2.3

Collaboration and Coordination Strategies in CBTVET

In the previous sections, you mapped your CBTVET ecosystem and conceptualized how it will operate using the 3Fs (Form, Function, and Finance). Now, you will begin putting those designs into motion. As a CBTVET implementer, this means transitioning from isolated interventions to a harmonized system where key actors work together through shared plans, resources, and direction.

This section focuses on how collaboration and coordination strategies can be translated into action plans that respond to actual conditions on the ground. Before moving forward, ask yourself: Do you think your 2.1 and 2.2 designs are feasible? Are you ready to coordinate with partners to bring your ecosystem to life?

2.3.1

Facilitating the Establishment of Your Ecosystem

Defining clear roles and responsibilities is the first step toward building a functional convergence ecosystem. Your ecosystem design from 2.1 and 2.2 outlines the structure — now it's time to specify how each partner contributes to its implementation.

The roles below reflect common functions that partners may play in supporting CBTVET implementation — from initiating convergence efforts to delivering to sustaining training delivery and post-training support.

A. Lead Agency / Program Proponent

- Organizes and drives the CBTVET Convergence Ecosystem
- Leads client identification, profiling, and validation efforts
- Facilitates partnerships and resource sharing
- Coordinates financial/logistical support
- Ensures client engagement throughout the process

B. TESDA

- Oversees delivery of skills training

- Conducts competency assessment and certification
- Trains community-based trainers to scale delivery capacity

C. LGUs

- Integrate CBTVET into local development plans and councils
- Provide facilities and co-funding for training delivery
- Coordinate local inter-agency convergence meetings
- Supports client profiling and referrals

D. Other Stakeholders *(NGOs, cooperatives, industry partners, and civil society organizations)*

- Participate in the program planning, monitoring, evaluation, and advocacy
- Contribute to post-training support such as employment, business mentorship, or livelihood assistance

Ponder on this:

For learners in this Capability Building Program, you are expected to help initiate or co-facilitate these ecosystems after the multiplier phase. This includes mapping out potential leads, partner roles, and existing coordination platforms that can be adapted for CBTVET implementation.

Are you already working with local councils, special committees, or technical working groups that bring together partners for programs targeting the marginalized?

Could these existing bodies be adapted or expanded to function as CBTVET convergence ecosystems?

Quick Activity: Identifying Potential Ecosystems and Entry Points

Objective:

To identify existing coordination platforms in your locality that could serve as the foundation for a CBTVET convergence ecosystem — or to define the necessary steps if no such platform currently exists.

Steps:

1. **Identify existing coordination groups** (e.g., councils, task forces, TWGs) that already support marginalized sectors in your area.

2. **Analyze each group's setup:**

    - Who leads the group?
    - Which agencies or stakeholders are part of it?

3. **Evaluate its fit for CBTVET.**
   Can it support:

    - Targeting and profiling?
    - Resource pooling and logistics?
    - Training delivery and support?
    - Post-training follow-through?

4. **Propose improvements:**

    - If no suitable group exists, create a working name and composition for one.
    - If the group exists but lacks key members, identify who should be added.

5. **Summarize your findings in the table provided.**

Client–CBTP Pair	**Existing Body or Proposed Ecosystem**	**Composition/ Membership**	**Additional Members (if needed)**
		Lead: Members:	
		Lead: Members:	
		Lead: Members:	
		Lead: Members:	

Note: Download the template for Identifying Potential Ecosystems and Entry Points through this link: 2.3.1 Quick Activity: Identifying Potential Ecosystems and Entry Poi… . You may or may not accomplish them right away, but this will serve as your guide through the succeeding topics and activities.

2.3.2

Organizing Your Data Universe

Once a convergence ecosystem begins to take shape, the next critical step is understanding the landscape it's meant to serve. Before you can target clients or implement training, you must first see the full picture: who are the potential learners, where are they, and what barriers do they face?

A client profiling template was already introduced during Learning Session 1 — revisit it now with your convergence lens. This time, your task goes beyond knowing how the profiling forms are filled out. You're expected to think about where the data comes from, who holds it, how it flows between agencies, and how it can be consolidated and validated for shared use.

In *The Art of War*, Sun Tzu reminds us: knowing your terrain and your opponent ensures victory. In CBTVET, that means knowing your community so your interventions reach the communities that need them most.

