



Guidelines for Applicants

Reference number: 2020/421-573-1/21

**Call for a Concept Note and Full Application within the project
'European Union Support to Local Employment Partnerships Phase II'
(LEP II)**

Release date: May 17, 2021

Deadline for submission of Concept Notes: June 30, 2021.

NOTE

These Guidelines are intended for all potential applicants and other interested labour market stakeholders.

Where required, additional information and clarifications of these Guidelines may be obtained following a request to be sent to the following E-mail address with a reference to the Call for Proposals in the subject line: lep@ilo.org within the deadline specified in these Guidelines. Clarifications will be posted on the official LEP II project site www.partnerstvo.ba.

Under this Call for Proposals, applications will be submitted in two steps.

In the first step, the Lead Applicant, on behalf of the partnership, is required to submit a Concept Note of the Action with a declaration, letter of understanding and registration documents for the Lead Applicant and Co-Applicants for the purpose of verifying the eligibility for the call.

In the second step, the Lead Applicant, whose applications will be shortlisted, will be invited to submit a full project proposal.

The International Labour Organisation (ILO) ensures data confidentiality and in accordance with ILO rules, best professional practices and the principles of legality, fairness and transparency. All data submitted by applicants will be used exclusively for the purpose of evaluating the applications within the LEP II project.

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INTRODUCTION

These Guidelines are intended for local employment partnerships (LEPs) that intend to propose an action under a *Call for Proposals* for award of grants to increase formal employment at the local level. The Guidelines include the key information needed to prepare and submit a Concept Note (Step 1) and a Full Application (Step 2).

The Call for Proposals is published within the project 'European Union Support to Local Employment Partnerships - Phase II' (LEP II) funded by the European Union (EU) and implemented by the International Labour Organisation (ILO) in Bosnia and Herzegovina (BiH). The Call is prepared by the ILO, which is responsible for the implementation of the support program, contracting and monitoring of the process in which the grants will be used.

The purpose of the LEP II project is to improve the socio-economic situation and living conditions in BiH. By implementing the project, the ILO expects to contribute to increasing the share of local communities with effective partnership mechanisms that contribute to formal employment.

The project will contribute to better employability at the local level by supporting LEPs in creating and implementing programs for activation and integration of unemployed persons into the labour market in accordance with the specific needs of employers. To this end, the LEP II expects LEPs to design, develop and implement certified programs for retraining and additional training of the unemployed and employ a number of participants who will have attended the training due to increased competitiveness in the local labour market. In addition to the above, LEPs are expected to provide start-up support to new micro and small enterprises using the ILO methodology 'Start and Improve Your Business'.¹²

The EU support provided so far has already helped establish a number of LEPs through the implementation of the LEP I project as well as the ILO component within the EU4Business project. More information on local employment partnerships, their role, and activities in BiH can be found at: www.partnerstvo.ba and <https://eu4business.ba/izdvajamo-vijesti/>.

This Call for Proposals aims to further develop the concept of local employment partnerships as specific mechanisms at the local level consisting of:

- local governments (municipality or city);
- local departments / offices of public employment services;
- education and training institutions and business development service providers;
- employers and businesses;
- non-governmental and non-profit organisations (including development agencies, chambers of commerce, associations safeguarding and promoting labour rights of highly vulnerable groups, and social partners (trade union organisations and employers' organisations).

By supporting the development of a local employment model, the European Union values the contribution of all key actors in reducing social inequality.³ The partnership approach to addressing the issue of

¹ New micro and small enterprises mean registered activities that result in new employment regardless of the form of registration (limited liability company, self-employed business, registered agricultural holding, etc.).

² In response to the needs of its partners in Bosnia and Herzegovina, the ILO has adapted the global program 'Start and Improve Your Business' (SIYB), the implementation of which has already resulted in a number of micro and small enterprises within the EU4Business project. The full set of the methodology is available at the project's website www.eu4business.org and the LEP II project's website www.partnerstvo.ba

³ In November 2001, the European Commission adopted a document on the local dimension of the European Employment Strategy (Strengthening the Local Dimension of the European Employment Strategy COMM(2001) 629), emphasising the need for decentralisation in the implementation of the Strategy and giving importance to the development of local employment mechanisms.

unemployment at the local level has so far brought about a number of benefits, of which the following should be noted:

- the possibility of direct negotiations of all partners in order to come up with the best arrangements to increase formal employment at the local level,
- better understanding, assessment and meeting the real needs of the local labour market,
- a more comprehensive approach to the analysis of supply and demand in the labour market,
- recognising the different interests of key actors in the labour market and identifying links to increase formal employment,
- reducing the risk of duplication of activities carried out independently by different actors,
- the possibility of drawing attention to difficult-to-employ groups and finding specific arrangements for their activation and integration into the local labour market,
- pooling financial and human resources,
- easier communication with higher administrative levels in order to gain support for further work and development,
- building local ownership of the process and increasing opportunities for sustainable intervention.

