Module 8: Entrepreneurship (gender-equitable models); Module 10: Leading with inclusion
LO3: Policy context, decent work, governance engagement	Module 5: Job Search & Career Navigation	Module 9: Financial & Administrative Literacy (registration, taxation)

LO4: Practical skills for employment or entrepreneurship

Module 6: CV & Self-Branding; Module 7: Entrepreneurship; Module 8: Financial Literacy

Module 10: Time & Productivity Management

LO5: Realistic action plan with mentor support

Module 7: Practical Placement & Mentoring

Module 7: Climate-Smart Jobs (identifying opportunities); Module 12: Mental Health & Resilience (sustaining motivation)

Module 5: Job Search & Career Navigation - 90 min

Session Outcomes — By the end of this module, participants will be able to:

- Develop and apply effective job search strategies across multiple channels, including public, private, NGO, and gig economy platforms
- Identify and navigate diverse employment opportunities — including internships, apprenticeships, traineeships, and freelance work — relevant to their skills and local context
- Build and leverage professional networks and referral relationships to enhance employment prospects
- Critically analyse how gender norms, disability, caste/ethnicity, and geographic location create unequal access to employment opportunities, and identify strategies to navigate and challenge these barriers
- Articulate a continuous career development plan, identifying pathways for ongoing skills upgrading through online courses, certifications, and vocational training

Key Content:

- **Searching for job information across public, private, NGO, and freelance platforms**
- **Navigating domestic and international online job platforms**
- **Gig economy opportunities:** understanding the landscape, assessing feasibility, and managing risks
- **Networking strategies and the effective use of referrals**
- **Exploring internships, apprenticeships, and traineeships as entry points**
- **Continuous professional development:** online courses, certifications, and skills training opportunities
- **Career transitions and long-term career management**
- **GEDSI & GTA integration & Critical thinking:**
 - Analysing gendered and exclusionary patterns in job advertisements and recruitment practices (e.g., male-coded language, inaccessible application processes, caste-based gatekeeping)
 - Identifying disability-inclusive employers and platforms that actively promote accessible recruitment
 - Discussing strategies for young women, persons with disabilities, and marginalised youth to access networks and referral systems that are often dominated by privileged groups

- Challenging the normalisation of unpaid or exploitative labour disguised as "opportunity" for young women and marginalised youth

SAFE Girls Linkage: Expanding young women's access to diverse economic opportunities; dismantling structural barriers to employment

Module 6: CV, Application & Interview Skills + Self-Presentation and Personal Branding - 90 min

Session Outcomes — By the end of this module, participants will be able to:

- Develop a professional, well-structured, reader-friendly CV tailored to specific roles, emphasising achievements and transferable skills
- Write compelling cover letters that articulate their value proposition clearly and concisely
- Demonstrate confidence and professionalism in interview settings, including effective verbal and non-verbal communication specific to recruitment contexts
- Build and communicate a personal brand — both online and offline — that authentically represents their strengths, values, and professional identity
- Craft and deliver a confident elevator pitch as a core self-promotion skill
- Apply ethical self-promotion strategies, understanding how to present themselves effectively without misrepresentation
- Demonstrate professional written communication skills, including email etiquette and workplace correspondence
- Recognize and challenge internalized barriers — rooted in gender, caste, disability, or other identity-based norms — that may undermine their confidence to advocate for themselves professionally

Key Content:

- **CV writing:**
 - Structured CV format and tailoring CVs for different roles and sectors
 - Achievement-focused descriptions using action verbs and measurable outcomes
 - Common pitfalls and quality review checklist
- **Cover letter writing:**
 - Structure, tone, and customization for specific opportunities
 - Articulating motivation and fit
- **Interview preparation:**
 - Common questions and response strategies (STAR method)
 - Mock interview practice with peer and mentor feedback
 - Non-verbal communication in recruitment settings: dress, posture, eye contact, and tone
- **Self-presentation and personal branding:**
 - Understanding personal branding: what it is and why it matters
 - Crafting an elevator pitch — a clear, confident 30-second self-introduction
 - Building a consistent professional presence across platforms (CV, LinkedIn, social media, in-person)
 - Ethical self-promotion: presenting strengths authentically; confidence without misrepresentation
 - Managing first impressions in professional and recruitment settings

