

EUROPEAN UNION CONTRIBUTION AGREEMENT

IPA/2023/ 452-060
(the "Agreement")

The European Union, represented by the European Commission (the "**Contracting Authority**"), first
counterparty,
and

United Nations Development Programme (UNDP)
International Organisation
One UN Plaza
10017 – New York, USA,
Hereinafter the "**Organisation**"

and

Arbetsformedlingen
Elektrogatan 4,
Stockholm,
Sweden
Vat Number SE202100211401

and

Fondacioni Shqiptar Per te Drejtat e
Personave me Aftesi te Kufizuar /
Albanian Disability Rights Foundation
Bogdani Street 15, New Building,
Floor III
Tirana,
Albania
VAT Number ALK22424002D

,second counterparty, (individually a "Party" and collectively the "Parties") have agreed as follows:

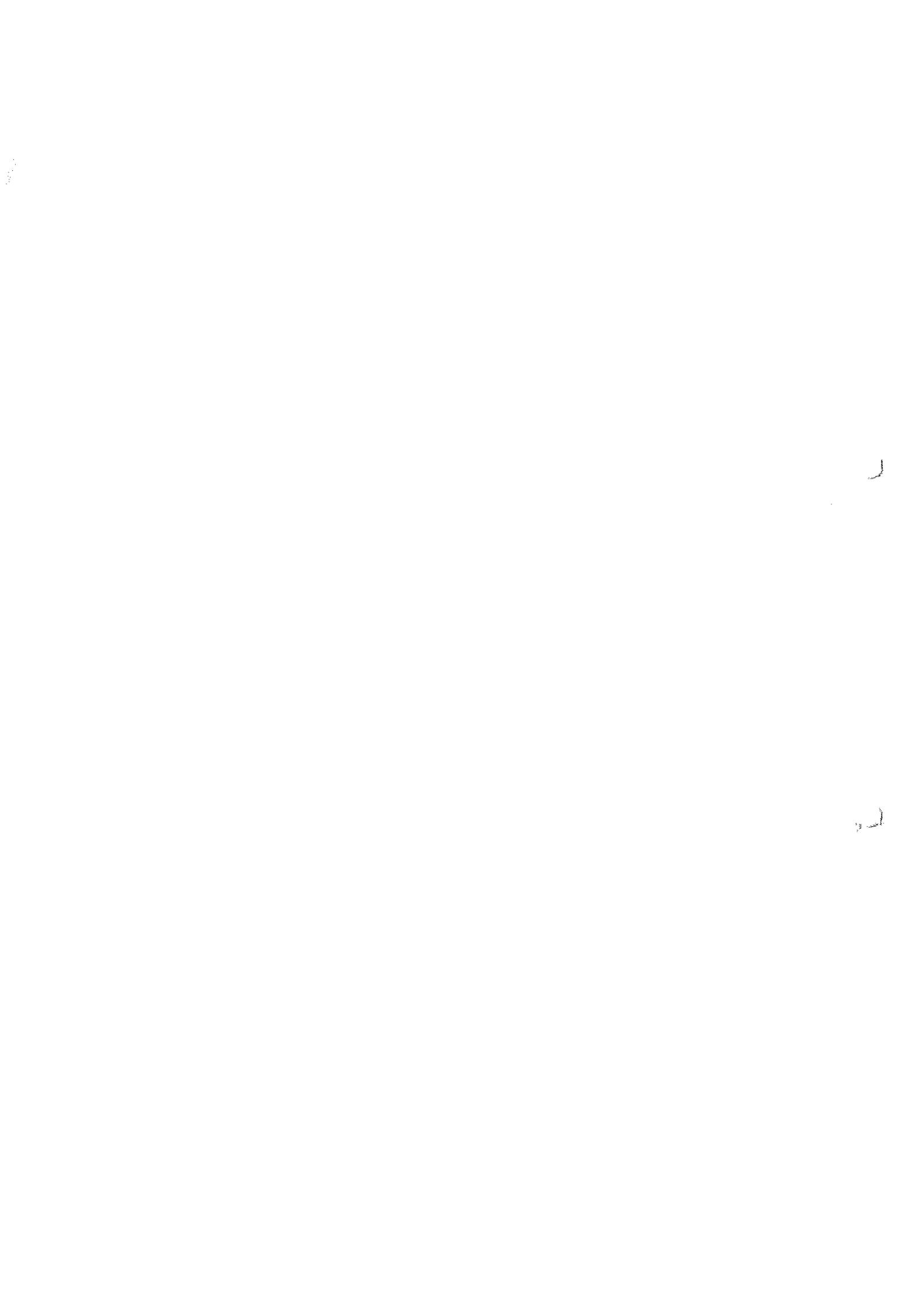
SPECIAL CONDITIONS

Article 1 - Purpose

- 1.1 The purpose of this Agreement is to provide a financial contribution to finance the implementation of the action **Integrated Pathways for Labour Market Inclusion (IP4LMI)**, as described in Annex I (the "Action"). This Agreement establishes the rules for the implementation and for the payment of the EU Contribution, and defines the relations between the Organisation and the Contracting Authority.
- 1.2 The Action is a Multi-Donor Action and the EU Contribution is not earmarked.
- 1.3 The Organisation declares that no substantial changes, which have not already been communicated to the Commission, affect the rules and procedures which have been subject to the Ex-ante Pillar-Assessment.

In the performance of the activities, the Organisation shall:

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- Apply its own rules and procedures for the award and management of Procurement Contracts which have been assessed in the Ex-ante Pillar Assessment and
- Apply its own rules and procedures for the award and management of Grants, which have been assessed in the Ex-ante Pillar Assessment.

1.3bis This Agreement is a Multi-Partner Contribution Agreement.

- Arbetsformedlingen is non-pillar assessed Partner for the purposes of Annexes II.a and II.b.
- FONDACIONI SHQIPTAR PER TE DREJTATE PERSONAVE ME AFTESI TE KUFIZUAR ALBANIAN DISABILITY RIGHTS FOUNDATION is non-pillar assessed Partner for the purposes of Annexes II.a and II.b.

1.4 The Action is financed under the Instrument for Pre-accession Assistance (IPA II) – IPA 2019/ Phase II.

1.5 The Organisation shall provide a management declaration in accordance with Articles 3.10 of Annex II with every progress and final report.

1.6 This Agreement is subject to the provisions of the Financial and Administrative Framework Agreement (FAFA) between the European Union and the United Nations signed on 29 April 2003 and as amended on 31 December 2018.

Article 2 - Entry into Force and Implementation Period

Entry into Force

2.1 The Agreement shall enter into force on the date when the last Party signs.

Implementation Period

2.2 The Implementation Period of the Agreement (the "Implementation Period") shall commence on: 18 December 2023.

2.3 The Implementation Period of the Agreement is 36 months.

Article 3 - Financing the Action

3.1 The total cost of the Action is estimated at EUR ("Currency of the Agreement") 3,000,000 as set out in Annex III. The Contracting Authority undertakes to provide a contribution up to a maximum of EUR 2,700,000 (the "EU Contribution"). The EU Contribution is further limited to 90% of the total eligible costs of the Action.

The final amount will be established in accordance with Articles 16 to 18 of Annex II. The final amount shall not exceed the amount obtained by applying the percentage laid down in the first subparagraph to the total eligible costs of the Action approved by the Contracting Authority.

Remuneration

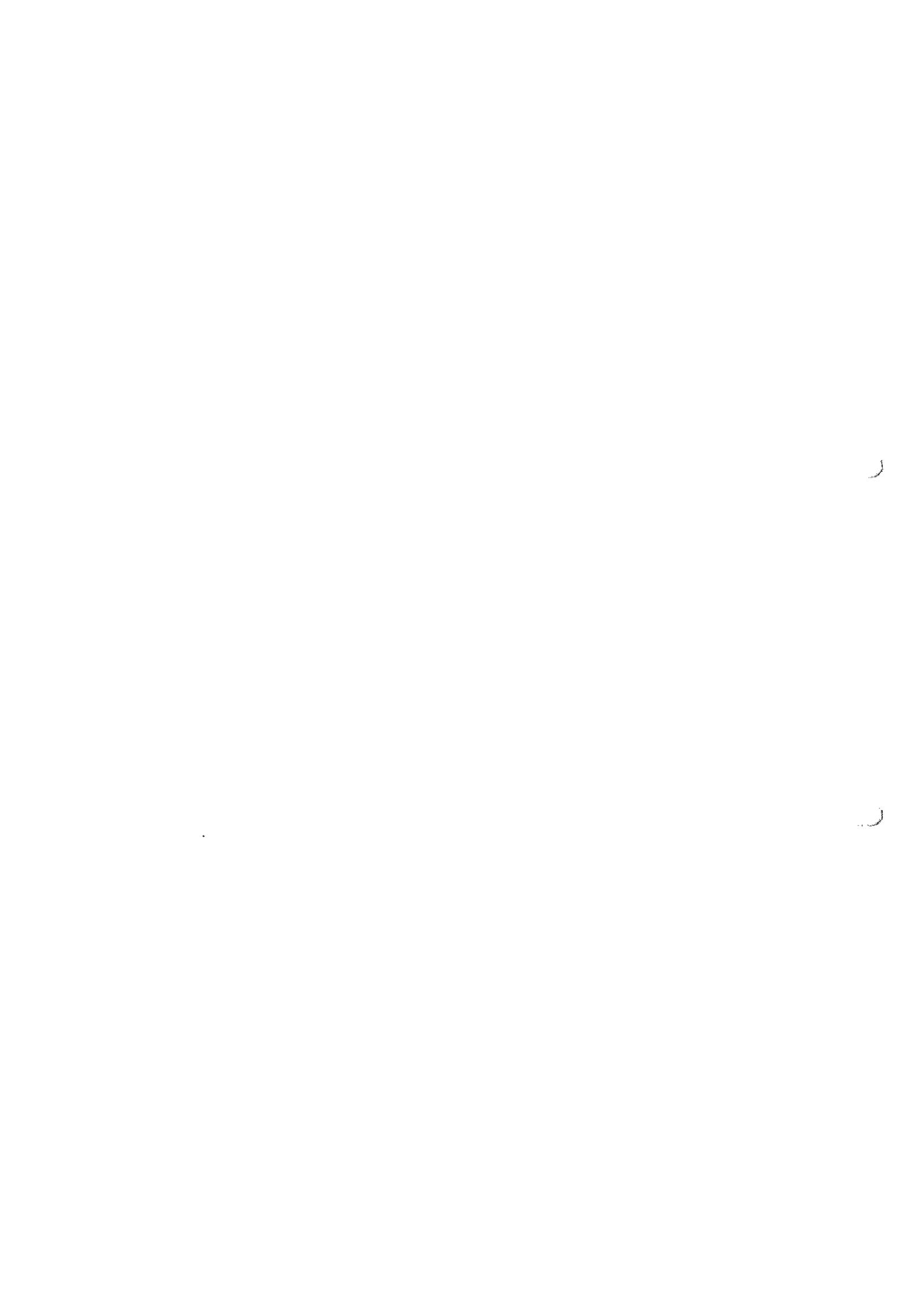
3.2 The remuneration of the Organisation by the Contracting Authority for the activities to be implemented under this Agreement shall be 7% of the final amount of eligible direct costs of the Action to be reimbursed by the Contracting Authority.

Interest on pre-financing

3.3 Interest generated on pre-financing shall not be due.

Article 4 - Payment Arrangements and Reporting

4.1 The pre-financing rate is 100 %.



- 4.2 Payments shall be made in accordance with Article 17 of Annex II. The following amounts are applicable, all subject to the provisions of Annex II:

First pre-financing instalment: EUR 654,128.10

Further pre-financing instalments: EUR 2,045,871.90 following the end of the 1st and 2nd reporting periods corresponding to the Contracting Authority's part of the forecast budget for the subsequent 24 months, respectively.

Forecast balance of the final amount of the EU Contribution, if any (subject to the provisions of Annex II): EUR 0.00

- 4.3 The Organisation acknowledges that the European Commission intends to progressively introduce an Electronic Exchange System (the "System") for the electronic management of this Agreement.

The Organisation shall submit the information referred to in Article 3.7 b) of Annex II via the System for all reports under this Agreement.

The European Commission shall inform the Organisation at least three months prior to the date on which other documents and processes related to this Agreement (including reports, payment requests, communications and formal amendments as per Article 10.1 of Annex II) are to be processed via the System.

Article 5 – Communication language and contacts

- 5.1 All communications to the Contracting Authority in connection with the Agreement, including reports referred to in Article 3 of Annex II, shall be in English.

- 5.2 Subject to Article 4.3, any communication relating to the Agreement shall be in writing, shall state the Contracting Authority's contract number and the title of the Action, and shall be dispatched to the addresses below.

- 5.3 Subject to Article 4.3, any communication relating to the Agreement, including payment requests and attached reports, and requests for changes to bank account arrangements shall be sent to:

For the Contracting Authority

Delegation of the European Union to the Republic of Albania

For the attention of the Head of the Finance, Contracts and Audit

ABA Business Center, Kati 17

Rr Papa Gjon Pali I II, Njesia Bashkiake Nr 2,

Tirana, Albania

DELEGATION-ALBANIA-REQUEST-FOR-PAYMENTS@eeas.europa.eu

Copies of the documents referred to above, and correspondence of any other nature, shall be sent to:

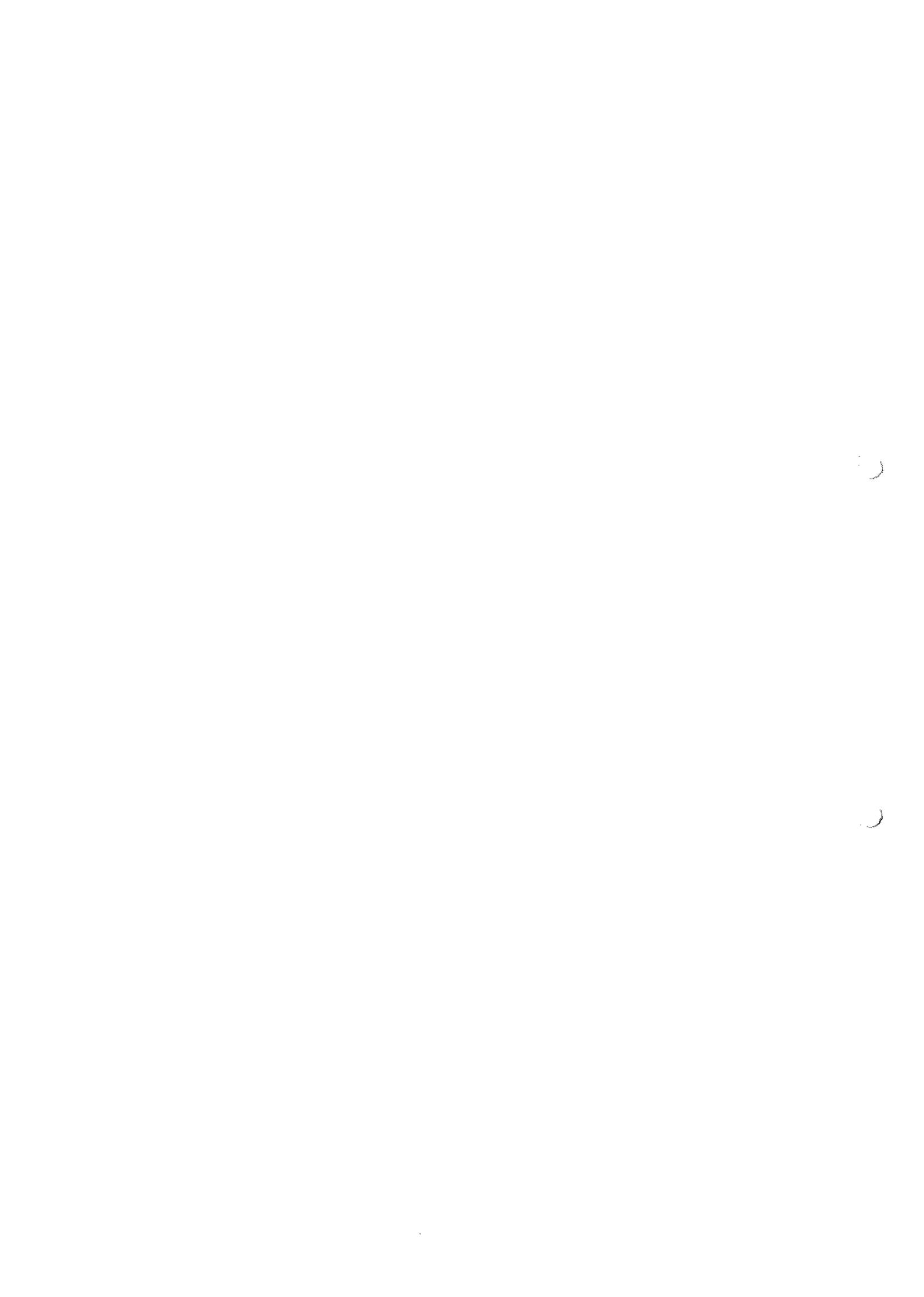
Delegation of the European Union to the Republic of Albania

For the attention of the Head of Operations 2

ABA Business Center, Kati 17

Rr Papa Gjon Pali I II, Njesia Bashkiake Nr 2,

Tirana, Albania



For the Organisations

Ms. Monica Merino
UNDP Resident Representative
United Nations Development Programme, "Skanderbeg" Street
Gurten Building, 2nd Floor, Tirana, Albania

- 5.4 Ordinary mail shall be deemed to have been received on the date on which it is officially registered at the address referred to above.
- 5.5 The contact point within the Organisation, which shall have the appropriate powers to cooperate directly with the European Anti-Fraud Office (OLAF) in order to facilitate the latter's operational activities shall be: Office of Audit and Investigations, Head of Investigation Section, United Nations Development Programme, One United Nations Plaza, DCI Building 4th Floor, New York, NY 100017, USA.
- 5.6 All exchanges concerning the Early Detection and Exclusion System shall take place between the Contracting Authority and the authorised person designated by the Organisation, which is:

Ms. Monica Merino
UNDP Resident Representative
United Nations Development Programme, "Skanderbeg" Street
Gurten Building, 2nd Floor, Tirana, Albania

Article 6 - Annexes

- 6.1 The following documents are annexed to these Special Conditions and form an integral part of the Agreement:
- Annex I: Description of the Action (including the Logical Framework of the Action)
 - Annex II: General Conditions for Contribution Agreements
 - Annex II.a: Provisions applicable only to Multi-Partner Contribution Agreements
 - Annex II.b: Provisions only applicable to a Contribution Agreement resulting from the award of a grant with or without a call for proposals for EU External Action
 - Annex III: Budget for the Action
 - Annex IV: Financial Identification Form
 - Annex V: Standard Request for Payment
 - Annex VI: Management Declaration
- 6.2 In the event of a conflict between these Special Conditions and any Annex thereto, the provisions of the Special Conditions shall take precedence. In the event of a conflict between the provisions of Annex II including Annex II.a) and II.b) and those of the other Annexes, the provisions of Annex II including Annex II.a) and II.b) shall take precedence.

Article 7 – Additional specific conditions applying to the Action

- 7.1 The following shall supplement Annex II:
- 7.1.1 Where the implementation of the Action requires the setting up or the use of one or more project offices, the Organisation and/or the Partner(s) may declare as eligible direct costs the capitalised and operating costs of the structure if all the following conditions are fulfilled:
- a) They comply with the cost eligibility criteria referred to in Article 16.1 of Annex II;
 - b) They fall within one of the following categories:
 - i) costs of staff, including administration and management staff, directly assigned to the operations of the project office. The tasks listed in the Description of the Action (Annex I), undertaken by staff assigned to the project office will be directly attributable to the implementation of the Action.

- ii) travel and subsistence costs for staff and other persons directly assigned to the operations of the project office;
 - iii) depreciation costs, rental costs or lease of equipment and assets composing the project office.
 - iv) costs of maintenance and repair contracts specifically awarded for the operations of the project office;
 - v) costs of consumables and supplies specifically purchased for the operations of the project office;
 - vi) costs of IT and telecommunication services specifically purchased for the operations of the project office;
 - vii) costs of energy and water specifically supplied for the operations of the project office;
 - viii) costs of facility management contracts including security fees and insurance costs specifically awarded for the operations of the project office;
- c) Where costs of the project office are declared as actual costs, the Organisation and/or the Partner(s) may declare as eligible only the portion of the capitalised and operating costs of project office that corresponds to the duration of the Action and the rate of actual use of the project office for the purposes of the Action.
- d) Costs of the project office not declared as actual costs are only eligible if they have been ex ante-assessed by the European Commission.

7.1.2 VAT/ taxes, duties and charges are not eligible for the activities as described in Annex I.

7.1.3 By way of derogation from Article 3.8 f), if the EU Contribution is expressed both as nominal amount and as a percentage of total eligible costs of the Action, the full amount of the costs related to the Action needs to satisfy the eligibility conditions of Article 16 of Annex II

7.1.4 Applicable to the non-pillar assessed Partners only, the following shall supplement Annex II:

7.1.4.1 Article 1 is supplemented by the following definitions:

EU Restrictive Measures: restrictive measures adopted pursuant to the Treaty on European Union (TEU) or to the Treaty on the Functioning of the European Union (TFEU).

Restricted Person: any entities, individuals or groups of individuals designated by the EU as subject to the EU Restrictive Measures.

7.1.4.2 Article 2 is supplemented as follows:

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- (a) In their contractual relationship the Parties recognise that under EU law no EU funds or economic resources are to be made available directly or indirectly to, or for the benefit of, Restricted Persons.
- (b) The Organisation shall ensure that no transaction subject to a verified hit against the EU sanctions list shall benefit directly or indirectly from EU funding. The Organisation commits to ensure this i) through screening for hits against EU sanctions before any direct contracts it concludes and ii) at subsequent levels through the Organisation's risk based due diligence.

The Organisation will implement this obligation through the following measures:

- (i) The Organisation shall screen for hits against the EU sanctions list, before entering into, and before making payments under, the relevant agreements, each Contractor and Grant Beneficiary with whom the Organisation has or is expected to have a direct contractual relationship, so as to assess whether such recipient is a Restricted Person.
- (ii) The Organisation shall ensure, through screening or through other appropriate means (that may include an ex-post verification) on a risk based approach basis, that no entity that has or is expected to have a direct contractual relationship with a Grant Beneficiary in relation to the implementation of the Action and that would receive EU funding ("Indirect Recipient"), is a Restricted Person.
- (c) In the event that the Organisation assesses that any of the recipients of the EU funding referred to in subparagraphs (b)(i) and (b)(ii) is a Restricted Person, and the Organisation decides that the transaction should proceed notwithstanding a verified hit against EU sanctions, the Organisation shall promptly inform the Contracting Authority. Should the Contracting Authority consider that the use of the EU funding in connection with the Agreement would result in a breach of the EU

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Restrictive Measures, the Contracting Authority shall notify the Organisation within twenty-five (25) Days of the date of the receipt of the Organisation's notice pursuant to the immediately preceding sentence. If the Contracting Authority does not notify the Organisation pursuant to this subparagraph, the Contracting Authority shall be deemed to have no objection.

- (d) If the Contracting Authority notifies the Organisation pursuant to the immediately preceding subparagraph, the Organisation and the Contracting Authority shall promptly consult each other with a view to jointly determining remedial measures in accordance with their respective applicable legal frameworks. These measures may include, but shall not be limited to: (A) the reallocation of the relevant portion of the EU funding net of any costs incurred by the Organisation for undertaking any procurement or award procedure unless in case of the Organisation's gross negligence or wilful misconduct; (B) recovery by the Contracting Authority from the Organisation of the amount of the EU funding provided directly or indirectly for the benefit of a recipient referred to in subparagraphs (b)(i) and b)(ii) that is a Restricted Person under the Agreement. Where appropriate, a combination of remedial measures may be applied. Where remedial measures cannot be agreed or if the Organisation nonetheless decides to proceed with a transaction, the corresponding amount shall not be charged (including through the application of the notional approach) to (i) the Action where the Action is exclusively financed by the EU, or in case the Action is Multi-Donor and the maximum EU Contribution is expressed as a percentage of total eligible costs of the Action; or (ii) to the EU Contribution in all other cases. This is without prejudice to any rights that the Contracting Authority may have to suspend or terminate this Agreement or to recover any EU funding contributed by the Contracting Authority to the Organisation.
- (e) The determination of remedial measures will be made in accordance with the principle of proportionality. Remedial measures shall apply only to the EU funding made available to, or for the benefit of, a recipient referred to in subparagraphs (b)(i) and (b)(ii) for the period during which it remained a Restricted Person.
- (f) For the avoidance of doubt, the Parties acknowledge that if a recipient of the EU funding becomes a Restricted Person after the date on which such EU funding was made available to, or for the benefit of, such recipient, subparagraphs (c) and (d) shall not apply to the EU funding made available to, or for the benefit of, the Restricted Person before its listing.
- (g) Preceding subparagraphs (a) to (f) are without prejudice to the exceptions contained in the EU Restrictive Measures.
- (h) The Contracting Authority will not intervene in the Organisation's processes for selecting and engaging with recipients in full respect of the Organisation's Regulations and Rules.

The Parties accept the validity of any qualified electronic signature used for the signature of this Agreement and recognise the latter as equivalent to a hand-written signature.

Done in Tirana in three originals in the English language, two for the Contracting Authority and one for the Organisation. The Organisation also signs this Agreement on behalf of all Partners.

For the Organisation

For the Contracting Authority

Name Monica Merino

Name: Hubert Perr

Position Resident Representative

Position: Head of Cooperation

Signature



Signature



Date

15/12/2023

Date

15/12/2023



Contracting authority: European Commission

Strengthening partnerships to advance social services provision and inclusive employment and skills in Albania/IPA 2019/ Phase II

Annex A.1 – Grant application form - Concept note

Budget line: 22.020102

Reference:

EuropeAid/176126/DD/ACT/

Deadline for submission¹ of concept notes:

31/03/2023 , at 16:00 (Brussels date and time)

(in order to convert to local time click [here](#)²)

[Number & title of lot]	Lot 2: Strengthen inclusive and active employment and skills models
Title of the action:	Integrated Pathways for Labour Market Inclusion (IP4LMI)
Name of the lead applicant	United Nations Development Programme
Nationality of the lead applicant ³	International Organisation

Dossier No

(for official use only)

¹ Online submission via PROSPECT is mandatory for this call for proposals (see section 2.2.2 of the guidelines). In PROSPECT all dates and times are expressed in Brussels time. Applicants should note that the IT support is open from Monday to Friday 08:30 to 18:30 Brussels time (except during European Commission public holidays in Belgium as published in the Official Journal).

² An example of a time converter tool available online: <http://www.timeanddate.com/worldclock/converter.html>

³ An organisation's statutes must show that it was established under the national law of the country concerned and that the head office is located in an eligible country. Any organisation established in a different country cannot be considered an eligible local organisation. See the footnotes to the guidelines for the call.

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1 CONCEPT NOTE

1.1 Summary of the action:

<p>Objectives of the action</p>	<p>Outcome 1: To foster inclusive and tailored employment opportunities of groups at risk, women and men, boys, and girls, in line with the needs of the regional labour market.</p> <p>Outcome 2: To improve access and flexibility of the skills development offer for youth and low qualified adults from the groups at risk.</p> <p>Outcome 3: To promote and deliver accessible and innovative models of supported employment and skills development for people with disabilities</p>
<p>Target group(s)⁴</p>	<ul style="list-style-type: none"> ▪ <u>1,600 NEET</u>, people with disabilities (PwD), beneficiaries of cash assistance young mothers, registered with Employment Offices (Eos). ▪ <u>43,878 jobseekers</u> registered with employment offices in the 19 target municipalities, 24,034 women (54.8%), 12,810 beneficiaries of cash assistance (6,646 / 52.9% women), 10,428 Young People Not in Employment Education or Training (NEETs) (5,457 / 52.3% women), and 355 PwDs (172 / 48.5% women). ▪ <u>4,344</u> registered jobseekers participating in Employment Promotion Programmes (EPPs) during 2022, 2,753 women, 692 beneficiaries of cash assistance and 48 persons with disabilities. 9,398 (4,757 women, 813 beneficiaries of cash assistance, and 83 PwDs benefited from public vocational training in 2022. There are currently no data provided on NEETs participating in EPPs. ▪ <u>15,042 students</u> enrolled in upper secondary Vocational Education and Training (VET), 2381 young women (15.8%), 2040 (13.5%) beneficiaries of cash assistance, and 132 PwDs (0.9%).
<p>Final beneficiaries⁵</p>	<ul style="list-style-type: none"> ▪ <u>57,951</u> beneficiaries of cash assistance, half of them live in the 19 municipalities (49,9%). Highest number in Elbasan (4738), Kukes (4600), Pogradec (4039), Librazhd (2648) and Tirana (2423).⁶ ▪ <u>41,707 persons with disabilities who live</u> in the 19 target municipalities (Tirana 8584 PwD, Elbasan 6058 PwD, Durres 4504 PwD, and Shkoder 2814 PwD). ▪ <u>183,000 NEETs</u>, 51.7% living in the central region (Tirana, Elbasan, Durres), 26.9% in coastal Albania (Vlore, Fier, Lezhe, Shkoder), 21.5% in inner Albania (Puke, Diber, Kukes, Korce, Gjirokaster, Berat).
<p>Expected outputs</p>	<p>1.1: Improved capacities of 10 <u>regional</u> National Agency for Employment and Skills (NAES) offices and 17 <u>local</u> employment offices in the respective 19 <u>municipalities</u> for outreach, needs assessment, and integrated case management.</p> <p>1.2. 600 vulnerable jobseekers benefited from Intensive Counselling for Employment, delivered through financial support to third parties.</p> <p>2.1. Improved vocational guidance and counselling tools and services delivered by all 17 employment offices and 28 VET providers in the 19 municipalities.</p> <p>2.2. 600 low-skilled vulnerable jobseekers benefited from qualitative, flexible, targeted trainings in basic skills (literacy, numeracy, and digital), delivered through financial support to third parties.</p> <p>3.1. People with disabilities and employers have improved awareness on active living and supported employment.</p>

⁴ Target groups are groups/entities who will directly benefit from the action at the action purpose level.

⁵ Final beneficiaries are those who will benefit from the action in the long term at the level of the society or sector at large.

⁶ Social State Service, Administrative Data 2022

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	<p>3.2. Five employment offices have improved accessibility and necessary human capacities to support inclusive employment services for people with disabilities.</p> <p>3.3. 200 jobseekers with disabilities are employed or receive skills through supported employment and skills development programmes, incorporating job coaches and mentors, delivered through financial support to third parties.</p>
<p>Main activities</p>	<ul style="list-style-type: none"> • Identify relevant <u>skills/occupations in demand</u> through regional Skills Needs Analysis to inform design and delivery of employment services and vocational programmes. Rapid <u>assessments of the current gaps</u> in employment service and skills development provision in target territories, mapping the regional labour market ecosystem, and assessing the capacity of all relevant actors (output 1.1) • Support the consolidation of <u>tested practices of integrated case management</u> by EOs with municipal social services and other actors, to provide intensive counselling to NEETs, beneficiaries of cash assistance, young mother and people with disabilities living in remote areas (output 1.1.). • Design tools for <u>vocational guidance and counselling</u> services delivered by EOs and VET providers. Organise employment and skills fairs at the regional level to <u>promote vocational career opportunities</u>, targeting especially NEETs, women, and beneficiaries of cash assistance (output 2.1) • Organise community outreach activities to <u>promote active living and supported employment</u> (including coaches and mentors) for people with disabilities, with a particular emphasis on youth and women, targeting employers, skills development institutions, and the public sector. (output 3.1) • Conduct <u>accessibility audits and provide soft infrastructural interventions for five employment offices</u> (PES delivery points), based on the model developed at the EO Tirana (VTC 4). Support the implementation of work-related assessment for people with disabilities and <u>job accommodation solutions</u> for employers, rehabilitation professionals, VET teachers, training instructors, and individuals with disabilities. (output 3.2) • <u>Exchange and learning</u> through partnering with the Swedish PES to (1) improve intensive counselling and integrated case management approaches, (2) consolidate and scale up vocational guidance and counselling, (3) design models of supported employment and skills development for people with disabilities. (Outcome 1, 2, 3) • <u>Provide employment and skills development opportunities to at least 1,600 beneficiaries</u> through financial support to third parties to implement Intensive Counselling for Employment (output 1.2); Tailored literacy, numeracy, and basic digital skills training (output 2.2); Supported Employment and Skills development (output 3.3). Financial support to third parties will be outlined in operational guidelines for each specific programme, addressing all key elements mentioned in the CfP, to ensure transparency and accountability. 40% of the total eligible costs of the action will be delivered through financial support to third parties, including NGOs, municipalities, social enterprises, etc. This will not be lower than EUR 60,000 and not higher than EUR 200,000 per third party. Conduct monitoring, impact evaluation, overall assessments to ensure transfer and sustainability of the actions.

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1.2 Description of the action: (max 2 pages)

Albania and the European Commission held their **first intergovernmental conference on July 19, 2022**, to start the accession negotiation process. Key policy reforms on employment and skills development, and social protection have been implemented by the Government of Albania since 2014. Despite achievements in consolidating the regulatory and institutional framework, the implementation of policy reforms has yet to yield the desired results in terms of increasing coverage, inclusiveness and effectiveness of social care services, and inclusive education and employment policies. To address such challenges, in 2020, the European Union (EU) Delegation to Albania office has started the implementation of the Action – **EU for Social Inclusion under IPA 2019**, to increase social inclusion for vulnerable populations in Albania, focusing on social care services, inclusive education, and employment opportunities. In this context, the first grant scheme was delivered to support integrated social care services at the local level and inclusive employment models. The subject of this call for proposals (CfP) is the **second phase of the grant scheme**, which aims to support various typologies of community and social care services and **models of active labour measures and inclusive practices in vocational education** for groups at risk, in 19 targeted municipalities as defined under Lot 2.

A consortium comprising of *UNDP Albania*, as lead applicant, *Swedish Public Employment Services (PES)* and the *Albanian Disability Rights Foundation (ADRF)* – an NGO legally registered in Albania, as co-applicants have developed the proposed project outlined in this Concept Note (CN). UNDP operating in Albania since 1991, brings 15 years of experience in institutional support to reforms in employment and Vocational Education and Training (VET) at the policy and provision level whereas the Swedish Public Employment brings the EU perspective and ADRF its long well-known experience in inclusive employment and disability rights. The requested EU contribution is **EUR 2,700,000** which amounts to **90%** percentage of the total eligible costs of the action. The remaining **10%** will be covered by UNDP - the lead applicant.

Albania's labour market features high long-term unemployment at 62.8%, persistent gender gap in employment at the rate of 11.6 p.p., high NEET rate of 26.1%, and limited participation of people with disabilities. Analyses⁷ show that there are **three key challenges** in the employment, skills development, and social care services in Albania: **fragmented service delivery**, **limited outreach and coverage**, and **limited capacities** to deliver tailored and human centred services.

The main objective (impact) of the proposed proposal is to **enhance the partnership of the National Agency for Employment and Skills (NAES)** with municipalities to establish and deliver **inclusive and integrated** employment, skills development **for vulnerable groups**, in collaboration with labour market actors. The proposed project targets vulnerable groups with a special focus on young people not in employment and not in education (**NEET**), young **mothers** not in employment, **people with disabilities**, and beneficiaries of the **cash assistance scheme**, already identified as main groups targeted but still underserved by the active labour and promotion programmes and many not covered with services. To achieve this, the proposed project is structured around **three outcomes and seven outputs** that work together in a coordinated manner to maximize impact. Key stakeholders at the national level include the Ministry of Finance and Economy (MFE), the NAES, with its regional and local offices, public and private VET providers, the Ministry of Health, and Social Protection (MHSP). At the regional and local level stakeholders included are municipalities, private sector, civil society organisations (CSOs), skills development institutions, public and private employment services, membership-based organisations that protect and promote the rights of women, people with disabilities, youth, excluded groups.

Outcome 1 aims to foster inclusive and tailored employment opportunities of groups at risk, women and men, boys, and girls, in line with the needs of the regional labour market, through two expected outputs: **1.1.** improved capacities of 10 regional NAES offices and 17 local employment offices in the respective 19 municipalities for outreach, needs assessment, and integrated case management; **1.2.** 600 vulnerable jobseekers benefited from Intensive Counselling for Employment, delivered through financial support to third parties. **Outcome 2** aims improve access and flexibility of the skills development offer for youth and low qualified adults from the groups at risk, through two expected outputs: **2.1.** Improved vocational guidance and counselling tools and services delivered by all Employment Offices (EOs) and VET providers; **2.2.** 600 low-skilled vulnerable jobseekers benefited from quality, flexible, targeted trainings in basic skills (literacy, numeracy, and digital), delivered through financial support to third parties.

⁷ To identify the needs and constraints of the target groups and beneficiaries, we referred to previous research on socio-economic and demographic characteristics of long-term registered unemployed jobseekers, a qualitative study on VET inclusiveness, a tested practice on integrated case management for beneficiaries of cash assistance, a most recent process evaluation to measure efficiency of Employment Promotion Programmes (EPPs) that included consultations with NAES and beneficiaries, employers and employment offices, and tracing results.