Grants under this Call for Proposals will be awarded to LEPs that most credibly demonstrate the association of key stakeholders in order to increase formal employment at the local level through the development and implementation of programs for activation and integration of the unemployed into the labour market in accordance with specific community needs.

The proposed LEP activities must be implemented in local communities in the territory of Bosnia and Herzegovina.

1. GOALS AND PRIORITIES OF THE CALL FOR PROPOSALS

1.1. Goals of the Call for Proposals

The aim of the Call for Proposals is to ensure the creation and implementation of programs for activation and integration of unemployed persons into local labour markets by local employment partnerships

1.2. Priorities of the Call for Proposals

This Call for Proposals is intended for all labour market actors who are members of existing employment partnerships in Bosnia and Herzegovina as well as those who intend to form partnerships in order to increase opportunities for formal employment at the local level.

The final beneficiaries of all actions should be **unemployed individuals** registered with public employment services with equal representation of both sexes.

Each action, in addition to unemployed individuals in general, should focus on at least **one or more hard-to-employ groups**:

- currently unemployed and inactive young men and women (15-29),
- unemployed women,
- the long-term unemployed registered with a public employment service for more than 12 months,
- groups with low labour market participation rates (minorities, persons with disabilities and laid off unemployed individuals over 50 years of age),
- unemployed individuals with low or no formal education,
- individuals with difficulty finding employment, including those who lost their jobs as a result of the Covid-19 pandemic.

Applications are expected to focus on **the generally unemployed and additionally on one or more of the above hard-to-employ groups**.

All LEP members (representatives of local government, employment services, educational institutions, companies and NGOs, non-profit organizations) should jointly identify key employment issues at the local level and propose steps to develop appropriate programs for the activation and integration of unemployed individuals into the labour market in accordance with the specific needs and capacity of each community.

Local employment partnerships should analyse the problems related to the imbalance of supply and demand in the local labour market and see to what extent the needs of employers for a trained workforce are met. To this end, partnerships can identify the lack of technical skills in the local labour market, including the barriers that the unemployed face in the process of retraining and additional training for the occupations in demand. Only a full understanding of the needs of the unemployed, in particular the hard-to-employ groups, as well as the obstacles they face, can enable a local partnership to identify appropriate active labour market measures.

Based on the analysis, local employment partnerships should propose an action that ultimately MUST achieve the following targets:

1. Reflecting the specific needs at the local level, **at least two** vocational training **programs** to facilitate access of the unemployed to the labour market should be designed, certified and implemented by the action completion date, of which one program should be intended for hard-to-employ individuals.
2. At least **60 unemployed individuals** should **increase their competitiveness** on the labour market by participating in certified training, retraining and additional training programs.
3. **At least 20 unemployed individuals** should attend the training 'Generate Your Business Idea' and 'Start Your Business' according to the ILO methodology, where conditions for the equal participation of women and the development of women's entrepreneurship should be ensured.⁴
4. At least **35 individuals should be employed** in local companies after attending certified training courses initiated by LEPs, **or self-employed** after the training courses 'Generate Your Business Idea' and 'Start Your Business' according to the ILO methodology by the action completion date.
5. At least **5 unemployed individuals** who pass the training courses 'Generate Your Business Idea' and 'Start Your Business' should **register a micro or small enterprise** with LEP support and participate in additional training 'Improve Your Business' according to the ILO methodology.
6. By the action completion date, LEPs should adopt a gender-sensitive action plan to improve labour market management at the local level in order to ensure strategic actions of all LEP members.

In order to facilitate the attainment of the targets, the ILO encourages applicants to include a larger number of companies and potential employers in their partnerships and to adequately use the capacities of each partner.

With aim to provide for efficiency and sustainability of the assistance to be provided, the LEPs should factor in a conditions for provision of the assistance / subsidies to the unemployed individuals.

LEPs are required to act proactively in order to ensure gender equality in their actions.

⁴Unemployed women who express a desire to participate in the program will be enabled by the ILO in cooperation with LEPs to attend a substitute training called 'GET Ahead'.

2. FUNDS AVAILABLE FOR ACTIONS UNDER THIS CALL FOR PROPOSALS

2.1. Amount and percentage of financial support under the grant program

The overall indicative amount made available under this Call for Proposals is **EUR 3.2 million** to be distributed among at least 20 local employment partnerships.

Any grant requested under this Call for Proposals must fall between the following minimum and maximum amounts:

- **Minimum amount: EUR 120.000**
- **Maximum amount: EUR 160.000.**

Applicants are required to co-fund their action with a **minimum of 10 per cent of the total action budget**. Successful applicants will be required to recognise their contribution as eligible action costs and present relevant vouchers in the final report.

In no case will the project finance more than 90 per cent of the total eligible costs or less than 50% of the total eligible costs.

Co-funding levels are subject to mutual agreement between the partners.

