**Guideline for**

**Call for Proposals for Sub-Grant Scheme**

**Center for Professional Education - Partesh**

**An EU funded project managed by European Union Office in Kosovo**

**Deadline for submission of applications:**

**15.04.2022, 16:00**

**BACKGROUND DESCRIPTION OF ACTIVITY**

This call for proposals for sub-grants is launched as part of the project “Center for professional Education - Partesh” financed by the European Union and implemented by the Municipality of Partesh in partnership with the Regional Development Agency – East.

The project started in late October 2020 and will last 24 months. General goal of the project "Center for Professional Education - Partesh" is creating opportunities for training, capacity building, as well as creating new jobs for young people and women from the East Economic Region.

The project has the following specific objectives:

* Providing opportunities for young people and women from rural areas for personal development by attending courses offered by the program;
* Providing opportunities for young people and women for their first work experiences, but also starting their own business;
* Improving existing businesses and providing interactive information services;
* Increasing young people's awareness of gender issues and providing equal opportunities for the advancement of women in business.

The scope of this call for proposal is:

* Creating opportunities for employment of youth and women and lowering unemployment rate and
* Supporting the expansion of the businesses.

The initiatives supported by the Sub-Grant Scheme are expected to focus, in particular to the need of the constituent base at business level, within the following fields:

* Service
* Production.

This Call for Proposal will be divided into two Lots as follows:

Lot 1- New Business Projects (start- up enterprises) with an indicative total budget of EUR 80,000

Lot 2- Existing Enterprises (enterprises under 4 years) with an indicative total budget of EUR 50,000

Size of sub-grants requested must fall between the following minimum and maximum amounts:

**LOT 1- New business project (start-up enterprises) – the grant amount per project proposal varies from 2,000 EUR up to 4.000 EUR.**

**LOT 2- Existing enterprises (enterprises, under 4 years) the grant amount per project proposal varies from 5.000 EUR up to 10.000 EUR.**

*Note\*:   
For applicants in LOT2, the percentage of co-financing of applicants shall be not lower then 10% of the total budget required for the action*

The application deadline is April 15, 2022 at 4:00 pm.

**ELIGIBILITY**

Eligibility for Applicants

Applicants must fulfill the following criteria:

**LOT 1**

* The applicant is legally represented by a citizen of Kosovo;
* The applicant is legally establishing the business in Kosovo prior to signing the Sub-Grant Contract and/or is registered as a business for the activities envisaged by the proposed action at the time of receiving the grant;
* The applicant is directly responsible for the preparation and management of the action;
* Applicants are resident of the East Economic Region of Kosovo
* The applicant possesses sufficient labor force for activities;

Advantage will have applicants who are unemployed youth under 30 years old, applicants from remote rural areas and women.

**LOT 2**

* The applicant is legally represented by a citizen of Kosovo;
* Written proof that the applying business has no obligation registered in TAK;
* The applicant is directly responsible for the preparation and management of the action;
* The applicant is 100% privately owned micro or small enterprise registered in Kosovo;
* The applying business is promptly registered for the activities envisaged by the action proposed at the time of receipt of the sub-grant;
* The applying business is located in the East Economic Region of Kosovo;
* The applying business possesses sufficient labor force for activities;

Advantage will have women and youth owed businesses.

**The following categories are NOT eligible for this call:**

Potential applicants are excluded from the call for proposal if they fall under any of the below mentioned criteria:

* More then one application in this respective call is registered in the name of an applicant;
* Applicantis bankrupt or being wound up, are having affair(s) administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
* Applicant, or person(s) having a power of representation, decision making or control over the applicant, has been convicted of an offence concerning professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata; (i.e. against which no appeal is possible);
* Applicant is not in compliance with obligations relating to the payment of contributions or the payment of taxes in accordance with the legal provisions of the national law.
* The applicant, or person(s) having a power of representation, decision making or control over the applicant, has been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization, money laundering or any other illegal activity, where such an illegal activity is detrimental to the EU's financial interests;

**Eligible activities: desired actions within the scope of the project**

Scope (geographical coverage) – all actions under this call for proposals will be required to be implemented in Municipalities of East Economic Region of Kosovo.

**Duration – For both Lots:**

The planned duration of an action may not exceed 6 months.

**Eligible activities/type of actions:**

Proposals for financing should be technically and financially independent.

Actions shall have tangible and visible impact on companies and employment growth, increased production capacities, improved or optimized product/service development life cycles, new product/service development and product/service diversification, new sales and distribution channels, increased sales in Kosovo or international market.

**The following types of activities are in line with the call for both lots.**

Project objectives are calculated as eligible expenditures and can be financed under this call for project proposals:

Investments into tangible assets or methods and including assets that may assist companies to be less dependent on external factors that may occur

**Eligible activities**

* Equipment;
* Machinery;
* Production line;
* Software;
* Improvement of production processes;
* Marketing activities to promote products or services;

**Non-Eligible activities**

* Actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, etc.
* Actions that are directly affiliated with or supportive to political parties
* Financial support to third parties (re-granting is not eligible activity under this call)
* Actions which consist exclusively or primarily in capital expenditures, such as land

**Cost Eligibility**

Eligible costs are actual costs incurred by the Beneficiary, which meet all the following criteria:

* They are indicated in the estimated overall budget
* They are incurred in the connection with the project which is the subject of the sub-grant and are necessary for the implementation of the action
* They are reasonable, justified and comply with the requirements of sound financial management, particularly in regards with economy and efficient.