Outcome 3 aims to promote and deliver accessible and innovative models of supported employment and skills development for people with disabilities, through 3 expected outputs: **3.1.** People with disabilities and employers have improved awareness on active living and supported employment. **3.2.** Five employment offices have improved accessibility and necessary human capacities to support inclusive employment services for people with disabilities. **3.3.** 200 jobseekers with disabilities are employed or receive skills through supported employment and skills development programmes, incorporating job coaches and mentors, delivered through financial support to third parties. **Assumptions:** Reforms on employment and skills development and social care continue, existing support from the local government; interventions addressing target group context and motivation. **Risks:** Low interest among the target population and low involvement in the pilot schemes; mothers are less likely to engage due to caretaking for their children. **Mitigation:** Involving CSO-s and individuals who are trusted and represent interest of specific groups to ensure buy-in; Sensitization training for municipalities to counterbalance stereotyping. Peer exchange.

Type of activities proposed.

- Identify relevant skills/occupations in demand through regional Skills Needs Analysis to inform design and delivery of employment services and vocational programmes. Rapid assessments of the current gaps in employment service and skills development provision in target territories, mapping the regional labour market ecosystem, and assessing the capacity of all relevant actors (**output 1.1**)
- Support the consolidation of tested practices of integrated case management by EOs with municipal social services and other actors, to provide intensive counselling to NEETs, beneficiaries of cash assistance, young mother and people with disabilities living in remote areas (**output 1.1.**).
- Design tools for vocational guidance and counselling services delivered by EOs and VET providers. Organise employment and skills fairs at the regional level to promote vocational career opportunities, targeting especially NEETs, women, and beneficiaries of cash assistance (**output 2.1**)
- Organise community outreach activities to promote active living and supported employment (including coaches and mentors) for people with disabilities, with a particular emphasis on youth and women, targeting employers, skills development institutions, and the public sector. (**output 3.1**)
- Conduct accessibility audits and provide soft infrastructural interventions for five employment offices (PES delivery points), based on the model developed at the EO Tirana (in the premises of Vocational Training Centre 4 in Tirana). Support the implementation of work-related assessment for people with disabilities, job accommodation, employers, rehabilitation professionals, VET teachers, training instructors, and individuals with disabilities. (**output 3.2**)
- Exchange and learning through partnering with the Swedish PES, a mature member of the European PES Network, with extensive experience in facilitating flows in the labour market, especially through the implementation of the Youth Guarantee Scheme and other active labour market programmes for specific target groups such as long-term unemployed, and people with disabilities. Exchange and learning activities will aim to (1) improve intensive counselling and integrated case management approaches, (2) consolidate and scale up vocational guidance and counselling, (3) design models of supported employment and skills development for people with disabilities. (**Outcome 1, 2, 3**)
- Provide employment and skills development opportunities to at least 1,600 beneficiaries (target group) through financial support to third parties to implement Intensive Counselling for Employment (**output 1.2**); Tailored literacy, numeracy, and basic digital skills training (**output 2.2**); Supported Employment and Skills development (**output 3.3**). Financial support to third parties will be outlined in operational guidelines for each specific programme, addressing all key elements mentioned in the CfP, to ensure transparency and accountability. 40% of the total eligible costs of the action will be delivered through financial support to third parties, including NGOs, municipalities, social enterprises, etc. This will not be lower than EUR 60,000 and not higher than EUR 200,000 per third party. Conduct monitoring, impact evaluation, overall assessments to ensure transfer and sustainability of the actions.

The proposed project takes an **integrated approach to building resilience** by bringing together skills development, employment promotion, and social care and engaging with all regional and local labour market actors. It leverages the role of NAES as a catalyst of the labour market to increase the employability levels of vulnerable jobseekers. The fulfilment of women's and men's civil, cultural, economic, political, and social rights is central to this project (**human-centred approach**). To address **disability inclusion**, the project is aligned to the United Nations Convention on the Rights of Persons with Disabilities, recognising that disability results from the interaction between persons with impairments and the society around them. The **gender mainstreaming approach** of the proposed project supports empowerment of women and girls, tailoring gender-specific targeted interventions, and address gender concerns in the developing, planning, implementing, and evaluating through the entire project activities. The proposed project is estimated to be delivered in a **duration of 36 months** in line with the granting cycle mechanisms of tested programmes and adequate timing needed for M&E, as well learning and capitalisation. Throughout the entire project, UNDP and co-applicants will ensure communication and visibility of the EU's contribution to this project.

1.3 Relevance of the action (max 3 pages)

1.3.1 Relevance to the objectives/sectors/themes/specific priorities of the call for proposals

The proposed project aims to achieve three complementary outcomes linked to all the three specific objectives and priority issues of Lot 2 (as per the CfP). It focuses on inclusive employment and skills development, complementing efforts and programmes focused on employment promotional programmes and inclusive VET, undertaken by NAES and MFE. The overall goal, specific objectives and activities of the proposed project are in line with the recently approved National Employment and Skills Strategy 2030 (NESS 2030). They directly contribute to achieving NESS 2030 specific objectives for more inclusive employment mediation, better functioning of the labour market for all and upskilling women and men of working age. It also contributes to the Ministry of Health and Social Protection (MHSP) and municipalities efforts to advancing integrated service delivery. The project is developed within the framework of Albania's Economic Reform Programmes (ERP) 2023-2023,^[KB(1)] and responds to respective policy guidance (PG 5 and PG 6), while it is embedded in the process of EU Acquis Approximation on social and employment policy (Chapter 19).

1.3.2 Relevance to the particular needs and constraints of the target country/countries, region(s) and/or relevant sectors (including synergy with other EU initiatives and avoidance of duplication)

Albania's population has been declining for the past two decades due to negative natural population growth and increased outward migration, with projections showing a further decline of 86,000 people by 2030. Alongside this, the population is aging, with a large decrease in the percentage of the total population represented in the age group 0-14 years (21.6% in 2011 and 16.5% in 2021). The situation in the labour market shows slight improvements, however accompanied by persistent challenges for the groups at risks of poverty and exclusion. According to the Labour Force Survey (LFS 2022, Q4), labour force participation for the age group 15-64 is at the rate of 74.8%, with a gender gap of 11.6 p.p. Employment rate (LFS 2022, Q4) for the age group 15-64 years is at 66.5%, with a gender gap of 10.3 p.p. However, employment of youth (15-29 years old) is at the rate of 44.6%. Unemployment remains high at 11%, with a high incidence of long-term unemployment, particularly among those with upper secondary education and 8/9 years of schooling. The unemployment rate for the age group of 15-29 years old is at 21.5%. According to a latest study by the European Training Foundation (ETF), there is a large mismatch between the skills supply and demand in the labour market. In addition, skills levels of the workforce are low, with 41.6% having attained only primary education or less. The total NEET population in Albania, represents about 26.1% of the young population aged between 15 and 29, mainly inactive, accounting for more than two thirds of the total (65% inactive for the 15-29 age group). Alongside feeling discouraged, the responsibility for carrying out household chores is one of the reasons given for inactivity; women accounted for 98% of young NEETs giving this reason for their inactivity. Only 37.4% of unemployed NEETs were registered with the public employment service and only 25.6% of the total number of NEETs are registered with employment offices. Extremely low participation of people with disabilities.

Implementation of public policies that address these challenges are a shared responsibility between several central institutions (two Ministries and their executive agencies), and the local government units (municipalities). On the employment and skills development, the MFE, NAES, and the National Agency for VET and Qualifications (NAVETQ) are three key central institutions, while the provision of employment and skills development is deconcentrated and offered by regional and local employment structures, and VET providers that are directly managed by the central level. NAES is responsible for the operational delivery of national employment policy, through a network of 12 regional offices and 40 employment offices, serving the needs of about 80,000 unemployed registered jobseekers, with a Public Employment Service (PES) client/staff ratio within a range of 600 - 1200:1 (general jobseekers). This ratio is very unfavourable and completely out of synch with the average EU PES client staff ratio in the range of 120-150:1. The VET landscape is dominated by public education and training institutions that include 34 vocational schools (VS) and 10 Vocational Training Centres (VTC). They offer secondary VET programmes and vocational training for specific occupations. Two Multifunctional VET providers exist in Elbasan and Kamza. The number of private upper secondary VS is limited, but short-term training opportunities, including vocational training, have increased in priority sectors like hospitality and ICT. The MHSP is responsible for the development and implementation of social protection policies in the country, aiming at protecting, integrating, and enhancing the social welfare of individuals, families, and communities in need. Under the purview of MHSP, the State Social Service (SSS) is responsible for administering economic assistance and disability allowance programs, as well as funding both schemes. The SSS comprises of a Head Office, 12 regional directorates,

and 29 Social Care Institutions. The responsibility of providing social care services lies with the **municipalities**, and as such, all 61 municipalities have implemented **Social Care Plans** for this purpose. In the implementation of social care services, a wide range of actors including international organizations, non-governmental organisations (NGOs) and other players are engaged. Capacities and services offered by municipalities vary greatly. Out of the **19 municipalities**, Tirana offers the largest number of services (84), while 8 of them offer less than five services. Social care services are also provided by non-public actors, including international organizations, non-for-profit organizations, civil society organisations, and private institutions.

Prior analyses highlight 3 key challenges in the employment, skills development, and social care services in Albania: **1. Fragmented service delivery** with limited coordination among central, regional and local level institutions, civil society and other labour market actors, **2. Limited outreach and coverage** in the territory, **3. limited capacities** to deliver tailored and human centred services. To address these challenges, it is important to understand the underlying root causes, which were identified by utilizing previous research, experience, previous project evaluation, sector studies, consultations with stakeholders, etc.

This project contributes to the achievement of strategic priorities and objectives of the National Employment and Skills Strategy 2019-2022 and those of the new **NESS 2030**, including the consolidation and expansion of services for jobseekers and employers alike, provision of inclusive employment services through the labour market ecosystem, support sustainable transition to the labour market of NEET through the **Youth Guarantee Implementation Plan**, improve labour market integration of inactive women, inclusion of persons with disabilities in the labour market and skills development. In addition, the action is aligned and contributes to the NESS 2030 priority measures on lifelong learning, systemic and systematic engagement of private sector, as well as development of skills intelligence systems. The latter are also part of the **National Implementation Plan of the Osnabrück Declaration**. Within the framework of the **National Strategy for Social Protection 2020-2023**, the proposed action contributes to the three strategic priorities, and specific objectives that aim at transforming the cash assistance scheme into an integration scheme by providing employment opportunities to beneficiaries; establishing and strengthening assessment, referring and monitoring capacities and inter-institutional cooperation in the reform of disability assessment; and establishing a system of integrated social care services at the national level (Exit Strategy). This action is also aligned to the **National Plan for Persons with Disabilities 2021-2025**, and the **National Strategy for Youth 2022-2029**, and contributes to the implementation of the Social Plans of municipalities.

To implement the proposed action, **UNDP will leverage the results and lessons learned** from its past projects focused on employment and skills development policy reform, as well integrated approaches to service delivery and financing support to third parties.

- The Swiss funded, **Skills Development for Employment Programme (SD4E)** and **Leave no one Behind (LNB)**, have both produced several crucial policy outputs which serve as building blocks for the skills development and employment system, and social protection system in the country.
- EU financed **'Supported Continuous Learning for Unemployed' (SCUL)** and **'Economic and Social Empowerment for Roma and Egyptians – a booster of social inclusion' (ESERE)** contributed to designing skills developed offers to low qualified adult job seekers with the aim to improve access to further education and training opportunities.
- **Support to employment and social services for vulnerable youth and women in Northern Albania**, which laid the initial foundations for context specific and human centred integrated employment and social services and programmes, implemented in Shkoder, Kukes and Diber. Two other regional projects⁸, served to further develop these models and implement them in other municipalities, i.e., Elbasan, Fier, Berat and Devoll.

UNDP has extensive experience in delivering efficient, effective, and transparent financing support to third parties. Such instruments are outlined in UNDP's Programme and Operations Policies and Procedures, (POPPs), namely, **Grants Operational Guidance**. EU funded **Reload project** has introduced and institutionalised a model of transparent and project-based funding of CSOs by local governments in all participating local governments. Two regional projects delivered grants to NGOs for implementing integrated approaches. **Leave no One Behind project**, supporting delivery of integrated social services by NGOs, and environment and climate change under the UNDP/UNOPS global small grant programme. This project will **complement** the activities and assistance that the EU is offering through its Technical Assistance program, **"Support to the implementation of the social inclusion reform in Albania"**. Furthermore, the progress and outcomes of the first Call for Proposals (CfP) implementation will be closely monitored.

⁸ Promoting Inclusive Labour Market Solutions in the Western Balkans, implemented by UNDP and ILO, with the support of Austrian Development Agency, and 2. Strengthen national and local system to support the effective socio-economic integration of returnees in the Western Balkans, part of the IPA II Multi-Country Action Programme entrusted to UNDP, the WB and the CoE.

1.3.3 Describe and define the target groups and final beneficiaries, their needs and constraints, and state how the action will address these needs

The target groups of this intervention will be:

- 10 regional NAES directorates, 17 employment offices, 10 VTCs, as well as 28 public vocational schools, 19 municipal social services, NGOs, community centers, social enterprises, and employers (public and private business community and public entities) that operate or provide services to citizens in the selected 19 municipalities.
- Around 1600 citizens from these groups will directly benefit from employment and skills programmes offered in partnership with third parties, throughout the duration of the project.
- In total, 43,878 jobseekers are registered with employment offices in these municipalities, out of which 24,034 are women (54.8%), 12,810 beneficiaries of cash assistance (6,646 / 52.9% women), 10,428 NEETs (5,457 / 52.3% women), and 355 PwDs (172 / 48.5% women).
- 4,344 registered jobseekers participated in EPPs during 2022, 2,753 women, 692 beneficiaries of cash assistance and 48 persons with disabilities. 9,398 (4,757 women, 813 beneficiaries of cash assistance, and 83 PwDs benefited from public vocational training in 2022. No data were provided on NEETs.
- In the academic year 2022-2023, 15,042 students are enrolled in upper secondary VET, 2381 young women (15.8%), 2040 (13.5%) beneficiaries of cash assistance, and 132 PwDs (0.9%).

Final beneficiaries on a broader scale:

- As of December 2022, the total number of beneficiaries of the cash assistance scheme was 57,951, half of them live in the 19 municipalities (49.9%). The municipalities with the highest number of cash assistance beneficiaries are Elbasan (4738), Kukes (4600), Pogradec (4039), Librazhd (2648) and Tirana (2423) (SSS, 2022)
- The total number of persons with disabilities countrywide, as of December 2022, was 71,056. 58.6% (41707) of them live in the 19 municipalities (Tirana 8584 PwD, Elbasan 6058 PwD, Durres 4504 PwD, and Shkoder 2814 PwD).
- The total number of NEETs in 2021 amounted to 183,000, with 51.7% living in the central region (Tirana, Elbasan, Durres), 26.9% in coastal Albania (Vlore, Fier, Lezhe, Shkoder), 21.5% in inner Albania (Puke, Diber, Kukes, Korce, Gjirokaster, Berat).

Target groups and beneficiaries from the four groups at risk need tailored services that respond and address their specific vulnerabilities. In addition, they need information on access to services that they are entitled to. For the more, people with disabilities bear the consequences of the lack of inclusive labour market policies and practices. From the perspective of target institutions, **constraints** include fragmented and not coordinated services, lack of flexible and tailored active labour market programmes, skills development offer and social services, limited capacities for outreach by employment offices and social services institutions, and limited capacities to deliver needs-based services. In the design of this action, UNDP incorporated the viewpoints of ultimate beneficiaries by leveraging its prior research, which included a detailed analysis of socio-economic and demographic characteristics of long-term registered unemployed jobseekers in Albania, experience from a regional project on the implementation of Integrated Case Management, to support integration of former economic aid beneficiaries into the labour market. Improved access to VET for people with disabilities was analysed through a qualitative study on inclusiveness in the Albanian VET. While preparing the proposed approach, consultations and regular exchange were held with MFE and NAES. Should this concept note be successful, structured consultations will take place at the central and local level.

1.3.4 Particular added-value elements

UNDP Country Programme Document for Albania 2022-2026 contributes to increased pace of reforms in the new EU integration context, **offering innovative approaches for project implementation**. UNDP focuses on **integrating development solutions** and collaborates with other relevant programs/project to avoid duplication. This creates **optimal platforms for policy experimentation**, opening the way to **systemic changes**. Of particular note and relevance in this context is the cooperation between UNDP Albania, the **Swedish PES (Arbetsförmedlingen)**, a mature public employment service, and the Albanian Disability Rights Foundations (**ADRF**), a local organisation with a **longstanding experience and networking on active living of people with disabilities**. Finally, the Global Accelerator on Jobs and Social Protection for Just transition, of UNDP and others, provides orientations firmly grounded in the human development approach, advocating for multidimensional, integrated, and transformative approach to social protection and jobs, in three mutually reinforcing areas, in which UNDP have clear comparative strengths: **responsive and accountable governance, resilience, and environmental sustainability**.

2 DECLARATION BY THE LEAD APPLICANT

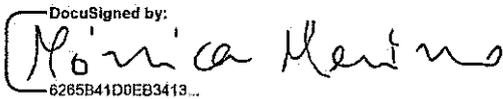
The lead applicant, represented by the undersigned, being the authorised signatory of the lead applicant, and in the context of the present application, representing any co-applicant(s) and affiliated entity(ies) in the proposed action, hereby declares that:

- i. the lead applicant has the sources of financing and professional competence and qualifications specified in Section 2 of the guidelines for applicants;
- ii. the lead applicant undertakes to comply with the obligations foreseen in the affiliated entities' statement of the grant application form and with the principles of good partnership practice;
- iii. the lead applicant is directly responsible for the preparation, management and implementation of the action with the co-applicant(s) and affiliated entity(ies), if any, and is not acting as an intermediary;
- iv. the lead applicant is able to provide proof of the consent of the co-applicants and affiliated entities to be included in the present application;
- v. if the requested amount is above EUR 15 000: [the lead applicant, the co-applicant(s) and the affiliated entity(ies) are not in any of the situations excluding them from participating in contracts which are listed in Section 2.6.10.1. of the practical guide (available from the following Internet address: <https://wikis.ec.europa.eu/display/ExactExternalWiki/2.+Basic+rules>;
- vi. the lead applicant and each co-applicant and affiliated entity are in a position to deliver immediately, upon request, the supporting documents stipulated under Section 2.4 of the guidelines for applicants;
- vii. the lead applicant and each co-applicant(s) and affiliated entity(ies) (if any) are eligible in accordance with the criteria set out under Sections 2.1.1 of the guidelines for applicants;
- viii. if recommended to be awarded a grant, the lead applicant, the co-applicant(s) and the affiliated entity(ies) accept the contractual conditions as laid down in the standard grant contract annexed to the guidelines for applicants (Annex G) (or the Contribution Agreement where the lead applicant is an organisation whose pillars have been positively assessed by the European Commission);

We acknowledge that if we participate in spite of being in any of the situations listed in Section 2.6.10.1 of the practical guide or if the declarations or information provided prove to be false we may be subject to rejection from this procedure and to administrative sanctions in the form of exclusion and financial penalties up to 10 % of the total estimated value of the grant being awarded and that this information may be published on the Commission website in accordance with the Financial Regulation in force. We are aware that, for the purposes of safeguarding the EU's financial interests, our personal data may be transferred to internal audit services, to the early detection and exclusion system, to the European Court of Auditors or to the European Anti-Fraud Office.

Signed on behalf of the lead applicant:

Name **Monica Merino**

Signature 

Position **Resident Representative**

Date **Tirana, April 11th, 2023**

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Annex 1 – Description of the Action

GENERAL INFORMATION

[Number & title of lot]	Lot 2: Strengthen inclusive and active employment and skills models
Title of the action:	Integrated Pathways for Labour Market Inclusion (IP4LMI)
Name of the lead applicant	United Nations Development Programme (UNDP)
Nationality of the lead applicant ¹	International Organisation

¹ An organisation's statutes must show that it was established under the national law of the country concerned and that the head office is located in an eligible country. Any organisation established in a different country cannot be considered an eligible local organisation. See the footnotes to the guidelines for the call.

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2 The Action

2.1 Description of the action

2.1.1 Description

Introduction

The proposed action “Integrated Pathways for Labour Market Inclusion – IP4LMI” is a response to Lot 2 of the **second phase of the grant scheme, under “EU for Social Inclusion Programme” IPA 2019**, which aims to support various typologies of community and social care services and **models of active labour measures and inclusive practices in vocational education** for groups at risk. The proposal is prepared **in full compliance** with the pre-selected concept note (IPA/2023/176126-2/1) and is a collaboration between UNDP Albania (as the lead applicant), Swedish Public Employment Services (Arbetsförmedlingen), and the Albanian Disability Rights Foundation (ADRF) (as co-applicants). The duration of the action is 36 months. The total budget of the action is 3,000,000 EUR. The requested EU contribution is EUR 2,700,000, covering 90% of the eligible costs, with the remaining 10% funded by UNDP.

Relevance of the Proposed Action

The **proposed action intends** to strengthen inclusive and active employment and skills models in the **19 targeted municipalities** of Prrenjas, Gjirokaster, Vore, Mallakaster, Cerrik, Librazhd, Shijak, Kavaje, Kurbin, Kukes, Kruje, Pogradec, Korce, Kamez, Vlore, Shkoder, Elbasan, Durres and Tirane, scaling up models of active labour market programmes (ALMPs) and skills development programmes supported by UNDP and the co-applicants. The action will **directly contribute to all the three specific objectives of the Call for Proposals (CfP) under Lot 2, namely**, (1) increase **employment opportunities** for vulnerable groups; (2) improve **access and quality of vocational skills development, career guidance and life skills training** and (3) promote and support accessibility and **new models of supported employment** for PwD.

The **proposed action’s goal and outcomes aligns closely with the Government of Albania’s priorities in the sector outlined in the National Employment and Skills Strategy 2023-2030 (NESS 2030)**. They directly contribute to achieving NESS 2030 specific objectives for consolidation and expansion of services for jobseekers and employers alike, provision of inclusive employment services through the labour market ecosystem, support sustainable transition to the labour market of young people not in employment, education or training (NEET) through the Youth Guarantee Implementation Plan, improve labour market integration of inactive women, inclusion of persons with disabilities in the labour market and skills development. In addition, the action is aligned and contributes to the NESS 2030 priority measures on lifelong learning, systemic and systematic engagement of private sector, as well as development of skills intelligence systems. The latter are also part of the National Implementation Plan of the Osnabrück Declaration. Within the framework of the National Strategy for Social Protection 2020-2023, the proposed action contributes to the three strategic priorities, and specific objectives that aim at transforming the cash assistance scheme into an integration scheme by providing employment opportunities to beneficiaries; establishing and strengthening assessment, referring and monitoring capacities and inter-institutional cooperation in the reform of disability assessment; and establishing a system of integrated social care services at the national level (Exit Strategy). This action is also aligned to the National Plan for Persons with Disabilities 2021-2025, and the National Strategy for Youth 2022-2029, and contributes to the implementation of the **Social Plans of municipalities**. UNDP has been actively supporting the institutions at the central and local level to develop these sectoral strategies and the municipal social plans.

Finally, the proposed action is developed within the framework of Albania’s Economic Reform Programmes (ERP) 2023-2025, and responds to respective policy guidance (**PG 5 and PG 6**), while it responds to the EU integration requirements for the country, in particular on social and employment policy (**Chapter 19**).

Needs and constraints of the country

The proposed action is designed to **respond directly to the needs and constraints of the country and the 19 target municipalities**. The employment rates are back to pre-pandemic levels, 66% for the age bracket of 20 to 64 years (INSTAT, LFS 2022), but still considerably lower than the EU average (75%), with very high regional disparities with employment opportunities concentrated in the central Albania region. The key

challenges of the Albanian labour market remain the same as before the pandemic and include elevated youth unemployment (21.5%), high youth inactivity, a significant gender employment gap of 16 %. 26.1% of youth are neither in employment, education, nor training compared against 14% in EU. Another key challenge is high informality in employment, as 57% of Albanian workers are estimated to be in informal employment (ILO, 2019). Overall budget allocations to the employment sector are expected to remain steady in the medium term, at an average of ALL 6.1 billion annually for the 2023 – 2025 period. Based on these projections, it appears that funding for active labour market programmes has not increased, which may undermine plans for their expansion.

The 2022 EU Progress report acknowledges Albania's continued focus on the EU reform agenda despite facing economic and social challenges from external shocks like the 2019 earthquake, the pandemic, and the Russian war against Ukraine. Despite progress in consolidating the regulatory and institutional framework, the implementation of these reforms has not fully achieved the desired outcomes in terms of *expanding coverage*, *inclusiveness*, and *effectiveness* of social care services, inclusive education, and employment policies. To address these challenges, the proposed action emphasizes that more efforts are needed to bring the national reforms closer to the people, especially vulnerable groups and improve social protection system coverage to promote inclusive growth and address labor market and social care challenges in Albania.

Synergies with other development initiatives

The proposed action will build upon the achievements, best practices and lessons learnt of other development initiatives and will continuously seek to establish effective collaboration to avoid duplication and build synergies. In particular, the proposed action will build synergies with the selected action under Lot 1 of this CFP and the selected actions under the first phase of the grant schemes of EU for Social Inclusion Programme. The proposed action has established initial coordination with the two other EU-funded actions supporting education and employability of Roma and Egyptians (Inclusive EduJobs) in five selected municipalities and supporting Inclusive Teaching in Albania (EU4Inclusive Teaching), both implemented by OSFA. The action will continue to further coordinate with the EU's Technical Assistance "Support to the implementation of the social inclusion reform in Albania" implemented by GOP, in particular to supporting Ministry of Finance and Economy (MoFE) on the introducing new ALMPs for vulnerable groups and labour market integration of beneficiaries of cash assistance and NEETs. As the government is preparing to deploy the Youth Guarantee, this action will contribute to establish new ALMPs for NEET.

This action will ensure integration of development solutions and collaboration with other projects implemented by UNDP and the co-applicants to create optimal platforms for policy experimentation, opening the way to systemic changes. As such, UNDP will leverage on existing synergies created by the on-going programmes of UNDP and the partners, in particular the Skills Development for Employment (SD4E) and the Leave No One Behind (LNB) programmes, funded by the SDC. Finally, the proposed action is well embedded in the UNDP Country Programme Document for Albania 2022-2026 which contributes to increased pace of reforms in the new EU integration context, offering innovative approaches for project implementation.

Besides the coordination within the formal structures, such as IPMG on Human Capital Development, UNDP and the co-applicants will ensure frequent exchange with all other development projects to ensure information sharing, progress updates and coordination at the project level, and where possible cross-learning.

Target group and final beneficiaries

To define the target group and final beneficiaries, this proposed action applies a **Human Rights Approach (HRA)**, with a focus of rights-holders and duty bearers. It recognises beneficiaries as active subjects or rights holders, rather than passive recipients. It also establishes duty bearers as those who have the obligation to respect, protect and fulfil rights and before whom claims may be brought. The HRA supports the capacity of rights-holders to know, claim and seeks redress for their rights and for duty-bearers to fulfil their human rights obligations.

The four target groups and final beneficiaries, rights-holders, of this proposed action are the following:

1. **NEET**, defined as individual aged 15-29 years who fulfil one of the conditions, as defined by the Law nr. 15/2019 on Employment Promotion.
2. **People with disabilities (PwD)**, individuals who have long-term physical, mental, intellectual, or sensory impairments, which, in interaction with various barriers, including environmental and attitudinal ones,

may prevent the full and efficient participation of these persons in society, on equal terms with others, as defined by the law nr. 93/2014, on Inclusion and Accessibility for PwD.

3. **Young mothers not in employment**, defined as mothers below the age of 18, who are also head of household and are not employed, as defined by the Law nr. 15/2019 on Employment Promotion.
4. **Beneficiaries of cash assistance scheme** that include a) Families in need, facing financial hardship with no or insufficient income. b) Orphans living outside social care institutions. c) Parents with more than two children, who also fall under families in need category. d) Victims of trafficking, supported from the time they leave social care institutions until they secure employment. e) Victims of domestic violence, eligible for assistance during the validity of the protection order if they are not receiving support from social care institutions, as defined by the Law nr. 57/2019, on the Social Assistance in the Republic of Albania.

The other target groups, duty-bearers, in the 19 municipalities of this action are:

1. **National Agency for Employment and Skills (NAES) head office, 10 regional NAES directorates and 17 Employment Offices**, accountable for facilitating the labour market inclusion of jobseekers from all the four target groups, through job placement, matching services, Active Labour Market Programmes (ALMPs), career and vocational guidance, labour market information, and skills development opportunities.
2. **10 Vocational Training Centres (VTCs) and 28 Vocational schools**, provide skills development opportunities to citizens in the territory of the 19 municipalities.
3. **19 Municipalities**, municipal social services, bear the responsibility for the delivery of social assistance and transfers to individuals, households and families. They also oversee the provision of social care services, collaborating with other stakeholders and enhancing their service delivery capacities. Social Administrators within these units manage application process for social assistance.
4. **State Social Services (SSS) head offices and 10 SSS regional directorates** that implement the cash assistance and disability allowance schemes.

The action tackles all the target groups and final beneficiaries mentioned above.

Needs and constraints of the target group and final beneficiaries

While the labour market in Albania has shown improvement in the recent years, these positive effects have not been experienced by individuals belonging to the four specific target groups mentioned above. Previous research and focus groups conducted by UNDP and other partners (the list of studies provided below) have revealed that individuals from the **target group face specific constraints to join the labour market**. They often **lack basic skills and relevant qualifications** and have limited work experience, which makes them less attractive to employers. In addition, they **lack information and knowledge** on how and where to look for work or further skills development opportunities. They often reside in areas where the working opportunities are limited, and public transportation is scarce. Furthermore, those with **low levels of education** face difficulties accessing vocational training centres.

In particular, many individuals, especially women and young mothers, attend to **responsibilities within the households**, which include taking care of children, family members with disabilities, older family members etc, for which public social services are limited. **Cultural attitudes** sometimes discourage them from seeking employment or continuing further studies. Some beneficiaries of cash assistance have been dependent on social services and cash assistance for extended periods, **limiting their motivation** to join the labour market. Young people at **risk of dropping out** of school lack proper guidance and counselling, limiting their transition to the labour market later in life. PwD and their families have **limited awareness and information on active living**, but at the same time they face infrastructural and attitudinal barriers to labour market integration (Monitoring Report of National Disability Action Plan, 2019). Concepts of utmost importance such reasonable accommodation and accessibility are still not well understood and well received by the public and private institutions, potential employers of persons with disabilities, including VET institutions.

Considering these constraints, the **target groups and beneficiaries from the four groups at risk need** (1) integrated and tailored services and programmes that effectively respond to and address their specific vulnerabilities which hinder their ability to join the labour market, (2) they need access to information, regardless of where they live, on the services they are entitled to, 3) they need access to flexible skills

development offers that address their lack of relevant skills and (4) they need a working environment which is inclusive in terms of infrastructure and attitudes of employers, as well as society at large.

Key constrains of the duty bearers to address these needs include (1) fragmented and uncoordinated service delivery, (2) lack of flexible and tailored active labour market programmes and skills development offer (3) limited capacities for outreach by employment offices and social service institutions, as well as (4) restricted abilities to deliver needs-based services due to constraints in human, financial, and infrastructural capacities.

The proposed action will address all of the above by delivering integrated pathways for labour market inclusion. It will do so by establishing communities of practices at the local, regional, and national level and building their capacities by making use of the EU best practices on **integrated case management and career and vocational guidance**. It will diversify the portfolio of existing ALMPs, introducing and delivering **new ALMPs, focusing on providing intensive counselling, soft skills, life skills and basic core skills**. At the same time, the proposed action will support NAES and municipalities' efforts on labour market inclusion of PwD by providing tools and soft infrastructural investments, new working methods with employers, as well as new ALMPs on supported employment and vocational rehabilitation.

Key Stakeholders and consultations held

In preparation for this full project proposal UNDP collaborated with co-applicants to design and organise a series of consultations with key stakeholders at central, regional, and local levels, encompassing all 19 target municipalities. The initial consultation took place with **NAES headquarters in Tirana (03/07/2021)**, involving all the 12 regional NAES directorates. Subsequently, four regional consultative workshops were conducted in **Pogradec (06/07/2023), Vlora (11/07/2023), Tirana (18/07/2023), and Shkoder (20/07/2023)**. These workshops engaged 10 regional NAES directorates and 17 local employment offices, 28 VET providers, 10 regional SSS directorates, 19 municipal social services, and civil society organisations representing each region. In total, **120 representatives from key stakeholders** participated in these consultations (consultation meetings' agendas, participants list, and consultation reports are available upon request). Consultations with key local level stakeholders confirmed the implementation approach and intervention logic of this proposed action. In-depth discussions were conducted with the regional NAES directorates on the granting mechanism and strategies for reaching out to the 1,400 target beneficiaries of the proposed action in the 19 municipalities.

Technical and management capacities of the target groups

The MoFE, NAES, and the National Agency for VET and Qualifications (NAVETQ) are three key institutions responsible for the development of the employment and skills development policy in the country, while the provision is deconcentrated and offered by regional NAES regional directorates and local employment offices, and VET providers that are directly managed at the central level. NAES offers employment services and ALMPs, with a client-to-staff ratio ranging from 600-1200:1, significantly higher than the EU average of 120-150:1. The Employment Service delivery model has been consolidated, including redesigning the profiling system and functionalising the Individual Employment Plan. Conducting skill and job fit assessments before employment referral is crucial. Mentoring, advisory services, and assessments before job referral require a structured approach and adequate resources. On the other hand, the ALMPs have been reformed, seven new ALMPs have been designed and approved, ranging from traditional ALMPs (wage subsidy, on-the-job training, internship) to Self-Employment and more innovative programmes such as the Community Employment and Training Programme, subsidies for skills development programmes provided by private providers. A new ALMP on Traineeship was recently approved.

To date, a crucial milestone has been the joint order (nr. 52, date 26.01.2022) issued by the MoFE and the Ministry of Health and Social Protection (MoHSP), which approved a referral mechanism for the employment and social integration of active working-age individuals who are beneficiaries of the economic assistance scheme. **12 regional working groups** were established by the order (nr. 148, date 28.02.2022), consisting of members from regional NAES directorates, employment offices, municipal social services, and regional SSS. **14 local level collaboration agreements** have been signed between the regional NAES directorates and municipal social services. In addition, regional SSS and regional NAES have agreed to jointly conduct disability assessments based on the bio-psycho-social model. New referral protocols are expected to be developed for the pilot Youth Guarantee Scheme in three selected municipalities.

34 vocational schools (VS) and 10 Vocational Training Centres (VTC) institutions offer secondary VET programs and specific vocational training for various occupations. While private upper secondary Vocational Schools are limited, there has been an increase in short-term training opportunities, particularly in sectors like

hospitality and ICT. To support career guidance, each VET provider is required to establish a Development Unit, with a dedicated career guidance coordinator.

Social Inclusion and Protection, on the other hand, is led by the MoHSP as the primary institution in charge of policy design and oversight in social protection and social care services. The SSS is the executive agency in charge of the management of cash programmes and social care services as well as setting service delivery standards and staff competencies at the national level. Local Governments have a primary role in the establishment and management of social care services providing for vulnerable people, but do not have direct authority in the management of social protection cash-based programmes. All 61 municipalities have implemented Social Care Plans for this purpose (currently being revised). Capacities and services offered by municipalities vary greatly. Social care services are also provided by non-public actors, including international organisations, non-for-profit organisations, civil society organisations, and private institutions.

Intervention logic

Directly addressing the key challenges, needs and constraints described above, **IP4LMI's** expected impact is *to enhance the partnership of the NAES with municipalities*, so that at the end all labour market actors establish and deliver inclusive and integrated employment and skills development for beneficiaries of cash assistance, NEET, PwD and young mothers not in employment, all referred to as final beneficiaries. **The three Outcomes and the seven different Outputs are cross-communicating**, i.e., designed to ensure internal coherence and maximise constructive collaboration between the measures to add value and contribute to the achievement of the expected impact.

Outcome 1: Fostered inclusive and tailored employment opportunities of groups at risk, women and men, boys, and girls, in line with the needs of the regional labour market.

Output 1.1 aims to improve the capacities of regional NAES offices and local employment offices in the 19 municipalities. By enhancing integrated case management, including outreach and needs assessment, these offices will be better equipped to cater to the specific employment needs of vulnerable groups. This output directly contributes to Outcome 1 by creating a **foundation** for more inclusive and integrated employment opportunities. **Output 1.2 focuses on providing intensive counselling for employment to 600 vulnerable jobseekers (sub-granting).** This output contributes to Outcome 1 by **directly assisting** individuals from these groups in their job-seeking efforts and equipping them with job search, soft skills, and life skills, thus fostering inclusive employment opportunities.

Activities leading to output 1.1. and output 1.2 include: Establishing Communities of Practice. The first involves the creation of Communities of Practice among all labor market actors at the local level, establishing active collaboration between the NAES central, regional and employment offices, municipal social services, VET providers, SSS, NGOs, and the private sector. This collaboration will enhance knowledge exchange and coordination among practitioners. **Capacity Development on Integrated Service Delivery.** Capacity development programs will be conducted to promote knowledge exchange and collaboration among grassroots practitioners. This will improve their skills and abilities to deliver integrated services effectively. **Integrated Guidelines and Protocols Enhancement.** Guidelines and protocols on integrated case management will be improved to meet the specific needs and technical capacity of each municipality, ensuring a tailored approach to employment services. **Sub-Granting Component.** To ensure the effective delivery of intensive counselling services, a sub-granting component will provide financial support to third parties, targeting the specific labor market barriers faced by vulnerable groups.

Outcome 2: Improved access and flexibility of the skills development offer for youth and low qualified adults from the groups at risk.