Budget for the Action - example:

The total value of the action includes the project contribution and the applicant's co-funding. For example, if the applicant requests a maximum contribution of 90 per cent and a maximum contribution of EUR 160,000, then the total value of the action will be EUR 177,777.

Total value of the Action (A)	LEP co-funding equalling 10% of the Action (B)	Grant program contribution (A-B)
177.777 EUR	17.777 EUR	160.000 EUR

In case the actual action budget is set at EUR 240,000 and the maximum amount of the contribution is set at EUR 160,000, then the share of grant program co-funding will be 66.66%.

Total value of the Action (A)	Grant program contribution (B)	LEP co-funding relative to the total value of the Action (A-B)	Share of the grant program contribution (%) (B/A*100)
240.000 EUR	160.000 EUR	80.000 EUR	66,66 %

2.2. Requirement to factor in financial support for starting new micro and small enterprises

In accordance with the priorities listed under section 1.2, each LEP should provide financial support in the form of a grant, for at least **5 individuals** who successfully complete the training courses 'Generate Your Business Idea' and 'Start Your Business', whose business plans are best evaluated by the commission the

LEP will set up during the action implementation. The amount of the grant for newly established micro and small enterprises may range from EUR 3,000 to 5,000 EUR.

If the LEP decides to provide support to a larger number of persons who are interested in pursuing entrepreneurship and registering a business, the LEP may award **no more than 15 grants to the unemployed individuals.**

2.3. Requirement to project other costs

A full application should include a communication plan to ensure the visibility of the action achievements. If the implementation of this plan is to incur costs, they should be presented in the budget.

Given that an action budget will exceed EUR 100,000, LEPs are required to project the costs of financial audit (verification of expenditures) in accordance with the market value for this type of service.

The ILO reserves the right not to allocate all funds or to repeat the Call, in case of an insufficient number of technically viable applications.

3. ELIGIBILITY OF APPLICANTS

3.1. Eligibility of applicants

Participation in this call is open to all existing LEPs and LEPs to be established in any part of Bosnia and Herzegovina.

The Lead Applicant is required to apply for grant-based funding on behalf of all LEP members, who are considered **Co-Applicants**.

The Lead Applicant may be any member of a local employment partnership **except for-profit institutions / organisations.**

The Lead Applicant and Co-Applicants MUST apply in partnerships and enclose a signed letter of understanding as documentary evidence of joint action and application, which is included in this Call (Annex 1). The Letter of Understanding, which specifies the composition of the partnership, must be signed by at least five (5) members from any of the following groups:

1. Local governments (one or more municipalities in partnership)
2. Public Employment Service (at the entity / cantonal level)
3. Training institutions (formal education institutions, including vocational schools and/or universities, as well as entrepreneurship development service providers)
4. Non-governmental or non-profit organisation (including associations addressing the protection of the rights of these end-users, employers' organisations, trade union organisations, chambers of commerce, artisan associations, development agencies)
5. Businesses (existing companies).

If a LEP is already active and has a letter of understanding signed on an earlier date or any other relevant document proving the joint action of the key labour market stakeholders, the LEP is required to include with its application a new letter of understanding in which the roles are defined.

LEPs may be set up with a view to strengthening inter-municipal cooperation at the level of Bosnia and Herzegovina. In that case, an inter-municipal partnership may have several municipalities and several competent employment services as its members and one or more educational institutions, one or more

non-governmental organisations, and one or more enterprises. Employment services as partnership members must operate in the area of the municipalities that make up the inter-municipal partnership.

The Lead Applicant is directly responsible for the preparation and management of the Action with the Co-Applicants and does not act as an agent. The Lead Applicant must submit a signed Applicant's declaration with a Concept Note (Appendix 2).

Co-Applicants participate in the development of the Concept Note and propose the implementation of activities in accordance with their mandate that contribute to the attainment of the action targets. Co-Applicants participate in the preparation of the Action budget and are entitled to direct costs that will be incurred in the implementation of the agreed activities within their responsibility provided they are considered eligible costs under this Call.

The Lead Applicant should keep in mind that it will be required to report on all costs incurred during the Action implementation within the single budget, including the Co-Applicants' costs.

Applicants will be excluded from participation in the Call or from the allocation of grants if, at the time of submission of applications, they are in one of the following situations:

- they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- they have been found guilty of grave professional misconduct proven by any means which the Contracting Authority can justify;
- they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the economy in which they are established;
- they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity;
- they are in a situation of a conflict of interest;
- they have been found guilty of providing false information to an authorised contractual party, which are required as a precondition for participation in the Call for Proposals or if they fail to submit the required information;
- they have attempted to obtain confidential information, exert influence over the Evaluation Committee or authorised contractual party during application evaluation process;
- they propose an action that is being implemented and funded by another grant program (by the EU or any other donor agency).

3.2. Number of Concept Notes / Full Applications per applicant

1. The Lead Applicant may not submit more than **two** applications under this Call.
2. The lead applicant may not be awarded more than **one** grant under this Call for Proposals.
- ~~3.~~ The Lead Applicant may be a Co-Applicant in another application at the same time-
4. A Co-Applicant may participate in more than one application under this Call.