- **Professional written communication:**
 - Email writing for professional contexts
 - Workplace correspondence norms
 - Receiving and acting on feedback with a learning attitude
- **GEDSI & GTA integration & Critical thinking:**
 - Reflecting on how gendered socialization, caste-based expectations, and disability-related stigma shape self-perception and willingness to promote oneself (e.g., girls being taught to be modest, Dalit youth internalizing low expectations, persons with disabilities being overlooked)
 - Practicing reframing life experiences — including caregiving, community work, and informal labor — as legitimate, valuable professional skills on a CV
 - Addressing accessibility in the application process: how to request reasonable accommodations and assert the right to equal consideration
 - Mock interviews that deliberately simulate biased or discriminatory questions, with guided discussion on how to respond and when to report

SAFE Girls Linkage: Confidence building; challenging gendered norms around self-advocacy and professional visibility; disability-inclusive self-presentation

Module 7: Climate-Smart Jobs & Opportunities - 90 min

Session Outcomes — By the end of this module, participants will be able to:

- Explain the connection between climate change and employment and entrepreneurship landscapes in Nepal, including how climate impacts disproportionately affect marginalized communities
- Identify green job sectors and climate-adaptive business opportunities relevant to their local context and skills
- Develop sustainable livelihood strategies that integrate environmental responsibility with viable income generation
- Critically analyze who benefits from and who is excluded from the green economy, and advocate for equitable access to climate-smart livelihood opportunities for young women, persons with disabilities, and marginalized groups

Key Content:

- **Climate change and Nepal's economy:**
 - Impact of climate change on employment, agriculture, migration patterns, and local livelihoods
 - How climate vulnerability intersects with gender, disability, caste, and geography — understanding who is most affected and least resourced to adapt
- **Green job sectors:**
 - Renewable energy (solar, hydro, biogas)
 - Sustainable agriculture and organic farming: principles and practices of Climate-Smart Agriculture
 - Waste management, recycling, and upcycling enterprises
 - Eco-tourism and community-based sustainable tourism
 - Climate-adaptive construction value chain
- **Climate-smart business ideas:**
 - Types of climate-smart businesses and context-specific opportunities
 - Identifying local green market gaps and demand
 - Building climate resilience into business planning

- **Environmental regulations and incentives:**
 - Understanding Nepal's environmental policies and green enterprise incentives
 - Accessing municipal and national funds for green livelihoods
- **GEDSI & GTA integration:**
 - Examining how the green economy risks reproducing existing inequalities if women, persons with disabilities, Dalit communities, and remote populations are not intentionally included in planning, training, and access to green jobs
 - Highlighting women-led and disability-inclusive green enterprises as models
 - Addressing gendered barriers to participation in sectors like renewable energy and construction (mobility restrictions, safety concerns, discriminatory hiring norms)
 - Discussing climate justice as an intersectional issue: the communities most affected by climate change are often those with the least access to green economy benefits
 - Ensuring that climate-smart business designs incorporate accessibility and inclusive employment practices from the outset

SAFE Girls Linkage: Sustainable livelihoods; environmental justice; future-oriented skills; gender-transformative green economic participation

Module 8: Entrepreneurship & Business Development - 90 min

Session Outcomes — By the end of this module, participants will be able to:

- Identify, develop, and validate viable business ideas using creative problem-solving and design thinking approaches
- Conduct basic market research, including customer demand analysis, competitive assessment, and pricing strategies
- Develop a structured business model using the Business Model Canvas framework
- Design climate-smart and gender-equitable business models that integrate sustainable production, inclusive employment, and fair wage practices
- Formulate basic marketing and branding strategies, including online and offline customer outreach channels
- Critically examine how gender norms, disability exclusion, and caste-based discrimination shape access to markets, finance, and entrepreneurship support, and develop strategies to address these barriers in their own business models

Key Content:

- **Entrepreneurial mindset and business idea development:**
 - Problem identification and solution design
 - Creative idea generation using design thinking methodology
 - Business idea validation techniques
- **Market research and analysis - mock market analysis:**
 - Present business idea (rough idea)
 - Customer demand analysis and segmentation
 - Competitive analysis
 - Pricing strategies and value proposition development
- **Business model development:**
 - Business Model Canvas: building, testing, and iterating
 - Revenue models and cost structures
- **Marketing and branding:**