Output 2.1 aims to improve vocational guidance and counselling tools and services delivered by all 17 employment offices and 28 VET providers in the 19 municipalities. By clearly understanding the gaps in the service model and provision, jointly developing, and improving tools and instruments and proving upskilling for front line practitioners. It contributes to Outcome 2 by **enhancing** the vocational guidance and counselling services, making them more accessible and tailored to the needs of unemployed jobseekers and for youth who are at risk of drop-out. **Output 2.2 focuses on providing qualitative, flexible, targeted trainings in basic skills (literacy, numeracy, and digital) to 600 low-skills vulnerable jobseekers (sub-granting).** It contributes to Outcome 2 by **directly training** low-qualified individuals to equip them to core functional skills (basic literacy, numeracy, and digital skills) to improve their access to further skills

development and employment opportunities.

Activities leading to output 2.1. and output 2.2. include: Rapid Gap Assessment. The project will conduct a comprehensive assessment of employment service provision in each of the 19 target municipalities. Special attention will be given to identifying gaps in skills development services, particularly for vulnerable groups. **Career and Vocational Guidance Tool and Instrument Development:** Based on the assessment findings, tools and instruments for career and vocational guidance will be developed, such as interviews, tests, and communication about occupational and educational possibilities and others. These tools will be made accessible to all stakeholders involved in vocational guidance. **Capacity Development on Career and Vocational Guidance.** Capacity development programs will be conducted for employment counsellors, as well as the development units of VET providers and other non-state actors in the 19 target municipalities. This training will ensure that they can effectively use the new tools and methods. **Sub-Granting Component.** The action will support the establishment of new ALMPs on offering training on core functional skills, i.e. as literacy, numeracy and digital skills, targeting low-qualified unemployed jobseekers, delivered through financial support to third parties.

Outcome 3: Promoted and delivered accessible and innovative models of supported employment and skills development for people with disabilities.

Output 3.1 aims to improve awareness on active living and supported employment among PwD and relevant stakeholders. Through information sessions, youth camps, and the engagement campaign, these activities directly contribute to Outcome 3 by promoting accessible and innovative models of supported employment and skills development for PwD. **Output 3.2. aims to improve the accessibility and necessary human capacities in 5 employment offices.** It contributes to Outcome 3 by providing inclusive employment services for PwD. **Output 3.3 focuses on providing employment and skills development programmes to 200 jobseekers with disabilities (sub-granting).** Output 3.3 contributes to Outcome 3 through delivering assisting PwD with accessible and innovative models of supported employment and skills development for PwD.

Activities leading to output 3.1., 3.2. and output 3.3. include: Information and Training Sessions on Active Living. These sessions will be conducted in the 19 targeted municipalities to raise awareness about active living and employment prospects for PwD. **Youth Camps.** Youth camps will be organized for youth with disabilities and their family members, serving as a platform to boost motivation and enhance basic soft skills. **Engagement Campaign.** An innovative and comprehensive engagement campaign on active living will target PwD and their families, employers, education institutions, and the broader society. **Accessibility Audit Reports.** Comprehensive accessibility audits will be conducted for 17 employment offices to assess physical and informational accessibility. **Soft Infrastructure Development.** Soft infrastructure enhancements will be delivered to five of these offices to ensure not only physical accessibility of premises but also accessibility of information and communication. **Tools and Instruments Development.** New tools and instruments related to professional work capacity assessment, vocational rehabilitation, and supported employment will be developed or revised. **Capacity Development on Supported Employment and Vocational Rehabilitation.** Training and capacity development programs will be conducted for employment counsellors, VET teachers, municipal social services, and other non-state actors to ensure the effective use of new and revised tools and instruments. **Technical Assistance.** Technical assistance will be provided to MoFE and NAES to develop new ALMPs aimed at supporting jobseekers with disabilities. This aligns with government efforts to functionalize the Employment Social Fund (ESF). **Sub-Granting Component.** The action will support the establishment of new ALMPs on offering supported employment and skills development for unemployed jobseekers with disabilities, delivered through financial support to third parties.

The **proposed action assumes** that the reforms on employment and skills development and social care will continue. It also assumes that all relevant stakeholders are willing to collaborate and actively participate in creating inclusive employment and skills development opportunities. Finally, the proposed action assumes that if the target group is supported with effective and tailored programmes, they can be motivated to participate in the employment and skills development programmes, which in turn improve their employability levels.

The **main risks of the proposed action** involve potential low participation from the target population, especially young mothers due to caregiving responsibilities. Changes in local government may impact policy and regulatory stability. Cultural norms and attitudes toward employment may pose challenges, necessitating careful community engagement. Social inequalities and disparities in access to opportunities could affect outcomes, requiring targeted approaches for inclusivity. Varying local government and institutional capacities

may affect implementation efficiency. **To address these risks, UNDP will actively engage** with stakeholders, including community representatives, to gain local support and mitigate conflicts.

Improvements for the target groups, final beneficiaries and technical capacities

The proposed action will improve the situation of **the target group at three levels**. These benefits will be as follows:

- **Regional NAES directorates, Employment Offices, municipal social services, vocational education and training providers, regional SSS, and non-public providers** in the **19 municipalities** will directly be involved in project activities. The project team and experts will work to advance their capacities on integrated approaches to service delivery, career and vocational guidance and supported employment. It is expected that this will positively impact the overall quality of services delivered, and local level actors will be able to better respond to the needs of the four final beneficiaries.
- **Civil Society Organizations (CSOs), municipalities and social enterprises** will play integral roles in the project by receiving support to implement initiatives that improve employability levels of the four target groups. The project team will work on increasing their capacities, fostering enduring sustainability and cultivating the potential to offer similar programs autonomously in the future. Participation in the action will strengthen their position among their intended beneficiaries and within the local network of stakeholders. The project team will promote robust links between CSOs and communities, with a strong emphasis on a grassroots-driven approach for the issues addressed in the initiatives supported by the grants.
- **Beneficiaries of cash assistance, NEETs, PwD, and young mothers not in employment, registered as unemployed jobseekers**, will improve their situation, and resolve concrete labour market inclusion challenges, through implementation of the local grant schemes. It is expected that at least 1,400 registered unemployed jobseekers will directly benefit from the action through tailored programmes such as Intensive Counselling for Employment, basic literacy, numeracy, and digital skills, and supported employment and skills development programmes for PwD.

The ultimate beneficiaries of this action will be citizens receiving cash assistance, NEET individuals, PwD, and young mothers. They will benefit from carefully designed and institutionalised programs, tailored to their specific needs. Additionally, they will benefit from integrated services at the local and regional level, delivered by adept practitioners who will have enhanced their capacities, ensuring effective utilisation of available resources and services.

Description of the proposed work packages

Outcome 0/Output 0: Project structure and management principles set-up for efficient project delivery

WP0: Project management

The project will start with a three-months inception phase, during which the recruitment of the core project teams by the applicant and co-applicants will be finalized and project governance structure will be completed. A basic outline of the organization has already been prepared and will allow efficient and timely recruitment of the project teams. During this time, UNDP will sign the cooperation agreements with the two co-applicants, in line with its rules, regulations, policies and procedures. The project teams will agree on internal procedures for management and reporting (**Act 0.1**).

The project and financial management will be implemented in line with the contract signed with the EU, applying rules, provisions, and relevant business practice for such type of interventions. The project management part will focus on the coherent implementation of planned activities and delivery of outputs. The functions of project management will include staff management, coordination of efforts among the partners and external relations/contacts. The financial function will ensure transparency and audit trails for all costs incurring during the implementation. (**Act 0.2**)

A Project Steering Committee (PSC) (described below) will be composed of relevant national representatives and will function based on adopted Terms of Reference (ToR). In parallel, four regional technical working groups will be established which will include representatives from regional NAES directorates, municipalities, Regional SSS directorates, and CSOs (**Act 0.3**).

Visibility and promotional activities will be organised for activity promotion and general awareness raising purposes. One project launching event and a closing event will be organised (**Act 0.4**). Additionally, visibility

activities that will be organised are described in detail under the respective activities. Based on best practices developed with the EU for Schools project, UNDP will develop a transparent web portal for the granting mechanism, which will be used during the granting process, but also for reporting purposes. (Act 0.5). An overall project evaluation of the action will be conducted based on OECD standards.

Outcome 1: To foster inclusive and tailored employment opportunities of groups at risk, women and men, boys, and girls, in line with the needs of the regional labour market.

Output 1.1. Improved capacities of 10 regional National Agency for Employment and Skills (NAES) offices and 17 local employment offices in the respective 19 municipalities for outreach, needs assessment, and integrated case management.

WP 1: Improved capacities of local actors on integrated case management

UNDP has been supporting MoHSP and MoFE in developing integrated approaches to service delivery. Together, they have developed the Guidelines for Integrated Case Management (2022), which is activated for jobseekers facing social barriers that hinder their labour market integration. In the employment offices, these barriers are identified during the jobseeker profiling process and are included in the Individual Employment Plans. Furthermore, within the framework of LNB programme, UNDP has collaborated with municipalities to increase the capacities for delivering integrated social services for vulnerable and at-risk groups. Regional consultations in July 2023 have revealed lack of comprehensive information about available services, among local labour market actors, and the need to enhance integrated approaches.

In this context, this WP aims to enhance the capacities of local stakeholders engaged in integrated service provision, fostering a culture of dynamic learning and knowledge exchange among grassroots practitioners. Leveraging existing integrated service models within the local landscape, the WP's launch will be marked by a concise and structured assessment by UNDP. This evaluation (Act 1.1.1) aims to gauge the status and effectiveness of integrated employment, skills, and social services in the 19 municipalities. The primary objective of this analysis is to gain a comprehensive understanding of the current capacities of all relevant actors operating at the local level. By conducting this analysis, the project team will gain valuable insights into the functioning of the *regional labour market ecosystem*. The analysis will also provide critical information to identify any gaps and limitations in the current service landscape. Ultimately, the analysis outcomes will underpin capacity-building initiatives and foster collaboration among local actors.

Building on the findings of the first activity, UNDP will take the lead in establishing four regional Communities of Practice (CoPs) for case managers providing services to the target groups of this action, which will serve as platforms for knowledge exchange and collaboration among practitioners. UNDP will establish the operational framework and terms of references (ToR) for these CoPs (Act 1.1.2), detailing meeting procedures and core discussion subjects. The meticulously crafted ToR will ensure constructive engagement among participants. The inclusion of experts from *Arbetsförmedlingen*, in line with their engagement in WP 3 and WP 6, will enrich discussions and facilitate peer-learning. This collaboration will enhance service delivery protocols and tools, fostering innovation and best practices. Interacting with a well-established institution from an EU country, will provide valuable insights from a seasoned context. The meetings will involve the refinement of outreach, assessment, and integrated case management tools.

The CoP meetings will be organised biannually, fostering regular practitioner interaction, experience sharing and collective problem-solving. An online group will supplement this, ensuring ongoing communication and knowledge sharing among the practitioners. This approach aims to create a dynamic and sustainable learning network, empowering case managers with updated skills and strategies. Through collaboration and peer-learning, these CoPs will contribute to the continuous improvement of services provided to the target groups, ultimately promoting their employability and social integration (Act 1.1.3).

Publications: Rapid Assessment of the status and effectiveness of integrated employment, skills and social services in the 19 municipalities; Operational framework and tools for CoP functioning.

Output 1.2.: 600 vulnerable jobseekers benefited from Intensive Counselling for Employment, delivered through financial support to third parties.

WP2: Sub-Granting scheme 1 on Intensive Counselling for Employment

Beyond capacity development of practitioners in public institutions (WP1), NAES acknowledges the necessity to extend its reach to underserved domains, effectively supporting vulnerable jobseekers. Guided by UNDP's support (SD4E programme), NAES has designed an innovative and inclusive Employment Promotion

Programme titled “Social Re-integration programme”, which is a six-month programme offering intensive counselling for employment to jobseekers (earlier referred to as Intensive Counselling for Employment). This programme offers holistic support to individuals prone to labour market exclusion. Its primary objectives include widening outreach, disseminating essential labour market information, and promoting training, employment, and self-employment opportunities.

Successfully piloted in 2021 through UNDP-NAES collaboration in the Elbasan region through sub-grants to NGOs, the insights and knowledge have been captured in a comprehensive capitalization report, disseminated to pertinent entities. Furthermore, UNDP has mapped non-public providers which have experience and expertise in providing integrated social and employment services across Albania. This subsequent phase involves expanding this effective model to additional municipalities, targeting 600 vulnerable jobseekers from the target groups in all 19 target municipalities. UNDP will work with the Employment Office to identify the beneficiaries and to monitor their transition from welfare to work.

To ensure transparency within WP2, UNDP will develop a comprehensive grant package comprising clear ToRs, eligibility criteria, beneficiary targets, cost assessments, monitoring and evaluation mechanisms, financing details, and reporting guidelines, all published on the project webpage (**Act 1.2.1**). Collaboratively with NAES regional directorates, 10 regional info-sessions will be organised to enhance transparent granting expertise (**Act 1.2.2**). Selected providers will undergo capacity-building from UNDP, covering programmatic and financial aspects of grant implementation (**Act 1.2.3**). Joint regular monitoring and field visits by UNDP and NAES Regional directorates, with employment offices playing a crucial role in identifying beneficiaries, will track progress. Beneficiary data will be integrated into NAES internal databases, with progress reports shared with respective employment counsellors (**Act 1.2.4**). At the program's completion (year 3), UNDP will conduct a thorough evaluation to assess its effectiveness and efficiency, prompting potential refinements (**Act 1.2.5**). To highlight the program's success, UNDP will actively document and communicate inspiring success stories through various mediums, including short narratives and videos, to the public (**Act 1.2.6**).

Outcome 2: To improve access and flexibility of the skills development offer for youth and low qualified adults from the groups at risk.

Output 2.1. Improved vocational guidance and counselling tools and services delivered by all 17 employment offices and 28 VET providers in the 19 municipalities.

WP3: Improved capacities on vocational guidance and counselling

This WP will be primarily implemented by **Arbetsförmedlingen** focusing on supporting the development of career and vocational guidance and counselling, vital for an accessible and flexible labour market. Career and vocational guidance and counselling entail supporting jobseekers in mapping their *strengths, skill sets, and experiences* to explore potential career domains, as well as clarifying steps to take. Currently, NAES lacks a consolidated model for providing career and vocational guidance and counselling to jobseekers.

Within this WP, experts from **Arbetsförmedlingen** will assess the gaps in employment service provision, with a special focus on vulnerable groups, in the target municipalities (**Act 2.1.1**). Leveraging insights from vocational guidance assessments and the needs of specific target groups, Arbetsförmedlingen's experts will offer expertise, practical insights, and assistance (linked to WP2).

A manual on vocational guidance will be developed for the NAES, with the support of experts from **Arbetsförmedlingen**. This comprehensive manual will encompass tools and methods for vocational guidance interviews, tests, and ways to communicate about occupational and educational possibilities, as well as monitoring and follow-up. While the manual's primary audience is the NAES, it will be accessible to all stakeholders involved in vocational guidance (**Act 2.1.2**). The manual will also encompass benchmarks for evaluating the efficacy of employment services and labor market initiatives, along with bolstering management frameworks and techniques for performance and outcome evaluations.

Finally, employment counsellors from employment offices and the development units in the VET providers in all 19 municipalities will undergo vocational guidance training, along with key stakeholders from targeted municipalities and pertinent entities. This training, led by **Arbetsförmedlingen's** experts, will prioritise addressing the needs of vulnerable groups. Trained personnel will further disseminate their newfound experience, becoming trainers for their peers (**Act 2.1.3**).

Publications: Assessment Report of the gaps in employment service provision with a specific focus on vulnerable groups; Manual on Vocational Guidance.

Output 2.2.: 600 low-skilled vulnerable jobseekers benefited from qualitative, flexible, targeted trainings in basic skills (literacy, numeracy, and digital), delivered through financial support to third parties.

WP4: Sub-Granting scheme 2 on Basic Skills Training (literacy, numeracy and digital)

This WP extends a previous NAES and UNDP collaboration, focused on developing tailored and flexible learning opportunities on basic literacy and numeracy, as well as basic digital skills for adult jobseekers not having completed primary education in Albania, under the framework of 'Support Continuous Unemployed Learning' SCUL project, funded by the EU programme for Employment and Social Innovation (EaSI). These skills are imperative for labour market entry, access to further education, and overall to ensure their societal inclusion. This learning offer (model, curricula, operational guidelines) has been designed as a 'bridge course' to ensure access to vocational trainings offered to individuals who have not completed compulsory education.

Extending the implementation approach of the SCUL project, outlined in the external evaluation of the SCUL project, under this WP 4 UNDP will deliver the developed curricula to 600 long-term unemployed from the target group who have low level of skills or have not finished primary education. Consultations at the local level confirmed the relevance of this initiative, and EO staff stated that jobseekers have been identified and ready to be enrolled in this programme.

Similar to WP2, under the WP4, UNDP will develop the granting mechanism package, which will include the ToRs, eligibility, target beneficiaries, costs, M&E and financing (Act 2.2.1). The package will be published on the action webpage. Jointly with the regional NAES directorates, UNDP will organise regional info-sessions (Act 2.2.2). A capacity building session on programmatic and financial aspects will be organised (Act 2.2.3). Similar to WP2, target beneficiaries will be identified jointly with the Employment offices and the participant's progress will be monitoring with the respective employment counsellors (Act 2.2.4) and a final programme evaluation will assess the impact of this programme on the final beneficiaries (Act 2.2.5). UNDP will ensure that success stories are documented and published (Act 2.2.6).

Outcome 3: To promote and deliver accessible and innovative models of supported employment and skills development for people with disabilities.

Output 3.1. People with disabilities and employers have improved awareness on active living and supported employment.

WP5: Awareness raising on active living.

It is crucial to address deeply rooted stereotypes about persons with disabilities as incapable of work and contribution. These negative attitudes pose significant barriers that are challenging to overcome, and they persist among key stakeholders, like public and private employers, relevant public entities, persons with disabilities themselves, and their families. Many of them remain passive society members, relying solely on disability allowances. Raising awareness about active living empowers PwD to assert control over their lives, and advocate for their rights and opportunities. It encourages self-confidence, nurturing a sense of agency, leading to greater participation in social, economic, and cultural activities. Moreover, lack of awareness about recent developments in policy, legal frameworks, and support systems further exacerbates the situation.

To promote active living and employment prospects for PwD, a comprehensive series of information and training sessions will be organised in the 19 targeted municipalities. These sessions will bring together various stakeholders, including social administrators, staff of social service units in municipalities, staff of regional offices of the social state service, staff of regional and local labor offices, and representatives from NGOs. The lead role in planning and implementing these sessions will be assumed by ADRF. The main subject of this session will be active living and employment of PwD, focusing also on the current legal and regulatory framework (Act. 3.1.1).

In parallel, ADRF will embark on an innovative and comprehensive engagement campaign on active living will be delivered by ADRF. This campaign will be conducted through both online and traditional communication channels, targeting PwD and their families, employers, education institutions and broader society. ADRF staff, along with satellite peer support and disability activists, will be equipped with the necessary tools and skills to deliver the campaign effectively (Act 3.1.2). The engagement campaign will encompass various activities, including the production of communication and campaign materials such as factsheets, guidelines, videos, podcasts, and TV program scenarios. Camps to be held with youth with disabilities and their families will cultivate motivation and enhance basic soft skills, preparing them for entry into the labor market. In addition, camps with youth with disabilities and their family members will be

organised to boost motivation and improve basic soft skills as a starting point for labour market entrance. (Act 3.1.3)

Publication: Informative toolkits on active living for people with disabilities, VET providers and employment offices.

Output 3.2. Five employment offices have improved accessibility and necessary human capacities to support inclusive employment services for people with disabilities.

WP6: Accessibility, tools and human capacities in 5 EOs

This WP will center on investments aimed at enhancing human capacities, introducing new tools, while also revisiting existing ones, and delivering soft infrastructural improvements, which are foundational prerequisites for labour market integration of PwD. UNDP and ADRF will work jointly to improve the accessibility of 5 selected EOs, selected based on the following criteria: a) high density of registered jobseekers with disabilities, b) high number of PwD of working age in the territory served by the regional NAES, c) level of infrastructure investment needed.

While ADRF will conduct accessibility audit reports for 17 employment offices (Act 3.2.1), UNDP will deliver soft infrastructure to 5 (five) of these offices to ensure accessibility of the premises as well as accessibility of information and communication, through purchase and placement of appropriate assistive devices and technology (Act 3.2.2).

In parallel, ADRF and Arbetsförmedlingen will work together to introduce new and revise existing tools and instruments on professional work capacity assessment, vocational rehabilitation (Act 3.2.3) and supported employment (Act 3.2.6). ADRF will additionally focus on VET-related assessment for job seeking persons with disabilities and students with disabilities, aspiring to attend vocational schools or training centres. This involves preparing guidelines and providing training for staff involved in assessment process. Both partners will work together to deliver training of trainers in vocational rehabilitation and supported employment (Act 3.2.4 and 3.2.7). This training will be provided also to grantees under WP7.

ADRF will also work on development of tools for employer needs assessment, offering practical advice and technical aid to NAES. This includes training on job adaptation solutions for employers, offering practical advice and technical assistance to NAES. This includes training on job accommodation solutions for employers, rehabilitation professionals, VET teachers/ instructors, and persons with disabilities and their family members, along producing guidelines on tailored reasonable accommodation (Act 3.2.5).

The three partners will work jointly with key actors to develop new labour market programmes, which will consist of a package of active measures and tools to be used by the NAES to support jobseekers with disabilities to find and retain a job. This will be based on lessons learned by all partners and will be guided by Arbetsförmedlingen. This activity will be coordinated with NAES efforts to functionalise the Employment Social Fund (Act 3.2.8).

Publication: Toolkits (procedures and protocols) on reasonable accommodation for employers and education institutions.

Output 3.3. 200 jobseekers with disabilities are employed or receive skills through supported employment and skills development programmes, incorporating job coaches and mentors, delivered through financial support to third parties.

WP 7: Sub-Granting scheme 3 on supported employment and skills development for PwD

The recently adopted amendments in the Law on Employment Promotion (2023), expands the scope of programs eligible for financial support through the Employment Social Fund, with the aim to facilitate social and labour inclusion of persons with disabilities and their family members. NAES acknowledges its limited technical capacity and unpreparedness to strategize, budget, solicit bids, and oversee these programs. Sub-granting within the proposed action aims to finance diverse accessible and innovative models of supported employment and skills development for PwD. This will support NAES to capture the experience developed throughout the project's lifespan and utilise it for programmes that can later be financed by the Employment Social Fund.

In this context, this WP will serve the need to capitalise on the experience of local actors in delivering employment services and skills development programmes to PwD and will leverage on the experience and expertise of ADRF and Arbetsförmedlingen on supported employment and vocational rehabilitation. As such, all three partners will work together to design the grant package, including the ToRs, eligibility criteria,

target beneficiaries, costs, financing, reporting, and monitoring and evaluation (Act 3.3.1). UNDP, in collaboration with NAES and ADRF will organise regional info sessions (Act 3.3.2). This WP will also entail a strong component on capacity development which will be delivered mainly by all three partners (Act 3.3.2). Regular monitoring activities and field visits will be organised by UNDP (Act 3.3.4)

UNDP will also conduct a capitalisation exercise to learn from the experience of local organisations in Albania and will provide this to NAES (Act 3.3.5). This will create a good basis for programmes to be later financed by the Social Employment Fund of NAES. UNDP will also ensure that success stories are properly documented and disseminated among stakeholders (Act 3.3.6).

Financial support to third parties (sub-granting mechanism under WP 2, WP4, WP7)

The financial support to third parties will be managed by UNDP with strong participation of the NAES regional directorates, ensuring exposure and capacitation of NAES staff to the entire procedure. This financial support will be delivered through a sub-granting scheme to achieve the outputs 1.2; 2.2; and 3.3., restricted in the 19 municipalities which are target of this action. As stipulated in Section 2.4. of the PRAG, the financial support to third parties must be awarded with general principles for contracting in the context of European Union external Actions: (a) ensuring sufficient transparency, fair competition and adequate ex-ante publicity; (b) ensuring equal treatment, proportionality and non-discrimination; (c) avoiding conflicts of interests throughout the entire procurement procedure.

The overall objectives, the specific objective(s) and the outputs (i.e. the results) to be achieved are fully aligned to the intervention logic of this proposed action. The three lots of the sub-grant mechanism are as follows: Lot 1: Intensive Counselling for Employment (WP2); Lot 2: Basic Skills Training (literacy, numeracy and digital) (WP4); Lot 3: Supported employment and skills development for PwD (WP7)

Overall objective: *To enhance the partnership of the National Agency for Employment and Skills (NAES) with municipalities to establish and deliver inclusive and integrated employment, skills development opportunities for vulnerable groups, in collaboration with all labour market actors.*

Specific objectives: 1. Vulnerable jobseekers benefited from Intensive Counselling for Employment, delivered through financial support to third parties. 2. Low-skilled vulnerable jobseekers benefited from qualitative, flexible, targeted trainings in basic skills (literacy, numeracy, and digital), delivered through financial support to third parties. 3. Jobseekers with disabilities are employed or receive skills through supported employment and skills development programmes, incorporating job coaches and mentors, delivered through financial support to third parties.

Duration of proposed projects: minimum eight (8) months and maximum eighteen (18) months.

For all the three lots, local NGOs, local government unites (municipalities), social enterprises will be eligible to apply for a grant, but in each case the proposed initiatives will have to demonstrate partnership and integrated approaches in the implementation and contribute to a strengthened communication between local level actors. In terms of the final beneficiaries, Lot 1 and Lot 2 are expected to target NEET, young mothers, beneficiaries of cash assistance, PwD, while Lot 3 to target PwD.

Each grant can be awarded to a project implemented by one entity, or by two or more entities (consortium) that meet the project conditions, and many include more than one of the targeted municipalities. If the second option is chosen, only one entity is the lead applicant (lead organization). If selected, the entity shall sign a contract as per UNDP rules and regulations and shall then be responsible for the implementation.

Indicative types of activities eligible for financial support are the following: Preparation and implementation of Individual Employment Plans; Provision of individualised support to personal growth through life and soft skills; Provision of group and individual counselling sessions; Delivering training on basic numeracy, literacy, and digital skills; Offering mentoring services to improve employability skills.; Provision of referral and integrated case management services; Delivering supported employment and vocational rehabilitation and training; Awareness raising on active living among PwD and their families; Job coaches and mentors for PwD; Awareness raising and training for employers on reasonable accommodation; Innovative employment, training, and self-employment programmes for PwD; Reconstruction/ refurbishment works².

² Reconstruction/refurbishment works will be limited to light renovation or refurbishment or provision of supplies to support delivery of the services and increase accessibility for PwD can be eligible as long as they do not represent more than 50% of the total eligible budget.

The sub-granting scheme will be implemented through a **competitive and open call for project proposals**, in the following steps: 1. Design of the ToRs (call for proposal); 2. Information sessions and dissemination in all the 19 municipalities; 3. Evaluation and selection of the proposal; 4. Grant contracts and technical/administrative guidance to grantees; 5. Monitoring and dissemination of results; 6. Reporting and reviewing process, 7. Conducting programme evaluation, 8. Dissemination of results.

UNDP will convene a selection committee composed of representatives from UNDP and NAES central offices in accordance to grant making purpose. The main proposed criteria for selecting these entities and giving the financial support are the following:

- Financial and operational capacity (Qualifications and relevant experience of the lead applicant and partners.) (30%)
- Relevance of the project proposal, methodology, approach, and implementation plan. (40%)
- Sustainability and innovation of the project proposal (15%)
- Budget and cost-effectiveness of the action (15%)

The amount of financial support provided will not be lower than 60,000 EUR and not higher than 200,000 EUR. Financial support will cover 100% of their eligible costs (i.e., no co-financing will be required from third parties). The exact amount of the contract shall be determined based on best value for money with cost effective results and on the established targets in terms of number of direct and indirect beneficiaries. The total budget available for financial support to third parties will be 40% of the total action budget, amounting to 1,2 million euros. The minimum number of grants will be 6 grant awards.

Grantees must adhere to contractual terms following UNDP's policies. Consultations and technical support will be available as needed to troubleshoot and ensure proper project implementation. Grantees will attend periodic training and networking sessions to enhance their capabilities and foster partnerships. In cases of delays due to unforeseen political or objective reasons, the Project Management Team will assess the need for a no-cost extension.

Monitoring: Beneficiary information will also be reflected in the portal to track their entry, progress and exit from each of the programmes under Lot 1, Lot 2 and Lot 3. This will ensure transparency and avoid overlapping support to individual beneficiaries. This information will be used for monitoring purposes, adhering to data protection rules.

To ensure effective reporting and evaluation, clear indicators will measure progress, and results will be transparently shared with stakeholders. Best practices will be highlighted, lessons learned incorporated into legal and operational documents, and a final impact evaluation will be conducted. Joint EU-UNDP monitoring missions will occur as agreed upon, with on-site visits documented in monitoring reports.

Main studies conducted in view of defining the scope of the action: In designing this action, UNDP consulted 120 individuals, including stakeholders from 19 municipalities, CSOs, employment offices, and beneficiaries, to understand needs and validate the proposed approach. UNDP also considered beneficiary perspectives through prior research, which included analysing socio-economic and demographic data of long-term registered unemployed jobseekers in Albania, drawing from experience in a regional project on Integrated Case Management, and conducting a qualitative study on inclusiveness in Albanian VET regarding PwD. Furthermore, during the design of this proposal, UNDP assessed the performance of NAES employment offices and VET providers by analysing the total number of beneficiaries from target groups. Various reports, such as the municipality-level social services provision map and data on social assistance beneficiaries and disability pensions from State Social Services, were consulted to understand social protection service delivery. In the addition, a review of previous interventions helped develop the Theory of Change of this proposed action.

Correction of the information provided in the concept note: The total number of direct beneficiaries for financial support to third parties is as follows: Lot 1: 600 people; Lot 2: 600 people; Lot 3: 200 people, totalling 1,400 individuals. The concept note mistakenly mentioned 1,600 beneficiaries, which is now corrected to 1,400 in this full proposal.

2.1.2 Implementation approach

Methods of implementation and rationale

The focus of the IP4LMI will be on fostering integrated approaches to building labour market resilience, by bringing together skills development, employment promotion, and social care and engaging with all other regional and local labour market actors. It leverages the role of NAES as a catalyst of the labour market to increase the employability levels of vulnerable jobseekers. It aims to foster sustainability and transfer of the on-going interventions and strengthen results achieved so far, reflecting on lessons learnt. The action has been developed in close cooperation with **UNDP, Arbetförmedlingen, ADRF, and NAES**, and has been validated through regional consultation meetings with local labor market actors. The methods of implementation are **based on tested best practices** and align with **the local and national context**. The action employs a **three-folded approach to reinforce integrated pathways** for labor market inclusion for the target groups.

Firstly, it focuses on **building the capacities** of various local labor market actors, including employment counsellors, municipal social workers, technical staff of state social services, teachers, directors of VET providers, employers, and civil society organizations. **Training on specific tools**, such as career and vocational guidance, counselling, and rehabilitation, aims to enhance the capacities of local level actors and institute trainers who will be responsible to train other peers. In addition, to foster **integrated solutions to service provision**, the action establishes **Communities of Practice**, facilitated by extensive experience and expertise of UNDP, Arbetförmedlingen, and ADRF in this field. Considering the relatively complex composition of project stakeholders, the project management will set up a clear list of all actors at the local level and stipulate standardized and regular flow of internal information.

Secondly, the action **directly implements financial assistance** to third parties in three programmes: intensive counselling for employment, basic skills training, and supported employment for PwD. These programs were designed based on ongoing collaboration between UNDP, MoFE, and NAES. The Intensive Counselling for Employment has been piloted in the Elbasan region and is ready for scaling up. The basic skills training program was developed under the SCUL project, informed by the Minilamp study conducted by UNDP and UNESCO in 2022. Programs for supported employment and skills development for PwD will be jointly drafted by the three partners, utilizing experience from UNDP's catalytic facility that helped establish the Social Employment Fund in the Albanian legal framework. A dedicated web portal will also ensure **full transparency** of the actions direct results.

Thirdly, the action introduces soft **infrastructural improvements** in employment offices to replicate best practices developed by ADRF in municipalities where PwD live. Additionally, **direct engagement** with PwD and employers aims to improve understanding of active living and create favourable conditions for labor market integration.

Throughout the implementation, the action proposes a strong component of monitoring, evaluation and learning, in order to capture experiences and to capitalise on on-the-ground experiences and ensure sustainability.

The fulfilment of women's and men's civil, cultural, economic, political, and social rights is central to this project (**human-centred approach**). To address **disability inclusion**, the project is aligned to the United Nations Convention on the Rights of Persons with Disabilities, recognising that disability results from the interaction between persons with impairments and the society around them. The **gender mainstreaming approach** of the proposed project supports empowerment of women and girls, tailoring gender-specific targeted interventions, and address gender concerns in the developing, planning, implementing, and evaluating through the entire project activities.

Building on the results of previous and current actions

To implement the proposed action, **UNDP, Arbetförmedlingen and ADRF will leverage the results and lessons learned** from their past projects focused on employment and skills development policy reform, as well integrated approaches to service delivery and financing support to third parties. The Swiss funded, **SD4E** and **LNB**, have both produced several crucial policy outputs which serve as building blocks for the skills development and employment system, and social protection system in the country. EU financed '**Supported Continuous Learning for Unemployed**' (SCUL) and '**Economic and Social Empowerment for Roma and**

Egyptians – a booster of social inclusion” (ESERE) contributed to designing skills developed offers to low qualified adult job seekers with the aim to improve access to further education and training opportunities.

Support to employment and social services for vulnerable youth and women in Northern Albania, which laid the initial foundations for context specific and human-centered integrated employment and social services and programmes, implemented in Shkoder, Kukes and Diber. Two other regional projects, namely “*Promoting Inclusive Labour Market Solutions in the Western Balkans, implemented by UNDP and ILO, with the support of Austrian Development Agency*”, and “*Strengthen national and local system to support the effective socio-economic integration of returnees in the Western Balkans, part of the IPA II Multi-Country Action Programme entrusted to UNDP, the WB and the CoE*”. served to further develop these models and implement them in other municipalities, i.e., Elbasan, Fier, Berat and Devoll.

UNDP has extensive experience in delivering efficient, effective, and transparent financing support to third parties. Such instruments are outlined in UNDP’s Programme and Operations Policies and Procedures, (POPPs), namely, Grants Operational Guidance. EU-funded ReLoad project has introduced and institutionalised a model of transparent and project-based funding of CSOs by local governments in all participating local governments. Two regional projects delivered grants to NGOs for implementing integrated approaches. Leave No One Behind project, continues to support delivery of integrated social services by NGOs, and environment and climate change under the UNDP/UNOPS global small grant programme.

This proposed action will complement the activities and assistance that the EU is offering through its Technical Assistance program, “Support to the implementation of the social inclusion reform in Albania”, implemented by GOPA. Furthermore, the progress and outcomes of the first Call for Proposals (CfP) implementation will be closely monitored, especially the Inclusive Edujobs action, implemented by the open Society Foundation for Albania in partnership with the municipality of Tirana and KMOP. This proposed action can benefit from the lessons learned and methodologies implemented by Inclusive Edujobs, in particular around the pillar of increasing access to the labour market and increasing the capacities of institutions and organisations. The action will also coordinate with the EU for youth action implementation in relation to Youth Guarantee Pilot Implementation.

There are also potential synergies with the project RECONOMY, funded by the Swedish International Development Cooperation Agency and within which Arbetsförmedlingen will support NAES in implementing the National Strategy for Employment and Skills 2023-2030. The proposed action will contribute to consolidating and replicating results of the ADRF – EU supported project “Advancing social and labour inclusion of PwD, implemented under the EU for Social Inclusion Programme, aimed at creating/strengthening institutional mechanisms, infrastructure, and human resources at NAES in support of embedding the practice of Supported Employment for persons with disabilities as an Active Labour Market Programme. Within the same project, ADRF is proposing instruments for the professional and work-related assessment of persons with disabilities, an initiative that needs to be consolidated, extended and replicated in other regions. Within this proposed action, new instruments will be designed for assessment of vocational rehabilitation and VET training for students with disabilities who attend VET schools or VET short courses. ADRF EU supported project is an initiative piloted in Tirana, while this proposed action will consolidate, and roll it out in all the other 18 targeted municipalities.