4. ELIGIBILITY OF ACTIONS: DURATION, LOCATION(S) AND TYPE OF ACTIVITIES

4.1. Duration and location of the action

The duration of a LEP project may be between 18 and 21 months. The expected start date of the Action Implementation Agreement is December 2021.

The projects must be implemented in Bosnia and Herzegovina. The projects implemented within inter-municipality cooperation are eligible for funding.

4.2. Type of eligible activities

LEPs should offer actions with innovative solutions to increase employability at the local level. Partnership members should jointly analyse the current situation of labour supply and demand, identify key problems faced by unemployed individuals (especially hard-to-employ groups referred to in Section 1.2) as well as employers, and identify potential programs for the activation and integration of unemployed individuals into the labour market, including certified vocational training programs. In this process, each partner should rely on their own competencies and opportunities to increase employability.

The Action must include a set of operational activities with clearly defined final beneficiaries, corresponding objectives (goals and specific objectives) and targets conducive to the attainment of a specific change within in a specified time frame. The proposed Action must demonstrate relevance in terms of the objectives and priorities of the Call.

An indicative list of potential activities should reflect the following active labour market measures:

- a) training for the labour market: vocational training of adults (on-the-job or of-the-job) followed by employment with a well-known employer based on specific local demand.
- b) self-employment and incentives for starting up a new micro and small enterprise.
- c) blended services and employment programs.

The following list is not exhaustive and LEPs may propose other similar activities relevant to the Call for Proposals:

- analysis of the local labour market, supply and demand;
- development and certification of training, retraining and additional training programs for unemployed individuals in accordance with the needs of the local labour market and as requested by employers;
- implementation of new certified programs and training for unemployed individuals⁵;
- strengthening the teaching capacity of providers of adult training, retraining and additional training services;
- development of a program for the recognition of prior learning;
- development of programs to facilitate access to employment for persons with disabilities;
- mentorship as part of the on-the-job training with a well-known employer;
- mentorship as part of the other off-the-job training;
- organising job fairs, generic or target group-specialized;
- employment of trained, retrained or additionally trained unemployed individuals;
- support in motivating and activating long-term unemployed individuals;
- support for unemployed individuals in the process of developing an independent business;
- ILO methodology-based trainings courses for unemployed individuals as part of the self-employment process ('Generate Your Business Idea', 'Start Your Business', GET Ahead) to be delivered by certified ILO trainers.⁶

⁵ The ILO recommends that training sessions for unemployed individuals last between 2 and 6 months and, in any case, result in a certified recognition of the acquired qualifications.

⁶ The list of certified ILO trainers is available at www.parnterstvo.ba.

- improving the entrepreneurial skills of unemployed individuals through entrepreneurial learning, training and coaching with the aim of increasing interest in entrepreneurship and self-employment in accordance with the ILO methodology;
- starting up new micro and small enterprises with the professional support of certified ILO trainers and financial support in accordance with the Section 2.2;
- follow-up support to newly registered micro and small enterprises;
- organising business management training for newly established micro and small enterprises according to the ILO methodology, which is delivered by certified trainers;
- promoting cooperation with the banking sector in finding innovative lending solutions;
- promoting Business Continuity Management for small and medium entrepreneurs to enhance their disaster resilience;
- study visits to successful LEPs;
- promotion of the results of LEP activities, including stories about trained and employed individuals,
- activities that contribute to LEP strategic and operational actions and the sustainability of results and actions;
- building a new or improving the existing entrepreneurial infrastructure and strengthening of capacities that will increase employability at the local level (such as incubators for development and support of newly registered micro and small enterprises);
- initiating a new or improving the existing counselling structure at the local level that will help improve the employment conditions (such as education and employment councils within local government);
- activities aimed at improving the current employment training and support infrastructure (including any rehabilitation and adaptation of the premises) provided such costs should not exceed 10 per cent of the total budget of the Action.

4.3. Ineligible activities

The following types of actions are considered ineligible:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences or congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses;
- purchase of land;
- actions aimed at infrastructure investments at entrepreneurship facilities that are already well established;
- profit making activities;
- actions linked to political parties.
- actions started before the signature of a contract (including the preparation costs of project proposals and technical documentation);
- actions confined to charitable donations.