- Basic marketing strategies and branding principles
- Customer outreach channels (online and offline)
- Social media marketing for small businesses
- **Climate-smart and inclusive entrepreneurship:**
 - Green jobs and eco-friendly business opportunities
 - Sustainable production and consumption models
 - Gender-equitable business practices and women-centred business models
 - Inclusive employment and fair wages
- **GEDSI & GTA integration & Critical thinking:**
 - Analysing who has access to entrepreneurship in Nepal: examining how gender, caste, disability, and geography determine access to capital, markets, mentors, and registration processes
 - Designing businesses that intentionally address exclusion — e.g., products or services for underserved communities, hiring practices that prioritise marginalised workers
 - Challenging the assumption that entrepreneurship is a "male domain" by examining and celebrating women-led and disability-led enterprises
 - Addressing specific barriers faced by young women entrepreneurs: mobility restrictions, time poverty due to care work, limited access to collateral and credit, and social stigma around women in business
 - Ensuring disability-inclusive customer experience and accessibility in business design

SAFE Girls Linkage: Economic empowerment of young women; livelihood opportunities creation; climate-conscious and inclusive enterprise

Module 9: Financial & Administrative Literacy - 90 min

Session Outcomes — By the end of this module, participants will be able to:

- Manage personal and small business finances effectively, including budgeting, expense tracking, and basic profit and loss calculation
- Understand and navigate tax obligations for individuals and small businesses in Nepal
- Use digital financial services and platforms for savings, payments, and business transactions
- Identify and access available financial and non-financial resources, including microfinance, cooperative lending, and municipal youth enterprise funds
- Complete basic administrative procedures for business registration and licensing
- Recognise and challenge gender- and identity-based barriers to financial inclusion, and advocate for equal access to financial services and economic resources

Key Content:

- **Exploring available public- and private resources:**
 - Financial resources: microfinance, cooperative lending, municipal funds, youth enterprise grants
 - Non-financial resources: mentorship, incubation programs, skills training
- **Personal- and household- financial management:**
 - Budgeting and expense management
 - Savings and investment basics
 - Debt management and responsible borrowing
- **Small business financial management:**

- Recording income and expenses
- Basic profit and loss calculation
- Cash flow management and forecasting
- **Taxation:**
 - Personal income tax basics
 - Small business taxation in Nepal
 - Tax filing procedures and compliance
- **Digital financial skills development (hands-on practice):**
 - Opening and operating bank accounts
 - Digital payment platforms (eSewa, Khalti, mobile banking)
 - Accessing microfinance and financial services digitally
- **Basic administrative management:**
 - Business registration and licensing procedures in Nepal
 - Record-keeping and compliance essentials
- **GEDSI & GTA integration & Critical thinking:**
 - Examining gendered financial exclusion: why young women, Dalit communities, and persons with disabilities face disproportionate barriers to opening bank accounts, accessing credit, and owning property
 - Understanding the role of citizenship documentation barriers in financial exclusion (particularly for women and marginalized groups in Nepal)
 - Discussing strategies for joint versus independent financial management and the importance of women's autonomous financial decision-making
 - Identifying disability-accessible financial services and advocating for reasonable accommodations at financial institutions
 - Exploring how municipal youth enterprise funds and social protection schemes can be leveraged to support marginalized youth entrepreneurs

SAFE Girls Linkage: Economic independence; financial inclusion; removing barriers to young women's and marginalized youth's financial autonomy

Module 10: Time & Productivity Management - 90 min

Session Outcomes — By the end of this module, participants will be able to:

- Apply effective time management techniques to prioritize tasks, set goals, and allocate time efficiently
- Use productivity tools and frameworks to organize their work, study, and personal responsibilities
- Develop strategies for maintaining a healthy work-study-life balance, including stress management and burnout prevention
- Practice effective delegation and collaboration as essential skills for both employment and entrepreneurship settings
- Critically reflect on the gendered distribution of time and care work, and develop strategies to negotiate a more equitable balance in their own lives

Key Content:

- **Time management techniques:**
 - Setting priorities using the importance-urgency matrix (Eisenhower Matrix)
 - Goal setting and planning using the SMART framework
 - Time allocation, scheduling, and daily routines
 - Using productivity tools: calendars, to-do lists, digital apps
- **Overcoming barriers to productivity:**

- Identifying and addressing procrastination patterns
- Managing distractions in work and study environments
- **Work-study-life balance:**
 - Balancing multiple responsibilities as a young person
 - Stress management techniques and burnout prevention
 - Recognizing when to seek support
- **Collaboration and delegation:**
 - Effective delegation in team settings
 - Collaborative work practices and shared accountability
- **GEDSI & GTA integration & Critical thinking:**
 - Time use analysis: examining how unpaid care work, household responsibilities, and community obligations are disproportionately borne by girls, women, and certain caste/ethnic groups, and how this limits their time for professional and educational development
 - Discussing strategies for negotiating a fairer distribution of household and care responsibilities
 - Recognizing that productivity frameworks must account for different realities — persons with disabilities, young mothers, and those in remote areas may need adapted approaches to time management
 - Challenging "hustle culture" narratives that ignore structural inequalities and push marginalized youth toward burnout