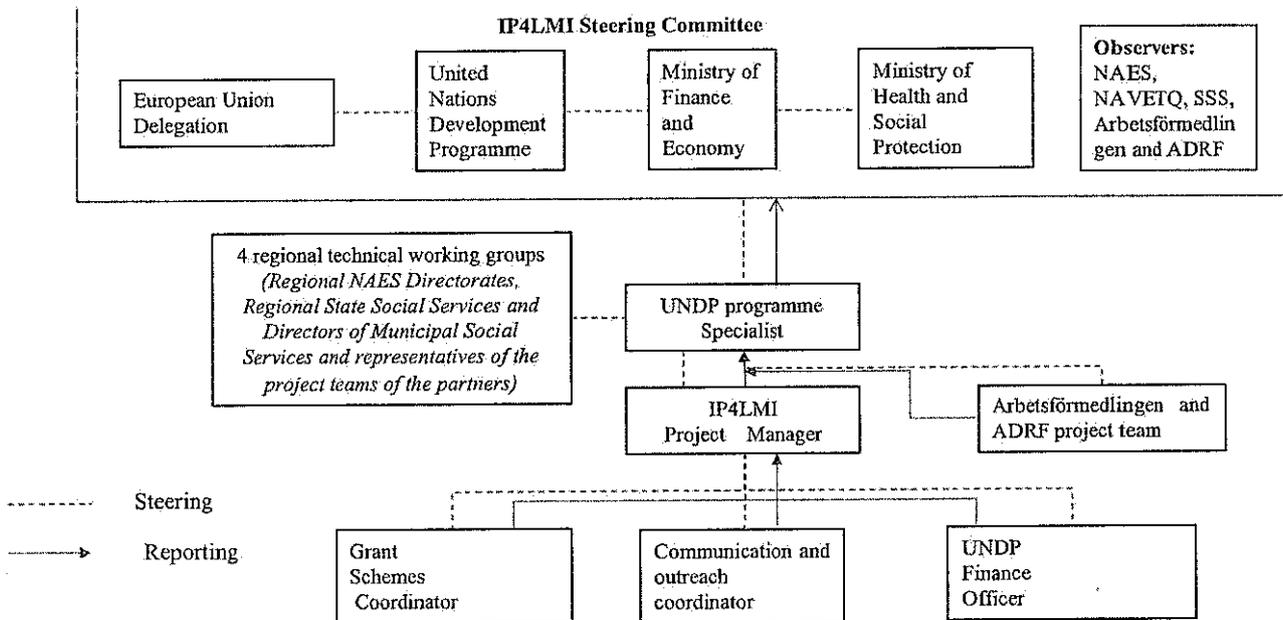
Organizational structure and the team

The implementation of the proposed action will be overseen and guided by a Steering Committee. The Steering Committee will include representatives from the European Union Delegation, Ministry of Finance and Economy and Ministry of Health and Social Protection and UNDP. A representative of NAES, SSS, NAVETQ, Arbetsförmedlingen and ADRF shall be invited as observers. The Steering Committee will meet at least once a year to review the progress and discuss the priority issues in the next period. The activities will be implemented in a period of 36 months; thus, the Steering Committee is expected to meet three times during the entire duration of the proposed action.

Steering Committee will be responsible to provide overall leadership and steer results towards the policy objectives identified with the project partners; take strategic decisions by consensus, including the approval of substantive project revisions i.e. changes in the project document; approve annual work plans, annual budgets and progress reports as needed; address any relevant project issues raised by the Project Manager and authorise any deviation from agreed work plans; provide guidance on new and emerging project risks and agree on possible countermeasures and management actions.

In addition, four regional technical working group will be established, consisting of representatives of the Regional NAES Directorates, Regional SSS directorates and Directors of Municipal Social Services and representatives of the project teams of the partners. The technical working group will discuss the project progress reports before sending them to the steering committee. They will discuss interventions at the technical level, exchange on lessons learnt and best practices.

UNDP will engage a core team of 5 people to manage, coordinate and monitor the implementation of the action: The project team will be backed up by an efficient team of administrative and support staff of UNDP operations. The organisational chart of the action, the managerial authorities, reporting lines and roles and responsibilities are presented below:



The **UNDP Programme Specialist** will be the key focal point for coordination between the action, UNDP and EUD and the partners. The programme specialist will represent the action in all steering committee meetings, ensuring proper communication of results and facilitating discussions on potential changes. This is an internal function of UNDP.

The **UNDP Project Manager** (100%) will ensure that all the outputs are achieved. S/he will inform all stakeholders on activities, progress, and results. S/he will be responsible for the overall quality of the project management, monitoring and evaluation, ensure quality and timely communication and reporting with the donors and stakeholders. S/he will monitor risks quarterly and report on the status of risks. Progress will be recorded in the UNDP Quantum. Staff under this position is contracted for 36 months period.

The **UNDP Finance Officer** (75%) will be responsible for provision of support to the overall financial monitoring and reporting and the preparation of financial transactions of the action. S/he will also support the grantees in the effective and efficient implementation of the grants and will monitor that all financial transactions and reporting are done in accordance with the UNDP rules and procedures. S/he is responsible to prepare the financial reports. Staff under this position is contracted for 36 months period.

The **UNDP Grant Schemes Coordinator** will be responsible for developing the grant packages for all the three lots, organizing the info sessions, coordinating the capacity building activities with grantees, as well as conducting regular monitoring and field visits. S/he will provide operational and administrative support through facilitating quality, effective and fast assistance in the process of contracting and monitoring grant contracts. S/he will be in charge of data collection and will produce quantitative and qualitative data analysis as needed. Monitoring of the grants will be closely coordinated with the Employment offices and regional NAES directorates. Staff under this position is contracted for 36 months period.

Arbetsförmedlingen project team will consist of a technical project manager (90 working days) and a finance officer (60 working days).

ADRF project team will consist of a project coordinator (100%) and a financial assistant (75%).

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key management actions/event. To assess the progress, periodic monitoring shall be conducted through site visits in accordance with proposed schedule in the annual work plan. Upon expressed interest, members of the Steering Committee shall be informed on the timing and invited to join the field visits.

3. Risk Management (quarterly): Based on the initial risk analysis, a risk log will be activated and regularly updated by reviewing the external environment that may affect the implementation. Major risks and obstacles, which might affect the theory of change will be escalated for review and approval by the Project Steering Committee.

4. Learning (At least annually): From the onset, a lessons-learned log shall be activated and updated regularly to ensure continuous organizational learning and adaptation of methodological approach in implementing similar actions in the future. This log will also facilitate the preparation of the Lessons-learned Report at the end of the implementation. Two programme evaluations (WP2 and WP4) and one capitalisation reports (WP7) will be conducted to capture the impact of the interventions to address the labour market integration needs of the specific target groups.

5. Project Reports (annually): Reporting will be provided in accordance with the provisions of Article 3 of the General Conditions (Annex II to the Contribution Agreement). Annual Progress Report shall be prepared by the Project Coordinators and shared with the Steering Committee and submitted to EU. Annual reviews reports will form a basis for refinement of the approaches and activities envisaged for the next phase of project implementation. Within six months after project completion, the final report shall be submitted to EU.

6. Evaluation: A final external project evaluation will be commissioned at the end of the project in accordance with UNDP's evaluation policies. This is without prejudice to European Union's prerogative set out in Art. 9 of the General Conditions. Parties will agree on the purpose, use, timing, financing mechanisms and Terms of reference for the external independent evaluator(s), in consultation with the project stakeholders. Before commissioning the external consultants, TORs will be shared with EUD for comments.

Visibility and communication

Communication and visibility will be given high importance during the implementation of the action. Communications and visibility activities will be developed in the beginning of project implementation. The communication plan includes the preparation of project identity, templates and visibility guideline for reference, and audio-visual dissemination materials to be produced. Based on the EU for school best practice, a dedicated webpage for the project, with a specific focus on the granting mechanism will be developed in the inception phase of the project.

Communication products include: i) information and communication materials; ii) human-stories of end-beneficiaries with professionally captured photographs; iii) video stories, infographics, brochures leaflets, flyers, booklets developed. Video stories will be translated into local languages and will be published electronically on the UNDP Albania webpage, as well as on this action's webpage. EU Delegation will be provided with regular information briefs and links can be available on EUD webpage.

During the inception phase, a launching event will be organised, aiming at ensuring raising awareness about the initiation of this action, coordination with other relevant activities being implemented. Regional workshops and policy clinics will help to promote peer-to-peer exchange and to disseminate information on the progress and final results of the interventions of the project. In addition, inauguration events of the five employment offices where infrastructural improvement have been made will be organised. A final event will be also organised to help disseminate best practices. Media representatives will be regularly briefed and fed with project updates. The communication and visibility plan will be customised to different target audiences, like policy and decision makers, employers, civil society, general public etc. Visibility activities will be implemented in accordance with the provisions of Art. 7 of the General Conditions and with the Joint visibility guidelines for EC-UN actions in the field. The implementation of the communication activities shall be funded from the amounts allocated to the action.

Technical experts

Technical experts will be engaged to directly support the implementation of the action plan, as described below.

UNDP Long Term Expert on inclusive employment and skills development services and programmes will be engaged to support the team on assessing the integrated practices, establishing, and maintaining the communities of practices at the local level and providing support in the process of delivering training on vocational guidance and counselling, vocational rehabilitation, and supported employment. S/he will also be responsible to support achieve sustainability and transfer of the action.

UNDP Communication and outreach expert will be responsible to ensure high visibility of project activities, to document best cases and lessons learnt, coordinate the visibility activities of the project.

Arbetsförmedlingen will provide the following **technical expertise**: **Senior Expert in strategic management and operational development**, engaged with a special focus on developing cooperation between the public employment service, municipalities and other local actors (Activity 2.1.1); **Senior experts** on vocational guidance, engaged to support with the development of methodology and practical tools and the provision of training vocational guidance counsellors (Activity 2.1.2 + 2.1.3); **Senior experts** in vocational rehabilitation, engaged to cover the topics of functional impairments, barriers to the labour market for PwD, work analysis, workplace adaption, supported employment and training of trainers in vocational rehabilitation. Expertise in developing labour market programmes for PwD will also be provided (Activity 3.2.3, 3.2.4, 3.2.6, 3.2.8)

ADRF will provide the following technical expertise: **Technical expert(s)** to carry out audit access reports in 17 labor offices, and propose recommendations of necessary interventions; **Technical expert(s)** to realize accessibility of information in 5 selected Labour offices; **Technical expert(s)** to analyse, update and upgrade VET and work-related capacity assessment instruments; to produce manuals, protocols, procedures for VET and job accommodation; to produce information in alternative formats; to co-produce the manual on vocational rehabilitation; **Short terms technical experts/ consultants** will be hired to organize information sessions with all key actors in VET and employment area, on active living and inclusive employment of persons with disabilities, as well as to organize camps with youth with disabilities and their family members on independent and active living as well as and softs skills for VET and employment.

Monitoring, Evaluation and Learning

In accordance with the programming policies and procedures outlined in the UNDP User Guide, the proposed action will be monitored on a regular basis and will provide to the Steering Committee annual progress reports. Progress will be monitored and assessed against the qualitative and quantitative indicators outlined in the Logical Framework (Annex C of this full application). Within the annual cycle, the following monitoring actions shall be carried out as specified in detail in the Monitoring Plan presented below.

Annual Progress Reports shall be prepared by the Project Manager and shared with the Steering Committee members and the EU Delegation within two months after completion of 12-month implementation period. The annual report will provide, among others, an in-depth context, and stakeholders analysis, describe the achievements against the annual targets and pinpoint the eventual adaptation required in the project strategy and work plan. Before the steering committee meetings, UNDP and the partners will organize regional technical working group meeting.

At the latest within six months after the end of the implementation period, the final narrative and financial report will be submitted to the Steering Committee and, upon approval, to the EUD. In the reporting process, a strong emphasis will be placed on soliciting feedback from end users. Where feasible monitoring frameworks will ensure that reports and collected data capture the tangible impact of the action on men and women and on different categories of vulnerable groups etc. In accordance with UNDP's programming policies and procedures, the project will be monitored through the following monitoring and evaluation plans:

1. Track results progress (quarterly): The project will be monitored by assessing progress against the qualitative and quantitative indicators outlined in the Logframe. The indicators will be further refined during the inception phase of the project. Deviations from expected progress will be addressed by project management.

2. Monitoring (in line with monitoring plan): A monitoring plan shall be activated in the corporate information management system. Quantum (UNDP system) will be updated at regular intervals to track the

<p>WP3: Improved capacities on vocational guidance and counselling 2.1.1 Rapid assessment of gaps in employment service provision, with a special focus on vulnerable groups in the target municipalities, and the role and functioning of vocational guidance. 2.1.2 Develop instruments and guidelines for vocational guidance and counselling for target group</p>			Arbetsförmedlingen	
<p>WP4: Sub-Granting scheme 2 on Basic Skills Training (literacy, numeracy and digital) 2.2.1 Develop granting mechanisms package (ToRs, eligibility, target beneficiaries, costs, M&E, financing, reporting etc.) 2.2.2 Organise regional info-sessions 2.2.3 Review the grant application, sign contracts, and deliver capacity development programmes to grantees 2.2.4 Conduct regular monitoring activities, field visits 2.2.6 Communication and publications</p>			UNDP UNDP UNDP UNDP UNDP	
<p>WP5: Awareness raising on active living. 3.1.1 Organise information and training sessions in with the local labour market actors 19 targeted municipalities on active living & employment of PWD and current legal and policy framework 3.1.2 Deliver an innovative engagement campaign to increase awareness of PwD and their family members, including DPOs and disability service providers on active living 3.1.3 Organise 3 camps with youth with disabilities and their family members (150 PWD) to boost motivation and improve basic softs skills as a starting point for labour market entrance</p>			ADRF ADRF ADRF	
<p>WP6: Accessibility, tools, and human capacities in 5 EOs 3.2.1 Prepare accessibility audit reports for 17 employment offices 3.2.2 Purchase and place appropriate assistive devices and technology in 5 EOs, based on Tirana model 3.2.8 Design a package of active measures and tools, to be used by the NAES, to support jobseekers with disabilities in finding and retaining a job.</p>			ADRF UNDP	
<p>WP 7: Sub-Granting scheme 3 on supported employment and skills development for PwD</p>			UNDP, ADRF and Arbetsförmedlingen	

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3.3.1 Develop granting mechanisms package (ToRs, eligibility, target beneficiaries, costs, M&E, financing, reporting etc.)							UNDP, Arbetsförmedlingen and ADRF
3.3.2 Organise regional info-sessions							UNDP
3.3.3 Review the grant application, sign contracts, and deliver capacity development programmes to grantees							UNDP, and Arbetsförmedlinge and ADRF
3.3.4 Conduct regular monitoring activities, field visits							UNDP
3.3.6 Communication and publications							UNDP

For the following years: Year 2 and year 3

Activity	Half-year 3	4	5	6	Implementing body
WP0: Project management					
0.2 Maintaining management, financial management and internal quality assurance systems.					UNDP
0.3 Setting up and supporting the work of the Project Steering Committee and the regional technical working groups.					UNDP
0.4 Organise project launching, closing and inauguration events					UNDP
0.5 Develop and maintain a transparent web portal for the granting mechanism					UNDP
0.6 Conduct overall evaluation of the action					UNDP
WP 1: Improved capacities of local actors on integrated case management					
1.1.3 Organise six regional workshops with the 19 targeted municipalities, employment offices and others to revise/design instruments and guidelines for innovative and integrated skills, employment, and social services at the local level for the target groups					UNDP and Arbetsförmedlingen
WP2: Sub-Granting scheme 1 on Intensive Counselling for Employment					
1.2.3 Deliver capacity development programmes to grantees					UNDP
1.2.4 Conduct regular monitoring activities, field visits					UNDP
1.2.5 Conduct a programme evaluation					UNDP
1.2.6 Communication and publications					UNDP
WP3: Improved capacities on vocational guidance and counselling					
2.1.3 Deliver Training of Trainers on vocational guidance in all 19 municipalities					UNDP and Arbetsförmedlingen
WP4: Sub-Granting scheme 2 on Basic Skills Training (literacy, numeracy and digital)					
2.2.3 Deliver capacity development programmes to grantees					UNDP
2.2.4 Conduct regular monitoring activities, field visits					UNDP

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2.2.5	Conduct a programme evaluation				UNDP
2.2.6	Communication and publications				UNDP
	WP5: Awareness raising on active living				
3.1.2	Deliver an innovative engagement campaign to increase awareness of PwD and their family members, including DPOs and disability service providers on active living				ADRF
3.1.3	Organise 3 camps with youth with disabilities and their family members (150 PWD) to boost motivation and improve basic softs skills as a starting point for labour market entrance				ADRF
	WP6: Accessibility, tools, and human capacities in 5 EOs				
3.2.3	Design and revise instruments and guidelines for professional work capacity and vocational rehabilitation				ADRF and Arbetsförmedlingen
3.2.4	Deliver training of trainers (ToT) on vocational rehabilitation				ADRF and Arbetsförmedlingen
3.2.5	Develop tools and guidelines on reasonable accommodation for employers to be delivered by NAES				ADRF
3.2.6	Introduce new instruments and tools on supported employment				ADRF and Arbetsförmedlingen
3.2.7	Deliver training of trainers (ToT) on supported employment				ADRF and Arbetsförmedlingen
3.2.8	Design a package of active measures and tools, to be used by the NAES, to support jobseekers with disabilities in finding and retaining a job.				UNDP, ADRF and Arbetsförmedlingen
	WP 7: Sub-Granting scheme 3 on supported employment and skills development for PwD				
3.3.3	Deliver capacity development programmes to grantees				UNDP, and Arbetsförmedlinge and ADRF
3.3.4	Conduct regular monitoring activities, field visits				UNDP
3.3.5	Conduct a capitalisation report – learning from the experience of local organisations in Albania				UNDP
3.3.6	Communication and publications				UNDP

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2.1.4 Sustainability of the action

Expected impact of the action

The expected impact at the technical, economic, social and policy level on the target groups of this proposed action is:

Technical level. 10 regional NAES directorates, 17 employment offices, 10 VTCs, as well as 28 public vocational schools, 19 municipal social services, NGOs, community centres, social enterprises, and employers (public and private business community and public entities) that operate or provide services to citizens in the selected 19 municipalities will be part of Communities of Practices at the regional level and improve their capacities on integrated case management, vocational guidance and counselling, vocational rehabilitation and supported employment.

Policy Impact: 19 municipalities, NGOs, community centres, and social enterprises will be benefit from the granting mechanisms, gaining experience and expertise in the field, as well as gaining exposure among target beneficiaries and other target groups. The granting mechanism will contribute to policy level sustainability, by enhancing integrated service delivery among local level stakeholders, making use of the NAES role as the labour market catalyst. In addition, the programmes implemented through the grant scheme will be integrated in a diversified ALMPs national portfolio. The action will influence policy decision to foster long-term sustainable reforms.

Economic Impact. Around 1,400 citizens from the target groups will directly benefit from employment and skills programmes offered in partnership with third parties, throughout the duration of the action.

Social Impact. The expected impact on the beneficiaries of this proposed action is:

- In total, **43,878 jobseekers** are registered with employment offices in these 19 municipalities, out of which **24,034** are women (**54.8%**), **12,810** beneficiaries of cash assistance (**6,646 / 52.9%** women), **10,428** NEETs (**5,457 / 52.3%** women), and **355** PwDs (**172 / 48.5%** women). They will benefit from increased capacities of the practitioners at the local level and enhanced integrated service delivery approaches.
- **4,344 registered jobseekers participated in ALMPs** during 2022, **2,753** women, **692** beneficiaries of cash assistance and **48** persons with disabilities. **9,398** (**4,757** women, **813** beneficiaries of cash assistance, and **83** PwDs benefited from public vocational training in 2022. They will benefit from a diversified portfolio of ALMPs, with at least three additional ALMPs which target their specific needs and address their specific barriers.
- **In the academic year 2022-2023, 15,042 students** are enrolled in upper secondary VET, **2381** young women (**15.8%**), **2040** (**13.5%**) beneficiaries of cash assistance, and **132** PwDs (**0.9%**), will benefit from improved vocational guidance and counselling services.

Risk analysis and contingency plan

The following table identifies the risks that could impact outcomes of the proposed action, necessitating targeted approaches to ensure inclusivity. To address these risks effectively, meaningful stakeholder engagement, especially with community representatives, is imperative to garner local support and mitigate potential conflicts. Mitigation measures foreseen by the project have been outlined for each identified risk.

Description of the risk	Type of risk	Likelihood	Possible impact	Prevention/mitigation
Impact				
Changes in central and local government policies and regulations	Political	Medium	Medium	This risk could potentially influence on sustainability of the achieved results. Regular communication with relevant government authorities to stay up to date on policy changes and adapt the action accordingly.
Social inequalities and	Social	Medium	Medium	This risk could potentially result in unequal distribution of benefits and opportunities among all target groups

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disparities in access to services and opportunities				and municipalities. As such, UNDP will coordinate with NAES to establish municipal quotas for target beneficiaries to ensure inclusivity for all target groups.
Varying local government and institutional capacities in the target municipalities	Operational	Medium	Medium	The action foresees the establishment of communities of practices, to ensure that municipalities learn from their peers. In addition, UNDP and ADRF will ensure that all municipalities receive tailored support and training to strengthen their service provision
Outcome 1, 2 and 3				
Resistance to change among local level institutions.	Operational	Medium	Medium	Local actors may face resistance to adopting integrated case management practices due to existing organizational cultures or reluctance to embrace new approaches. To address this risk, UNDP and Arbetsförmedlingen should foster a culture of collaboration, establish clear communication channels, and facilitate regular meetings and information sharing among stakeholders. At the same time, communities of practices will foster peer-learning and knowledge exchange
Lack of employment opportunities in some smaller municipalities	Economic	Medium	High	In such situations, the action will foster local entrepreneurship by providing resources, mentorship, and business development assistance. It will also make use of the existing ALMPs such as the Community Employment and Training Programme.
Grant scheme (WP 2, 4, and 7)				
Low interest and limited involvement of the target group	Social	Medium	Medium	This risk could reduce the effectiveness of the grant schemes. As such, UNDP will collaborate with NAES and other labour market actors to engage with the community and generate interest to increase participation. This approach was also discussed during the consultation meetings. In addition, the programmes are tailored to address that labour market barriers of the vulnerable groups, offering additional subsidies to address compounding vulnerabilities of the target groups, such as subsidies for transportation costs, caregiving, reasonable accommodation etc.
Cultural norms and attitudes of the target group	Social	Medium	Medium	This risk could make target group reluctant to participate in employment opportunities. As such, UNDP will collaborate with civil society organizations and community-based organisation to gain trust among target group.

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Sustainability

Ensuring sustainability of the action results is imperative, both to maximize long-lasting impact of implemented activities on the sustainable labour market inclusion of individual beneficiaries and receiving communities, and on the **determination and commitment of central and local authorities to scale up good practices beyond the 19 target municipalities**. The notion of sustainability follows the assumption that the reform processes in the sector are still on-going. This implies that institutions at the local level need to show resilience and adopt continually to these reforms.

The sustainability of this action will be achieved through a **multifaceted approach that encompasses financial, institutional and policy aspects**. This action is not expected to have a direct impact on the environment. It is in this context that the project aims at supporting systemic changes, i.e., enhancing models of governance and financing of programmes for sustainable labour market inclusion, addressing the individual needs of the target group, and leveraging on capacities and engagement of local labour market actors. This approach ensures that institutions can assess and identify the varying needs of the target group and create integrated and tailored pathways towards labour market integration.

While funding mechanisms for social protection and employment services have been diversified in the recent years, their implementation remains a persistent challenge to central and local institutions alike. Through transparent financing procedures, the project aims to ensure sustainability of mechanisms for budget utilisation to serve the needs of the citizens. **To ensure sustainability, the project activities have been structured following the comprehensive change and innovation processes approach**, which emphasizes a clear implementation approach to facilitate the transfer of achieved results. The innovation process takes into account **the financial, institutional and policy level sustainability**. The proposed action is not expected to have an impact on the environment. The approach comprises of the following logical steps: **1. Conceptual Foundation and Documentation:** The project will thoroughly document the reasons, objectives, and concepts supporting the proposed actions, ensuring clarity for all stakeholders involved. This documentation is especially vital for the grant schemes and other activities within the project. **2. Empowerment and Capacitation:** Adequate preparation will be provided to individuals and institutions responsible for implementing employment, skills, and social services. This empowerment will equip them with the necessary capabilities to carry out their tasks effectively. **3. Pilot Implementation:** Newly designed programs under outputs 1.2, 2.2, and 3.3 will be tested in the 19 municipalities, providing services in proximity to the target groups' residences under 'normal' conditions. This pilot phase will identify any bottlenecks and prepare for a full-scale rollout. **4. Roll-out and Sustainable Implementation:** The project aims for sustainable continuation beyond its timeline, enabling end-beneficiaries to continue the innovation processes independently. To achieve this, the project will initiate exchange opportunities, such as communities of practices, facilitating the sharing of experiences and identifying challenges for staff involved in relevant tasks. **5. Transfer:** The project will work towards institutionalizing the tested ALMPs under outputs 1.2, 2.2, and 3.3. Finalizing the draft DCMs developed earlier, the project will make them accessible for the MoFE. Additionally, roles and responsibilities of relevant actors will be clearly defined to ensure sustainable enforcement.

Dissemination plan

The action will develop and implement a comprehensive dissemination plan to convey efficiently key messages to stakeholder and ensure wide sharing of its knowledge products, results, lessons learned and best practice. The following activities will be considered: **Development of project webpage** to showcase results and to ensure full transparency of the granting mechanism. **Knowledge sharing events** will be organised for the Communities of practice, as a platform to share experiences on the services offered to vulnerable jobseekers. **Capitalization reports** will be produced to document the experience of the grantees in implementing newly designed ALMPs for the target group. **Manuals** will be produced to document the enhanced tools and instruments developed with the support of the project partners. **An initial review and a final review** of the integrated approaches to service delivery will be prepared and disseminated among all stakeholders. In addition, project event and forums will be organised, as well policy briefs and leaflets will be developed and distributed.

2.1.5 Logical Framework

Result	Results chain	Indicator	Baseline (value & reference year)	Target (value & reference year)	Current value* (reference year) (* to be included in interim and final reports)	Sources of data	Assumptions
Impact (Overall objective)	To enhance the partnership of the National Agency for Employment and Skills (NAES) with municipalities to establish and deliver inclusive and integrated employment, skills development for vulnerable groups, in collaboration with labour market actors	Impact indicator 1: Number (or share) of employment mediation delivered by EOs for the target groups, disaggregated by gender, in the 19 target municipalities	Baseline for impact indicator 1: Economic Aid beneficiaries: 1,147 (2022) NEET: 5,773 (2022) Young mothers: NA PwD: 14 (2022) Women: 8855 (2022)	Target for impact indicator 1: Economic Aid beneficiaries: 1 Increase by 10% annually NEET: Increase by 10% annually Young mothers: establish baseline in 2024 and develop target for 2025 and 2026 PwD: increase by at least 100 people (2026) Women: increase by 10% annually.	Current value for impact indicator 1: NA	Sources of data for impact indicator 1 NAES administrative data NAES Annual Progress Reports	<i>Not applicable</i>

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Result	Results chain	Indicator	Baseline (value & reference year)	Target (value & reference year)	Current value* (reference year) (* to be included in interim and final reports)	Sources of data	Assumptions
		Impact indicator 2: Number of approved Active Labour Market Programmes (ALMPs) that are delivered in partnership with labour market actors	Baseline for impact indicator 2: 7, 2023	Target for impact indicator 2: 10, 2026	Current value for impact indicator 2: NA	Sources of data for impact indicator 2: Official Gazette	
Outcome (s) (Specific objective(s))	Outcome 1: To foster inclusive and tailored employment opportunities of groups at risk, women and men, boys, and girls, in line with the needs of the regional labour market.	1.1 – Indicator 1 to Outcome 1: Increased share of target groups who receive ALMPs as unemployed jobseekers, disaggregated by gender and type of vulnerability, in the 19 target municipalities	1.1 – Baseline for indicator 1.1 (same unit of measure) Economic Aid beneficiaries: 11.%, (2022) NEET: 25.9% (2022) Young mothers: NA PWD: 0.6%, (2022) Women: 38.7% (2022)	1.1 – Target for Indicator 1.1 Economic Aid beneficiaries: increase by 2 p.p by 2026 NEET: increase by 2 p.p by 2026 Young mothers: establish baseline in 2024 and develop target for 2025 and 2026 PWD: 0.6%, increase by 2 p.p by 2026 Women: increase by 5 p.p by 2026	1.1 – Current value for indicator 1.1 NA	1.1 – Source of data for indicator 1.1 NAES administrative data	Relevant stakeholders, including regional authorities, employers, community organizations, and vocational training centers, are willing to collaborate and actively participate in creating inclusive employment opportunities. There are supportive regulations, policies, and initiatives at the regional and national levels that promote inclusivity and diversity in the labor market.

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Result	Results chain	Indicator	Baseline (value & reference year)	Target (value & reference year)	Current value* (reference year) (* to be included in interim and final reports)	Sources of data	Assumptions
		1.2 – Indicator 2 to Outcome 1: % of beneficiaries who are employed within 6 months upon completion of the programme, disaggregated by gender, type of vulnerability	1.2 Baseline for indicator 1.2 (same unit of measure) 0, 2023	1.2 – Target for Indicator 1.2 35%, 2026	1.2 – Current value for indicator 1.2 NA	1.2 – Source of data for indicator 1.2 Programme Evaluation	There is a demand for specific skills and job roles in the regional labor market that align with the employment opportunities targeted for groups at risk
	Outcome 2: To improve access and flexibility of the skills development offer for youth and low qualified adults from the groups at risk.	2.1 – Indicator to outcome 2 Guidance and Counselling adopted and in use by the local actors.	2.1 – Baseline for indicator 2.1 (same unit of measure) No (2023)	2.1 – Target for Indicator 2.1 Yes (2026)	2.1 – Current value for indicator 2.1 NA	2.1 – Source of data for indicator 2.1 NAES progress reports and NESS annual progress reports	VET and Employment service institutions and providers are committed to offering flexible and inclusive programs for the target beneficiaries.
		2.2 - Indicator to outcome 2 % of beneficiaries who are employed or participate in further training within 6 months upon completion of the programme, disaggregated by gender, type of vulnerability	2.2 – Baseline for indicator 2.2 (same unit of measure) 0, 2023	2.2 – Target for Indicator 2.2 35%, 2026	2.2 – Current value for indicator 2.2 NA	2.2 – Source of data for indicator 2.2 Programme evaluation	There is willingness to establish effective collaboration with community-based organizations and NGOs working with groups at risk, ensuring that the skills development programs reach the intended beneficiaries.

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Result	Results chain	Indicator	Baseline (value & reference year)	Target (value & reference year)	Current value* (reference year) (* to be included in interim and final reports)	Sources of data	Assumptions
	Outcome 3: To promote and deliver accessible and innovative models of supported employment and skills development for people with disabilities	3.1 – Indicator to outcome 3: Increased number of PwD registered as unemployed jobseekers in the 19 target municipalities, disaggregated by gender	3.1 – Baseline for indicator 2.1 (same unit of measure) Total: 355, April 2023 Women: 172, April 2023	3.1 – Target for Indicator 3.1 15% annually	3.1 – Current value for indicator 3.1 NA	3.1 – Source of data for indicator 3.1 NAES Administrative Data	There will be positive changes in attitudes and perceptions among employers and society at large, leading to increased acceptance and recognition of the potential of the targeted groups in the labor market.
		3.2 – Indicator to outcome 3: Percentage of individuals from the target group who found a job within 6 months after having received support, disaggregated by typology of programme or service received, gender	3.2 – Baseline for indicator 3.2 (same unit of measure) 0, 2023	3.2 – Target for Indicator 3.2 25%, 2026	3.2 – Current value for indicator 3.2 NA	3.2 – Source of data for indicator 3.2 Programme Evaluation	There exist a supportive policy framework at the national and regional levels that promotes the inclusion of people with disabilities in the workforce and encourages innovative approaches to supported employment and skills development.
Outputs	1.1 Output 1 related to Outcome 1: Improved capacities of 10 regional National Agency for Employment and Skills (NAES) offices and 17 local employment offices in the respective 19 municipalities for	1.1.1 Indicator 1 to Output 1: Number of local level actors trained, disaggregated by type of institutions, gender	1.1.1 Baseline for indicator 1.1.1 (same unit of measure) 0, 2023	1.1.1 Target for Indicator 1.1.1 240, 2026	1.1.1 Current value for indicator 1.1.1 NA	1.1.1 Source of data for indicator 1.1.1 Project monitoring reports	Actors at local level are committed to enhancing their capacities and are willing to actively participate in the training and capacity-building initiatives.

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Result	Results chain	Indicator	Baseline (value & reference year)	Target (value & reference year)	Current value* (reference year) (* to be included in interim and final reports)	Sources of data	Assumptions
	outreach, needs assessment, and integrated case management.	1.1.2 Indicator 2 to Output 1: Review of the local level practices on integrated case management	1.1.2 Baseline for indicator 1.1.2 (same unit of measure) 0 (2023)	1.1.2 Target for Indicator 1.1.2 2 (2026)	1.1.2 Current value for indicator 1.1.2 NA	1.1.2 Source of data for indicator 1.1.2 Review reports (beginning and end of the project)	
	1.2 Output 2 related to Outcome 1: 600 vulnerable jobseekers benefited from Intensive Counselling for Employment, delivered through financial support to third parties.	1.2.1. Indicator 1 to Output 2 Number of target beneficiaries who successfully completed the Intensive Counselling Programme, disaggregated by gender, type of vulnerability	1.2.1. Baseline for indicator 1.2.1 (same unit of measure) 0, 2023	1.2.1. Target for Indicator 1.2.1 ³ Economic Aid beneficiaries: 182, (2026) NEET: 364 (2026) Young mothers: 22 (2026)	1.2.1. Current value for indicator 1.2.1 NA	1.2.1. Source of data for indicator 1.2.1 NAES Administrative data and Project Progress Reports	There are available qualified and experienced counsellors or third-party organizations capable of providing effective and tailored intensive counselling services to vulnerable jobseekers Vulnerable jobseekers will be willing to participate in the Intensive Counselling for Employment program, and will be supported to actively engage with counsellors and being open to receiving support and guidance

³ Target values are based on the share of registered unemployed jobseekers by type of vulnerability and by target values in indicator 1.1: Increased share of target groups who receive ALMPs as unemployed jobseekers, disaggregated by gender and type of vulnerability, in the 19 target municipalities.

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Result	Results chain	Indicator	Baseline (value & reference year)	Target (value & reference year)	Current value* (reference year) (* to be included in interim and final reports)	Sources of data	Assumptions
				PWD: 32 (2026) Women: 260 (2026)			
2.1 Output 1 related to Outcome 2: Improved vocational guidance and counselling tools and services delivered by all 17 employment offices and 28 VET providers in the 19 municipalities.	2.1.1 Indicator 1 to Output 1 Guidance and counselling instruments drafted	2.1.1.1 Baseline for indicator 2.1.1 (same unit of measure) No, 2023	2.1.1 Target for Indicator 2.1.1 Yes, 2026	2.1.1.1 Current value for indicator 2.1.1 NA	2.1.1 Source of data for indicator 2.1.1 Project monitoring reports	All 17 employment offices and 28 VET providers in the municipalities are willing to participate in the improvement of vocational guidance and counselling services and have the capacity to implement the necessary changes.	
		2.1.2 Baseline for indicator 2.1.2 (same unit of measure) 0, 2023	2.1.2 Target for Indicator 2.1.2 120, 2026	2.1.2 Current value for indicator 2.1.2 NA	2.1.2 Source of data for indicator 2.1.2 Project monitoring reports	Effective collaboration and communication between the employment offices and VET providers ensures coordinated and integrated approach to improving vocational guidance and counselling.	
2.2 Output 2 related to Outcome 2: 600 low-skilled vulnerable jobseekers benefited from qualitative, flexible, targeted trainings in basic skills (literacy, numeracy, and digital), delivered through financial support to third parties.	2.2.1 Indicator 1 to Output 2 related to Outcome 2 Number of beneficiaries who successfully complete the Basic Skills Programme, disaggregated by gender, type of vulnerability	2.2.1 Baseline for indicator 2.2.1 (same unit of measure) 0, 2023	2.2.1 Target for Indicator 2.2.1 Economic Aid beneficiaries: 182, (2026) NEET: 364 (2026) Young mothers: 22 (2026)	2.2.1 Current value for indicator 2.2.1 NA	2.2.1 Source of data for indicator 2.2.1 Project monitoring reports	Qualified training providers are available and capable of improving their capacities and delivering qualitative and targeted training in basic skills to low-skilled vulnerable jobseekers. Low-skilled vulnerable jobseekers will be actively engaged in the training programs and committed to improving their basic skills.	