A. Data Universe

The client data universe is built from existing datasets maintained by various government agencies. These records represent individuals who are already enrolled in social protection or development programs — and who may be eligible for CBTVET, even if they haven't formally applied. Below are common sources of client information that can be shared and consolidated by ecosystem partners:

- **DSWD** – Listahanan, 4Ps, and Sustainable Livelihood Program (SLP) participants
- **DepEd ALS** – Out-of-school youth (OSY) dropouts and completers
- **DOH** – Persons with Disability (PWD) registries, Persons Who Use Drugs (PWUD) lists (linked with rehab programs)
- **BJMP / Parole and Probation** – Persons Deprived of Liberty (PDLs), parolees
- **NCIP** – Indigenous Peoples (IP) registries
- **PDEA** – PWUD treatment and community monitoring lists
- **TESDA MIS** – Past trainees and assessment records (used to check for duplication)

Note: The ecosystem is not expected to profile the entire Data Universe. These datasets serve as a jumping-off point — a way to estimate scope, identify gaps, and coordinate the initial round of profiling across partners.

B. Profiling: Filtering Interested and Eligible Clients

After mapping the scope of your available data, you can begin coordinated profiling with your partners — focusing only on individuals who are ready to engage in training. Not everyone in the Data Universe will be profiled. This step applies only to individuals who are interested, available, and committed to completing a CBTP.

With that in mind, profiling becomes a shared task across the ecosystem — one that depends on coordination, role clarity, and access to reliable data.

Joint Profiling and Data Sharing

Profiling is not the responsibility of TESDA. It is typically led by local partners or agencies that are closest to the community. Partners must agree on how to divide profiling tasks, standardize forms, and share client lists for validation and endorsement based on agreed-upon criteria. This process typically includes:

- Coordinating roles among data-owning partners
- Aligning on who will conduct the profiling per client group
- Ensuring consistency in data collection tools and formats
- Ensuring protocols for data sharing and validation are in place

Ponder on This: Who Should Lead? Who Should Endorse?
Now that you've seen how joint profiling works, think about how it could be applied in your own convergence ecosystem.

- *Who do you think should lead the profiling for each client group in your area — is it a partner agency, the LGU, or a community-level worker?*
- *Which partner is in the best position to validate or endorse the final list for TESDA?*
- *Are these roles already clear in your area? If not, how might you initiate agreement among partners?*

C. Targeting: Prioritizing Who Gets Trained

After the potential learners have been profiled from the initial set of data based on your identified CBTVET client, the next step is to determine who should be prioritized within that group. Targeting means deciding who among the profiled clients should be trained first — especially when resources are limited. It ensures that those with the highest need or greatest readiness are considered before others.

This is not yet about assigning final numbers. The actual number of training slots will depend on your per capita costing, which you will determine in Learning Session 4. For now, your focus is to define targeting logic — who should come first, and why.

To guide the decision-making, the ecosystem may consider the following criteria commonly used in CBTVET targeting:

- **Vulnerability** – Prioritize individuals who are low-income, displaced, unemployed, or underemployed, and who need support now

- **Geographic Access** – Prioritize those residing in remote, upland, or underserved municipalities or barangays

- **Program Interest** – Prioritize clients who are willing to enroll in the specific CBTP your ecosystem has identified

Ponder on This: Making Targeting Work

- *What criteria will you use to prioritize clients if your resources are limited?*

- *What if your CBTP doesn't match the preferred training of some clients — or if those who want it are not the most vulnerable?*

- *Will your targeting decisions contribute to a more inclusive and sustainable CBTVET ecosystem? Will your targeting logic help ensure fairness, or might it unintentionally leave some clients behind?*

D. Referral Systems

Once your ecosystem agrees on who should be prioritized, the next challenge is making sure those clients actually enter the training pipeline. This is where referral systems come in.

Referrals are the link between profiling and program access. They allow partners — especially LGUs and community organizations — to formally endorse targeted clients to TESDA for enrollment, assessment, and training. Without a clear referral process, profiled clients may miss the opportunity to participate in training.

A functional referral system helps:

- Prevent duplication or overlap between programs
- Ensure the right clients are matched to the right CBTP
- Clarify roles: who sends, who receives, and who follows through

Who Refers, Who Endorses?

Referrals are typically made by the ecosystem partners who conducted or validated the profiling. These are the actors most familiar with the client's background, interest, and eligibility. They may include local government units, community-based personnel, or any agency that manages or monitors the identified client group.

Once the referring partners are identified, the next step is to agree on how referrals will be carried out in practice.

What Makes a Client Eligible for Referral?

Before referring a client, partners must ensure that the individual:

- Is interested in undergoing skills training
- Meets eligibility requirements based on readiness level or support needs
- Is a good fit for the CBTP identified by the ecosystem (from your 2.1 and 2.2 outputs)

These criteria ensure that referrals are purposeful, realistic, and aligned with the convergence plan.

What Should a Referral Include?