4.4. ILO support to the implementation of selected Actions

The selected grant recipients will receive intensive professional support from the ILO in order to achieve the expected results as efficiently as possible. The ILO will monitor the implementation of all projects and, through regular communication with grant recipients, draw attention to the possibility of more efficient action. In order to strengthen the capacity of the selected LEPs, each grant recipient will receive from the ILO:

- Support by certified professional trainers for the implementation of the ILO methodology ‘Start and Improve Your Business’ and ‘GET Ahead’⁷ in the process of training of unemployed individuals who have expressed an intention to establish a micro and small enterprise.
- Support to selected LEPs in the selection of final beneficiaries whose business ideas will be supported, through counselling on how to identify the relevant criteria for the selection of final beneficiaries and monitoring the results achieved.
- Training in LEP management and administration.
- Training in the development of local action plans for employment.
- Training in the promotion of decent work.
- Capacity building of public employment services to enable them to sustain partnerships and implement of active labour market measures.
- Other types of expert support as needed by the selected LEPs during the Action implementation.
- Regular visits to the selected Actions and coordination between the selected LEPs.
- Biannual network meetings of all selected LEPs in order to exchange and share experience and knowledge, and potentially design joint activities.

LEPs should consider and plan these activities in their applications but **should not plan funds** for their implementation or present them in the Action budget. The ILO will organize all above mentioned trainings and the network meetings. The ILO will cover costs of the experts’ support for the implementation of the SIYB and GET Ahead training for candidates selected by the LEPs.

5. ELIGIBLE AND INELIGIBLE COSTS

5.1. Eligible costs

Eligible costs are actual costs incurred by the beneficiary (the Lead Applicant and the Co-Applicants) which meet all the following criteria:

- they are incurred during the implementation of the Action (following the signing of a contract with the ILO and as at the completion date);
- they are indicated in the estimated overall budget for the action;
- they are necessary for the implementation of the action;
- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the accounting standards and the usual cost accounting practices applicable to the beneficiary;
- they comply with the requirements of applicable tax and social security legislation;
- they are reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

Subject to the respect of the above eligibility criteria, the following direct costs shall be eligible:

- the cost of staff assigned to the action, corresponding to actual gross salaries including social security charges and other remuneration-related costs (salaries and costs shall not exceed those normally borne by the beneficiary unless it is justified by showing that it is essential to carry out the action);
- costs of advisors and consultants for the implementation of activities, in the amount equalling the gross compensation per day of engagement;
- travel and subsistence costs for the staff and other persons taking part in the action, provided they do not exceed those normally borne by the beneficiary according to its rules and regulations;
- the costs of procurement of equipment necessary for the implementation of the action;
- the costs of consumables and overheads necessary to implement the action;
- the costs of the rental of offices necessary for the implementation of the action;

⁷ The materials have been adapted and are available at www.partnerstvo.ba

- subcontracted costs incurred directly due to the terms of the contract (promotion, evaluation, independent verification of costs incurred, translation, copying of materials, etc.),
- subcontracted costs incurred directly from the implementation of the Action, including works and services, costs of training, seminars and conferences and promotional activities, as specified in the approved Action;
- reasonable incentives for training participants, especially hard-to-employ groups referred to in Section 1.2.
- the costs of in-house training but only related to supervision and the costs of training materials;
- the costs of improvement of the current employment training and support infrastructure (including any rehabilitation and adaptation of the premises) provided such costs should not exceed 10% of the total budget of the action;
- allocation for grants to implement business ideas as approved;
- LEP administrative costs not exceeding 7% of the total direct costs.

5.2. Ineligible costs

The following costs shall be considered **ineligible**:

- debt and debt service charges (interest);
- provisions for losses or potential future liabilities;
- costs declared by the beneficiary and financed by another action or work programme;
- exchange rate loss;
- loans to third parties;
- individual sponsorships for participation in workshops, seminars, conferences, and congresses;
- individual scholarships for studies or training courses;
- conferences (unless necessary for successful project implementation and approved by the ILO);
- purchase of vehicle or/and equipment (unless necessary for successful project implementation and approved by the ILO);
- funding of projects that are already in progress or are finalised;
- projects implemented for exclusive benefit of individuals;
- projects supporting political parties;
- primary funding of applicants or their partners;
- banking charges for the transfers from and to the MOR as Contracting Authority;
- costs incurred during the suspension of the implementation of the Agreement except the minimum costs agreed;
- costs declared by the LPZ (lead applicant and co-applicants) under another agreement financed by the European Union budget;
- duties, taxes and charges, including VAT, paid and not recoverable by the beneficiary.

6. SUBMISSION OF CONCEPT NOTES AND FULL APPLICATIONS

Information on the public call will be published in daily newspapers in Bosnia and Herzegovina. Documentation for Call for Proposals can be obtained from the Action's website www.partnerstvo.ba.

As the first step, local employment partnerships are required to submit only a Concept Note using the format available at the Action's website.

Eligible local employment partnerships with a successful Concept Note will be invited to submit a full application.

All documentation will be published in English language with an unofficial translation (except the grant contract, which will be in its original format); all subsequent interpretation, if any, shall be subject to the original written in English language. Applicants are expected to submit their concept note and full application in **any of the official languages used in Bosnia and Herzegovina**.

6.1. Submission of the Concept Note

The Concept Note must be submitted using the grant application form in line with the instructions.