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Result	Results chain	Indicator	Baseline (value & reference year)	Target (value & reference year)	Current value* (reference year) (* to be included in interim and final reports)	Sources of data	Assumptions
				PwD: 32 (2026) Women: 260 (2026)			
	3-1 Output 1 related to Outcome 3: People with disabilities and employers have improved awareness on active living and supported employment.	3.1.1 Indicator 1 to Output 1 related to Outcome 3 Number of young people with disabilities who participate in youth camps	3.1.1 Baseline for indicator 3.1.1 (same unit of measure) 0, 2023	3.1.1 Target for Indicator 3.1.1 150, 2026	3.1.1 Current value for indicator 3.1.1	3.1.1 Source of data for indicator 3.1.1	There is a supportive regulatory environment that encourages employers to implement inclusive hiring practices and provide reasonable accommodations.
		3.1.2 Indicator 2 to output 1 related to Outcome 3 Number of employers reached through communication campaign on active living	3.1.2 Baseline for indicator 3.1.2 (same unit of measure) 0 (2023)	3.1.2 Target for Indicator 3.1.2 100 (2026)	3.1.2 Current value for indicator 3.1.2 NA	3.1.2 Source of data for indicator 3.1.2 Project progress reports	
	3-2 Output 2 related to Outcome 3: Five employment offices have improved accessibility and necessary human capacities to support inclusive employment services for people with disabilities.	3.2.1 Indicator 1 to Output 2 related to Outcome 3 Number of EOs that have replicated the Tirana based model (soft infrastructure)	3.2.1 Baseline for indicator 3.2.1 (same unit of measure) 1, 2023	3.2.1 Target for Indicator 3.2.1 6, 2026	3.2.1 Current value for indicator 3.2.1 NA	3.2.1 Source of data for indicator 3.2.1 NAES Annual Reports	NAES is committed to improving accessibility of EOs around the country
		3.2.2 Indicator 2 to Output 2 related to Outcome 3	3.2.2 Baseline for indicator	3.2.2 Target for Indicator 3.2.2	3.2.2 Current value for	3.2.2 Source of data for indicator 3.2.2	Employment offices are willing to collaborate with disability experts, organizations, or consultants to ensure that the improvements in

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Result	Results chain	Indicator	Baseline (value & reference year)	Target (value & reference year)	Current value* (reference year) (* to be included in interim and final reports)	Sources of data	Assumptions
		Number of staff at local level trained	3.3.2 (same unit of measure) 0, 2023	380, 2026	Indicator 3.2.2 NA	Project progress reports	accessibility are effective and responsive to the needs of people with disabilities.
		3.2.3 Indicator 3 to Output 2 related to Outcome 3 Package of employment services and programmes for people with disabilities proposed	3.2.3 Baseline for indicator 3.2.3 (same unit of measure) Early draft prepared, 2023	3.2.3 Target for Indicator 3.2.3 Full proposal, 2025	3.2.3 Current value for indicator 3.2.3 NA	3.2.3 Source of data for indicator 3.2.3 Project progress reports	
	3.3 Output 3 related to Outcome 3: 200 jobseekers with disabilities are employed or receive skills through supported employment and skills development programmes, incorporating job coaches and mentors, delivered through financial support to third parties.	3.3.1 Indicator 1 to Output 3 related to Outcome 3 Number of beneficiaries who successfully complete the programmes, disaggregated by gender	3.3.1 Baseline for indicator 3.3.1 (same unit of measure) 0, 2023	3.3.1 Target for Indicator 3.3.1 200, 2026	3.3.1 Current value for indicator 3.3.1 NA	3.3.1 Source of data for indicator 3.3.1 Project progress reports	There are experienced organisation that are willing to improve the methodologies and quality of services offered to jobseekers with disabilities Jobseekers with disabilities are actively engaged and motivated to participate in the supported employment and skills development programs.

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2.2 Experience

The below information will be used to assess whether you have sufficient and stable experience of managing actions in the same sector and of a comparable scale to the one for which a grant is being requested.

(i) Experience in similar actions in the past 3 years (Maximum 1 page per action)

Name of the organisation: United Nations Development Programme Lead applicant <input checked="" type="checkbox"/> Co-applicant <input type="checkbox"/> Affiliated entity <input type="checkbox"/>		Sector (ref. list of sectors in Sectorial experience in PADOR): 11330- Vocational Training, 16020-Employment Policy & Administrative Management	
Project title: Skills Development for Employment (three phases)		Donors to the action (name)⁴ SDC- Swiss Agency for Development and Cooperation	Amount contributed (by donor) Approx. 7,800,000 EUR
Location of the action Albania	Cost of the action (EUR) Approx. 8,000,000 EUR	Role: coordinator, co-beneficiary, affiliated entity Coordinator	Dates (from..to) dd/mm/yyyy 01/01/2015 to 30/06/2027
Objectives and results of the action Objectives: <ul style="list-style-type: none"> The institutional capacity of key actors in VET and Employment (Ministry, NAVETQ, NAES) is strengthened. The employment service portfolio is based on a balanced demand- and supply-side-oriented approach. A standardized Quality Assurance (QA) framework is in place that improves the image of VET and fosters linkages between school and the world of work. Results <ul style="list-style-type: none"> Transformation of the National Employment Service to the National Employment and Skills Agency Improved legal framework for the implementation of the skills development and employment services reforms. Development of a Labour Market Observatory to support evidence-based policymaking. Support to Albanian institutions to design, implement and monitor the National Employment and Skills Strategy 2019 - 2022, and develop the new Employment and Skills Strategy 2023 – 2030 Design and support implementation of reformed Active Labour Market Programmes, based on an individualized approach 			

⁴ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State

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Name of the organisation: UNDP Lead applicant <input checked="" type="checkbox"/> Co-applicant <input type="checkbox"/> Affiliated entity <input type="checkbox"/>		Sector (ref. list of sectors in Sectorial experience in PADOR): 16020-Employment Policy & Administrative Management	
Project title: Promoting Inclusive Labour Market Solutions in the Western Balkans II			
Location of the action Western Balkan Wide including Albania	Cost of the action (EUR) Approx.: 2,268,000 EUR	Role: coordinator, co-beneficiary, affiliated entity Coordinator	Donors to the action (name)⁵ ADA- Austrian Development Agency UNDP
		Amount contributed (by donor) \$1,700,00 \$114,668	Dates (from..to) dd/mm/yyyy 01.01.2019 30.06.2022
Objectives and results of the action Objectives: <ol style="list-style-type: none"> Strengthen the capacities of national institutions and local service providers to design and implement inclusive policies and programmes for individuals at risk of social and labour market exclusion. Improve models of integrated and user-centered provision of services for marginalized groups. Respond to labor market demand for a qualified workforce and offer a package of measures and services for improved employability and employment mediation of the vulnerable groups. 			
Results <ul style="list-style-type: none"> Increase in capacity for local and national stakeholders to provide customized services for disadvantaged people and to engage in partnerships aiming to enhance vulnerable groups' access to formal employment opportunities. Institutionalization of pilot innovative models of partnerships for inclusive employment An intensification of the mutual learning opportunities on inclusiveness for practitioners of the public employment services and ministries in charge of employment, as a sustainable modality to improve policies. Implementation of a number of short- and medium-term changes and adjustments in the practices of public employment services with respect to making them more inclusive. 			

⁵ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State

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Name of the organisation: UNDP Lead applicant <input type="checkbox"/> Co-applicant <input checked="" type="checkbox"/> Affiliated entity <input type="checkbox"/>	
Project title: Support Continuous Unemployed Learning (SCUL)	
Sector (ref. list of sectors in Sectorial experience in PADOR): 16020-Employment Policy & Administrative Management 11230- Basic Life Skills for youth and adults	
Location of the action	Donors to the action
Cost of the action (EUR)	Amount contributed (by donor)
Role: coordinator, co-beneficiary, affiliated entity	Dates (from..to) dd/mm/yyyy

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Albania	Approx. 812,000	Coordinator	(name) ⁶ EU programme for Employment and Social Innovation (EaSI) UNDP	EUR 315,000 VS2020/0082 EUR 77,254	01.08.2020 31.12.2022
Objectives and results of the action		<p>Objectives:</p> <ol style="list-style-type: none"> 1. Vulnerable jobseekers are referred to tailored basic learning provisions or other social services 2. Low-skilled job seekers benefit from quality, flexible, targeted training on basic skills 3. Training provision is constantly improved, based on collected evidence <p>Results</p> <ul style="list-style-type: none"> • Increase in capacity for local and national stakeholders to provide customized services for disadvantaged people. • Increase in capacity for local stakeholders to engage in partnerships aiming to enhance vulnerable groups' access to formal employment opportunities. • Institutionalization of pilot innovative models of partnerships for inclusive employment that involve public and business sector and the civil society. • An intensification of the mutual learning opportunities on inclusiveness for practitioners of the public employment services and ministries in charge of employment, as a sustainable modality to improve policies. • Implementation of a number of short- and medium-term changes and adjustments in the practices of public employment services with respect to making them more inclusive. 			

Name of the organisation: UNDP

Lead applicant **Co-applicant** **Affiliated entity**

Project title: Strengthening national and local systems to support the effective socio-economic integration of returnees in the Western Balkans

Sector (ref. list of sectors in Sectorial experience in PADOR):
16010 - Social/welfare services

⁶ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State

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Location of the action	Cost of the action (EUR)	Role: coordinator, co-beneficiary, affiliated entity	Donors to the action (name) ⁷	Amount contributed (by donor)	Dates (from..to) dd/mm/yyyy
Multi-country, Albania, North Macedonia, Serbia	Approx.: 1,366,497 EUR for Albania Total: 4,609,988	Coordinator	EU- IPA II Multi Country ACTION, IPA/2020/420-517 UNDP	\$1,466,592.41 \$43,802.47	15.10.2020 30.06.2024
<p>Objectives and results of the action</p> <p>Objectives:</p> <ol style="list-style-type: none"> To enhance the capacities of Western Balkan authorities at the central and local levels to develop and implement effective policies and programs for reintegration of returnees. <p>Results</p> <ul style="list-style-type: none"> Local returnee integration strategies developed at the selected municipalities. In this component, the project contributes to the development of local reintegration strategies, aiming to improve the livelihoods and social wellbeing of returnees and the broader community, tackle local governance issues, capacity and institutional bottlenecks and gaps of service providers and business ecosystems, which hinder the effective implementation of reintegration policies. Elements of local returnee integration strategies are implemented in selected municipalities, including innovative activities on livelihoods and skills building, etc. In this component, the project aims to demonstrate new approaches to economic empowerment and social cohesion, which form the main pillars of local reintegration strategies. Significant number of urgent administrative issues faced by returnees are addressed. In this component, the project seeks to identify and develop innovative approaches to public service provision, by developing and utilizing several digitalized tools and laying the ground for introducing integrated case management 					

⁷ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State

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Name of the organisation: UNDP Lead applicant <input checked="" type="checkbox"/> Co-applicant <input type="checkbox"/> Affiliated entity <input type="checkbox"/>					
Project title: LNB2- Leave No One Behind Phase 1 & 2					
Sector (ref. list of sectors in Sectorial experience in PADOR): 16010 - Social/welfare services					
Location of the action	Cost of the action (EUR)	Role: coordinator, co-beneficiary, affiliated entity	Donors to the action (name) ⁸	Amount contributed (by donor)	Dates (from..to) dd/mm/yyyy
Albania	Approx.: 8,300,000 EUR Approx.: 8,300,000 EUR	Coordinator	Swiss Development Cooperation (SDC) through the SDG Acceleration Fund for Albania	CHF 8,000,000 CHF 8,000,000	02.06.2017 (phase 1) 31.12.2021 01.08.2021 (phase 2) 01.06.2015
Objectives and results of the action		Objectives: <ul style="list-style-type: none"> Improving the effectiveness and efficiency of recently established government financing mechanisms for social inclusion and social care services. Strengthening monitoring, evaluation, and quality assurance mechanisms to improve social service delivery. Supporting the development of social care models that emphasize the integration of services and the application of a cross-service approach to social service delivery. Results <ul style="list-style-type: none"> Marginalized groups and individuals request and receive adequate gender-responsive social services from local authorities, aimed at increasing social inclusion and minimizing vulnerability, and hold decision-makers and service providers accountable for policy delivery. Municipalities efficiently and effectively manage and scale up effective models of quality support and integrated community-based social services to boost social inclusion that are gender-responsive, and rights-based National institutions efficiently and effectively implement their policy framework for ensuring social inclusion and adequately fund gender-responsive social services through improved policy monitoring/ evaluation systems, updated quality professional standards, empowered citizens, and sustainable financing mechanisms. 			

⁸ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State

FL wo

Experience in other actions in past 3 years:

Name of the organisation: UNDP <input type="checkbox"/> Co-applicant <input type="checkbox"/> Affiliated entity <input type="checkbox"/>					
Project title EU 4 Schools Phase 1 & 2					
Sector (ref. list of sectors in Sectorial experience in PADOR): 73010 - Reconstruction relief and rehabilitation					
Location of the action	Cost of the action (EUR)	Role: coordinator, co-beneficiary, affiliated entity	Donors to the action (name) ⁹	Amount contributed (by donor)	Dates (from..to) dd/mm/yyyy
Albania	15,000,000	Coordinator	EU- IPA/2020/415-910 UNDP	EUR 15,000,000 EUR 150,000	01.04.2020 (phase I) 01.12.2023
Albania	50,000,000	Coordinator	EU- IPA/2020/417-701 UNDP	EUR 50,000,000 EUR 615,000	01.09.2020 (phase II) 31.12.2024
Objectives and results of the action		Objectives: <ol style="list-style-type: none"> To support the repairing and reconstruction of education facilities in municipalities affected by the earthquake according to EU standards. To provide increased transparency, accountability, and inclusiveness to the recovery process To improve the capacities of central and local governments in accelerating the recovery Results <ul style="list-style-type: none"> Education facilities reconstructed, repaired, and furnished. Strengthened transparency, accountability, and inclusiveness in the process of recovery. Technical capacities of central and local institutions enhanced. 44 education facilities completed so far, 14 facilities under construction, 25 information technology laboratories installed, 342 health and safety inspections carry so far, 58 civil works contracts signed, 			

⁹ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State

Name of the organization: UNDP

Lead applicant Co-applicant Affiliated entity

<p>Project title: Regional Programme on Local Democracy in the Western Balkans (ReLoad 2)</p>		<p>Sector (ref. list of sectors in Sectorial experience in PADOR): 15150- Democratic Participation and Civil Society</p>	
<p>Location of the action</p>	<p>Cost of the action (EUR)</p>	<p>Role: coordinator, co-beneficiary, affiliated entity</p>	<p>Donors to the action (name)¹⁰</p>
<p>Six Western Balkan Countries incl. Albania.</p>	<p>EUR 12.63m (total for the region) Approx. EUR 1.4m for Albania.</p>	<p>coordinator</p>	<p>European Commission on Civil Society Facility and Media Programme 2020- IPA/2020/-421-996 Government of Albania UNDP</p>
<p>Objectives and results of the action</p>	<p>Objectives To strengthen partnerships between local governments and civil society in the Western Balkans by enhancing transparency in the funding of NGOs from local government budgets and promoting youth and civic engagement in decision-making and community development.</p> <p>Results (expected)</p> <ul style="list-style-type: none"> • Strengthen the capacity of local governments (LGs) and CSOs to institutionalize and implement transparent and gender-responsive grant schemes and deliver quality projects that serve the local community. • Enhanced capacity of local authorities and CSOs to generate greater civic and youth engagement in local affairs. • Enhanced regional networking and dialogue among civil society and local governments across the Western Balkans 		<p>Amount contributed (by donor)</p> <p>1,400,000 Euro \$278,626 \$128,584</p> <p>Dates (from...to) dd/mm/yyyy 01/01/2021-31/12/2024</p>

¹⁰ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State

OK W

Name of the organisation: Arbetsformedlingen

Lead applicant

Co-applicant

Affiliated entity

Project title: Career Guidance and Counselling in Secondary Schools – The Bridge to Employment

Sector (ref. list of sectors in Sectorial experience in PADOR):
16020-Employment Policy & Administrative Management
11230- Basic Life Skills for youth and adults

Location of the action	Cost of the action (EUR)	Role: coordinator, co-beneficiary, affiliated entity	Donors to the action (name) ¹¹	Amount contributed (by donor)	Dates (from..to) dd/mm/yyyy
Cambodia	2,200,000	Coordinator	Swedish International Development Cooperation (SIDA)	2,200,000	01/01/2019 31/12/2021

Objectives and results of the action

Objectives:

- Increase labour market participation of youth after completing a meaningful education pathway
- enhance sustainable career development skills of Cambodian youth BY;
- establishing quality career guidance and counselling (CGC) services in three target provinces' secondary schools and in Mobile Jobcentres or Jobcentres

Results

- Secondary School students and Job-Centre customers have access to quality CGC services in the two targeted provinces.
- Evidence emanating from research on the (cost) effectiveness of CGC services is available for Cambodian Government's further decision- and policymaking.
- Policymakers and education authorities develop policies, systems, and mechanisms for further roll-out of CGC services.
-

¹¹ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State

BK WJ

Name of the organisation: Arbetsförmedlingen Lead applicant <input type="checkbox"/> Co-applicant <input checked="" type="checkbox"/> Affiliated entity <input type="checkbox"/>	
Project title: International Training Programme 318 – Productive Employment and Decent Work for Sustainable Development in line with Agenda 2030	
Location of the action	Cost of the action (EUR)
Bangladesh, Cambodia, Ethiopia, Kenya, Mozambique, Rwanda, Tanzania, Uganda	5,562,700 ¹³
Role: coordinator, co-beneficiary, affiliated entity	Donors to the action (name)¹²
Coordinator	Swedish International Development Cooperation Agency (Sida)
Amount contributed (by donor)	Dates (from..to) dd/mm/yyyy
5,562,700	01/09/2016 30/06/2023
Objectives and results of the action	
Project goal <ul style="list-style-type: none"> to strengthen the capacity of decision makers and other stakeholders from the participating countries through tools and increased knowledge in the field of labour market policy in two thematic areas: LMI and forecast & labour market relations and social dialogue. 	
Results <ul style="list-style-type: none"> Seven programmes were implemented during 2017-2023 with approx. 25-30 participants per programme. Workshops and lecturers on productive employment, labour market policy framework, decent work, decent work, the Swedish model of social dialogue as an instrument, labour market information, analysis and forecasting, results-based management. Cross-cutting issues included change management and leadership of change, supply chain, global partnership, and sustainable consumption. mentorship and project management to support change projects 	

¹² If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State
¹³ 57.765.600 SEK, official EU exchange rate in February 2019

BL Uno

Name of the organization: Albanian Disability Rights Foundation

Lead applicant

Co-applicant

Affiliated entity

Project title: Advance Social and Labor Inclusion of Persons with Disabilities

Sector (ref. list of sectors in Sectorial experience in PADOR):
15162 Human Rights; 15150, strengthening civil society

Location of the action	Cost of the action (EUR)	Role: coordinator, co-beneficiary, affiliated entity	Donors to the action (name) ¹⁴	Amount contributed (by donor)	Dates (from..to) dd/mm/yyyy
Tirana, Elbasan, Shkodra and Durres	198,008	coordinator	EU-IPA for Social Inclusion	198,008 Euro	01/05/2022 – 27/06/2024
<p>Objectives and results of the action</p> <ul style="list-style-type: none"> Strengthen capacities of government at the national, regional, and municipal level to effectively support access of persons with disabilities in social services and labour programmes. Enhance partnership between the National Agency on Employment and Skills, municipality of Tirana, Elbasan, Durres, Shkodra and Albanian Disability Rights Foundation to promote innovative practices in social and labour inclusion of persons with disabilities. minorities <p>Results:</p> <ul style="list-style-type: none"> Personnel of employment offices and municipalities (39 staff members) supported to improve the practice of assessment for the work capacities for persons with disabilities. Improved employability of 180 PwD through access to rehabilitation, internship, employment, and self-employment through the supported employment services. Promote good practices established as part of ALMPs by NAEES E-platform and forum of dialogue as an exchange platform in building learning and innovation for employment of PwD in municipalities of Tirana, Elbasan, Durres and Shkodra 					

¹⁴ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State

BK WPO

3 The lead applicant, the co-applicant(s) and affiliated entities

Deleted as applying via PROSPECT

4 Associates participating in the action

N/A

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✓

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Hc

5 Declarations

5.1. Declaration by the lead applicant (full application)

The lead applicant, represented by the undersigned, being the authorised signatory of the applicant, in the context of the present call for proposals, representing any co-applicant(s), affiliated entity(ies) in the proposed action, hereby declares that

- i. the lead applicant has the sources of financing specified in Section 2 of the guidelines for applicants;
- ii. the lead applicant has sufficient financial capacity to carry out the proposed action or work programme;
- iii. the lead applicant certifies the legal statutes of the lead applicant, of the co-applicant(s) and of the affiliated entity(ies) as reported in part 3, 4, and 5 of this application;
- iv. the lead applicant, the co-applicant(s) and the affiliated entity(ies) have the professional competences and qualifications specified in Section 2 of the guidelines for applicants;
- v. the lead applicant undertakes to comply with the obligations foreseen in the affiliated entity(ies)'s statement of the grant application form and with the principles of good partnership practice;
- vi. the lead applicant is directly responsible for the preparation, management and implementation of the action with the co-applicant(s) and affiliated entity(ies), if any, and is not acting as an intermediary;
- vii. the lead applicant, the co-applicant(s) and the affiliated entity(ies) must fill in and sign a declaration on honour (PRAG Annex A14) certifying that they are not in any of the situations excluding them from participating in contracts which are listed in Section 2.6.10.1. of the practical guide (available from the following internet address: <https://wikis.ec.europa.eu/display/ExactExternalWiki/2.+Basic+rules>). Furthermore, it is recognised and accepted that if the lead applicant, co-applicant(s) and affiliated entity(ies) (if any) participate in spite of being in any of these situations, they may be excluded from other procedures in accordance with the Financial Regulation in force;
- viii. the lead applicant and each co-applicant and affiliated entity (if any) is in a position to deliver immediately, upon request, the supporting documents stipulated under Section 2.4 of the guidelines for applicants;
- ix. the lead applicant and each co-applicant and affiliated entity (if any) are eligible in accordance with the criteria set out under Sections 2.1.1 of the guidelines for applicants; if recommended to be awarded a grant, the lead applicant, the co-applicant(s) and the affiliated entity(ies) accept the contractual conditions as laid down in the standard grant contract annexed to the guidelines for applicants (Annex G) (or the Contribution Agreement, where applicable).

These are the sources and amounts of Union funding received or applied for the action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action

2,700,000 EUR

The lead applicant is fully aware of the obligation to inform without delay the contracting authority to which this application is submitted if the same application for funding made to other European Commission departments or European Union institutions has been approved by them after the submission of this grant application.

We acknowledge that if we participate in spite of being in any of the situations listed in Section 2.6.10.1 of the practical guide or if the declarations or information provided prove to be false we may be subject to rejection from this procedure and to administrative sanctions in the form of exclusion and financial penalties up to 10 % of the total estimated value of the grant being awarded and that this information may be published on the Commission website in accordance with the Financial Regulation in force. We are aware that, for the purposes of safeguarding the EU's financial interests, our personal data may be transferred to internal audit services, to the early detection and exclusion system, to the European Court of Auditors or to the European Anti-Fraud Office.

Be W

Signed on behalf of the lead applicant

Name: Monica Merino
Position: UNDP Resident Representative
Signature: 
Date and place: 6th September 2023



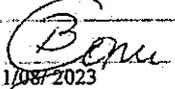
Handwritten initials or signature

5.2. Mandate (for co-applicant(s))

Mandate (for co-applicant(s))

The co-applicant authorises the lead applicant <UNDP > to submit on its behalf the present application form and to sign on its behalf the standard grant contract (Annex G of the guidelines for applicants) (or a Contribution Agreement, where applicable) with the European Commission (contracting authority), as well as, to be represented by the lead applicant in all matters concerning this grant contract.

I have read and approved the contents of the proposal submitted to the contracting authority. I undertake to comply with the principles of good partnership practice.

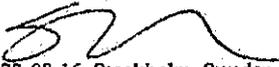
Name:	Blerta DRENOFCI ÇANI
Organisation:	Albanian Disability Rights Foundation
Position:	Executive Director
Signature:	
Date and place:	11/08/2023



Mandate (for co-applicant(s))

The co-applicant authorises the lead applicant United Nations Development Programme to submit on its behalf the present application form and to sign on its behalf the standard grant contract (Annex G of the guidelines for applicants) (or a Contribution Agreement, where applicable) with the European Commission (contracting authority), as well as, to be represented by the lead applicant in all matters concerning this grant contract.

I have read and approved the contents of the proposal submitted to the contracting authority. I undertake to comply with the principles of good partnership practice.

Name:	Shawn Mendes
Organisation:	Arbetsförmedlingen
Position:	Head of International Affairs
Signature:	
Date and place:	2023-08-16, Stockholm, Sweden

BC MW

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ANNEX II - General Conditions for Contribution Agreements

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Article 1: Definitions

- Action:** the cooperation programme or project partly or wholly financed by the EU, which is carried out by the Organisation as described in Annex I. Where reference is made to the Action or part of the Action financed by the EU Contribution, this refers both (i) to activities exclusively financed by the EU Contribution and (ii) to activities jointly co-financed by the EU.
- Contractor:** a natural or legal person with whom a Procurement Contract has been signed.
- Days:** calendar days.
- Early Detection and Exclusion System:** a system set up by Regulation (EU, Euratom) No 2015/1929 of 28 October 2015 on the financial rules applicable to the general budget of the Union (OJ L 286/1, 30.10.2015), which includes information on the early detection of risks threatening the EU financial interests, on the cases of exclusion from EU funding of legal and natural persons and on the cases of imposition of financial penalties.
- End Date:** the date by which the Agreement ends, i.e. the moment of the payment of the balance by the Contracting Authority in accordance with Article 17 or when the Organisation repays any amounts paid in excess of the final amount due pursuant to Article 18. If any of the Parties invokes a dispute settlement procedure in accordance with Article 13, the End Date shall be postponed until the completion of such procedure.
- EU Financial Regulation:** Regulation (EU, Euratom) No. 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Council Regulation (EC, Euratom) No 996/2012 (OJ L 193, 30.7.2018, p. 1).
- Ex ante Pillar-Assessment:** an assessment of the systems, rules and procedures carried out in order to check whether such entity demonstrates a level of protection of the EU financial interests equivalent to that existing when the European Commission implements the budget itself.
- Final Beneficiary:** a natural or legal person ultimately benefitting from the Action.
- Force Majeure:** any unforeseeable and exceptional situation or event beyond the Parties' control which prevents either of them from fulfilling any of their obligations under the Agreement, which may not be attributed to error or negligence on either part (or on the part of the Grant Beneficiaries, Partners, Contractors, agents or staff), and which could not have been avoided by the exercise of due diligence. Defects in equipment or material or delays in making them available cannot be invoked as force majeure, unless they stem directly from a relevant case of force majeure. Labour disputes, strikes or financial problems of the Organisation cannot be invoked as force majeure by the defaulting Party.

Grant:	a direct financial contribution by way of donation given by the Organisation or a Partner to finance third parties activities, including sub-granting and procurement for the implementation of these activities.
Grant Beneficiary:	a natural or legal person to whom a Grant has been awarded.
Grave Professional Misconduct:	any of: <ul style="list-style-type: none"> a violation of applicable laws or regulations, in particular the Organisation's Regulations and Rules, or ethical standards of the profession to which a person or entity belongs, including any conduct leading to sexual or other exploitation or abuse, or any wrongful conduct of a person or entity which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence.
Impact:	the overall objective of the Action entailing positive and negative, primary and secondary long-term effects produced by a development intervention, directly or indirectly, intended or unintended.
Indicator:	the quantitative and/or qualitative factor or variable that provides a simple and reliable means to measure progress in the achievement of the relevant Results of the Action. An indicator must have an agreed baseline, target and source of data.
Internal Control System:	a process applicable at all levels of management designed to provide reasonable assurance of achieving the following objectives: <ul style="list-style-type: none"> a) effectiveness, efficiency and economy of operations; b) reliability of reporting; c) safeguarding of assets and information; d) prevention, detection, correction and follow-up of fraud and irregularities; e) adequate management of the risks relating to the legality and regularity of the financial operations, taking into account the multiannual character of programmes as well as the nature of the payments concerned.
International Organisation:	an international public-sector organisation set up by international agreement (including specialised agencies set up by such organisations), or an organisation assimilated to international organisations in accordance with the EU Financial Regulation.
Member State Organisation:	an entity established in a Member State of the European Union as a public law body or as a body governed by private law entrusted with a public service mission and provided with adequate financial guarantees from the Member State.
Multi-Donor Action:	an Action co-financed by the EU Contribution (whether or not earmarked) and other donor(s).
Outcome:	the specific objective of the Action entailing the likely or achieved short-term and medium-term effects of an Action's Outputs. For non-EU external actions "Outcomes" are synonymous of Results.
Output:	the products, capital goods and services which result from an Action's activities.
Partner:	an entity implementing part of the Action and being a party to the relevant Contribution Agreement together with the Organisation.

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Procurement Contract: a contract signed between the Contractor and either the Organisation or a Partner under which the Contractor provides services, supplies or works.

Regulations and Rules: regulations, rules, organisational directives, instructions and other parts of the regulatory framework of the Organisation.

Result: the Output, Outcome or Impact of an Action.

Sound Financial Management: a principle overarching the implementation of this Agreement, namely economy, effectiveness and efficiency (including all aspects of internal control). The principle of economy requires that resources used in the pursuit of the implementation of the Action shall be made available in due time, in appropriate quantity and quality and at the best price. The principle of effectiveness concerns the attainment of the specific objectives and the achievement of the intended results. The principle of efficiency concerns the best relationship between resources employed and results achieved.

Article 2: General obligations

Implementation of the Action

2.1 The Organisation is responsible for the implementation of the Action described in Annex I, regardless of whether the activities are performed by the Organisation itself, a Contractor or a Grant Beneficiary. Both Parties will endeavour to strengthen their mutual contacts with a view to foster the exchange of information throughout the implementation of the Action. To this end, the Organisation and the Contracting Authority shall participate in coordination meetings and other jointly organised common activities, and the Organisation shall invite the European Commission to join any donor committee which may be set up in relation to the Action.

2.2 In the performance of the activities and subject to ad-hoc provisions stipulated in the Special Conditions, if any, the Organisation shall apply its own rules and procedures, which have been subject to the Ex-ante Pillar-Assessment, as regards:

- a) internal control;
- b) accounting system;
- c) independent external audit;
- d) exclusion from access to funding;
- e) publication of information on recipients;
- f) protection of personal data.

The Organisation may apply its own rules and procedures as regards the award and management of Grants and/or Procurement Contracts only if and to the extent provided for by the Special Conditions, including any ad hoc measures.

As regards the publication of information on recipients, the Organisation shall authorise the publication of the internet site where it publishes the information referred to in Article 3.8 d) on the European Commission's internet site.

2.3 Where the Organisation has been fully or partially exempted, by the European Commission, from undergoing the Ex-ante Pillar Assessment, it may apply its own rules and procedures in the areas provided for under Article 2.2, subject to ad-hoc provisions stipulated in the Special Conditions, if any.

2.4 The Organisation may use any Regulations and Rules which have not been subject to an Ex-ante Pillar Assessment to the extent that these Regulations and Rules are not in conflict with the provisions of this Agreement and with the rules and procedures which have been subject to the Ex-ante Pillar-Assessment.

Responsibility

- 2.5 The Organisation shall be responsible for the performance of the obligations under this Agreement with a due degree of professional care and diligence, which means that it shall apply the same level of duty and care which it applies in managing its own funds. The Organisation shall respect the principles of Sound Financial Management, transparency, non-discrimination and visibility of the European Union in the implementation of the Action.
- 2.6 The Organisation shall have full financial responsibility towards the Contracting Authority for all funds, including those unduly paid to or incorrectly used by Contractors or Grant Beneficiaries. The Organisation shall take measures to prevent, detect and correct irregularities and fraud when implementing the Action. To this end, the Organisation shall carry out, in accordance with the principle of proportionality and its positively assessed Regulations and Rules, ex-ante and/or ex-post controls including, where appropriate, on-the-spot checks on representative and/or risk-based samples of transactions, to ensure that the Action financed by the EU Contribution is effectively carried out and implemented correctly. The Organisation shall inform the European Commission and the Contracting Authority of irregularities and fraud detected in the management of the EU Contribution and the measures taken. Where funds have been unduly paid to or incorrectly used by Contractors or Grant Beneficiaries, the Organisation shall take all applicable measures in accordance with its own Regulations and Rules to recover those funds, including, where appropriate, by bringing legal proceedings and by endeavouring to assign claims against its Contractors or Grant Beneficiaries to the Contracting Authority or the European Commission. Where the Organisation has exhausted such measures and the non-recovery is not the result of error or negligence on the part of the Organisation, the Contracting Authority will consider the amounts that could not be recovered from Contractors and/or Grant Beneficiaries as eligible costs.

Other obligations

- 2.7 The Organisation undertakes to ensure that the obligations stated in this Agreement under Articles 2.9-Other obligations, 5-Conflict of interests, 7- Visibility, and Article 15-Archiving, access and financial checks apply, where applicable, to all Contractors and Grant Beneficiaries.

In addition, the Organisation also undertakes to require Contractors and Grant Beneficiaries to: (i) comply with the relevant national laws and regulations as regards protection of personal data and (ii) ensure accurate and regular records and accounts.

- 2.8 The Organisation shall notify the Contracting Authority and the European Commission without delay of any substantial change in the rules, procedures and systems applied in the implementation of the Action. This obligation concerns in particular (i) substantial changes affecting the Ex-ante Pillar Assessment undergone by the Organisation or affecting the rules and procedures which have been assessed by the European Commission for the purpose of granting an exemption from the obligation to undergo an Ex-ante Pillar Assessment, or (ii) those that may affect the conditions for eligibility provided for in the applicable legal instruments of the EU. The Parties shall use their best efforts to resolve amicably any issues resulting from such changes. The Contracting Authority reserves the right to adopt or require additional measures in response to such changes. In the event an agreement on such measures or other solutions cannot be reached between the Parties, either Party may terminate the Agreement in accordance with Article 12.3.
- 2.9 The Organisation shall promote the respect of human rights and respect applicable environmental legislation including multilateral environmental agreements, as well as internationally agreed core labour standards. The Organisation shall not support activities that contribute to money laundering, terrorism financing, tax avoidance, tax fraud or tax evasion.

- 2.10 Where the European Commission is not the Contracting Authority, it shall not be a party to this Agreement, with the consequence that rights and obligations are conferred upon it only where explicitly stated. This is without prejudice to the European Commission's role in promoting a consistent interpretation of the terms of this Agreement.

Article 3: Obligations regarding information and reporting

General issues

- 3.1 The Organisation shall provide the Contracting Authority with full information on the implementation of the Action. To that end, the Organisation shall include in Annex I a work plan at least for the first year of the Implementation Period (or the whole Implementation Period where it is less than one (1) year). The Organisation shall submit to the Contracting Authority progress report(s) and a final report in accordance with the provisions below. These reports shall consist of a narrative part and a financial part.
- 3.2 Every report, whether progress or final, shall provide a complete account of all relevant aspects of the implementation of the Action for the period covered. The report shall describe the implementation of the Action according to the activities envisaged in Annex I as well as the degree of progress towards the achievement of its Results (Outputs, Outcomes and if possible Impact) as measured by corresponding Indicators. The report shall be drafted in such a way as to allow monitoring of the Results, the means envisaged and employed. The level of detail in any report shall match that of Annexes I and III.
- 3.3 Where the overall action of the Organisation lasts longer than the Implementation Period of this Agreement, the Contracting Authority may request – in addition to the final reports to be submitted pursuant to Article 3.8 - the final reports of the overall action, once available. The Special Conditions shall lay down the rules concerning any remaining funds.
- 3.4 Any alternative or additional reporting requirement shall be set out in the Special Conditions.
- 3.5 The Contracting Authority may request additional information at any time, providing the reasons for that request. Subject to the Organisation's Regulations and Rules, such information shall be supplied within thirty (30) Days of receipt of the request. The Organisation may submit a duly motivated request to extend the 30-Day deadline.
- 3.6 The Organisation shall notify the Contracting Authority without delay of any circumstances likely to adversely affect the implementation and management of the Action, or to delay or jeopardise the performance of the activities.

Content of the reports

- 3.7 The progress report(s) shall relate directly to this Agreement and shall at least include:
- a) summary and context of the Action;
 - b) actual Results: an updated table based on a logical framework matrix (as included in Annex I) including reporting of Results achieved by the Action (Outputs, Outcomes s, and if possible, Impact) as measured by their corresponding Indicators, against agreed baselines and targets, and relevant data sources;
 - c) information on the activities directly related to the Action as described in Annex I and carried out during the reporting period;
 - d) information on the difficulties encountered and measures taken to overcome problems and eventual changes introduced;
 - e) information on measures taken to identify the EU as source of financing, in accordance with Article 7;

- f) a breakdown of the total costs, following the structure set out in Annex III, incurred from the beginning of the Action as well as the legal commitments entered into by the Organisation during the reporting period;
- g) a summary of controls carried out and available final audit reports in line with the Organisation's policy on disclosure of such controls and audit reports. Where errors and weaknesses in systems were identified, an analysis of their nature and extent, as well as information on corrective measures taken or planned, shall also be provided;
- h) where applicable, a request for payment;
- i) work plan and budget forecast for the next reporting period.

3.8 The final report shall cover the entire Implementation Period and include:

- a) all the information requested in Article 3.7 a) to h);
- b) a summary of the Action's receipts, payments received and of the eligible costs incurred;
- c) where applicable, an overview of any funds unduly paid or incorrectly used which the Organisation could or could not recover itself;
- d) the exact link to the webpage referred to in last subparagraph of Article 2.2;
- e) if relevant, details of transfers of equipment, vehicles and remaining major supplies mentioned in Article 8;
- f) where the Action is a Multi-Donor Action and the EU Contribution is not earmarked, a confirmation from the Organisation that an amount corresponding to that paid by the Contracting Authority has been used in accordance with the obligations laid down in this Agreement and that costs that were not eligible for the EU Contribution have been covered by other donors' contributions;
- g) where applicable, a request for payment.

3.9 The Organisation shall submit a report for every reporting period as specified in the Special Conditions starting from the commencement of the Implementation Period, unless otherwise specified in the Special Conditions¹. Reporting, narrative as well as financial, shall cover the whole Action, regardless of whether this Action is entirely or partly financed by the EU Contribution. Progress reports shall be submitted within sixty (60) Days after the period covered by such report. The final report shall be submitted, at the latest, six (6) months after the end of the Implementation Period.

Management declaration

3.10 Every progress and final report shall be accompanied by a management declaration in accordance with the template included in Annex VI, unless Article 1.5 of the Special Conditions states that a global management declaration shall be sent annually to the European Commission headquarters, separately from the reports provided under this Agreement.