The referral process should be simple, documented, and coordinated. It may involve:

- A signed referral form or validated client list
- Basic client information (e.g., name, location, client type)
- Contact information of the referring agency or focal person

TESDA does not conduct profiling or select clients directly. It acts upon the endorsed lists submitted by ecosystem partners and coordinates the training response based on these referrals.

<u>Ponder on This: Making Referrals Work</u>

- *Do you already have a working referral mechanism with your ecosystem partners?*
- *Who in your area is best positioned to coordinate client endorsements for training?*
- *What challenges might arise in transferring client data from the community level to TESDA?*

Quick Activity: Clarifying Client Data Coordination Roles

Objective:

To identify who in your local ecosystem will be responsible for endorsing prioritized clients to TESDA — and ensure that referral pathways are realistic, coordinated, and aligned with your CBTVET convergence plan.

Instructions:

Using your identified client type and CBTP, answer the following:

1. **Who will lead the profiling of your target clients?**
   (e.g., LGU MSWDO, barangay health workers, CTEC)

2. **Who will decide on the targeting criteria and help prioritize clients?**
   (e.g., LGU committee, convergence group, local TWG)

3. **Who will refer or endorse the final client list to TESDA?**
   (e.g., LGU focal, agency focal, TWG focal)

After identifying who holds client data, it's crucial to clarify **who will profile** (gather data on the ground) and **who will validate** (check accuracy and approve the final list). TESDA must wait for endorsed lists from these partners before delivering training.

Use the table below to map out your **data roles per partner**:

CLIENT DATA COORDINATION ROLES

Client-CBTP	Profiling	Targeting	Referral

Note: Download the template for Identifying Potential Ecosystems and Entry Points through this link: 2.3.2 Quick Activity: Clarifying Client Data Coordination Roles. You may or may not accomplish them right away, but this will serve as your guide through the succeeding topics and activities.

Synthesis: From Design to Ground-Level Coordination

In this set of sessions, you built your CBTVET convergence ecosystem from the ground up. In **2.1**, you mapped the client–program pair and identified key actors in your local landscape. In **2.2**, you applied the 3Fs — Form, Function, and Finance — to explore how that ecosystem could work in practice. Here in **2.3**, you translated those designs into concrete coordination strategies: defining roles, organizing data, setting targeting criteria, and establishing referral pathways.

What you've done here goes beyond planning — it lays the groundwork for real, shared action on the field. As a CBTVET implementer, your role is to help initiate or co-facilitate these convergence systems.

Like the wolves that changed rivers, your role isn't to manage every part — but to catalyze the key changes in motion, so the ecosystem can take shape and sustain itself. With your workplans in hand, you now have the foundation to align efforts, mobilize support, and move toward implementation.

2.3 Activity

You've now explored how partners can work together to build and run a CBTVET ecosystem. It's time to turn that into action.

In this activity, you will draft two basic work plans:

1. **Ecosystem Activation Work Plan** – What steps will you take to set up or activate your convergence system?

2. **Client Coordination Work Plan** – How will you and your partners identify, target, and refer clients?

Use your earlier outputs to guide you. Don't worry about being perfect — this is just a starting point. Focus on what you can do *now* with the people and resources already around you.

Fill in the templates provided to start shaping your local plan. You should be able to draft 4 pairs of these.

Download a copy of this template to begin:
https://docs.google.com/document/d/1Gx8tCVu72aD8xe4zzD8S2xcl8dsUml7sbF-9hrC3hZE/edit?tab=t.0

Summary Table: Section 2.3 Concepts

Concept	Definition	Tools	Field Example
Defining Roles and Responsibilities	Establishing clear functions for each partner in the CBTVET ecosystem based on their mandates and capacities	Role-mapping matrix; Ecosystem framework	A municipality designates the MSWDO as lead profiler, TESDA as training provider, and a local NGO as livelihood support partner
Identifying Existing Ecosystem Platforms	Locating or repurposing existing coordination bodies (e.g., councils, TWGs) to serve as the CBTVET convergence mechanism	Ecosystem mapping table with composition and gaps	The local Poverty Reduction TWG is adapted to coordinate CBTVET, with new members from TESDA and DepEd ALS added

Organizing the Client Data Universe	Consolidating datasets from multiple agencies to identify potential CBTVET beneficiaries	Source list (DSWD, DepEd ALS, DOH, BJMP, NCIP, etc.); Client database	The LGU gathers data from Listahanan and PWD registries to estimate how many potential trainees exist in upland barangays

Final Reflection Before Planning:

- Are your Function, Form, and Finance (from 2.2) supported by clear coordination mechanisms?
- Are roles, data, and targeting strategies aligned — or is there a gap?
- Who else should be engaged before implementation begins?

________________________*End of 2.3 Learning Material*_______________________________