SAFE Girls Linkage: Youth wellbeing; balanced development; challenging the gendered distribution of time and care work

Module 11: Communication & Leadership Skills/ Mentorship (Mentor-Mentee) - 90 min

Session Outcomes — By the end of this module, participants will be able to:

- Demonstrate effective interpersonal communication skills — including active listening, empathic engagement, and nonviolent communication — in peer, group, and community settings
- Apply core facilitation and peer mentoring techniques, including structuring group discussions, encouraging participation, and adapting communication to diverse participants
- Explore different leadership styles and identify their own leadership strengths and areas for development
- Practice conflict resolution, negotiation, and mediation skills applicable to workplace and community settings
- Present ideas confidently in group and public forums
- Understand the mentor-mentee relationship and prepare to take on a mentoring role in supporting fellow young people during subsequent program phases
- Lead with an inclusive, gender-transformative lens, ensuring that their facilitation, mentoring, and leadership practice actively creates space for the voices and participation of the most marginalized

Key Content:

- **Interpersonal communication:**
 - Active listening and empathic communication
 - Nonviolent communication principles and practice
 - Reading group dynamics and adapting communication accordingly

- **Public speaking and presentation:**
 - Presenting ideas in group and community settings
 - Structuring and delivering a clear message to diverse audiences
- **Negotiation and conflict resolution:**
 - Negotiation and persuasion skills
 - Conflict resolution and mediation techniques
 - Navigating disagreements constructively
- **Leadership and teamwork:**
 - Exploring leadership styles: identifying personal strengths
 - Teamwork, collaboration, and shared decision-making
- **Facilitation and mentorship:**
 - Core group facilitation techniques: managing dynamics, encouraging participation, handling difficult moments
 - Providing constructive, strengths-based feedback to peers
 - Introduction to the mentor-mentee relationship: roles, expectations, boundaries, and mutual accountability
 - Preparing to mentor: practicing peer support scenarios
- **GEDSI & GTA integration & Critical thinking:**
 - **Leading with inclusion:** understanding how power dynamics based on gender, caste, disability, age, and other identities shape who speaks, who is heard, and who is silenced in group settings
 - **Practicing facilitation techniques that intentionally amplify marginalized voices** — e.g., structured turn-taking, anonymous contribution methods, accessible communication formats
 - **Adaptive communication for diverse participants:** sign language awareness, plain language for intellectual accessibility, visual aids, and culturally sensitive facilitation
 - **Examining leadership through a gender-transformative lens:** challenging the notion that leadership is inherently masculine, authoritarian, or reserved for dominant groups
 - **Mentoring with a GEDSI lens:** recognizing that mentees face different barriers depending on their identity, and adapting support accordingly
 - **Addressing power imbalances in the mentor-mentee relationship and ensuring mutual respect, confidentiality, and safeguarding**

SAFE Girls Linkage: Youth leadership development; strengthening agency; peer-to-peer empowerment; inclusive and transformative leadership

Phase 2 Total Duration: 10.5 hours (7 modules × 90 minutes each)

Suggested Methods: Role-plays and simulation exercises with GEDSI-informed scenarios, mock interviews including practice navigating discriminatory situations, digital financial literacy practice sessions, group facilitation practice with structured feedback on inclusivity including women entrepreneurs, persons with disabilities in professional roles, and youth from marginalized communities — to provide representation, real-world exposure, and inspiration.

Following this phase, Phase 3 shall enable Business Model Canvas workshops with gender and inclusion audits, onsite visits to women-led or disability-inclusive businesses and municipal offices (where feasible), and guest speakers from diverse backgrounds

PHASE 3: IMPLEMENTATION & SUSTAINABILITY — Final Preparation for Market Entry & Long-Term Growth

Cross-Cutting Approach: As with Phase 2, all modules in Phase 3 integrate GEDSI principles and a Gender-Transformative Approach as foundational lenses. Phase 3 places particular emphasis on translating awareness into action — ensuring that participants not only understand inclusion in theory but practice it in their market entry, workplace behavior, mentoring relationships, and community engagement.