Audit or control opinion for organisations other than International Organisations/Member State Organisations

3.11 In case the Organisation is neither an International Organisation, nor a Member State Organisation, the Organisation shall provide an audit or control opinion in accordance with internationally accepted audit standards, establishing whether the accounts give a true and fair view, whether the control systems in place function properly, and whether the underlying transactions are managed in accordance with the provisions of this Agreement. The opinion shall also state whether the audit work puts in doubt the assertions made in the management declaration mentioned above.

¹ By default, the reporting period is every twelve (12) months as from the commencement of the Implementation Period.

- 3.12 Such audit or control opinion shall be provided up to one (1) month following the management declaration sent with every progress or final report, unless Article 1.5 of the Special Conditions states that the global management declaration and the global audit or control opinion shall be sent annually to the European Commission headquarters separately from the reports provided under this Agreement.

Currency for reporting

- 3.13 The reports shall be submitted in the Currency of the Agreement as specified in Article 3 of the Special Conditions.
- 3.14 The Organisation shall convert legal commitments, the Action's receipts and costs incurred in currencies other than the accounting currency of the Organisation according to its usual accounting practices.

Failure to comply with reporting obligations

- 3.15 If the Organisation is unable to present a progress or final report, together with the accompanying documents, by the deadline set out in Article 3.9, the Organisation shall inform the Contracting Authority in writing of the reasons. The Organisation shall also provide a summary of the state of progress of the Action and, where applicable, a provisional work plan for the next period. If the Organisation fails to comply with this obligation for two (2) months, following the deadline set out in Article 3.9, the Contracting Authority may terminate the Agreement in accordance with Article 12, refuse to pay any outstanding amount and recover any amount unduly paid.

Article 4: Liability towards third parties

- 4.1 The European Commission shall not, under any circumstances or for any reason whatsoever, be held liable for damage or injury sustained by the staff or property of the Organisation while the Action is being carried out, or as a consequence of the Action. The European Commission shall not therefore accept any claim for compensation or increase in payment in connection with such damage or injury.
- 4.2 The European Commission shall not, under any circumstances or for any reason whatsoever, be held liable towards third parties, including liability for damage or injury of any kind sustained by them in respect of or arising out of the implementation of the Action.
- 4.3 The Organisation shall discharge the European Commission of all liability associated with any claim or action brought as a result of an infringement of the Organisation's Regulations and Rules committed by the Organisation or Organisation's employees or individuals for whom those employees are responsible, or as a result of a violation of a third party's rights in the context of the implementation of the Action.

Article 5: Conflict of interests

- 5.1 The Organisation shall refrain, in accordance with its Regulations and Rules, from any action which may give rise to a conflict of interests.
- 5.2 A conflict of interest shall be deemed to arise where the impartial and objective exercise of the functions of any person implementing the Agreement is compromised.

Article 6: Confidentiality

- 6.1 The Contracting Authority and the Organisation shall both preserve the confidentiality of any document, information or other material directly related to the implementation of the Action that is communicated as confidential. The confidential nature of a document shall not prevent it from being communicated to a third party on a confidential basis when the rules binding

the Parties, or the European Commission when it is not the Contracting Authority, so require. In no case can disclosure put in jeopardy the Parties' privileges and immunities or the safety and security of the Parties' staff, Contractors, Grant Beneficiaries or the Final Beneficiaries of the Action.

- 6.2 The Parties shall obtain each other's prior written consent before publicly disclosing such confidential information unless:
- a) the communicating Party agrees in writing to release the other Party from the earlier confidentiality obligations; or
 - b) the confidential information becomes public through other means than in breach of the confidentiality obligation by the Party bound by that obligation; or
 - c) the disclosure of confidential information is required by law or by Regulations and Rules established in accordance with the basic constitutive document of any of the Parties.
- 6.3 The Parties shall remain bound by confidentiality for five (5) years after the End Date of the Agreement, or longer as specified by the communicating Party at the time of communication.
- 6.4 Where the European Commission is not the Contracting Authority, it shall nonetheless have access to all documents communicated to the Contracting Authority, and shall maintain the same level of confidentiality.

Article 7: Visibility

Visibility

- 7.1 Unless the European Commission requests or agrees otherwise, the Organisation shall take all appropriate measures to publicise the fact that the Action has received funding from the EU. Such measures shall be carried out in accordance with the Visibility Requirements for EU External Action², as in effect at the time of entry into force of this Agreement or with any other guidelines agreed between the European Commission and the Organisation.
- 7.2 If, during the implementation of the Action, equipment, vehicles or major supplies are purchased using the EU Contribution, the Organisation shall display appropriate acknowledgement on such vehicles, equipment or major supplies, including the display of the EU emblem (twelve yellow stars on a blue background). Where such display could jeopardise the Organisation's privileges and immunities or the safety of the Organisation's staff or of the Final Beneficiaries, the Organisation shall propose appropriate alternative arrangements. The acknowledgement and the EU emblem shall be of such a size and prominence as to be clearly visible in a manner that shall not create any confusion regarding the identification of the Action as an activity of the Organisation, nor the ownership of the equipment, vehicles or major supplies by the Organisation.
- 7.3 If, pursuant to Article 8.5, the equipment, vehicles or remaining major supplies purchased with the EU Contribution have not been transferred to the local authorities, local Grant Beneficiaries or Final Beneficiaries when submitting the final report, the visibility requirements as regards this equipment, vehicles or major supplies (in particular display of the EU emblem) shall continue to apply between submission of the final report and the end of the overall action, if the latter is longer. Where the Organisation retains ownership in accordance with Article 8.6, the visibility requirements shall continue to apply as long as the relevant equipment, vehicles or remaining major supplies are used by the Organisation.
- 7.4 Unless otherwise provided in the Special Conditions, if disclosure risks threatening the Organisation's safety or harming its interests, the European Commission and the Contracting Authority (if other than the European Commission) may publish in any form and medium,

² Visibility in EU-financed external actions – Requirements for implementing partners (Projects), available at: https://ec.europa.eu/intpa/comm-visibility-requirements_en.

including on its internet sites, the name and address of the Organisation, the purpose and amount of the EU Contribution.

- 7.5 The Organisation shall ensure that reports, publications, press releases and updates relevant to the Action are communicated to the addresses stated in the Special Conditions upon their issuance.
- 7.6 The Parties will consult immediately and endeavour to remedy any detected shortcomings in implementing the visibility requirements set out in this Article. This is without prejudice to measures the Contracting Authority may take in case of substantial breach of an obligation.

Communication

- 7.7 In addition to the obligations stipulated under Article 7.1 to 7.6, the Organisation shall implement, if applicable, communication activities as described in Annex I.

Article 8: Right to use results and transfer of equipment

Right to use

- 8.1 Ownership of the results of the Action shall not vest in the Contracting Authority. Subject to Article 6, the Organisation shall grant, and shall act to ensure that any third party concerned grants the Contracting Authority (and the European Commission where it is not the Contracting Authority) the right to use free of charge the results of the Action, including the reports and other documents relating to it, which are subject to industrial or intellectual property rights.
- 8.2 Where the results mentioned in Article 8.1 include pre-existing rights and the Organisation cannot warrant the Contracting Authority (and the European Commission where it is not the Contracting Authority) the right to use such results, the Organisation shall inform in writing the Contracting Authority (and the European Commission, where it is not the Contracting Authority) accordingly.

Transfer

- 8.3 The equipment, vehicles and remaining major supplies purchased with the EU Contribution shall be transferred to or remain with local authorities, local Grant Beneficiaries or Final Beneficiaries, at the latest when submitting the final report.
- 8.4 The documentary proof of those transfers shall not be presented with the final reports, but shall be kept for verification for the duration and along with the documents mentioned in Article 15.1.
- 8.5 By way of derogation from Article 8.3, the equipment, vehicles and remaining major supplies purchased with the EU Contribution in the framework of actions which continue after the end of the Implementation Period may be transferred at the end of the overall action. The Organisation shall use the equipment, vehicles and remaining major supplies for the benefit of the Final Beneficiaries. The Organisation shall inform the Contracting Authority on the end use of the equipment, vehicles and remaining major supplies in the final report.
- 8.6 In the event that there are no local authorities, local Grant Beneficiaries or Final Beneficiaries to whom the equipment, vehicles and remaining major supplies could be transferred, the Organisation may transfer them to another action funded by the EU or - exceptionally - retain ownership of the equipment, vehicles and remaining major supplies at the end of the Action or the overall action. In such cases, it shall submit a justified written request with an inventory listing of the items concerned and a proposal concerning their use in due course and - at the latest - together with the submission of the final report. In no event may the end use jeopardize the sustainability of the Action.

Article 9: Monitoring and evaluation of the Action

- 9.1 Keeping in mind the commitment of the Parties to the effective and efficient operation of the Agreement, the Organisation shall invite representatives of the European Commission and the Contracting Authority (if other than the European Commission) to participate at their own costs to the main monitoring missions and evaluation exercises related to the performance of the Action. Participation in evaluation exercises should be ensured by requesting comments from the European Commission and the Contracting Authority on the terms of reference before the exercise takes place, and on the different deliverables related to an evaluation exercise prior to their final approval (as a minimum, on the final report). The Organisation shall send all monitoring and evaluation reports relating to the Action to the European Commission and the Contracting Authority once issued, subject to confidentiality.
- 9.2 Article 9.1 is without prejudice to any monitoring mission or evaluation exercise, which the European Commission as a donor, or the Contracting Authority, at their own costs, may wish to perform. Monitoring and evaluation missions by representatives of the European Commission or the Contracting Authority shall be planned ahead and completed in a collaborative manner between the staff of the Organisation and the European Commission's (or Contracting Authority's) representatives, keeping in mind the commitment of the Parties to the effective and efficient operation of the Agreement. The European Commission (or the Contracting Authority) and the Organisation shall agree on procedural matters in advance. The European Commission (or the Contracting Authority) shall make available to the Organisation the terms of reference of the evaluation exercise before it takes place, as well as the different deliverables (as a minimum, the draft final report) for comments prior to final issuance. The European Commission (or the Contracting Authority) shall send the final monitoring and evaluation report to the Organisation once issued.
- 9.3 In line with the spirit of partnership, the Organisation and the European Commission (and the Contracting Authority, if applicable), may also carry out joint monitoring and/or evaluation. Such arrangements will be discussed and agreed in due time, planned ahead and completed in a collaborative manner.
- 9.4 Representatives of the relevant partner country may, whenever possible, be invited to participate at their own costs in the main monitoring missions and evaluation exercises, unless such participation would be detrimental to the objectives of the Action or threaten the safety or harm the interests of Partners, Grant Beneficiaries or Final Beneficiaries.

Article 10: Amendment to the Agreement

- 10.1 Without prejudice to Articles 10.3 to 10.6, any amendment to this Agreement, including its annexes, shall be set out in writing in an addendum signed by both Parties. This Agreement can only be amended before the End Date.
- 10.2 The requesting Party shall request in writing any amendment thirty (30) Days before the amendment is intended to enter into force and no later than thirty (30) Days before the End Date, unless there are special circumstances, duly demonstrated by it, and accepted by the other Party. The other Party shall notify its decision regarding the amendment proposed in due time and in any case no later than thirty (30) Days after the date when the amendment request was received.
- 10.3 By way of derogation from Articles 10.1 and 10.2, where an amendment to Annex I and/or Annex III does not affect the main purpose of the Action and the financial impact is limited to a transfer within a single budget heading, including cancellation or introduction of an item, or a transfer between budget headings involving a variation (as the case may be in cumulative terms) of 25 % or less of the amount originally entered (or as amended by a written addendum) in relation to each concerned heading, the Organisation may unilaterally amend Annex I and/or Annex III and shall inform the Contracting Authority accordingly in writing, at the latest in the next report.

- 10.4 The method described in Article 10.3 shall be used neither to amend the contingency reserve referred to under Article 16.2, the rate for remuneration, nor the agreed methodology or fixed amounts/rates of simplified cost options.
- 10.5 The Organisation may, in agreement with the Contracting Authority and before the modification takes place, change the following without a formal addendum to the Agreement:
- (a) Outputs, the Indicators and their related targets, baselines and sources of verification described in Annex I and in the logical framework if the change does not affect the main outcome of the Action;
 - (b) Communication activities described in Annex I.
- Approved changes must be explained in the next report.
- 10.6 Changes of address and of bank account shall be notified in writing to the Contracting Authority. Where applicable, changes of bank account must be specified in the request for payment, using the financial identification form attached as Annex IV.

Article 11: Suspension

Suspension of the time limit for payment

- 11.1 The Contracting Authority may suspend the time limit for payment following a single payment request by notifying the Organisation that either:
- a) the amount is not due; or
 - b) the appropriate supporting documents have not been provided and therefore the Contracting Authority needs to request clarifications, modifications or additional information to the narrative or financial reports. Such clarifications or additional information may notably be requested by the Contracting Authority if it has doubts about compliance by the Organisation with its obligations in the implementation of the Action; or
 - c) credible information has come to the notice of the Contracting Authority that puts in doubt the eligibility of the reported expenditure; or
 - d) credible information has come to the notice of the Contracting Authority that indicates a significant deficiency in the functioning of the Internal Control System of the Organisation or that the expenditure reported by the Organisation is linked to a serious irregularity and has not been corrected. In this case, the Contracting Authority may suspend the payment deadline if it is necessary to prevent significant damage to the EU's financial interests.
- 11.2 In the situations listed in Article 11.1, the Contracting Authority shall notify the Organisation as soon as possible, and in any case within thirty (30) Days from the date on which the payment request was received, of the reasons for the suspension, specifying - where applicable - the additional information required. Suspension shall take effect on the date when the Contracting Authority sends the notification stating the reasons for the suspension. The remaining payment period shall start to run again from the date on which the requested information or revised documents are received or the necessary further checks are carried out. If the requested information or documents are not provided within the deadline fixed in the notification or are incomplete, payment may be made on the basis of the partial information available.

Suspension of the Agreement by the Contracting Authority

- 11.3 The Contracting Authority may suspend the implementation of the Agreement, fully or partly, if:
- a) the Contracting Authority has proof that irregularities, fraud or breach of substantial obligations have been committed by the Organisation in the procedure of its selection, in its Ex-ante Pillar Assessment or in the implementation of the Action;
 - b) the Contracting Authority has proof that irregularities, fraud or breach of obligations have occurred which call into question the reliability or effectiveness of the Organisation's Internal Control System or the legality and regularity of the underlying transactions;
 - c) the Contracting Authority has proof that the Organisation has committed irregularities, fraud or breaches of obligations under other agreements funded by EU funds provided that those irregularities, fraud or breaches of obligations have a material impact on this Agreement.
- 11.4 Before suspension, the Contracting Authority shall formally notify the Organisation of its intention to suspend, inviting the Organisation to make observations within ten (10) Days from the receipt of the notification. If the Organisation does not submit observations, or if - after examination of the observations submitted by the Organisation - the Contracting Authority decides to pursue the suspension, the Contracting Authority may suspend all or part of the implementation of this Agreement serving seven (7) Days' prior notice. In case of suspension of part of the implementation of the Agreement, upon request of the Organisation, the Parties shall enter into discussions in order to find the arrangements necessary to continue the part of the implementation that is not suspended. Any expenditures or costs incurred by the Organisation during the suspension and related to the part of the Agreement suspended shall not be reimbursed, nor be covered by the Contracting Authority. Following suspension of the implementation of the Agreement, the Contracting Authority may terminate the Agreement in accordance with Article 12.2, recover amounts unduly paid and/or, in agreement with the Organisation, resume implementation of the Agreement. In the latter case, the Parties will amend the Agreement where necessary.

Suspension for exceptional circumstances

- 11.5 The Organisation may decide to suspend the implementation of all or part of the Action if exceptional and unforeseen circumstances beyond the control of the Organisation make such implementation impossible or excessively difficult, such as in cases of Force Majeure. The Organisation shall inform the Contracting Authority immediately and provide all the necessary details, including the measures taken to minimise any possible damage, and the foreseeable effect and date of resumption.
- 11.6 The Contracting Authority may also notify the Organisation of the suspension of the implementation of the Agreement if exceptional circumstances so require, in particular:
- a) when a relevant EU Decision identifying a violation of human rights has been adopted; or
 - b) in cases such as crisis entailing a change of EU policy.
- 11.7 Neither of the Parties shall be held liable for breach of its obligations under the Agreement if Force Majeure or exceptional circumstances as set forth under Articles 11.5 and 11.6 prevent it from fulfilling said obligations, and provided it takes any measures to minimise any possible damage.
- 11.8 In the situations listed in Articles 11.5 and 11.6, the Parties shall minimise the duration of the suspension and shall resume implementation once the conditions allow. During the suspension period, the Organisation shall be entitled to the reimbursement of the minimum costs, including new legal commitments, necessary for a possible resumption of the implementation of the Agreement or of the Action. The Parties shall agree on such costs, including the reimbursement of legal commitments entered into for implementing the Action

before the notification of the suspension was received which the Organisation cannot reasonably suspend, reallocate or terminate on legal grounds. This is without prejudice to any amendments to the Agreement that may be necessary to adapt the Action to the new implementing conditions, including, if possible, the extension of the Implementation Period or to the termination of the Agreement in accordance with Article 12.3. In case of suspension due to Force Majeure or if the Action is a Multi-Donor Action, the Implementation Period is automatically extended by an amount of time equivalent to the duration of the suspension.

Article 12: Termination

12.1 Without prejudice to any other provision of these General Conditions or penalties foreseen in the EU Financial Regulation, where applicable, and with due regard to the principle of proportionality, the Contracting Authority may terminate the Agreement if the Organisation:

- a) fails to fulfil a substantial obligation incumbent on it under the terms of the Agreement;
- b) is guilty of misrepresentation or submits false or incomplete statements to obtain the EU Contribution or provides reports that do not reflect reality to obtain or keep the EU Contribution without cause;
- c) is bankrupt or being wound up, or is subject to any other similar proceedings;
- d) is guilty of Grave Professional Misconduct proven by any justified means;
- e) has committed fraud, corruption or any other illegal activity to the detriment of the EU's financial interests on the basis of proof in the possession of the Contracting Authority;
- f) fails to comply with the reporting obligations in accordance with Article 3.15;
- g) has committed any of the failings described in Article 11.3 on the basis of proof in the possession of the Contracting Authority.

12.2 Before terminating the Agreement in accordance with Article 12.1, the Contracting Authority shall formally notify the Organisation of its intention to terminate, inviting the Organisation to make observations (including proposals for remedial measures) within thirty (30) Days from the receipt of the notification. During this period, and until the termination takes effect, the Contracting Authority may suspend the time limit for any payment in accordance with Article 11.2 as a precautionary measure informing the Organisation immediately in writing. If the Organisation does not submit observations, or if, after examination of the observations submitted by the Organisation, the Contracting Authority decides to pursue the termination, the Contracting Authority may terminate the Agreement serving seven (7) Days' prior notice. During that period, the Organisation may refer the matter to the responsible director in the European Commission. Where the Contracting Authority is the European Commission, the termination will take effect if and when confirmed by the director. Where the Contracting Authority is not the European Commission, the referral to the responsible director in the European Commission will not suspend the effects of the decision of the Contracting Authority. In case of termination, the Contracting Authority may demand full repayment of any amounts paid in excess of the final amount determined in accordance with Article 18 after allowing the Organisation to submit its observations. Neither Party shall be entitled to claim indemnity by the other Party on account of the termination of this Agreement.

12.3 If, at any time, either Party believes that the purpose of the Agreement can no longer be effectively or appropriately performed, it shall consult the other Party. Failing agreement on a solution, either Party may terminate the Agreement by serving sixty (60) Days written notice. In this case, the final amount shall cover:

- a) payment only for the part of the Action carried out up to the date of termination;
- b) in the situations described in Articles 11.5 and 11.6, the unavoidable residual expenditures incurred during the notice period; and,
- c) in the situations described in Articles 11.5 and 11.6, reimbursement of legal commitments the Organisation entered into for implementing the Action before the

written notice on termination was received by it and which the Organisation cannot reasonably terminate on legal grounds.

The Contracting Authority shall recover the remaining part in accordance with Article 14.

- 12.4 In the event of termination, a final report and a request for payment of the balance shall be submitted in accordance with Articles 3 and 17. The Contracting Authority shall not reimburse or cover any expenditure or costs which are not included or justified in a report approved by it.

Article 13: Applicable law and settlement of disputes

- 13.1 The Parties shall endeavour to settle amicably any disputes or complaints relating to the interpretation, application or validity of the Agreement, including its existence or termination.
- 13.2 Where the Organisation is not an International Organisation, and the European Commission is the Contracting Authority, this Agreement is governed by EU law, complemented - if necessary - by the relevant provisions of Belgian law. In the absence of an amicable settlement in accordance with Article 13.1 above, the General Court, or on appeal the Court of Justice of the European Union, has sole jurisdiction. Such actions must be brought under Article 272 of the Treaty on the Functioning of the EU (TFEU). Notwithstanding the foregoing sentence, where the Organisation is not established or incorporated in the EU, any of the Parties may bring before the Brussels courts any dispute between them concerning the interpretation, application or validity of the Agreement, if such dispute cannot be settled amicably. Where one party has brought proceedings before the Brussels courts, the other party may not bring a claim arising from the interpretation, application or validity of the Agreement in any other court than the Brussels courts before which the proceedings have already been brought.
- 13.3 Where the Organisation is not an International Organisation and the European Commission is not the Contracting Authority, the Agreement shall be governed by the law of the country of the Contracting Authority and the courts of the country of the Contracting Authority shall have exclusive jurisdiction, unless otherwise agreed by the Parties. The dispute may, by common agreement of the Parties, be submitted for conciliation to the European Commission. If no settlement is reached within one hundred and twenty (120) Days of the opening of the conciliation procedure, each Party may notify the other that it considers the procedure to have failed and may submit the dispute to the courts of the country of the Contracting Authority.
- 13.4 Where the Organisation is an International Organisation:
- a) nothing in the Agreement shall be interpreted as a waiver of any privileges or immunities accorded to any Party by its constituent documents, privileges and immunities agreements or international law;
 - b) in the absence of an amicable settlement pursuant to Article 13.1 above, any dispute, controversy or claim arising out of or in relation to this Agreement, or the existence, interpretation, application, breach, termination, or invalidity thereof, shall be settled by final and binding arbitration in accordance with the 2012 Permanent Court of Arbitration Rules for Arbitration, as in effect on the date of entry into force of this Agreement. The appointing authority shall be the Secretary General of the Permanent Court of Arbitration. The arbitration proceedings must take place in the Hague and the language used in the arbitral proceedings will be English. The arbitrator's decision shall be binding on all Parties and there shall be no appeal.

Article 14: Recovery

- 14.1 Where an amount is to be recovered under the terms of the Agreement, the Organisation shall repay the amount due to the Contracting Authority.

- 14.2 Before recovery, the Contracting Authority shall formally notify the Organisation of its intention to recover any undue amount, specifying the amount and the reasons for recovery and inviting the Organisation to make any observations within 30 Days from the date of receipt of the notification. If, after examination of the observations submitted by the Organisation or if the Organisation does not submit any observations, the Contracting Authority decides to pursue the recovery procedure, it may confirm recovery by formally notifying the Organisation. If there is a disagreement between the Organisation and the Contracting Authority on the amount to be repaid, the Organisation may refer the matter to the responsible director in the European Commission within thirty (30) Days. Where the Contracting Authority is the European Commission, a debit note specifying the terms and the date for payment may be issued after the deadline for the referral to the director. Where the Contracting Authority is not the European Commission, the referral to the responsible director in the European Commission will not prevent the Contracting Authority from issuing the debit note.
- 14.3 If the Organisation does not make the payment by the date specified in the debit note, the Contracting Authority shall recover the amount due:
- a) by offsetting it against any amounts owed to the Organisation by the EU;
 - b) by taking legal action pursuant to Article 13;
 - c) in exceptional circumstances justified by the necessity to safeguard the financial interests of the EU, the Contracting Authority may, when it has justified grounds to believe that the amount due would be lost, recover by offsetting before the deadline specified in the debit note without the Organisation's prior consent.
- 14.4 If the Organisation fails to repay by the due date, the amount due shall be increased by late payment interest calculated at the rate indicated in Article 17.7(a). The interest shall be payable for the period elapsing from the day after the expiration of the time limit for payment up to and including the date when the Contracting Authority actually receives payment in full of the outstanding amount. Any partial payment shall first cover the interest.
- 14.5 Where the European Commission is not the Contracting Authority, it may, if necessary, proceed itself to the recovery.
- 14.6 The European Commission may waive the recovery in accordance with the principle of Sound Financial Management and proportionality or it shall cancel the amount in the event of a mistake.

Article 15: Archiving, access and financial checks

- 15.1 For a period of five (5) years from the End Date and in any case until any on-going audit, verification, appeal, litigation or pursuit of claim or investigation by the European Anti-Fraud Office (OLAF), if notified to the Organisation, has been disposed of, the Organisation shall keep and make available according to Article 15 all relevant financial information (originals or copies) related to the Agreement and to any Procurement Contracts and Grant agreements financed by the EU Contribution.
- 15.2 The Organisation shall allow the European Commission, or any authorised representatives, to conduct desk reviews and on-the-spot checks on the use made of the EU Contribution on the basis of supporting accounting documents and any other document related to the financing of the Action.
- 15.3 The Organisation agrees that OLAF may carry out investigations, including on-the-spot checks and inspections, in accordance with the provisions laid down by EU law for the protection of the financial interests of the EU against fraud, corruption and any other illegal activity.

- 15.4 The Organisation agrees that the execution of this Agreement may be subject to scrutiny by the Court of Auditors when the Court of Auditors audits the European Commission's implementation of EU expenditure. In such case the Organisation shall provide to the Court of Auditors access to the information that is required for the Court to perform its duties.
- 15.5 To that end, the Organisation undertakes to provide officials of the European Commission, OLAF and the European Court of Auditors and their authorised agents, upon request, information and access to any documents and computerised data concerning the technical and financial management of operations financed under the Agreement, as well as grant them access to sites and premises at which such operations are carried out. The Organisation shall take all necessary measures to facilitate these checks in accordance with its Regulations and Rules. The documents and computerised data may include information that the Organisation considers confidential in accordance with its own established Regulations and Rules or as governed by contractual agreement. Such information once provided to the European Commission, OLAF, the European Court of Auditors, or any other authorised representatives, shall be treated in accordance with EU confidentiality rules and legislation and Article 6. Documents must be accessible and filed in a manner permitting checks, the Organisation being bound to inform the European Commission, OLAF or the European Court of Auditors of the exact location at which they are kept. Where appropriate, the Parties may agree to send copies of such documents for a desk review.
- 15.6 Where applicable, the desk reviews, investigations, on-the-spot checks and inspections referred to in Article 15.2 to 15.5 shall refer to a verification that shall be performed in accordance with the verification clauses agreed between the Organisation and the European Commission. This is without prejudice to any cooperation arrangement between OLAF and the Organisation's anti-fraud bodies.
- 15.7 The European Commission shall inform the Organisation of the planned on-the-spot missions by agents appointed by the European Commission in due time in order to ensure adequate procedural matters are agreed upon in advance.
- 15.8 Failure to comply with the obligations set forth in Article 15 constitutes a case of breach of a substantial obligation under this Agreement.

Article 16: Eligibility of costs

- 16.1 Direct costs are eligible for EU financing if they meet all the following criteria:
- a) they are necessary for carrying out the Action, directly attributable to it, arising as a direct consequence of its implementation and charged in proportion to the actual use;
 - b) they are incurred in accordance with the provisions of this Agreement;
 - c) they are actually incurred by the Organisation, i.e. they represent real expenditure definitely and genuinely borne by the Organisation, without prejudice to Article 16.6;
 - d) they are reasonable, justified, comply with the principle of Sound Financial Management and are in line with the usual practices of the Organisation regardless of their source of funding;
 - e) they are incurred during the Implementation Period with the exception of costs related to final report, final evaluation, audit and other costs linked to the closure of the Action which may be incurred after the Implementation Period;
 - f) they are identifiable and backed by supporting documents, in particular determined and recorded in accordance with the accounting practices of the Organisation;
 - g) they are covered by one of the sub-headings indicated in the estimated budget in Annex III and by the activities described in Annex I; and
 - h) they comply with the applicable tax and social legislation taking into account the Organisation's privileges and immunities.

- 16.2 A reserve for contingencies and/or possible fluctuations in exchange rates - not exceeding 5 % of the direct eligible costs - may be included in Annex III to allow for adjustments necessary in the event of unforeseeable changes of circumstances on the ground. In such case, the reserve can be used only with the prior written authorisation of the Contracting Authority, upon a duly justified request from the Organisation.
- 16.3 The following costs may not be considered eligible direct costs, but may be charged as part of the remuneration: all eligible costs that, while necessary and arising as a consequence of implementation, are supporting the implementation of the Action and not considered part of the activities that the European Union finances as described in Annex I, including corporate management costs or other costs linked to the normal functioning of the Organisation, such as horizontal and support staff, office or equipment costs (except when duly justified and described in Annex I, such as a project office).
- 16.4 The remuneration shall be declared on the basis of a flat-rate which shall not exceed 7% of the total eligible direct costs to be reimbursed by the Contracting Authority. The remuneration does not need to be supported by accounting documents. For Multi-Donor and comparable actions, the remuneration shall not be higher than that charged by the Organisation to comparable contributions.
- 16.5 The following costs are ineligible for EU financing:
- a) bonuses, provisions, reserves or non-remuneration related costs. Employers' contributions to pension or to any other employee insurance funds run by the Organisation shall only be eligible to the extent they do not exceed the cost incurred during the reporting period, calculated following applicable international accounting standards;
 - b) full-purchase cost of equipment and assets unless the asset or equipment is specifically purchased for the Action and ownership is transferred in accordance with Article 8;
 - c) duties, taxes and charges, including VAT, that are recoverable/deductible by the Organisation;
 - d) return of capital;
 - e) negative remuneration charged by banks or other financial institutions;
 - f) debts and debt service charges;
 - g) provision for losses, debts or potential future liabilities;
 - h) banking charges for the transfers from and to the Contracting Authority;
 - i) costs incurred during the suspension of the implementation of the Agreement except the minimum costs agreed on in accordance with Article 11.8;
 - j) costs declared by the Organisation under another agreement financed by the European Union budget (including through the European Development Fund);
 - k) contributions in kind. The cost of staff assigned to the Action and actually incurred by the Organisation is not a contribution in kind and may be declared as a direct eligible cost if it complies with the conditions set out in Article 16.1; and
 - l) costs of purchase of land or buildings, unless otherwise provided in the Special Conditions.

Simplified cost options

- 16.6 Direct eligible costs may also be declared by using any or a combination of unit costs, lump sums and flat-rate financing.
- 16.7 The methods used by the Organisation to determine unit costs, lump sums or flat-rates shall comply with the principles provided in Articles 16.1, 16.3 and 16.5, be clearly described and substantiated in Annex III, shall avoid double funding of costs and shall respect the principle of Sound Financial Management. These methods shall be based on the Organisation's historical or actual accounting data, its usual accounting practices, an expert judgment or on statistical or other objective information where available and appropriate.
- 16.8 Costs declared under simplified cost options do not need to be backed by accounting or supporting documents except if they are necessary to demonstrate that the costs have been declared according to the declared method or cost accounting practices and that the qualitative and quantitative conditions defined in Annex I and III have been respected.
- 16.9 Simplified cost options not linked to the achievement of concrete Results shall only be eligible if they have been ex ante-assessed by the European Commission.
- 16.10 If a verification reveals that the methods used by the Organisation to determine unit costs, lump sums or flat-rates are not compliant with the conditions established in this Agreement, the Contracting Authority shall be entitled to recover proportionately up to the amount of the unit costs, lump sums or flat-rate financing.

Article 17: Payments

- 17.1 Payment procedures shall be as follows:
- a) the Contracting Authority shall provide a first pre-financing instalment as set out in Article 4.1 of the Special Conditions within thirty (30) Days of receiving the Agreement signed by both Parties;
 - b) the Organisation may submit a request for further pre-financing instalment for the following reporting period in accordance with Article 4 of the Special Conditions; the following provisions apply:
 - i) the reporting period is intended as a twelve-month period, unless otherwise provided for in the Special Conditions. When the remaining period to the end of the Action is up to eighteen (18) months, the reporting period shall cover it entirely;
 - ii) if at the end of the reporting period less than 70% of the last payment (and 100% of previous payments, if any) has been paid by the Organisation to its staff or otherwise subject to a legal commitment with a third party, the further pre-financing payment shall be reduced by the amount corresponding to the difference between the 70 % of the immediately pre-financing payment (and 100% of previous payments, if any) and the part of the previous pre-financing payments which has been paid by the Organisation to its staff or has been subject to a legal commitment with a third party;
 - iii) the Organisation may submit a request for further pre-financing payment before the end of the reporting period, once more than 70 % of the immediately preceding payment (and 100% of previous payments, if any) has been paid by the Organisation to its staff or otherwise subject to a legal commitment with a third party. In this case, the following reporting period starts anew from the end date of the period covered by this payment request;
 - c) at the end of the Implementation Period, the Organisation shall submit a payment request for the balance, where applicable, together with the final report. The amount of the balance shall be determined according to Article 18 and following approval of the request for payment of the balance and of the final report; and

- d) the Contracting Authority shall pay the further pre-financing instalments and the balance within ninety (90) Days of receiving a payment request accompanied by a progress or final report, unless the time limit for payment was suspended according to Article 11 or 12.
- 17.2 Payment requests shall be accompanied by narrative and financial reports presented in accordance with Article 3. The requests for pre-financing payments and the request for the balance shall be drafted in the Currency of the Agreement as specified in the Special Conditions. Except for the first pre-financing instalment, the payments shall be made upon approval of the payment request accompanied by a progress or final report. The final amount shall be established in line with Article 18. If the balance is negative, the payment of the balance takes the form of recovery.
- 17.3 Approval of the requests for payment and of the accompanying reports shall not imply recognition of the regularity or of the authenticity, completeness and correctness of the declarations and information contained therein.
- 17.4 The Contracting Authority shall make payments in the Currency of the Agreement as specified in the Special Conditions to the bank account referred to in the financial identification form in Annex IV.
- 17.5 Payment arrangements for performance-based financing in accordance with Article 19 shall be set out in Article 4 of the Special Conditions and Annex I.
- 17.6 If no payment has been made by the Contracting Authority within two (2) years of the entry into force of the Agreement, the Agreement shall be terminated.

Late payment interest

- 17.7 In case of late payment of the amounts stated in Article 4 of the Special Conditions the following conditions apply:
- a) upon expiry of the time limits for payments specified in Article 17.1, if the Organisation is not a Member State Organisation, it shall receive interest on late payment based on the rate applied by the European Central Bank for its main refinancing operations in Euros (Reference Rate), increased by three and a half percentage points. The Reference Rate shall be the rate in force on the first day of the month in which the time limit for payment expires, as published in the C series of the Official Journal of the EU;
 - b) the suspension of the time limit for payment by the Contracting Authority in accordance with Article 11 or 12 shall not be considered as late payment;
 - c) interest on late payment shall cover the period running from the day following the due date for payment, up to and including the date of actual payment as established in Article 17.1. Any partial payment shall first cover the interest;
 - d) by way of exception to point (c), when the interest calculated in accordance with this provision is lower than or equal to EUR 200, the Contracting Authority shall pay such interest to the Organisation only upon request from the Organisation submitted within two (2) months of it receiving late payment;
 - e) by way of exception to point (c), when the Contracting Authority is not the European Commission, and the European Commission does not make the payments, the Organisation shall be entitled to late payment interest upon its request submitted within two (2) months of it receiving late payment.

Article 18: Final amount of the EU Contribution

- 18.1 The Contracting Authority shall determine the final amount of the EU Contribution when approving the Organisation's final report. The Contracting Authority shall then determine the balance:
- a) to be paid to the Organisation in accordance with Article 17 where the final amount of the EU Contribution is higher than the total amount already paid to the Organisation; or
 - b) to be recovered from the Organisation in accordance with Article 14 where the final amount of the EU Contribution is lower than the total amount already paid to the Organisation.
- 18.2 The final amount shall be the lower of the following amounts:
- a) the maximum EU Contribution referred to in Article 3.1 of the Special Conditions in terms of absolute value;
 - b) the amount obtained after reduction of the EU Contribution in accordance with Article 18.3.
- 18.3 Where the Action (i) is not implemented, (ii) is not implemented in line with the Agreement or (iii) is implemented partially or late, the Contracting Authority may, after allowing the Organisation to submit its observations, reduce the EU Contribution in proportion to the seriousness of the above mentioned situations. If there is a disagreement between the Organisation and the Contracting Authority on the reduction, the Organisation may refer the matter to the responsible director in the European Commission.

Article 19: Performance-based financing

- 19.1 The payment of the EU Contribution may be partly or entirely linked to the achievement of Results measured by reference to previously set milestones or through performance Indicators. Such performance-based financing is not subject to Article 16. The relevant Results and the means to measure their achievement shall be clearly described in Annex I.
- 19.2 The amount to be paid per achieved Result shall be set out in Annex III. The method to determine the amount to be paid per achieved Result shall be clearly described in Annex I and take into account the principle of Sound Financial Management.
- 19.3 The Organisation shall not be obliged to report on costs linked to the achievement of Results. However, the Organisation shall submit any necessary supporting documents, including where relevant accounting documents, to prove that the Results triggering the payment as defined in Annex I and III have been achieved.
- 19.4 Articles 3.7 f), 3.8 b), 3.8 f), 10.3 and 10.5 do not apply to the part of the Action supported by way of performance-based financing.