To apply for a grant, on behalf of the local employment partnership, the lead entity is required to enclose the following:

1. The Grant Application Form (Concept Note) in accordance with the instructions (Form 1);
2. Letter of Understanding, signed by all LEP members (Annex 1)
3. Declaration completed and signed by the Lead Entity (Annex 2);
4. A copy of a valid certificate of registration in Bosnia and Herzegovina for the Lead Entity and Co-Applicants.

All documentation (the Concept Note and listed annexes) must be submitted **electronically** before the deadline to the E-mail address: lep@ilo.org with the subject: 'Application_LEP_2021'

All required documents must be attached as pdf (read-only) files.

The deadline for the submission of the Concept Note is **June 30, 2021 (17:00 hrs local time)**, where the date and time considered as evidence will be the date of the E-mail as received by the ILO. All applicants will receive an E-mail acknowledging receipt from the ILO.

Concept Notes submitted after the specified deadline and Concept Notes not prepared in accordance with the guidelines and incomplete applications will be rejected. Applicants are advised not to wait until the last day to submit their Concept Note.

Questions and requests for clarifications can be sent electronically no later than **June 7, 2021, by 17:00** to the e-mail address: lep@ilo.org. The ILO has no obligation to answer questions received after the deadline. The answers will be published no later than **June 11, 2021**. All questions and clarifications will be posted on the project's website www.partnerstvo.ba

To ensure equal treatment of applicants, the ILO cannot give a prior opinion on the eligibility of applicants (the Lead Applicant and Co-Applicants), an action or specific activities.

6.2. Submission of a full application

The Evaluation Committee comprised of three independent assessors and two members of the ILO technical team will assess concept notes. The assessors are international experts and selected based on their expertise in employment and entrepreneurship, local employment partnerships and project management. The assessment will be based on the published evaluation grids in the guidelines for applicants. Each application will be assessed on its own merits. As a result of assessment, the Concept Notes will be ranked from the highest to the lowest score.

The applicants whose concept notes are pre-selected will be notified thereof and invited to submit a full application.

The full application must be prepared using the official templates of this Call for Proposals.

The full application must include the following:

1. The Grant Application Form (Form 2)
2. Logframe (Annex 3)
3. Budget (Annex 4).

The applications and all requisite documentation must be submitted in the pdf format **via E-mail**.

The deadline for the submission of full applications will be confirmed after shortlisting of the Concept Notes and published on the project's website www.partnerstvo.ba. All shortlisted candidates will be notified via E-mail.

Questions and requests for clarifications can be sent electronically no later than **September 3, 2021, by 17:00** to the e-mail address: lep@ilo.org. The ILO has no obligation to answer questions received after the deadline. The answers will be published no later than **September 9, 2021**. All questions and clarifications will be posted on the project's website www.partnerstvo.ba

Documents submitted by any other means (e. g. in person or by courier) **will not be taken into consideration**. The ILO will keep records of all received applications and will issue pertinent receipts via E-mail to all applicants.

6.3. Evaluation of full applications

The Evaluation Committee will assess the full applications based on the published evaluation grids in the guidelines for applicants. As a result of assessment, the applications will be ranked from the highest to the lowest score.

In case of successful full applications, before the contract is signed, the Lead Applicant is required to submit the following documents:

1. a completed LEF form with administrative data, PDF.
2. a completed financial identification form (FIF), PDF.
3. a copy of the statute / articles of association / excerpt from the court register (where the Lead Applicant is other than a local government).
4. a copy of the annual financial statement for the previous year (balance sheet and income statement) certified by the competent agency for financial operations and signed by a certified accountant (where the Lead Applicant is other than a local government).
5. a tax clearance certificate for the Lead Applicant.
6. a letter of confirmation that the Lead Applicant has a solvent bank account.
7. a certificate of non-profit activity for the Lead Applicant

If the activities include infrastructure works, the following additional documents will be required before the grant agreement is signed:

1. a positive assessment of the environmental impact assessment OR assessment by the relevant authority that such assessment is not required for the activities.
2. proof of ownership or long-term lease (at least 10 years) of land / property (if applicable).
3. a preliminary project OR detailed project, including indicative bill of quantities.
4. all necessary permits (e. g. planning and building permit, etc.).

In the event that the requested documents (permits, etc.) are not submitted to the ILO as a Contracting Authority before the signing of the contract, the ILO reserves the right to withdraw from the contracting procedure.

The ILO reserves the right to review certain statements in the Full Application and proposed budget immediately before the contract is signed.

Prior to signing the grant agreement with the selected local employment partnerships, the ILO will request the submission of original documents with the signatures of all members of the partnership, as submitted in the PDF format in the application process.