Learning Outcomes — By the end of this phase, participants will be able to:

1. Navigate practical processes for accessing available livelihood and career development services, including municipal youth programs, financial literacy support, micro-enterprise registration, and linkages with potential employers or business mentors.
2. Gain first-hand exposure to real-world work environments through onsite visits to local businesses, cooperatives, service providers, or municipal offices, where feasible, to inform and strengthen the practicality of their career plans.
3. Apply facilitation and peer mentoring skills in real-world settings by supporting fellow young people in their own market entry journeys, reinforcing a peer-to-peer sustainability model beyond the program period.
4. Identify strategies for sustaining personal and professional growth, including building and maintaining support networks, adapting to changing market conditions, and leveraging local governance platforms to advocate for youth-responsive livelihood opportunities.

Curriculum Mapping:

Learning Outcome	Primary Module(s)	Supporting Module(s)
LO1: Navigate livelihood and career services	Module 13: Practical Placement & Mentoring	Module 14: Safe Migration (optional)
LO2: Real-world exposure through onsite visits	Module 13: Practical Placement & Mentoring	Module 13: Practical Placement & Mentoring (networks and portfolio) — (GNI & Plan International should coordinate with the local partners and design the program - Consultants can provide guidance on the program)

LO3: Peer mentoring in real-world settings	Module 13: Practical Placement & Mentoring	Module 12: Mental Health & Resilience (supporting peers through challenges)
LO4: Sustaining growth and advocacy	Module 12: Mental Health & Resilience	Module 12: Practical Placement & Mentoring (networks and portfolio); Module 14: Safe Migration (long-term planning)

Module 12: Mental Health & Resilience - 90 min

Session Outcomes — By the end of this module, participants will be able to:

- Recognize the importance of mental health as a foundational component of professional and personal success, particularly during the transition from training to market entry
- Identify common signs of stress, anxiety, and depression in themselves and in peers, and apply practical coping and stress management strategies
- Develop a growth mindset that embraces learning from failure and setbacks as integral to career development
- Build personal resilience strategies that sustain motivation and wellbeing through the challenges of early career stages
- Identify and access available mental health support services and refer peers safely and sensitively when needed

Key Content:

- **Understanding mental health:**
 - Mental health basics: what it is, why it matters, and how it connects to professional performance
 - Normalizing conversations about mental health and dismantling stigma
- **Recognizing and managing stress:**
 - Identifying signs of stress, anxiety, and depression
 - Practical coping strategies: breathing techniques, physical activity, journaling, peer connection
 - Recognizing when professional support is needed
- **Building resilience:**
 - Resilience strategies for navigating career challenges, rejection, and uncertainty
 - Practicing self-care as a professional skill
 - Building support networks and mutual care practices
- **Growth mindset:**
 - Growth mindset versus fixed mindset
 - Reframing failure as a learning opportunity
 - Strengthening confidence and self-efficacy through incremental achievement
- **Accessing support:**

- Available mental health and psychosocial support services (counselling, peer support groups, helplines)
- How to refer a peer safely and sensitively
- **GEDSI & GTA integration & Critical thinking:**
 - Examining how gendered expectations shape mental health experiences and help-seeking behavior
 - Discussing how caste-based discrimination, economic precarity, and experiences of GBV contribute to mental health burdens
 - Challenging stigma around mental health help-seeking, particularly for young women and marginalized groups
 - Ensuring mental health resources are accessible — physically, linguistically, and culturally — for persons with disabilities and speakers of non-dominant languages
 - Recognizing the psychosocial toll of workplace discrimination and developing strategies for self-protection and peer solidarity

SAFE Girls Linkage: Psychosocial wellbeing; holistic youth development; mental health as a foundation for agency and empowerment

Module 13: Practical Placement & Mentoring - 90 min

Session Outcomes — By the end of this module, participants will be able to:

- Identify and access internship, apprenticeship, and practical placement opportunities relevant to their career plan
- Work with a formally introduced and assigned youth mentor to develop, refine, and implement a personalized career action plan with clear milestones and accountability mechanisms
- Build professional networks and employment linkages through structured engagement with local enterprises, NGOs, social enterprises, and cooperatives
- Develop a professional portfolio demonstrating their skills, experience, and achievements accumulated throughout the program
- Participate confidently in networking events, connecting with potential employers, investors, and collaborators
- Prepare for graduation by finalizing either a professional CV with a targeted job application (Pathway A) or a business proposal (Pathway B)

Key Content:

- **Youth mentor introduction and matching:**
 - Formal introduction of trained youth mentors to participants during this module
 - Mentor-mentee matching based on career pathway, interests, and context
 - Establishing the mentoring relationship: expectations, boundaries, communication rhythm, and mutual accountability
 - Mentor categories:
 - Career mentors (employed professionals from diverse sectors)
 - Entrepreneurship mentors (business owners, including women-led and disability-inclusive enterprises)
 - Peer mentors (fellow youth who have completed earlier program cycles)
- **Mentor-supported career plan development:**

- Guided drafting of individualized career or business entry plans with the assigned mentor
- Setting SMART milestones and follow-up checkpoints
- Identifying support resources and addressing anticipated barriers
- **Practical placement opportunities:**
 - Internship and apprenticeship identification and application
 - Linkages with local enterprises, NGOs, social enterprises, and cooperatives
 - Participation in entrepreneurship incubators and innovation hubs
- **Onsite visits (where feasible):**
 - Visits to workplaces, cooperatives, municipal offices, and green enterprises
 - Structured observation and reflection exercises during visits
- **Portfolio and networking:**
 - Building a professional portfolio: compiling CVs, certificates, project samples, and testimonials
 - Participating in networking events and career fairs
 - Connecting with employers, investors, and service providers
- **Graduation preparation:**
 - Pathway A — Employment Readiness: Finalizing a professional CV and cover letter tailored to a specific opportunity; where available, submitting at least one actual job application with mentor guidance on application procedures and interview preparation
 - Pathway B — Entrepreneurship Readiness: Developing and submitting a simple business proposal or micro-enterprise plan, including product/service description, target market, estimated start-up costs, and basic operational plan; where feasible, submitting to municipal youth entrepreneurship funds, cooperatives, or partner-facilitated seed funding opportunities
- **GEDSI & GTA integration & Critical thinking:**
 - Ensuring placement opportunities are accessible and safe for all participants — conducting accessibility and safety assessments of placement sites
 - Intentionally matching young women and marginalized youth with mentors who understand and can navigate identity-based barriers
 - Including women-led businesses, disability-inclusive employers, and social enterprises led by marginalized communities among placement and visit sites
 - Preparing participants for potential experiences of discrimination during placements — equipping them with strategies to respond, report, and seek support
 - Ensuring networking events are accessible and that marginalized participants are actively supported to engage
 - Reviewing graduation deliverables (CVs and proposals) through a GEDSI lens — ensuring participants can articulate diverse experiences as strengths and that business proposals incorporate inclusive practices

SAFE Girls Linkage: Practical experience; mentoring SAFE Girls graduates; livelihood opportunities linkage; inclusive and safe professional environments

Module 14: Safe Migration & Foreign Employment - 90 min

Session Outcomes — By the end of this module, participants will be able to:

- Understand the landscape of domestic and foreign labor migration in Nepal, including key trends, risks, and opportunities
- Identify legal recruitment pathways and distinguish between legitimate agencies and exploitative or fraudulent operators

- Prepare effectively for migration, including documentation, contract review, financial planning, and pre-departure readiness
- Describe migrant workers' rights and available protection mechanisms in key destination countries
- Recognize and respond to risks of exploitation, trafficking, and GBV in migration contexts
- Access post-return reintegration support services and plan for productive re-entry into Nepal's labor market or entrepreneurial ecosystem

Key Content:

- **Nepal's migration landscape:**
 - Overview of domestic and international migration patterns, scale, and economic significance
 - Key destination countries and sectors
 - Migration as a livelihood strategy: opportunities and trade-offs
- **Safe migration principles:**
 - Identifying legal recruitment agencies and verifying legitimacy
 - Understanding the recruitment process: what is legal, what is exploitative
 - Red flags for trafficking and forced labor
- **Pre-migration preparation:**
 - Essential documentation: passport, labor permits, contracts
 - Understanding and negotiating employment contracts
 - Financial planning: managing costs, avoiding predatory lending, planning remittances
 - Pre-departure orientation and skills preparation
- **Migrant workers' rights:**
 - Understanding destination country labor laws and worker protections
 - Knowing where to seek help: embassies, migrant resource centers, helplines
 - Remittance management and financial literacy for migrant workers
- **Prevention of exploitation:**
 - Preventing migrant worker exploitation and trafficking
 - Recognizing and responding to GBV and abuse in migration contexts
 - Accessing emergency support and legal aid
- **Post-return reintegration:**
 - Reintegration support services available in Nepal
 - Skills recognition and transferability
 - Planning for productive re-entry: employment, entrepreneurship, or further education
- **GEDSI & GTA integration & Critical thinking:**
 - Examining how gender shapes migration experiences: young women face specific risks including domestic servitude, sexual exploitation, and discriminatory recruitment practices
 - Discussing the particular vulnerabilities of persons with disabilities, Dalit youth, and speakers of non-dominant languages in migration contexts
 - Analyzing how caste and ethnicity intersect with migration patterns, recruitment channels, and levels of exploitation
 - Addressing the stigma and GBV risks faced by women returnees and discussing community reintegration challenges
 - Ensuring pre-departure information is accessible in multiple languages and formats, including for persons with disabilities
 - Highlighting positive migration stories from women, persons with disabilities, and marginalized communities to counter deficit narratives while maintaining honest discussion of risks