Article 20: Contracting and Early Detection and Exclusion System

Contracting

- 20.1 Unless otherwise provided for in the Special Conditions, the origin of the goods and the nationality of the organisations, companies and experts selected for carrying out activities in the Action shall be determined in accordance with the Organisation's relevant rules. However, and in any event, goods, organisations, companies and experts eligible under the applicable regulatory provisions of the European Union shall be eligible. Without prejudice to the foregoing or to the Organisation's assessed Regulations and Rules, the Organisation shall promote the use of local contractors when implementing the Action.

Early Detection and Exclusion System

- 20.2 The Organisation shall inform the European Commission if, in relation to the implementation of the Action, it has detected a situation of exclusion pursuant to its rules and procedures referred to in Article 2.2 d) and any ad hoc measure stipulated in the Special Conditions or if it has detected a fraud and/or an irregularity pursuant to Article 2.6. This information may be used by the European Commission for the purpose of the Early Detection and Exclusion System. The Organisation shall inform the European Commission when it becomes aware that transmitted information needs to be rectified updated or removed. The Organisation shall ensure that the entity concerned is informed that its data was transmitted to the European Commission and may be included in the Early Detection and Exclusion System and be published on the website of the European Commission. These requirements cease at the end of the Implementation Period.
- 20.3 Without prejudice to the power of the European Commission to exclude a person or an entity from future procurement contracts and grants financed by the EU and/or to impose financial penalties according to the EU Financial Regulation, the Organisation may impose sanctions on third parties according to its own Regulations and Rules ensuring, where applicable, the right of defence of the third party.
- 20.4 The Organisation may take into account, as appropriate and on its own responsibility, the information contained in the Early Detection and Exclusion System, when implementing the EU Contribution. Access to that information can be provided through the authorised persons or via consultation with the European Commission as referred in Article 5.6 of the Special Conditions.

ANNEX II.a – Provisions applicable only to Multi-Partner Contribution Agreements

Article 1: Parties to Multi-Partner Contribution Agreements

Where the Organisation implements the Action in association with Partners, the Partners become Parties to the Agreement together with the Organisation. The provisions contained in Annex II apply to Partners *mutatis mutandis*, subject to the provisions of this Annex, and Annex IIb as regards non-pillar-assessed Partners.

Article 2: Additional obligations of the Organisation

In addition to the obligations set out in Annex II the Organisation shall:

- a) perform the activities as described and assigned to it in Annex I;
- b) ensure coordination with all Partners in the implementation of the Action;
- c) be the intermediary for all communications between the Partners and the Contracting Authority;
- d) be responsible for supplying without delay all documents and information to the Contracting Authority which may be required under this Agreement, in particular in relation to the narrative reports, the requests for payment and the relevant management declarations and audit opinions - where applicable - from all Partners. Where information from the Partners is required, the Organisation shall be responsible for obtaining and consolidating this information before passing it on to the Contracting Authority. Any information given, as well as any request made by the Organisation to the Contracting Authority, shall be deemed to have been given in agreement with all Partners;
- e) inform the Contracting Authority of any event likely to affect or delay the implementation of the Action;
- f) inform the Contracting Authority as soon as the information is available, of any change in the legal, financial, technical, organisational or ownership situation of any of the Partners, as well as of any change in the name, address or legal representative of any of the Partners;
 - g) be responsible in the event of monitoring and evaluations, as described in Article 9 of Annex II, for collecting and providing all the necessary documents;
 - h) establish the payment requests in accordance with the Agreement;
 - i) be the sole recipient, on behalf of all the Partners, of the payments of the Contracting Authority. The Organisation shall ensure that the appropriate payments are then made to the Partners without unjustified delay;
 - j) where relevant, repay funds to the Contracting Authority in line with Article 14 of Annex II without prejudice to Article 6;
 - k) not delegate any, or part of, the tasks listed above to the Partners or other entities.

Article 3: Obligations of the Partners

The Partners shall:

- a) perform the activities as assigned to each Partner in Annex I, taking all necessary and reasonable measures to ensure that the Action is performed in accordance with the description of the Action in Annex I and the terms and conditions of this Agreement;
- b) ensure that the Organisation has or obtains the data needed to draw up the reports, financial statements and other information or documents required by this Agreement and the annexes thereto, including any information needed in the event of monitoring or evaluations, as described in Article 9 of Annex II, as well as the relevant management declarations and audit or control opinion referred to in Articles 3.10 to 3.12 of Annex II (this does not apply to those documents and Partners that fall within

an arrangement with the European Commission to provide either of them globally, on an annual basis);

- c) ensure that all information to be provided and requests made to the Contracting Authority are sent via the Organisation;
- d) agree with the Organisation upon appropriate internal arrangements for the internal coordination and representation of the Partners vis-a-vis the Contracting Authority for any matter concerning this Agreement, consistent with the provisions of this Agreement and in compliance with the applicable legislation(s);
- e) be responsible - in the event of audits, checks and investigations, as described in Article 15 of Annex II - for full cooperation in the protection of the Union's financial interests and, in particular, for providing all the necessary access, information and documents in accordance with Article 15.5 of Annex II, without prejudice to Article 5.

Article 4: Termination and suspension

4.1 Article 12 of Annex II is amended as follows:

- a) in the first paragraph of Article 12.1 of Annex II, "may terminate" shall be replaced by "may terminate or partially terminate" and "the Organisation" shall be replaced by "the Organisation or a Partner". In addition to Article 12.1 and in respect thereof, the Contracting Authority shall discuss prior to termination the possible reallocation of the tasks and responsibilities of the Partner whose participation is terminated, in case of partial termination, among the remaining Partners and/or the Organisation, or on its possible replacement by a third party. If the Contracting Authority agrees, the Agreement shall be amended accordingly in accordance with Article 10. If the Contracting Authority does not agree, either Party may terminate the Agreement in accordance with Article 12.3.
- b) In duly justified cases, the Organisation may propose to terminate the participation of a Partner to this Agreement. For this purpose, the Organisation shall communicate to the Contracting Authority the reasons for the proposed termination of its participation and the date on which it should take effect, as well as a proposal on the reallocation of the tasks and responsibilities of the Partner whose participation is terminated, or on its possible replacement. The proposal shall be sent in due course before the termination is due to take effect. If the Contracting Authority agrees, the Agreement shall be amended accordingly in accordance with Article 11. If the Contracting Authority does not agree, either Party may terminate the Agreement in accordance with Article 12.3.

4.2 In the case of termination of the participation of a Partner pursuant to Article 4.1 a) or b), the final payment regarding the activities allocated to the Partner concerned shall be included in the next payment request following the amendment of the Agreement.

Article 5: Financial framework partnership agreements and special arrangements

Where the Organisation and one or more pillar-assessed Partners have each concluded a financial framework partnership agreement with the European Commission, the financial framework partnership agreement of the Organisation and each Partner shall apply for the purpose of this Agreement, except in relation to obligations on reporting and payments, to which only the Organisation's financial framework partnership agreement shall apply.

Article 6: Financial responsibility

The Organisation and each pillar-assessed Partner shall be financially responsible solely for the part of the Action to be implemented by it (including by its Contractors and Grant Beneficiaries), as set out in Annex I, or for the activities assigned to it during the implementation of the Action in case these are not defined in Annex I. The Contracting Authority shall recover any unduly paid or incorrectly used funds directly from the Organisation, unless the Organisation can demonstrate that amounts to be recovered under this Agreement only relate to activities that have or should have been implemented by a pillar-assessed Partner pursuant to Annex I. In such case, the Contracting Authority will recover directly from the concerned defaulting pillar-assessed Partner.

Article 7: Dispute settlement

Where either the Organisation or at least one of the pillar-assessed Partners is an International Organisation, Article 13.4.b of Annex II shall apply to the entire Agreement. In case a dispute does only concern one or some Partners or only the Organisation, the dispute settlement mechanism foreseen in Article 13.4.b will apply between the Contracting Authority and the relevant pillar-assessed Partner or the Organisation only.

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ANNEX II.b - Provisions only applicable to a Contribution Agreement resulting from the award of a grant with or without a call for proposals for EU External Action¹

To be added to the Special Conditions

a) In Article 1.3bis SC, in case of Multi-Partner Contribution Agreements with non-pillar-assessed Partners, include:

<names of non-pillar-assessed entity> [is a/are] non-pillar assessed Partner[s] for the purposes of Annexes II.a and II.b.

b) In Article 3.1 SC:

- after the second sentence, indicate the percentage of total eligible costs financed by the EU Contribution if the guidelines of the call for proposals provide for the application of a percentage:

The EU Contribution is further limited to <enter applicable percentage> of the total eligible costs of the Action.

- at the end, insert the following sentence:

The final amount shall not exceed the amount obtained by applying the percentage laid down in the first subparagraph to the total eligible costs of the Action approved by the Contracting Authority.

c) In Article 7 SC, if the Organisation implements the Action together with Affiliated Entities add (and repeat as many times as Affiliated Entities):

7.1.x For the purpose of this Agreement, the following entities are considered Affiliated Entities:

<name of the legal entity>, affiliated to <name of the Organisation or Partner>;

d) In Article 7 SC, for accepted costs system, insert:

7.1.x The following non eligible costs may be considered part of the total accepted costs of the Action for the purpose of co-financing, as follows: <clarify the conditions and specificities of the relevant costs in accordance with the relevant guidelines for applicants> .

The total accepted costs of the Action are estimated at <currency of the Agreement> <enter total of estimated eligible costs plus non-eligible costs >, as set out in Annex III. The Contracting Authority's contribution set out in Article 3.1 is further limited to <enter applicable percentage> of the total accepted costs.

e) In Article 7 SC, in case the guidelines for the call for proposals provide for the application of a percentage:

7.1.x By way of derogation from Article 3.8 f), if the EU Contribution is expressed both as nominal amount and as a percentage of total eligible costs of the Action, the full amount of the costs related to the Action needs to satisfy the eligibility conditions of Article 16 of Annex II.

7.1.1 On a regular basis, at least once a year, the Organisation will publish on its website information on all Grants financed by an EU Contribution. Such information for publication includes the title of the agreement/project, nature and purpose of the agreement/project, name and locality of the Implementing Partner and amount of the agreement. The term "locality" shall mean the address for legal persons and the Region on NUTS¹¹ 2 level, or equivalent, for natural persons. Decisions for publication of such information will be made in full respect of the requirements of the Organization for confidentiality, safety and security and in particular the protection of personal data. The requirement to publish information of Grants does not apply to:

¹ By either a partner country or European Commission. Even if non-assessed Partners or affiliated entities participate in the implementation of the Action. EU External Action refers to actions financed under NDICI-GE, EINS, EDF, DCI, ENI, IPA II, INSC, IcSP, PI, EIDHR, their predecessors and successor(s). All other actions - except CFSP and humanitarian aid - are Internal Policies.

¹¹ Nomenclature of Territorial Units for Statistics, available at: <http://ec.europa.eu/eurostat/ramon>

- cases where publication would threaten the rights and freedom of individuals or harm the recipient's commercial interests or would jeopardize the Organisation's privileges and immunities.

The Organisation shall provide to the European Commission the address of the internet site where this information can be found and shall authorise the publication of such address on the European Commission's internet site.

The undertakings in this Article 7.1.1 to publish the above Grant details will be implemented by the Organisation by no later than 30 March 2023 for all Grants financed by the EU Contribution signed after 1 January 2022.

Where the Action is a Multi-Donor Action and the EU Contribution is not earmarked, the publication of information on Contractors and Grant Beneficiaries shall follow the rules of the Organisation.

7.1.2 For the implementation of Article 20 of the General Conditions, the Organisation will take steps to update its processes to require that recipients of funds originating from contributions from the EU under this Agreement provide the Organisation with a declaration confirming that neither they, nor any person having powers of representation, decision-making or control over them, nor any member of their administrative, management or supervisory body have been in one of the exclusion situations referred to in point 2.1 a) of Annex 2a of the Terms of Reference for the pillar assessment, namely:

- a) bankruptcy, insolvency or winding-up procedures;
- b) breach of obligations relating to the payment of taxes or social security contributions;
- c) grave professional misconduct, including mis-representation;
- d) fraud;
- e) corruption;
- f) conduct related to a criminal organisation;
- g) money laundering or terrorist financing;
- h) terrorist offences or offences linked to terrorist activities;
- i) child labour and other trafficking in human beings;
- j) irregularity;
- k) creating a shell company;
- l) being a shell company.

This obligation shall not apply to natural persons [in need]¹ who ultimately benefit from the assistance to be financed under this Agreement.

The undertakings in this Article 7.1.2 to update its processes will be implemented by no later than 30 March 2023 for all procurement actions and Grants financed by the EU Contribution signed after 1 January 2022.

¹For humanitarian aid actions only

The following provisions shall supplement Annex II

Article 8.3 of Annex II shall be supplemented as follows: “As an alternative, the relevant equipment, vehicles and remaining major supplies may also be transferred to local non-pillar-assessed Partners.”

Article 10.4 of Annex II shall be supplemented as follows: “Amendments shall not have the purpose or the effect of making such changes to the Agreement as would call into question the award decision or, where applicable, be contrary to the equal treatment of applicants.”

Where the Contribution Agreement results from a call for proposals or from an award of a grant without a call for proposals, Article 16.1 of Annex II shall be supplemented as follows: “Costs related to Grants are only eligible if the Grants are provided in accordance with the requirements for financial support to third parties as set out in Annex I and the relevant guidelines for applicants. Costs related to Procurement Contracts shall be eligible provided that the non-pillar-assessed Partner awarded the Procurement Contract to the tender offering best value for money or, as appropriate, to the tender offering the lowest price, and conflicts of interest are avoided.”

Where the Contribution Agreement results from a call for proposals, Article 16.5 of Annex II shall be supplemented as follows: “Currency exchange losses”.

Where the EU Contribution is also expressed as a maximum percentage in the Special Conditions, Article 18.2 of Annex II shall be supplemented as follows: c) the amount obtained by applying the percentage set out in Article 3.1 of the Special Conditions to the total eligible costs of the Action approved by the Contracting Authority.

The following provision shall amend Annex II

If the Action is not a Multi-Donor Action and non-pillar-assessed Partners participate, Article 20.1 of Annex II shall be supplemented as follows:

Notwithstanding the foregoing, for Procurement Contracts to be signed by non-pillar-assessed Partners, the origin of the goods and the nationality of the organisations, companies and experts selected for carrying out activities in the Action shall be determined in accordance with the applicable regulatory provisions of the European Union.

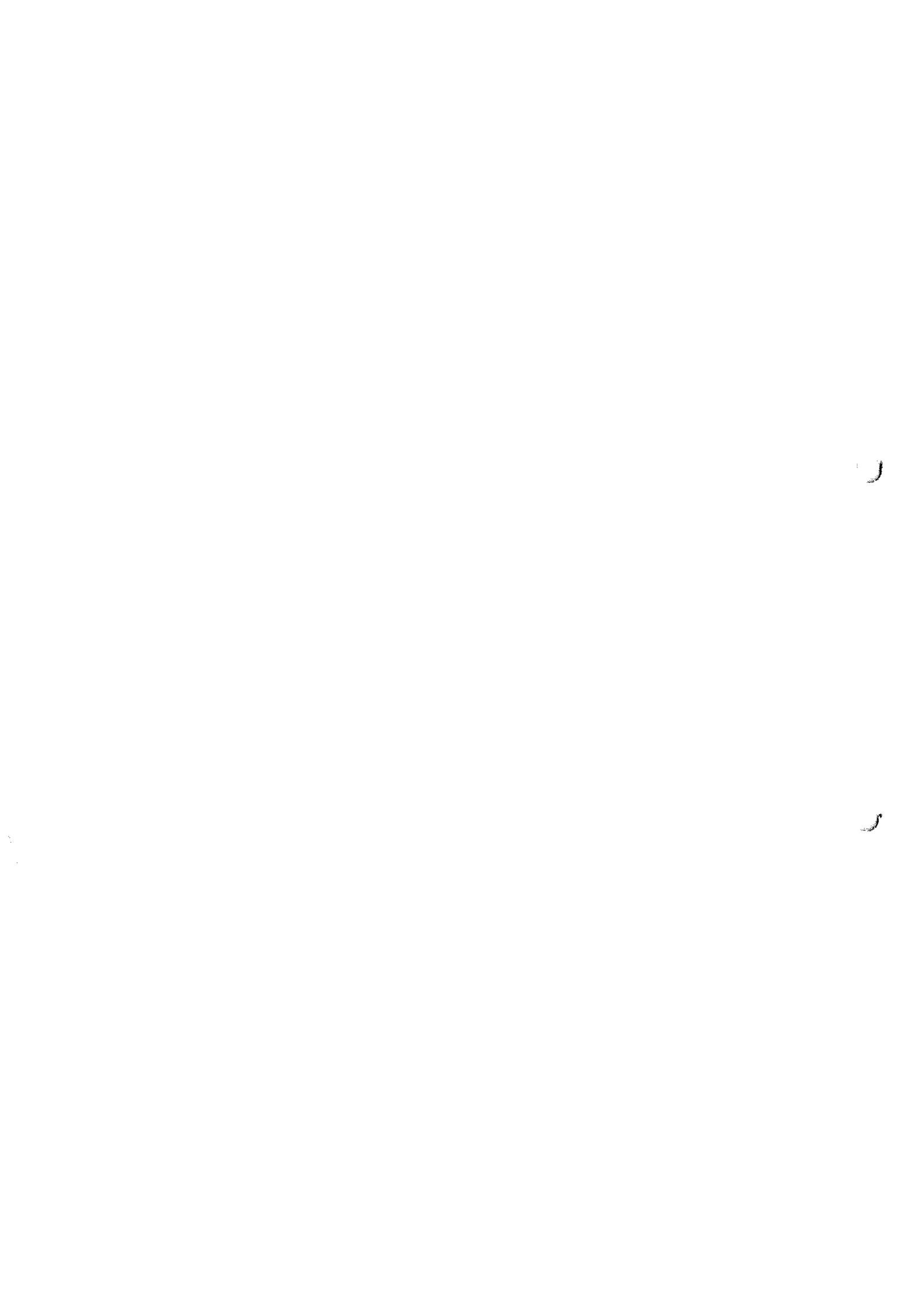
The following provisions shall supplement Annex II.a

Article 1 of Annex II.a shall be supplemented as follows: except for Articles 2.2 to 2.4 of Annex II. Non-pillar-assessed Partners shall comply with second subparagraph of Article 2.7 of Annex II. Where part of the Action is implemented by affiliated entities the rules for Partners apply *mutatis mutandis*, except for Articles 2.2 to 2.4 of Annex II. Affiliated entities shall comply with second subparagraph of Article 2.7 of Annex II. Affiliated entities are not Party to the Agreement but shall be mentioned in Article 7 of the Special Conditions.

Article 2 of Annex II.a shall be supplemented as follows: The management declaration and, where applicable, audit opinion of the Organisation shall encompass the activities implemented by non-pillar-assessed Partners and any affiliated entities.

Article 6 of Annex II.a shall be supplemented as follows: The Organisation is financially responsible for the parts of the Action to be implemented by non-pillar-assessed Partners and any affiliated entities.

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Annex III. Budget for the Action

Costs	All Years			Year 1 ²			
	Unit ¹³	# of units	Unit value (in EUR)	Unit	# of units	Unit value (in EUR)	Total Cost (in EUR)
1. Human Resources							
1.1 Salaries (gross salaries including social security charges and other related costs, local staff)⁴							
1.1.1 Technical							
1.1.1.1 Project manager (UNDP) 100%	Per month	36	3,200	Per month	12	3,200	38,400
1.1.1.2 Grant Scheme Coordinator (UNDP) 100%	Per month	36	2,800	Per month	12	2,800	33,600
1.1.1.3 Expert on Communication and outreach (UNDP)	Per day	108	250	Per month	36	250	9,000
1.1.1.4 Expert - Grant impact evaluations (UNDP)	Per day	25	250				-
1.1.1.5 Project Coordinator (ADRF) 100%	Per month	36	2,000	Per month	12	2,000	24,000
1.1.1.6 Finance Officer (ADRF) 75%	Per month	27	2,400	Per month	9	2,400	21,600
1.1.1.7 Finance Officer (ADRF) 75%	Per month	27	1,200	Per month	9	1,200	10,800
<i>Outcome 1 - To foster inclusive and tailored employment opportunities for groups at risk</i>							
1.1.1.8 Expert on CoP, transfer, sustainability, assessment on ICM (UNDP)	Per day	100	250	Per day	40	250	10,000
1.1.2 Administrative/ support staff							
1.1.2.1 Driver (ADRF)	Per month	36	600	Per month	12	600	7,200
1.2 Salaries (gross salaries including social security charges and other related costs, expat/int. staff)							
1.2.1 Technical project management (AF)	Per day	90	1,100	Per day	52	1,100	57,200
1.2.2 Finance Officer (AF)	Per day	60	620				-
<i>Outcome 2 - To improve access and flexibility of the skills development offer for youth and low-qualified adults from the groups at risk</i>							
1.2.3 Expert - Assessment of the current employment service provision, including vocational guidance, in target territories & develop new models (AF)	Per day	32	980	Per day	32	980	31,360
1.2.4 Expert - Developing vocational guidance tools and methods and deliver training of trainers (AF)	Per day	58	980	Per day	45	980	44,100
<i>Outcome 3 - To promote and deliver accessible and innovative models of supported employment and skills development for people with disabilities</i>							
1.2.5 Expert - Develop/revise manual, incl. instruments and tools and deliver training on vocational rehabilitation (AF)	Per day	28	980				-
1.2.6 Expert - Develop manual and deliver training of trainers in supported employment (AF)	Per day	40	980				-
1.2.7 Expert - Developing a draft labour market programme for people with disabilities (AF)	Per day	41	980				-
1.3 Per diems for missions/travel⁵							
1.3.1 Abroad (staff assigned to the Action) (AF)	Per diem	182	150	Per diem	70	150	10,500
1.3.2 Local (staff assigned to the Action) (UNDP)	Per diem	216	150	Per diem	60	150	9,000
1.3.3 Seminar/conference participants	Per diem						-
Subtotal Human Resources							306,760
2. Travel⁶							
2.1 International travel (AF)	Per flight	25	650	Per flight	7	650	4,550
2.2 Local transportation (AF)	Per day	170	30	Per day	70	30	2,100
Subtotal Travel							21,350
							6,650

3. Equipment and supplies⁷										
3.1 Purchase or rent of vehicles (UNDP)	Per month	36	1,000				Per month			
3.2 Furniture, computer equipment (UNDP)	Per piece	4	1,500				Per piece			
3.3 Machines, tools...		-	-							
3.4 Spare parts/equipment for machines, tools										
3.5 Other (please specify)										
Subtotal Equipment and supplies										
4. Project office¹⁴										
4.1 Vehicle costs	Per month	36	350				Per month			
4.1.1 Vehicle costs (UNDP)	Per month	36	200				Per month			
4.1.2 Vehicle costs ADRF	Per month	36	150				Per month			
4.2 Office rent (UNDP)	Per month	36	800				Per month			
4.3 Consumables - office supplies	Per month	36	247				Per month			
4.3.1 Consumables - office supplies (UNDP)	Per month	36	75				Per month			
4.3.2 Consumables - office supplies (ADRF)	Per month	36	50				Per month			
4.3.3 Consumables - office supplies (AF)	Per month	36	122				Per month			
4.4 Other services (tel/fax, electricity/heating, maintenance)	Per month	36	500				Per month			
4.4.1 Other services (tel/fax, electricity/heating, maintenance) (UNDP)	Per month	36	250				Per month			
4.4.2 Other services (tel/fax, electricity/heating, maintenance) ADRF	Per month	36	250				Per month			
Subtotal Project office										
5. Other costs, services⁸										
5.1 Publications ⁹										
5.1.1 Publications (UNDP)										
5.1.1.1 Rapid Assessment on Integrated Services	Per publication	1	1,735				Per publication			
5.1.1.2 Employment Services Gap Assessment	Per publication	1	2,000				Per publication			
5.1.1.3 Tools for the communities of Practice	Per publication	6	2,000				Per publication			
5.1.1.4 Manual on Vocational Guidance	Per publication	1	9,348				Per publication			
5.1.2 Publications (ADRF)										
5.1.2.1 Toolkits on active living	Per publication	5	2,500				per publication			
5.1.2.2 Toolkits on reasonable accommodation	Per publication	1	2,765				per publication			
5.2 Studies, research ⁹										
5.3 Expenditure verification/Audit										
5.4 Evaluation costs										
5.4.1. Evaluation cost (UNDP)	Per day	25	800							
5.5 Translation, interpreters (UNDP)	Per piece	10	2,000				Per piece			
5.6 Financial services (bank guarantee costs etc.) (ADRF)	Per month	36	50				Per month			
5.7 Costs of conferences/seminars ⁹										
5.7.1 Municipal meetings of the communities of practice (4 regions*2 meetings/year) (UNDP)	Per activity	24	1,500				Per Activity			
5.7.2 Training in each municipality on Guidance and Counselling (UNDP)	Per activity	4	2,650							
5.7.3 Information sessions (19 municipalities) with public & non public institutions / welfare and labour, employers, VET providers (ADRF)	Per activity	19	730				Per activity			
5.7.4 Youth Camps (ADRF)	Per activity	3	10,317				Per activity			
Subtotal Other costs, services										
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5.7.5 Training on VET & Work Capacity Assessment (ADRF)	Per activity	5	1,120	5,600				
5.7.6 Information sessions (19 municipalities) on manual & guidelines (ADRF)	Per activity	19	350	6,650				
5.8 Visibility actions ¹⁰				66,000				19,000
5.8.1 Project launching event (UNDP)	Per activity	1	1,000	1,000		Per activity	1	1,000
5.8.2 Closing event (UNDP)	Per activity	1	10,000	10,000				
5.8.3 Inauguration events (UNDP)	Per activity	5	1,000	5,000				
5.8.4 Website (UNDP)	Per piece	1	10,000	10,000		Per piece	1	10,000
5.8.5 Project branding, videos of beneficiaries, photos of events (UNDP)	Per piece	10	2,000	20,000		Per piece	3	2,000
5.8.6 Media Campaign (ADRF)	Per piece	10	2,000	20,000		Per piece	1	2,000
5.9 Outcome 3 - To promote and deliver accessible and innovative models of supported employment and skills development for people with disabilities				44,000				17,500
5.9.1 Expert - Accessibility Audit Report (ADRF)	Per day	70	250	17,500		Per day	70	17,500
5.9.2 Expert - Tools VET & Work Capacity Assessment (ADRF)	Per day	40	250	10,000				
5.9.3 Expert - Training VET & Work Capacity Assessment (ADRF)	Per day	10	150	1,500				
5.9.4 Expert - Protocols on Job Accommodation (ADRF)	Per day	30	250	7,500				
5.9.5 Expert - Manuals on Reasonable Accommodation (ADRF)	Per day	20	250	5,000				
5.9.6 Expert - Manuals on Vocational Rehabilitation (ADRF)	Per day	10	250	2,500				
Subtotal Other costs, services				296,818				86,287
6. Other								
6.1 Grant scheme output 1 2 (UNDP)	grants	1	660,000	660,000		grants	1	132,000
6.2 Grant scheme output 2 2 (UNDP)	grants	1	290,000	290,000		grants	1	58,000
6.3 Grant scheme output 3 3 (UNDP)	grants	1	250,000	250,000		grants	1	50,000
6.4 Accessibility of 5 EOs (soft infrastructure) (UNDP) Outcome 3	per contract	1	200,000	200,000				
Subtotal Other				1,400,000				240,000
7. Subtotal direct eligible costs of the Action (1-6)				2,684,438				679,261
8. Indirect costs (maximum 7% of 7, subtotal of direct eligible costs of the Action)				187,911				47,548
9. Total eligible costs of the Action, excluding reserve and volunteers' work (7+ 8)				2,872,349				726,809
10.1 Provision for contingency reserve (maximum 5% of 7 'Subtotal of direct eligible costs of the Action')				127,651				
10.2 Volunteers' work¹⁵								
11. Total eligible costs (9+10)				3,000,000				726,809
12. - Taxes ¹¹								
- Contributions in kind ¹²								
13. Total accepted¹¹ costs of the Action (11+12)				3,000,000				726,809

N.B. For the interpretation of Article 10.3, the budget heading should be considered only the Subtotals

2. Justification of the Budget for the Action

		All Years
Costs	Clarification of the budget items	Justification of the estimated costs
	Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the Description of the Action).	Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs or on simplified cost options if allowed, as described in section 2.1.5 of the Guidelines for Grants Applicants
1. Human Resources (1)		
1.1 Salaries (gross salaries including social security charges and other related costs, local staff)		
1.1.1 Technical		
1.1.1.1 Project manager (UNDP)	<p>The UNDP Project Manager will ensure that all the outputs are achieved. S/he will inform all stakeholders on activities, progress and results. S/he will be responsible for the overall quality of the project management, monitoring and evaluation, ensure quality and timely communication and reporting with the donors and stakeholders. S/he will monitor risks quarterly and report on the status of risks.</p>	<p>Position based in Albania, established specifically for implementing the Action and charged 100% for a period of 36 months. This is a Service Contract corresponding to UNDP National Officer level NPSA 9, comprising actual salaries plus social security charges and other remuneration related costs applied in accordance with UNDP rules and procedures which are governed by UN staff rules publicly available at the website of the International Civil Servants Commission: https://icsc.un.org/Home/SalaryScales. The rate corresponds to the UN salary scale grade NPSA9 with a proforma of 3,200 EUR per month x 36 months = 115,500 EUR</p>
1.1.1.2 Grant Scheme Coordinator (UNDP)	<p>The UNDP Grant Schemes Coordinator will be responsible for developing the grant packages for all the three lots, organizing the info sessions, coordinating the capacity building activities with grantees, as well as conducting regular monitoring and field visits. S/he will provide operational and administrative support in the process of contracting and monitoring grant contracts. S/he will be in charge of data collection and will produce quantitative and qualitative data analysis as needed. Monitoring of grants will be closely coordinated with regional and local employment offices.</p>	<p>Position based in Albania, established specifically for implementing the Action and charged 100% for a period of 36 months. This is a Service Contract corresponding to UNDP NPSA level 8, comprising actual salaries plus social security charges and other remuneration related costs applied in accordance with UNDP rules which are governed by UN staff rules publicly available at the website of the International Civil Servants Commission: https://icsc.un.org/Home/SalaryScales The rate corresponds to the UN salary scale grade NPSA8 with a proforma of 2,800 EUR per month x 36 months = 100,800 EUR</p>

2. Justification of the Budget for the Action

All Years	
Costs	Justification of the estimated costs
	<p><i>Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs or on simplified cost options if allowed, as described in section 2.1.5 of the Guidelines for Grants Applicants</i></p>
<p>1.1.1.3 Expert on Communication and outreach (UNDP)</p>	<p>Position based in Albania, established specifically for implementing the Action under Individual Contract, subject to the general procurement principles established by the UNDP Financial Rules and Regulations for hire under the Individual Contract modality (Article 21, Regulation 21.02). The expert will be engaged for a total number of 108 working days, with a fee of EUR 250 per day. The total costs of 108 wd x 250 EUR = 27,000 EUR are net amounts without further entitlements.</p>
<p>1.1.1.4 Expert - Grant impact evaluations (UNDP)</p>	<p>UNDP's average professional daily rate for professionals with over 15 years of work experience and a bachelor's degree is EUR 250/day. Such expertise will be identified through a competitive process involving a technical and financial proposal, while selection of the expertise is done based on the principle of best value for money. Grant Impact Evaluation expert when selected will cost up to 250 EUR x 25 working days = 6,250 EUR</p>
<p>1.1.1.5 Project Coordinator (ADRF)</p>	<p>The ADRF project coordinator is ADRF staff hired under a full-time regular employment contract, based on the Albanian labour legislation. Due to the large number of beneficiaries and project dynamics, the ADRF project coordinator will dedicate 100% of the working time for a period of 36 months to the implementation of the identified project activities. Salary is calculated using ADRF's staff salary and grading scales for similar positions within the organisation. The budget line includes net payment, taxes and benefits, totalling to the gross amount of 36 months x 2000 EUR = 72,000 EUR.</p>

2. Justification of the Budget for the Action

All Years	
Costs	Justification of the estimated costs
<p>Clarification of the budget items</p> <p><i>Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the Description of the Action).</i></p> <p>1.1.1.6 Finance Officer (UNDP)</p> <p>The UNDP Finance Officer will be responsible for provision of support to the overall financial monitoring and reporting and the preparation of financial transactions of the action. S/he will also support the grantees in the effective and efficient implementation of the grants and will monitor that all financial transactions and reporting are done in accordance with the UNDP and PRAG rules and procedures.</p>	<p>Justification of the estimated costs</p> <p><i>Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs or on simplified cost options if allowed, as described in section 2.1.5 of the Guidelines for Grants Applicants</i></p> <p>Position based in Albania, established specifically for implementing the Action and charged 75% for a period of 36 months. This is a Service Contract corresponding to UNDP NPSA level 8, comprising actual salaries plus social security charges and other remuneration related costs applied in accordance with UNDP rules which are governed by UN staff rules publicly available at the website of the International Civil Servants Commission: https://icsc.un.org/Home/SalaryScales The rate corresponds to the UN salary scale grade NPSA 8 with a proforma of 2,400 EUR per month x 75% x 36 months = 64,800 EUR</p>
<p>1.1.1.7 Finance Officer (ADRF)</p> <p>The ADRF Finance Officer will be responsible for maintaining financial records, performing financial reporting and execution of payments.</p>	<p>The ADRF finance officer is ADRF staff hired under a full-time regular employment contract, based on the Albanian labour legislation, for a period of 36 months. Due to the project dynamics, the ADRF finance officer will dedicate 75% of the working time for a period of 36 months to the implementation of the identified project activities. Salary is calculated using ADRF's staff salary and grading scales for similar positions within the organisation. The budget line includes net payment, taxes and benefits, totalling to the gross amount of 1200 EUR x 36 months * 75% = 32,400 EUR.</p>
<p>1.1.1.8 Expert on CoP, transfer, sustainability, assessment on ICM (UNDP)</p> <p>Expert on inclusive employment and skills development services and programmes will be engaged to support the team on assessing the integrated practices, establishing and maintaining the communities of practices at the local level and providing support in the process of delivering training on vocational guidance and counselling, vocational rehabilitation and supported employment. S/he will also be responsible to support achieve sustainability and transfer of the action.</p>	<p>Position based in Albania, established specifically for implementing the Action under Individual Contract, subject to the general procurement principles established by the UNDP Financial Rules and Regulations for hire under the Individual Contract modality (Article 21, Regulation 21.02). The expert will be engaged for a total number of 100 working days, with a fee of EUR 250 per day. The total costs of 100 wd x 250 EUR = 25,000 EUR are net amounts without further entitlements.</p>

2. Justification of the Budget for the Action

		All Years	
Costs	Clarification of the budget items	Justification of the estimated costs	
	<i>Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the Description of the Action).</i>	<i>Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs or on simplified cost options if allowed, as described in section 2.1.5 of the Guidelines for Grants Applicants</i>	
1.1.2 Administrative/ support staff			
1.1.2.1 Driver (ADRF)	Responsible for providing transportation of ADRF project staff in project sites for monitoring the implementation of activities under the purview of ADRF, as well as a basic logistical support to the ADRF project management in various day-to-day operations and	Salary is calculated using ADRF's staff salary and grading scales for similar positions within the organisation. The budget line includes net payment, taxes and benefits, totalling to the gross amount of 600 EUR * 36 months = 21,600 EUR	
1.2 Salaries (gross salaries including social security charges and other related costs, expat/int. staff)			
1.2.1 Technical project management (AF)	The Arbetsförmedlingen Project Manager will be responsible for coordinating with the project partners and ensuring that the activities carried out by experts from Arbetsförmedlingen are timely, within budget, of high quality, and that they contribute to achieving the objectives of the project.	The AF's project management will be remunerated based Arbetsförmedlingen's rules and policies (under respective Swedish legislation) for remuneration of staff participating in international projects. It is planned that technical management engages for a total number of 90 days to support the implementation of the actions under AF's purview. The unit cost is a daily fee of EUR 1100. Total cost 1,100 EUR x 90 working days = 99,000 EUR	
1.2.2 Finance Officer (AF)	The Arbetsförmedlingen financial officer will be responsible for the financial monitoring and reporting on the part of Arbetsförmedlingen and will cooperate closely with the UNDP finance officer.	The AF's finance officer will be remunerated based Arbetsförmedlingen's rules and policies (under respective Swedish legislation) for remuneration of staff participating in international projects. It is planned that the financial officer of AF engages for a total number of 60 days to support to take care of the financial procedures for the implementation of activities where AF is engaged / or in the lead. The unit cost is a daily fee of EUR 620. Total cost 620 EUR x 60 working days = 37,200 EUR	