7. TIME FRAME

7.1. Indicative plan*

	Indicative Timetable
Publication of the public Call for Proposals	17. 05. 2021.
Info sessions	19. 05. - 04. 06. 2021.
Requests for clarifications sent to the ILO	07. 06. 2021.
ILO clarifications published	11. 06. 2021.
Workshops for Concept Note drafting	14. 06 - 23. 06. 2021.
Submission of the Concept Note	30. 06. 2021.
Notification to candidates of the results of the evaluation of Concept Notes and invitation to successful candidates to submit a full application	30. 07. 2021.
Workshops for shortlisted LEPs	08. 09. 2021.
Requests for clarification sent to the ILO	03. 09. 2021.
ILO clarifications published	09. 09. 2021.
Submission of a full application	30. 09. 2021.
Notification to candidates of the results of the evaluation of Full Applications, notification of contract award and request for submission of administrative documents	29. 10. 2021.
Contract signing	10. 12. 2021.

* Indicative dates: During the procedure, the ILO may update the indicative timelines. In that case, the updated table will be published on the project website www.partnerstvo.ba

7.2. Additional information

In case of relaxation of COVID-19 restriction, information sessions for this Call and concept note workshops will be held at 8 venues for the informative sessions and 4 venues for the training sessions at least; the dates and venues will be published on the web page of the Call for Proposals on the project website www.partnerstvo.ba. Otherwise, the informative sessions will be held via the Zoom platform and the exact dates will be posted on the website. By accessing the project website, all interested parties may request that relevant information be sent via E-mail.

Workshops for shortlisted LEPs will be held before the full application is submitted.

All candidates who submit applications will be notified of the outcome of the evaluation of Concept Notes and Full Applications.

8. EVALUATION AND SELECTION OF ACTIONS

The first step in the evaluation of Concept Notes and Full Applications is the administrative check, which examines that all of the required documents were submitted on time and completed according to the Guidelines.

As mentioned earlier, the Concept Notes and Full Project Proposals will be considered and evaluated by the Evaluation Committee consisting of three international experts and two members of the ILO technical team.

Each member of the Evaluation Committee undertakes individual evaluation procedure and all members sign the summary evaluation table for each Concept Note / Full Application. Evaluation is conducted using a scoring system, whereby the scoring criteria are divided into sections and subsections. Ranking of Concept Notes / Full Applications is carried out in a manner that the first ranked Concept Note / Full Application is the one with the highest score, followed by the Concept Note / Full Application with the next lower score up to the Concept Note / Full Application with lowest scores.

Only Concept Notes with a score of 40 or more points will be taken into further consideration; Concept Notes receiving less than 25 points will be deemed not to have passed the eligibility threshold. Concept Notes with less than 25 points for the relevance check will not be shortlisted.

8.1. Evaluation grid for the Concept Note

<i>Category</i>	<i>Maximum score</i>
1. Relevance of the Action	35
1.1. How relevant is the Action in respect of the objectives and priorities of the Call for Proposals?	10
1.2. How relevant is the Action in respect of the local labour market needs?	10
1.3. How clearly defined are end-beneficiaries? Have their employment issues and needs been clearly identified and does the Action address them appropriately, including through special vocational training programs?	10
1.4. Does the Action include specific added-value elements such as the recognition of the need to ensure equal access to resources for and equal opportunities for all genders, the needs of difficult-to-employ persons, the recognition of the need to preserve and protect the environment, innovative arrangements for partnership action conducive to more intensive employment, etc.?	5
2. Action design	25
2.1. Does the Concept Note clearly reflect the analysis of the issues involved and take into account the potential impact of external factors? Does the analysis of the employment issues clearly indicate solutions and improvement of the situation while recognising the partners' capacity and responsibilities?	10
2.2. How coherent is the overall design of the Action? Are the activities conducive to the expected results and objectives as set?	10
2.3. Is the logic intervention as proposed in the Concept Note feasible within the proposed time frame?	5
Maximum score	60