SAFE Girls Linkage: GBV prevention; safe migration; rights protection; challenging gendered and caste-based vulnerabilities in migration

Phase 3 Total Duration: 4.5 hours (3 modules × 90 minutes each)

Suggested Methods: Formal introduction and matching with youth mentors, mentor-supported career plan drafting sessions, onsite learning visits to workplaces and service providers (where feasible), individual or small-group action plan workshops, peer-led practice sessions, linkage facilitation with local employers, structured follow-up check-ins between mentors and mentees, portfolio development workshops, networking events with diverse employer representation, mental health and resilience-building experiential exercises, and guest speakers from diverse professional backgrounds.

GRADUATION — Career Readiness Demonstration

As a culminating component of Phase 3, participants will complete a graduation milestone that demonstrates their readiness for market entry.

Pathway A: Employment Readiness Participants pursuing employment will develop a professional CV and a cover letter tailored to a specific job opportunity. Where available, participants will submit at least one actual job application, with mentor guidance on application procedures, interview preparation, and workplace expectations.

Pathway B: Entrepreneurship Readiness Participants pursuing self-employment or micro-enterprise will develop and submit a simple business proposal or micro-enterprise plan, including product/service description, target market, estimated start-up costs, and a basic operational plan. Where feasible, proposals may be submitted to municipal youth entrepreneurship funds, cooperatives, or partner-facilitated seed funding opportunities.

Graduation Criteria:

- Attendance of at least 75% of sessions across all three training phases, verified through participant tracking records
- Submission of either a finalized CV with a job application (Pathway A) or a business proposal (Pathway B)
- Endorsement by the assigned youth mentor confirming active engagement and readiness
- Presentation of the career or business plan to peers and mentors during a graduation showcase session

Note: Participants who do not meet the 75% attendance threshold but demonstrate strong engagement may be considered for conditional graduation at the discretion of the program team, with a documented plan to complete any missed components through supplementary sessions or mentor-guided self-study.

Suggested Methods: Mentor-guided CV or proposal drafting workshops, peer review and feedback sessions, mock interview practice (Pathway A), business pitch practice (Pathway B), and a graduation ceremony recognizing participants' achievements and formally marking their transition from training to implementation.

Full Program Summary:

Phase

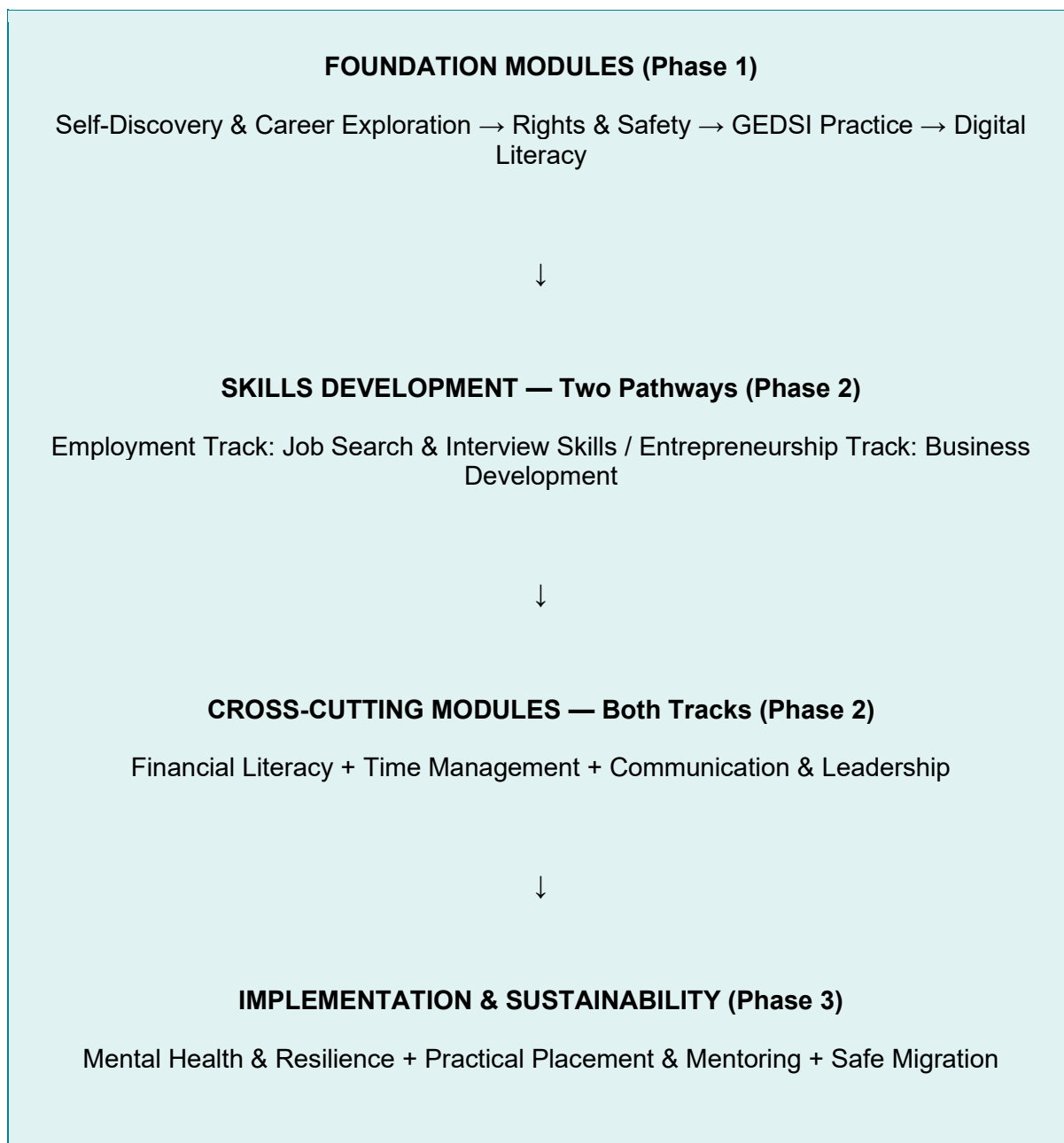
Modules

Duration

Phase 1: Foundation & Self-Awareness	Modules 1–4	6 hours
Phase 2: Basic Professional Skills Development	Modules 5–11	10.5 hours
Phase 3: Implementation & Sustainability	Modules 12–14	4.5 hours
Graduation	Career Readiness Demonstration	Integrated into Phase 3
Total	14 modules	21 hours

MODULE LINKAGES & LEARNING PATHWAYS

The curriculum follows a logical progression:



PROGRAM IMPLEMENTATION METHODOLOGY

Pedagogy & Teaching Methods

- Participatory, hands-on learning (practice-oriented approach)
- Peer learning and group activities

- Case studies (reflecting Nepal's context)
- Role-plays and simulations
- Guest lectures (successful young entrepreneurs, employers)
- Project-based learning

Synergy with SAFE Girls Project

- SAFE Girls graduates as peer mentors and facilitators
- Conducting sessions in Safe Spaces
- Integrating GBV prevention/response, SRHR, and TFGBV content
- Mainstreaming gender equality and social inclusion principles across all modules
- Linking with local partners (GNI, Plan International) for practical placements

Assessment & Certification

- Module-wise assessment (participation, assignments, practical exercises)
- Final project (business plan or employment portfolio)
- Certificate of completion
- Continuous tracking (employment rate, entrepreneurship rate, income changes)

EXPECTED OUTCOMES

1. Enhanced Employability of Youth (Especially Women)

- Increased employment rate, access to decent work

2. Strengthened Entrepreneurship Capacity

- Creation of sustainable small businesses

3. Economic Empowerment

- Increased income, economic independence

4. Raised Rights Awareness

- Strengthened capacity in labor rights, SRHR, GBV prevention/response

5. Promoted Gender Equality & Social Inclusion

- GESI practice, reduced discrimination

6. Sustainable Livelihoods

- Climate-friendly jobs, green entrepreneurship

7. Youth Leadership Development

- Growth as community change leaders

This curriculum reflects the core values of the SAFE Girls Project (young women's agency, GBV prevention, gender equality, inclusive development) and provides a practical and transformative program responsive to Nepal's labor market realities and future trends (digitalization, climate change).