2. Justification of the Budget for the Action

		All Years	
Costs	Clarification of the budget items	Justification of the estimated costs	
	<i>Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the Description of the Action).</i>	<i>Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs or on simplified cost options if allowed, as described in section 2.1.5 of the Guidelines for Grants Applicants</i>	
1.2.3 Expert - Assessment of the current employment service provision, including vocational guidance, in target territories & develop new models (AF)	The Senior Expert in strategic management and operational development, will be engaged to assess the current employment service provision and develop new models of cooperation between the public employment service, municipalities and other local actors	The AF's technical experts will be remunerated based on Arbetsförmedlingen's rules and policies (under respective Swedish legislation) for remuneration of staff participating in international projects. The expert will be engaged for a total number of 32 working days, as per the activity plan. The daily fee amounts to EUR 980. Total cost 980 EUR x 32 working days = 31,360 EUR	
1.2.4 Expert - Developing vocational guidance tools and methods and deliver training of trainers (AF)	Senior expertise on vocational guidance and counselling will be provided by Arbetsförmedlingen to support with the development of methodology and practical tools and the provision of training on vocational guidance to employment offices' counsellors	The AF's technical experts will be remunerated based on Arbetsförmedlingen's rules and policies (under respective Swedish legislation) for remuneration of staff participating in international projects. The experts will be engaged for a total of 58 working days as per the activity plan. The daily fee amounts to EUR 980. The cost of this expertise amounts up to 980 EUR x 58 working days = 56,840 EUR	
1.2.5 Expert - Develop/revise manual, incl. instruments and tools and deliver training on vocational rehabilitation (AF)	Senior expertise on vocational rehabilitation will be provided by Arbetsförmedlingen to work jointly with the ADRF expert on the development of a manual on vocational rehabilitation, incl. instruments and tools. The experts will also engage in delivering training to the beneficiaries as per the workplan.	The AF's technical experts will be remunerated based on Arbetsförmedlingen's rules and policies (under respective Swedish legislation) for remuneration of staff participating in international projects. The experts will be engaged for a total of 28 working days as per the activity plan. The daily fee amounts to EUR 980. The cost of this expertise amounts up to 980 EUR x 28 working days = 27,440 EUR	
1.2.6 Expert - Develop manual and deliver training of trainers in supported employment (AF)	Senior expertise will be provided by Arbetsförmedlingen to develop a manual and deliver training on supported employment.	The AF's technical experts will be remunerated based on Arbetsförmedlingen's rules and policies (under respective Swedish legislation) for remuneration of staff participating in international projects. The experts will be engaged for a total of 40 working days as per the activity plan. The daily fee amounts to EUR 980. The cost of this expertise amounts up to 980 EUR x 40 working days = 39,200 EUR	

2. Justification of the Budget for the Action

		All Years	
Costs	Clarification of the budget items	Justification of the estimated costs	
	<i>Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the Description of the Action).</i>	<i>Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs or on simplified cost options if allowed, as described in section 2.1.5 of the Guidelines for Grants Applicants</i>	
1.2.7 Expert - Developing a draft labour market programme for people with disabilities (AF)	High level expertise will be provided by Arbetsförmedlingen to support NAES, ADRF and Albanian stakeholders in designing and developing an Active Labour Market Programme to support labour market integration of people with disabilities.	The AF's technical experts will be remunerated based on Arbetsförmedlingen's rules and policies (under respective Swedish legislation) for remuneration of staff participating in international projects. The experts will be engaged for a total of 41 working days as per the activity plan. The daily fee amounts to EUR 980. The cost of this expertise amounts up to 980 EUR x 41 working days = 40,180 EUR	
1.3 Per diems for missions/travel			
1.3.1 Abroad (staff assigned to the Action) (AF)	Subsistence allowance costs for missions to Albania (as per the work plan) of Swedish project management and technical experts. Per diems are not covered by staff salaries.	Per diems of Arbetsförmedlingen project management are based on official per diem rates applied by Arbetsförmedlingen for missions of its own staff (management and experts) travelling abroad. The total number of per diems is calculated based on the number of days that AF' management staff and technical expert will spend in Albania, as per the work plan. Total cost 150 EUR x 182 days = 27,300 EUR	
1.3.2 Local (staff assigned to the Action) (UNDP)	Subsistence allowance costs for regular site visits for monitoring, coordination and field work assessment of project staff, consultants and teams to beneficiary municipalities. DSA costs are not covered by staff salaries.	Per diems are calculated as an average of 2 field visits per month, involving on average 3 people, considering travels of more than 10 hours (40% of DSA) or overnights (100% DSA). Costs are calculated as per standard UNDP rates for travel allowance and expenses for most Albanian towns. This means 2 trips/month x 3 travelers x 36 months = 216 DSA days. Total cost 150 EUR x 216 days = 32,400 EUR	
Subtotal Human Resources			
2. Travel			
2.1. International travel (AF)	International travel costs (flights Sweden-Albania-Sweden) for Arbetsförmedlingen project management staff and experts for missions to Albania, as per the work plan.	Number of flights (Sweden-Albania-Sweden) is calculated based on the number of missions and number of staff/experts travelling to Albania. The average cost of one ticket is 650 EUR. Total cost 650 EUR x 25 flights = 16,250 EUR	

2. Justification of the Budget for the Action

		All Years
Costs	Clarification of the budget items	Justification of the estimated costs
	Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the Description of the Action).	Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs or on simplified cost options if allowed, as described in section 2.1.5 of the Guidelines for Grants Applicants
2.2 Local transportation (AF)	Local transportation costs for Arbetsförmedlingen project management staff and experts for missions to Albania, as per the work plan.	The calculation of daily cost for local transportation is based on official rates applied by Arbetsförmedlingen for missions of its own staff (management and experts) travelling abroad. The number of days that AF' management staff and technical expert will spend in Albania is 170 days, as per the work plan. Total cost 30 EUR x 170 days = 5,100 EUR
Subtotal Travel		
3. Equipment and supplies		
3.1 Purchase or rent of vehicles (UNDP)	Estimated costs for the leasing of one vehicle to ensure transport and logistic support to the implementation of the activities, as well as monitoring, especially of grants and other activities taking place in the 19 target municipalities.	This line includes the cost for the leasing of one vehicle, its maintenance and other relates expenses, as well the remuneration costs for one driver. Total cost 1,000 EUR x 36 months = 36,000 EUR
3.2 Furniture, computer equipment (UNDP)	Estimated costs for the purchase of 4 computers for UNDP's project staff for the entire duration of the action.	This line includes the costs for the purchase of four (4) laptops. UNDP laptop technical specifications are governed by UNDP's Standards for IT Infrastructure & Services policy, which prescribes the minimal requirements and adheres to a four-year computer replacement cycle. Total cost 1,500 EUR x 4 pcs = 6,000 EUR
Subtotal Equipment and supplies		
4. Project office		
4.1 Vehicle costs		
4.1.1 Vehicle costs (UNDP)	Represents the cost of fuel and maintenance for one rented vehicle throughout the implementation of the Action.	Fuel consumption for the rented is based on the monthly average of fuel consumption in similar UNDP implemented projects. Total cost 200 EUR x 36 months = 7,200 EUR
4.1.2 Vehicle costs ADRF	Represents the cost of fuel and maintenance for one project vehicle throughout the implementation of the Action.	Fuel consumption for the vehicle is based on the monthly average of fuel consumption in similar projects implemented by ADRF. Total cost 5,400 EUR

2. Justification of the Budget for the Action

Costs	All Years	
	Clarification of the budget items	Justification of the estimated costs
	<p>Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the Description of the Action).</p>	<p>Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs or on simplified cost options if allowed, as described in section 2.1.5 of the Guidelines for Grants Applicants</p>
4.2 Office rent	<p>Cost for project office rent in the same premises of SD4E. These premises offer around 163.48 sqm working space for 8 project staff (ca.20.4 sqm/staff), plus a meeting and utility spaces, are located in a secure compound, have been cleared for security by UN services, are at an appropriate working distance from UNDP Country Office, and are within the market price.</p>	<p>Compounded cost of rent 800 EUR x 36 months = 28,800 EUR</p>
4.3 Consumables - office supplies		
4.3.1 Consumables - office supplies (UNDP)	<p>Costs related to the i.e. postage costs, procurement and human resource advertisements costs, office consumables such as paper, printer ink, other small office consumables. etc.</p>	<p>An average cost based on similar projects expenditures for the office supplies items and sundries. Total cost 75 EUR * 36 months = 2,700 EUR</p>
4.3.2 Consumables - office supplies (ADRF)	<p>Costs related to the i.e. postage costs, procurement and human resource advertisements costs, office consumables such as paper, printer ink, other small office consumables. etc.</p>	<p>An average cost based on similar projects expenditures for the office supplies items and sundries. Total cost 50 EUR * 36 months = 1,800 EUR</p>
4.3.3 Consumables - office supplies (AF)	<p>Costs related to the i.e. postage costs, procurement and human resource advertisements costs, office consumables such as paper, printer ink, other small office consumables. etc.</p>	<p>An average cost based on similar projects expenditures for the office supplies items and sundries. Total cost 122 EUR * 36 months = 4,400 EUR</p>
4.4 Other services (tel/fax, electricity/heating, maintenance)		
4.4.1 Other services (tel/fax, electricity/heating, maintenance) (UNDP)	<p>Estimated cost for all the office utility service such as security surveillance, energy consumption, telephone and internet services etc.</p>	<p>An average cost based on previous expenditures of similar projects including telephone charges , security surveillance internet service, energy and water consumption bills. That is (tel 75 EUR + security 50 EUR + internet 75 EUR+ utilities 50 EUR) = 250 EUR x 36 months = 9,000 EUR</p>

2. Justification of the Budget for the Action

		All Years
Costs	Clarification of the budget items	Justification of the estimated costs
	Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the Description of the Action).	Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs or on simplified cost options if allowed, as described in section 2.1.5 of the Guidelines for Grants Applicants
4.4.2 Other services (tel/fax, electricity/heating, maintenance) ADRF	Estimated cost for all the office utility service such as security surveillance, energy consumption, telephone and internet services etc.	An average cost based on previous expenditures of similar projects including telephone charges , security surveillance internet service, energy and water consumption bills. That is (tel 75 EUR + internet 75 EUR+ utilities 100 EUR) = 250 EUR x 36 months = 9,000 EUR
Subtotal Project office		
5. Other costs, services		
5.1 Publications		
5.1.1 Publications (UNDP)		
5.1.1.1. Rapid Assessment on Integrated Services	Estimated lump sum cost for editing, design and printing/publication of the: - Rapid assessment of the status and effectiveness of integrated employment, skills, and social services in the 19 municipalities	The costs are estimated based on market rates and similar costs incurred during previous similar projects' implementation. Rapid assessment on intergrated services Editing and proofreading: 1,000 Design and layout: 735 Total: 1,735 EUR
5.1.1.2. Employment Services Gap Assessment	Estimated lump sum cost for editing, design and printing/publication of the: - Assessment report of the gaps in employment service provision, with a special focus on vulnerable groups, in the target municipalities	The costs are estimated based on market rates and similar costs incurred during previous similar projects' implementation. Gap Assessment report Editing and proofreading: 1,000 Design and layout: 1,000 Total: 2,000 EUR
5.1.1.3. Tools for the communities of Practice	Estimated lump sum cost for editing, design and printing/publication of the: - Operational framework and tools for the functioning of the Communities of Practice	The costs are estimated based on market rates and similar costs incurred during previous similar projects' implementation. Tools for the communities of Practice prepared for each meeting (6 meeting total over three years) Design and layout: 500*6=3,000 EUR Printing: 300 copies *5 eur * 6 = 9,000 EUR Total: 12,000

2. Justification of the Budget for the Action

All Years	
Costs	Justification of the estimated costs
	<p>Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs or on simplified cost options if allowed, as described in section 2.1.5 of the Guidelines for Grants Applicants</p>
<p>5.1.1.4. Manual on Vocational Guidance</p>	<p>The costs are estimated based on market rates and similar costs incurred during previous similar projects' implementation.</p> <p>Manual on vocational guidance Editing and proofreading: 2,000 EUR Design and layout: 1,000 EUR Preparation in easy to read lumpsum 750 EUR Preparation in audio version lumpsum 598 EUR Printing: 500 copies *10 eur = 5,000 EUR Total: 9,348 EUR</p>
<p>5.1.2 Publications (ADRF)</p>	
<p>5.1.2.1. Toolkits on active living</p>	<p>The costs estimate the following expenditures, based on market rates and similar costs incurred during previous similar projects' implementation.</p> <p>Publications (5 different types of fact sheets): Preparation in easy to read 800 EUR x 5 fact sheets = 3,000 EUR Publication in normal format 5 EUR x 700 copies = 3,500 EUR Publication in easy to read format 5 EUR x 700 copies = 3,500 EUR Audio version 200 EUR x 5 fact sheets = 1,000 EUR Sign language version 200 EUR x 5 fact sheets = 1,000 EUR Design & editing 100 EUR x 15 days = 1,500 EUR Total cost 13,500 EUR</p>

2. Justification of the Budget for the Action

		All Years
Costs	Clarification of the budget items Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the Description of the Action).	Justification of the estimated costs Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs or on simplified cost options if allowed, as described in section 2.1.5 of the Guidelines for Grants Applicants
5.1.2.2. Toolkits on reasonable accommodation	<p>Estimated lump sum cost for printing/publication of the Toolkits on reasonable accommodation and procedures to be followed/ protocols to guarantee reasonable accommodation.</p>	<p>The costs estimate the following expenditures, based on market rates and similar costs incurred during previous similar projects' implementation.</p> <p>Manuals on tailored reasonable accommodation: Printing in alternative formats 3 EUR x 400 copies = 1,200 EUR Preparation in easy to read lumpsum 750 EUR Preparation in sign language lumpsum 265 EUR Preparation in audio version lumpsum 250 EUR Design & editing 100 EUR x 3 days = 300 EUR Total cost 2,765 EUR</p>

2. Justification of the Budget for the Action

		All Years	
Costs	Clarification of the budget items	Justification of the estimated costs	
	<i>Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the Description of the Action).</i>	<i>Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs or on simplified cost options if allowed, as described in section 2.1.5 of the Guidelines for Grants Applicants</i>	
5.2 Studies, research			
5.3 Expenditure verification/Audit			
5.4 Evaluation costs			
5.4.1 Expert - Final evaluation of the action (UNDP)	Short term expertise will be engaged by UNDP based on UNDP standard practice and cost for a regular external evaluation of the Action during the implementation lifecycle.	International independent evaluator recruited through UNDP competitive procurement process will be engaged for an amount of 25 working days. When hired the expertise will cost up to 800 EUR x 25 working days = 20,000 EUR	
5.5 Translation, interpreters (UNDP)	Estimated costs of simultaneous interpretation in workshops/conferences or large-scale field events in which internationals partners or translation of documents.	The cost is calculated based on the previous expenditures of UNDP implemented projects and official UNDP rates of translation/interpretation services. Total cost 20,000 EUR	
5.6 Financial services (bank guarantee costs etc.) (ADRF)	This item represents the bank charge costs on financial transactions from the Action to the various vendors engaged by the Action to implement activities or provide services. This line does not represent and cover banking charges applicable for the transfer of funds from and to the Contracting Authority, as per the definition of GC Article 18.4 and namely c) duties, taxes and charges, including VAT, that are recoverable/deductible by the Organisation; d) return of capital; e) debts and debt service charges; f) provision for losses, debts or potential future liabilities; g) banking charges for the transfers from and to the Contracting Authority.	Monthly costs are estimated based on ADRF expenditures to date for similar costs and volume of transactions. Total cost 50 EUR x 36 months = 1,800 EUR	
5.7 Costs of conferences/seminars			

2. Justification of the Budget for the Action

Costs	Clarification of the budget items	All Years
<p>5.7.1 Municipal meetings of the communities of practice (4 regions*2*3 meetings / year) (UNDP)</p>	<p>Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the Description of the Action).</p> <p>Four Regional Communities of Practice with the participation of staff from regional employment directorates, regional social state services and the 19 target municipalities will convene twice a year throughout the three years of project implementation.</p>	<p>Justification of the estimated costs</p> <p>Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs or on simplified cost options if allowed, as described in section 2.1.5 of the Guidelines for Grants Applicants</p> <p>The costs estimate the following expenditures, based on market rates and similar costs incurred during previous similar projects' implementation: Average nr. participants 30 x 24 meetings = 720 participants Average meal/refreshment cost per participant 30 EUR x 720 participants = 21,600 EUR Rent of venue 250 EUR * 24 days = 6,000 EUR Rent of audiovisual equipment 200 EUR * 24 days = 4,800 EUR Meeting materials 2,000 EUR Interpreters/translation 200 EUR x 2 translators x 4 meetings = 1,600 EUR Total cost 36,000 EUR</p>
<p>5.7.2 Training in each municipality on Guidance and Counselling (UNDP)</p>	<p>Four regional trainings on vocational guidance and counselling tools and instruments will be provided for employment counsellors from employment offices, VET providers in all 19 municipalities, along with key stakeholders from targeted municipalities and pertinent entities.</p>	<p>The costs estimate the following expenditures, based on market rates and similar costs incurred during previous similar projects' implementation: Average nr. participants 45 x 4 trainings = 180 participants Average meal/refreshment cost per participant 35 EUR x 180 participants = 6,300 EUR Rent of venue 300 EUR * 4 days = 1,200 EUR Rent of audiovisual equipment 250 EUR * 4 days = 1,000 EUR Meeting materials 500 EUR Interpreters/translation 200 EUR x 2 translators x 4 meetings = 1,600 EUR Total cost 10,600 EUR</p>

2. Justification of the Budget for the Action

		All Years	
Costs	Clarification of the budget items	Justification of the estimated costs	
	<p>Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the Description of the Action).</p>	<p>Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs or on simplified cost options if allowed, as described in section 2.1.5 of the Guidelines for Grants Applicants</p>	
<p>5.7.3 Information sessions (19 municipalities) with public & non public institutions / welfare and labour, employers, VET providers (ADRF)</p>	<p>This activity represents a comprehensive series of information and training sessions that will be organised in the 19 targeted municipalities. These sessions will bring together various stakeholders, including social administrators, staff of social service units in municipalities, staff of regional offices of the social state service, staff of regional and local labor offices, and representatives from NGOs.</p>	<p>The costs estimate the following expenditures, based on market rates and similar costs incurred during previous similar projects' implementation: Average nr. participants: 35 pp x 19 sessions = 665 participants Average refreshment cost per participant 5 EUR x 665 participants = 3,325 EUR Rent of venue 150 EUR x 19 days = 2,850 EUR Event materials 3 EUR x 665 = 1,995 EUR Moderators (2 persons with disabilities) 150 EUR x 38 days = 5,700 EUR Total cost 13,870 EUR</p>	
<p>5.7.4 Youth Camps (ADRF)</p>	<p>This activity represents camps to be held with youth with disabilities and their families, with the aim to cultivate motivation and enhance basic soft skills, preparing them for entry into the labor market. Furthermore, the camps with youth with disabilities and their family members will be organised to boost motivation and improve basic softs skills as a starting point for labour market entrance.</p>	<p>The costs estimate the following expenditures, based on market rates and similar costs incurred during previous similar projects' implementation: Average nr. participants: 50 pp x 3 camps = 150 participants Average lunch / refreshment cost per participant 20 EUR x 450 participants = 9,000 EUR Average diner cost per participant 15 EUR x 450 participants = 6,750 EUR Rent of venue 150 EUR x 9 days = 1,350 EUR Accommodation (participants with disabilities) 80 EUR x 50 days = 4,000 EUR Sign language interpretation 150 EUR x 9 days = 1,350 EUR Transportation from/to 3 cities (leasing of buses) 1,000 EUR Small environment accommodation (ramps, toilets, etc) 1,000 EUR x 3 camps = 3,000 EUR Moderators (3 persons) 500 EUR x 9 days = 4,500 EUR Total cost 30,950 EUR</p>	

2. Justification of the Budget for the Action

All Years	
Costs	Justification of the estimated costs
	<p><i>Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs or on simplified cost options if allowed, as described in section 2.1.5 of the Guidelines for Grants Applicants</i></p>
<p>5.7.5 Training on VET & Work Capacity Assessment (ADRF)</p>	<p>The costs estimate the following expenditures, based on market rates and similar costs incurred during previous similar projects' implementation:</p> <p>Average nr. participants: 40 pp x 5 sessions = 200 participants Average lunch / refreshment cost per participant 15 EUR x 200 participants = 3,000 EUR Rent of venue 150 EUR x 10 days = 1,500 EUR Event materials 3 EUR x 200 = 600 EUR Transportation 50 EUR x 10 days = 500 EUR Total cost 5,600 EUR</p>
<p>5.7.6 Information sessions (19 municipalities) on manual & guidelines (ADRF)</p>	<p>The costs estimate the following expenditures, based on market rates and similar costs incurred during previous similar projects' implementation:</p> <p>Average nr. participants: 20 pp x 19 sessions = 380 participants Average refreshment cost per participant 5 EUR x 380 participants = 1,900 EUR Rent of venue 150 EUR x 19 days = 2,850 EUR Event materials 3 EUR x 380 = 1,140 EUR Transportation 40 EUR x 19 days = 760 EUR Total cost 6,650 EUR</p>
<p>5.8. Visibility actions</p> <p>5.8.1 Project launching event (UNDP)</p>	<p>The costs are estimated based on market rates and similar costs incurred during previous similar projects' implementation. Total cost 1,000 EUR</p>

2. Justification of the Budget for the Action

		All Years	
Costs	Clarification of the budget items	Justification of the estimated costs	
	<i>Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the Description of the Action).</i>	<i>Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs or on simplified cost options if allowed, as described in section 2.1.5 of the Guidelines for Grants Applicants</i>	
5.8.2 Closing event (UNDP)	The closing event will represent an opportunity to celebrate and disseminate achievements and results and draw on lessons learnt. It will bring together representatives from the central and local institutions and other labour market ecosystem actors, direct beneficiaries of the action, as well as other partners.	The costs are estimated based on market rates and similar costs incurred during previous similar projects' implementation. Total cost 10,000 EUR	
5.8.3 Inauguration events (UNDP)	Five inauguration events will be held upon equipping five employment offices with accessibility infrastructure based on the needs identified through the accessibility reports.	The costs are estimated based on market rates and similar costs incurred during previous similar projects' implementation. Total cost 1,000 EUR x 5 events = 5,000 EUR	
5.8.4 Website (UNDP)	A transparent web portal will be developed for the granting mechanism, which will be used during the granting process, but also for reporting purposes.	Total cost 10,000 EUR	
5.8.5 Project branding, videos of beneficiaries, photos of events (UNDP)	Estimated as part of visibility cost %. This is a lump sum to be used for various visibility items, taking into consideration the requirements of EU regarding visibility, and making use of different instruments and platforms and involving different stakeholders to showcase their experience and benefits.	The costs are estimated based on market rates and similar costs incurred during previous similar projects' implementation. Total cost 20,000 EUR	
5.8.6 Media Campaign (ADRF)	This activity represents an innovative and comprehensive engagement campaign on active living by ADRF, which will be conducted through online and traditional communication channels, targeting people with disabilities, their families, employers, education institutions and broader society. It will encompass various activities, including the production of communication and campaign materials such as factsheets, guidelines, videos, podcasts, and TV	The costs estimate the following expenditures, based on market rates and similar costs incurred during previous similar projects' implementation: Podcasts 1,500 EUR x 5 podcasts = 7,500 EUR Video preparation (translation/preparation in alternative format) 1,600 EUR * 3 videos = 4,800 EUR Photographer 100 EUR x 10 days = 1,000 EUR TV/Radio programs 700 EUR x 5 programs = 3,500 EUR Total cost 20,000 EUR	
5.9 Outcome 3 - To promote and deliver accessible and innovative models of supported employment and skills development for people with disabilities			

2. Justification of the Budget for the Action

		All Years	
Costs	Clarification of the budget items	Justification of the estimated costs	
	<i>Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the Description of the Action).</i>	<i>Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs or on simplified cost options if allowed, as described in section 2.1.5 of the Guidelines for Grants Applicants</i>	
5.9.1. Expert - Accessibility Audit Report (ADRF)	Short-term expertise will be engaged by ADRF to carry out the accessibility assessment and prepare the reports on accessibility on 17 employment offices that serve citizens in the 19 target municipalities.	Short-term expertise will be hired by ADRF based on the Albanian labour and tax legislation. When hired expertise is expected to cost up to 250 EUR x 70 working days = 17,500 EUR	
5.9.2. Expert - Tools VET & Work Capacity Assessment (ADRF)	Short-term expertise will be engaged by ADRF to develop instruments on the VET-related assessment for job seeking persons with disabilities and students with disabilities, aspiring to attend vocational education and training.	Short-term expertise will be hired by ADRF based on the Albanian labour and tax legislation. When hired expertise is expected to cost up to 250 EUR x 40 working days = 10,000 EUR	
5.9.3. Expert - Training VET & Work Capacity Assessment (ADRF)	ADRF will engage short-term expertise to train staff from employment offices and VET institutions, involved in the assessment process of persons with disabilities.	Short-term expertise will be hired by ADRF based on the Albanian labour and tax legislation. When hired expertise is expected to cost up to 150 EUR x 10 working days = 1,500 EUR	
5.9.4. Expert - Protocols on Job Accommodation (ADRF)	ADRF will engage short-term expertise to work on development of tools for employer needs assessment, offering practical advice and technical aid to NAES on job accommodation	Short-term expertise will be hired by ADRF based on the Albanian labour and tax legislation. When hired expertise is expected to cost up to 250 EUR x 30 working days = 7,500 EUR	
5.9.5. Expert - Manuals on Reasonable Accommodation (ADRF)	ADRF will engage short-term expertise to develop guidelines on tailored reasonable accommodation	Short-term expertise will be hired by ADRF based on the Albanian labour and tax legislation. When hired expertise is expected to cost up to 250 EUR x 20 working days = 5,000 EUR	
5.9.6. Expert - Manuals on Vocational Rehabilitation (ADRF)	ADRF will engage short-term expertise to work jointly with the expertise provided by Arbetsförmedlingen on the development of manuals on vocational rehabilitation.	Short-term expertise will be hired by ADRF based on the Albanian labour and tax legislation. When hired expertise is expected to cost up to 250 EUR x 10 working days = 2,500 EUR	
Subtotal Other costs, services			
6. Other			

2. Justification of the Budget for the Action

All Years

Costs	Clarification of the budget items	Justification of the estimated costs
6.1 Grant scheme output 1 2 (UNDP)	<p><i>Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the Description of the Action).</i></p> <p>This activity represents the costs related to the grant scheme under Lot 1. Designed by NAES with the support of UNDP, this is a 6 months programme, which offers holistic support to individuals prone to labour market exclusion, including intensive counselling on job search, soft skills, and support to transition into work. This combines individual counselling with group counselling to maximise job placement opportunities.</p>	<p><i>Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs or on simplified cost options if allowed, as described in section 2.1.5 of the Guidelines for Grants Applicants</i></p> <p>The cost estimates are based on the designed programme and include expenditures such as: participation, transportation, bonus on childcare and care for the elderly, reasonable accommodation, administrative costs and costs related to group counselling, salaries of mentors and coaches. Number of participants 600. The estimated average cost per participant is around 1,100 EUR. Total cost 660,000 EUR</p>
6.2 Grant scheme output 2 2 (UNDP)	<p>This activity represents the costs related to the grant scheme under Lot 2. This programme was designed within the framework of EU funded SCUL project, implemented by NAES and UNDP. The learning offer has already been developed and the respective ALMP has been designed. It is designed as a 'bridge course' to ensure access to vocational training for low qualified unemployed jobseekers and offers tailored basic literacy, numeracy and digital skills. It also support job search and equips participants with soft skills.</p>	<p>The cost estimates are based on the designed programme and include expenditures such as: participation, transportation, bonus on childcare and care for the elderly, reasonable accommodation, administrative costs and costs related to group training, as well salaries of mentoring and teaching staff. Number of participants 600. The estimated average cost per participant is around 483,3 EUR. Total cost 290,000 EUR</p>
6.3 Grant scheme output 3 3 (UNDP)	<p>This activity represents the costs related to the grant scheme which supports employment and training opportunities for people with disabilities. The typology of programmes to be funded by this grant scheme will be designed by all three project partners.</p>	<p>The cost estimates are based on the experience of NAES in delivering Active Labour Market Programmes to unemployed jobseekers with disabilities, which is around 1,250 EUR per person. It is expected that 200 people with disabilities will benefit from the programmes designed by the project partners and delivered by grantees. Total cost 250,000 EUR</p>

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2. Justification of the Budget for the Action

		All Years
Costs	Clarification of the budget items	Justification of the estimated costs
6.4 Accessibility of 5 EOs (soft infrastructure) (UNDP)	<p>Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the Description of the Action).</p> <p>This activity represents soft infrastructural interventions in 5 selected Employment Offices to ensure accessibility of the premises as well as accessibility of information and communication. This will include purchase and placement of appropriate assistive devices and technology.</p>	<p>Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs or on simplified cost options if allowed, as described in section 2.1.5 of the Guidelines for Grants Applicants</p> <p>The costs are based on the experience of ADRF in the model Employment Office in Tirana and includes the following expenditures: Accessibility in environment, accessibility in information, communication and equipment, preparing information in alternative formats (easy read, audio, sign language, braille) and 1 lift/platform. The average cost for each intervention is estimated to be 40,000 EUR per office. Total cost 200,000 EUR</p>
10.2 Volunteers work		
Subtotal/Other		
12 - Taxes		
- Contributions in kind		

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✓

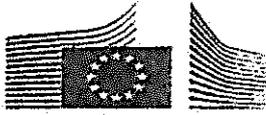
✓

3. Expected sources of funding & summary of estimated costs¹

		Amount EUR
Expected sources of funding		
EU/EDF contribution sought in this application (A)		2700000
CO-FINANCING (1+2+3+4) (B)		300000
1. Other contributions (Applicant, other Donors etc)		
<i>Name</i>	<i>Conditions</i>	
UNDP		300000
2. Revenue from the Action ²		3000000
To be inserted if applicable and allowed by the guidelines:		
3. In-kind contributions ³		0
4. Volunteers' work ⁴		0
Expected TOTAL CONTRIBUTIONS (A)+(B)		3000000
Estimated Costs		
Estimated TOTAL ELIGIBLE COSTS ⁵ (C)		3000000
EU/EDF contribution expressed as a percentage of total eligible costs ⁶ (A/C x 100)		
To be inserted if applicable and allowed by the guidelines:		
Taxes/In-kind contributions ³		0
Estimated TOTAL ACCEPTED COSTS ⁶ (D)		3000000
EU/EDF contribution expressed as a percentage of total accepted costs ⁴ (A/D x 100)		

1. Expected sources of funding and estimated costs must be in balance. It is reminded that the figures introduced in the table shall respect all the points included in the checklist for the full application form (part 7 of the full
2. as per heading 11 of the Budget of the Action
3. as per heading 13 of the Budget of the Action
4. EU contribution cannot finance volunteers' work. Do not round, enter percentage with 2 decimals (e.g. 74,38%),
5. as per heading 12 of the Budget of the Action
6. with reference to art.17.4 (b) of the General Conditions





FINANCIAL IDENTIFICATION

PRIVACY STATEMENT https://ec.europa.eu/budget/contracts_grants/info_contracts/contract_360/privacy_statement_en.htm

Please use CAPITAL LETTERS and LATIN CHARACTERS when filling in the form.

BANKING DETAILS ①

ACCOUNT NAME ② **UNDP CONTRIBUTIONS EURO ACCOUNT**

IBAN/ACCOUNT NUMBER ③ **CH2200240240FP1030940**

CURRENCY **EUR**

BIC/SWIFT CODE **UBSWCHZH80A** BRANCH CODE ④

BANK NAME **UBS S.A. (SWITZERLAND)**

ADDRESS OF BANK BRANCH

STREET & NUMBER **RUE DES NOIRETTES 35 | P.O BOX 2600**

TOWN/CITY **CH-1211 GENEVA 2** POSTCODE

COUNTRY **SWITZERLAND**

ACCOUNT HOLDER'S DATA

AS DECLARED TO THE BANK

ACCOUNT HOLDER **UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)**

STREET & NUMBER **1 UN PLAZA, DC 1 BUILDING**

TOWN/CITY **NEW YORK** POSTCODE **10017**

COUNTRY **USA**

REMARK

<p>BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE ⑤</p> <p>UBS Switzerland AG / Geneva</p> <p><i>Nathan Ramadon</i> Nathan Ramadon Associate Director</p> <p><i>Régis Babingtoner</i> Régis Babingtoner Executive Director</p>	<p>DATE (Obligatory) 22/03/2022</p> <p>SIGNATURE OF ACCOUNT HOLDER (Obligatory) Paul Gravenese, Treasurer, UNDP</p> <p><i>Paul Gravenese</i></p>
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- ① Enter the final bank data and not the data of the intermediary bank.
- ② This does not refer to the type of account. The account name is usually the one of the account holder. However, the account holder may have chosen to give a different name to its bank account.
- ③ Fill in the IBAN Code (International Bank Account Number) if it exists in the country where your bank is established
- ④ Only applicable for US (ABA code), for AU/NZ (BSB code) and for CA (Transit code). Does not apply for other countries.
- ⑤ It is preferable to attach a copy of RECENT bank statement. Please note that the bank statement has to confirm all the information listed above under 'ACCOUNT NAME', 'ACCOUNT NUMBER/IBAN' and 'BANK NAME'. With an attached statement, the stamp of the bank and the signature of the bank's representative are not required. The signature of the account-holder and the date are ALWAYS mandatory.

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ANNEX V

Request for payment for Contribution Agreement

Date of the request for payment <.....>

For the attention of

<Address of the Contracting Authority>

<Financial unit indicated in the Contribution Agreement>¹

Reference number of the Contribution Agreement: ...

Title of the Contribution Agreement: ...

Name and address of the Organisation: ...

Request for payment number: ...

Period covered by the request for payment: ...

Dear Sir/Madam,

I hereby request payment of pre-financing/interim payment/balance² under the Contribution Agreement mentioned above.

The amount requested is [in accordance with Article 4 of the Special Conditions of the Contribution Agreement/the following: ...]³

Please find attached the following supporting documents:

- narrative and financial progress report (for pre-financing / interim payments)
- final narrative and financial report (for payment of the balance)⁴

The payment should be made to the following bank account: .⁵

Please when making the payment indicate the following communication: ...

I hereby certify on honour that the information contained in this request for payment is full, reliable and true, that the costs incurred can be considered eligible in accordance with the Agreement and that this request for payment is substantiated by adequate supporting documents that can be checked.

Yours faithfully, <signature>

¹ If applicable, please do not forget to address a copy of this letter to the European Union Delegation mentioned in Article 5 of the Special Conditions of the Contribution Agreement.

² Delete the options which do not apply.

³ Delete the option which does not apply.

⁴ Delete the items which do not apply.

⁵ Indicate the account number shown on the financial identification form annexed to the Contribution Agreement. In the event of change of bank account, please complete and attach a new financial identification form as per model.

N.B.: Instalments of pre-financing, interim payments and final payments shall be made upon approval of the payment request accompanied by a progress or final report (see Articles 19 of the General Conditions of Contribution Agreement).

I, the undersigned, <insert forename and surname>, in my capacity as <insert function in the entrusted entity or person>, confirm that in relation to the Insert/complete in case an individual Management Declaration for one Contribution Agreement is submitted: [[Contribution Agreement] [Contribution Agreement for Financial Instruments] <insert reference of the concrete Agreement>, (the "Agreement")] Insert in case a global Management Declaration covering all the Contribution Agreements and/or Contribution Agreements for Financial Instruments between the Contracting Authority¹ and the Organisation is presented:[Agreements listed below], based on my own judgement and on the information at my disposal, including, inter alia, the results of the audits and controls carried out, that:

1. The information submitted under Article 3 of the General Conditions of the Agreement[s] for the financial period dd/mm/yyyy to dd/mm/yyyy is properly presented, complete and accurate Insert/complete in case a global Management Declaration covering all the Contribution Agreements and/or Contribution Agreements for Financial Instruments between the Contracting Authority and the Organisation is presented: [for the following Agreements:

1. <insert references of the Agreement>; add below as necessary
2. <...>]

If at the time of signature of this Management Declaration, there were ongoing agreements for which there was not yet reporting obligation; insert: [To be noted that at the time of signature of this Management Declaration, the following Agreements were not yet subject to submission of reporting in accordance with the contractual conditions:

1. <insert references of the Agreement>; add below as necessary
2. <...>]

2. The expenditure was used for its intended purpose as defined in Annex I of the Agreement[s];
3. The control systems put in place give the necessary assurances that the underlying transactions were managed in accordance with the provision of the Agreement[s].
4. The Organisation performed the activities in compliance with the obligations laid down in the Agreement[s] and applying its own rules and procedures, where applicable, subject to the ad hoc measures agreed upon with the European Commission, as regards:
 - a) internal control;
 - b) accounting system;
 - c) independent external audit;
 - d) exclusion from access to funding;
 - e) publication of information on recipients;
 - f) protection of personal data;
 - Add one or more of the following options, as applicable:
 - g) [award and management of Grants;]
 - h) [award and management of Procurement Contracts;]
 - i) [Financial Instruments] In case any of the optional sub pillars 6b and/or 6c have been assessed and if applicable, add as required: [, including [Tax Avoidance and Non-Cooperative Jurisdictions][and][Anti-Money Laundering and Countering Terrorism Financing]].
5. No substantial changes, which have not already been communicated to the European Commission, affect the rules and procedures which have been [subject to the Ex-ante Pillar-Assessment] / [assessed by the European

¹ For the avoidance of doubt, references to 'Contracting Authority' in this annex shall be understood as referring to the European Commission for the purpose of Contribution Agreements for Financial Instruments.

Commission for the purpose of granting an exemption to the obligation to undergo the Ex-ante Pillar Assessment].

Furthermore, I confirm that I am not aware of any undisclosed matter which could harm the interests of the European Union.

However, the following reservation(s) should be noted:

<present and explain reservation(s)>²

<insert place and date>

.....

(signature)

<Insert forename and surname>

² Option to be used in case of reservations.

uw Blk