8.2. Evaluation grid for the Full Application

Category	Maximum score
1. Relevance of the Action	35
(the scores from the Concept Note evaluation grid are inserted)	
2. Methodology	15
2.1. How coherent is the Action? (Is the implementation of the proposed activities logically conducive to the implementation of the expected results and attainment of the project goals?)	5
2.2. To which extent does the Action / logframe include objectively verifiable indicators , baseline values, target values and appropriate sources for verification?	5
2.3. To which extent does the Action foresee the strengthening of the local employment partnership and its long-term positioning?	5
3. Action implementation approach	15
3.1. Is the plan of activities under the Action feasible within the proposed time frame?	5
3.2. To which extent is the proposed Action monitoring system potentially efficient and effective ? (Does the partnership project occasional internal assessments of the effects of the Action or is any external evaluation of the Action planned?)	5
3.3. To which extent is the level of engagement of the members of the local employment partnership in the implementation of the Action satisfactory? (Are the Action roles assigned in line with the partners' competences?)	5
4. Sustainability	20
4.1. Will the proposed activities have concrete influence on the target groups?	5
4.2. Will the Action have multiple effects ? (including the possibility of application to other vulnerable groups or implementation in a different location and/or rolling out the effects of the activities, as well as any exchange of information on the experience gained through the implementation of the Action)?	5
4.3 Are the expected results sustainable ?	
a) Institutional sustainability: Will the structures that enable the activities continue after the completion of the Action? Will the impact of the partnership be strengthened within an existing local infrastructure that would continue to support the results of the Action?	
b) Financial sustainability: Does the Action provide a mechanism for further funding of the proposed partnership activities after the formal completion of the Action?	10
c) Policy level sustainability: Does the Action include activities that would result in the adoption of new programs and decisions enabling the continuation of the partnership, i. e. the sustainability of the achieved results?	
d) Environmental sustainability: Does the Action include activities to prevent a negative impact on the environment?	
5. Financial and operational capacity	15
5.1. Is the Lead Applicant sufficiently experienced in project management given the size of the Action?	5
5.2. Does the Lead Applicant have sufficient management capacity (including staff, equipment and financial management capacity)?	5
5.3. Do the Lead applicant and Co-applicants, LEP members, have sufficient professional capacity to implement the Action? (Is the declared capacity to made available by each individual partner during the Action implementation sufficient for the implementation of activities?)	5
6. Budget and cost-effectiveness	20
6.1. Is the ratio between the estimated costs and expected results satisfactory?	5
6.2. Are the suggested costs necessary for the implementation of the Action? Are all individual costs reflected in the Application?	5
6.3. Budget	
<ul style="list-style-type: none"> • Is the budget clear and does it include a narrative part? • Does the budget include realistic costs of the Co-Applicants? • Is the budget detailed enough? • Does the budget include a mandatory envelope to support self-employment? • Does the budget include an envelope for the implementation of the communication plan? 	10

• Does the budget include a clear envelope for co-funding?	
Maximum score	120

Note on Section 1. Relevance

In this section, the score received by the Applicant's Concept Note is inserted.

Note on Section 4. Sustainability

If the total score for this section is less than 10, the Action will be excluded from further consideration because a lower score indicates a lack of the LEP's preparedness to position itself in the community in the long run and thus contribute to further development and implementation of active labour market measures.

Note on Section 5. Financial and operational capacities

If the total score for this section is less than 10, the Action will be excluded from further consideration because a lower score indicates that the Lead Applicant and Co-Applicants do not have the adequate capacity to ensure quality implementation of the Action.

8.3. Notification on the decision

This grant program allows for the award of financial and non-financial support for at least twenty (20) top-rated actions.

On evaluating the Concept Notes and Full Applications of eligible LEPs, the ILO will compile a ranking list, ordering it the Action that has won the highest score down to the Action that has won the lowest score. The top 20 Actions will be funded. In this regard, the ILO calls on partnerships to carefully study the evaluation criteria.

Candidates will be notified of the results of the evaluation of Concept Notes within the timeframe set out in these Guidelines. Shortlisted eligible candidates will be notified and invited to submit a full application within the deadline from these Guidelines.

Unsuccessful candidates will also be notified and will have the right to seek clarification of the decision within 5 working days.

All results will be posted on the project website www.partnerstvo.ba.

A decision to reject a Full Application or deny funds even if a candidate is listed will be made if:

- the Lead Applicant does not meet the requirements of this Call for Proposals;
- the Lead Applicant has negative business results or does not have a solvent bank account or has tax or contribution arrears, which is evident from the requested and submitted documentation in this step;
- In the meantime, one or more LEP partners who originally signed the Letter of Understanding required for the Concept Note step have left the LEP;
- The Application includes activities that are currently funded by the European Union or other donors in similar grant programs, and an attempt to secure double funding is demonstrated.

8.4. Cancellation of the Call for Proposals

The ILO may decide to cancel a call at any stage and in particular if:

- the Call for Proposals was unsuccessful, i. e. no worthwhile application has been received or there is no response at all;

- economic or technical data of the programme have been fundamentally altered;
- exceptional circumstances or force majeure case render the normal conduct of the planned action impossible;
- irregularities in the procedure, in particular those preventing equal treatment.

In the event of cancellation, all applicants must be notified of cancellation by the ILO and will not be entitled to any compensation.

8.5. Conditions related to Action implementation after grant approval

After a decision has been made on grant approval, the successful applicants will be offered a contract for Action implementation. Before signing the contract and as necessary, the ILO is entitled to request that the Lead Applicant or LEP make certain modifications to the Action, budget and/or logframe to reflect the comments and align it with the clauses of the contract.

Contracts with the selected applicants will be prepared on the standard ILO template for Implementation Agreements. The model of the grant contract is available as part of the Application Package.

9. LIST OF ANNEXES

- Grant Application Form - Concept Note (Form 1)
- Letter of Understanding (Annex 1)
- Applicant's Declaration (Annex 2)
- Grant Application Form - Full Application (Form 2)
- Logframe (Annex 3)
- Budget (Annex 4)
- Grant Contract - contract with the ILO in the English language
- General Terms and Conditions for Grants in the English language
- General Terms and Conditions for Grants funded by the EU in the English language