**Ineligible Costs**

The following costs are not eligible:

* Debt and debt service charges (interest)
* Provisions for losses or potential future liabilities
* Purchases of land or buildings
* Purchase of vehicles
* Taxes, including value added taxes (VAT)
* Costs declared by the beneficiary and covered by another action or work programme
* Credits to third parties
* Sponsorship for participation in conferences within Kosovo or abroad
* Costs related existing activities, initiatives or items that are usually part of the central or local government funding

**APLICATION PROCEDURS**

The application phase is open for the public from Monday 15th March 2022 until Friday 15th April until 16:00.

The Application Package to be submitted includes the following documents:

**LOT 1**

* Application Form
* Budget Form
* ID
* Declaration

The Business Certificate will be submitted after registering the business and prior to signing the contract!

**LOT 2**

* Application Form
* Budget Form
* Business Certificate
* The list of business’s assets
* Tax Verification of settled debts ( no older than three months)
* Confirmation of Business’ Bank Account
* Business Plan Confirmation or CRK from BQK that the business does not have any bad credit
* Certificate from the Court on the non-conviction of the legal representative of the company.

The application procedure is available in two forms:

Downloading the application forms from the project website <https://kk.rks-gov.net/partesh/sr/category/konkursi-i-objavljivanja/>

Submitted applications MUST be sent by e-mail to [centerforprofesionaleducation@gmail.com](mailto:centerforprofesionaleducation@gmail.com) or delivered in person to the following address: “office of the Center for Profesional Education, Vidovdanska Street, Partesh”, no later than April 15, 2022 by 16:00.

All questions and answers, as well as other important notices to applicants will be published on the project's Facebook page <https://www.facebook.com/CPOPartes> , no later than April 5th, 2022.

Questions regarding the propositions of this public call, as well as all applications, may be written and submitted in Albanian, Serbian or English.

**EVALUATION AND SELECTION OF APPLICATIONS**

The selection of sub- grant recipients will be a three step process: pre-assessment, assessment and awarding. Each application will be pre-assessed to ensure that the basic requirements are met and that the application is in compliance with the eligibility criteria as follows:

Applicant is citizen of East Region of Kosovo

The application form and budget have been submitted;

The application must be submitted before the deadline;

The requested financial support is between the maximum and minimum amount for LOT1 or LOT2.

Below, the table of criteria based on what the evaluation will take place.

**LOT 1**

|  |  |  |
| --- | --- | --- |
|  | Criteria | Maximum Coefficient |
| 1 | **Technical approach** | 40 total |
|  | The applicant action belong to the one of the sectors mentioned by this call: Service/Production | 20 |
|  | The project proposal is relevant to the objectives of the call | 20 |
| 2 | **Organizational capacity** | 30 total |
|  | Are the activities proposed appropriate, practical and  Consistent with the objectives and expected results? | 20 |
|  | Employment of one or more persons through the proposed project | 10 |
| 3 | **Cost Proposal** | 30 total |
|  | Is the budget relevant to the activities | 30 |

**LOT 2**

|  |  |  |
| --- | --- | --- |
|  | Criteria | Maximum Coefficient |
| 1 | **Technical approach** | 60 total |
|  | The applicant and/or its proposed activities qualify as a  quality improvement of main product | 20 |
|  | The project proposal is relevant to the objectives of the  call | 10 |
|  | The business plan is relevant to the objectives of the call | 10 |
|  | Employment of one or more persons through the proposed project | 20 |
| 2 | **Organizational capacity** | 20 total |
|  | Are the activities proposed appropriate, practical and  Consistent with the objectives and expected results? | 20 |
| 3 | **Cost Proposal** | 20 total |
|  | Is the budget relevant to the activities | 20 |

**CONTRACT**

The Sub- Granting Authority, Municipality of Partesh, signs the contract with the beneficiary, which will include information of the activities to be carried out, the contract value, the modalities of payment and reporting.

The first pre-financing payment covering 80% of the sub-grant amount will be made after both parties’ signs the contract.

The second and final payment covering the value of 20% will be paid upon completion of the last activity within the applied project and after the approval of the final report delivered by the beneficiary.

**MENTORING AND SUPPORT BENEFICIARIES**

The Sub-Granting Authority will ensure that potential applicants receive adequate support during, both, the application process and implementation of their projects.

Moreover, coaching and mentoring sessions will be provided for successful applicants, which intend to guide and assist beneficiaries in implementing their activities related to the action.

**MONITORING**

The Sub-Granting Authority will monitor the work of successful applicants to ensure the correct project activity implementation. The monitoring will take place through on the spot checks, reporting, and regular meetings.

The Center for professional Education will monitor the projects for the next five years.

**VISIBILITY**

Beneficiaries must demonstrate the contribution of EU funds to all investments.

**REPORTING**

The beneficiary is required to submit the final report no later than 30 days after the end of the implementation of the action. The final report should include:

* Narrative section: in no more than 2 pages, a summary of the activities implemented, the main evidence supporting them and recommendations arising from them
* Financial section: includes details on the expenditures (copies of all invoices)

The narrative and financial reporting forms will be provided to grantees in the first phase of the implementation of the project.

INDICATIVE TIMETABLE

|  |  |  |
| --- | --- | --- |
| Description | Date | Time |
| Public announcement of the Call for Proposal | 15. March | N/A |
| Deadline for requesting any clarifications | 25. March | 23:59 |
| Deadline for answers | 05. April | 16:00 |
| Deadline for submission of Applications | 15. April | 16:00 |
| Notification of award to applicants after the evaluation | 22. April 2022 | 16:00 |
| Deadline for Appeals on the Award Decision | 29. April 2022 | 12:00 |
| Final decision on the Awards | 02. May 2022 | 16:00 |
| Contract preparation and provision of supporting documentation in correspondence between selected applicants and Granting Authority | May 2021 | N/A |