Skopje, 10.08.2023

**REQUEST FOR PROPOSAL FOR LOW VALUE GRANT (LVG)**

**to support the implementation activation of unemployed Roma and other persons at risk of social exclusion at labour market**

1. **PROJECT TITLE: “**Creating Job Opportunities for All 4**”** (Output: 00116703)
2. **DURATION**

**Contract start date:** 30st of August 2023

**Contract end date**: 29th of August 2024

**Duty station**: Shuto Orizari, Chair, Karposh, Centar, Gazi Baba, Gjorche Petrov, Tetovo, Gostivar, Debar, Kichevo, Bitola, Prilep, Pehchevo, Shtip, Kochani, Berovo, Delchevo, Vinica I Kumanovo

**III. BACKGROUND**

UNDP is the development arm of the United Nations system, with offices in 180 countries. Globally, the organization employs 17,000 people and manages a budget of USD 5 billion each year. UNDP office in Skopje employs a team of around 70 and currently manages a portfolio of projects in environmental protection, good governance and social inclusion worth USD 17 million per year.

Based on the previous experience from implementing “Regional support facility for improving the capacity to make real progress on Roma inclusion” project in 2014 and 2015,  the Ministry of Labour and Social Policy, Employment Service Agency and UNDP included activation services for unemployed Roma and other persons at risk of social exclusion - as part of the regular services provided through the national Operational Plan for active employment programmes and measures, and labor market services (OP) for 2016. Following the positive results of the Roma activation services in the years following the introduction of the services, they have continuously constituted a part of the national Operational Plan in the subsequent years and are included in the Operational Plan for 2023 as well.

Key partners in the implementation of this service are the Ministry of Labour and Social Policy (MLSP), Employment Service Agency (ESA), local self-governance units and other.

The experience from the implementation of the OP reveals that one of the biggest barriers for the economic inclusion of Roma and other groups at risk of social exclusion is their exclusion from the development processes and/or the difficulties they face in accessing the labour market using standard development tools.

In that regard, a more systematic and continuing support to unemployed Roma and socially excluded groups is needed, including provision of employment mentoring services.

These services will be delivered by network of employment mentors who will be responsible for provision of support to unemployed Roma and other groups at risk of social exclusion in employment and professional skills advancement menage and coordinate by NGO using their own developed networking in country of local experts in the field of employment and employability of socially excluded groups of persons.

The foreseen action of this service aims to stimulate and support the participation of socially excluded groups of persons in the existing opportunities for activation on the labour market. These opportunities primarily originate from the national OP such as trainings in vocational skills and entrepreneurship, subsidized employment, business start-up grants, community services related to care economy, public works, and other employment services.

The engaged service provider will cooperate with the relevant local institutions i.e., employment centers, CSWs, chambers of commerce, private businesses, centers for professional education etc.

The engaged service provider will also collaborate with the designated UNDP Monitoring Officers to follow up on specific issues related to the implementation of the active labour market measures in the target municipalities.

The assignment will be carried out in a period of 1 year in the area of predeterminate municipalities with significant Roma presence according to OP 2023. Service provider will provide team of employment mentors where each mentor will be responsible for certain a municipality or a group of municipalities.

1. **OBJECTIVE**

The objective of this Request for Proposal is to engage an NGO that will establish a network of employment mentors that will support activation in the labour market of unemployed hard-to-employe people, with focus on Roma. The selected Grantee will offer their activation services in the following municipalities where significant presence with Roma population: Shuto Orizari, Chair, Karposh, Centar, Gazi Baba, Gjorche Petrov, Tetovo, Gostivar, Debar, Kichevo, Bitola, Prilep, Pehchevo, Shtip, Kochani, Berovo, Delchevo, Vinica and Kumanovo.

The NGO will provide set of different services, starting with sharing valuable information on possible employment opportunities, motivation, counseling and mentoring services for interested candidates for participation in some of the Active Labour Market Measures (ALMMs) and employment opportunities offered by the local private / public / civil society sector in the selected municipalities.

The target groups eligible for this service are hard to employ people who are at risk of social exclusion, out of which at least 70% shall be members of the Roma community.

The expected outcome results of NGO’s engagement as per the Project Document are the following:

**1. Preparation of at least 2000 individual Assessment of unemployed**

Employment mentors shall carry out individual assessments of unemployed candidates using a predefined “Questionnaire for profiling and evaluation of the professional capacities of an unemployed person for inclusion in active measures” (QPC) which will be provided by UNDP to the selected Grantee.

**2. Enrolment of at least 160 unemployed candidates in:**

**ALMMs that support increase of their employability such as:**

* Entrepreneurship development trainings
* IT skills training (advanced)
* On-the-job training for known employer.
* Training for vocational skills (including on-line)
* Training for demanded occupations.
* Vocational training based on employer’s requirements.
* Training in Care economy measures
* Other trainings (soft skills, basic IT trainings etc.)
* Internship Programme

**ALMMs that lead toward their employment (job placement) such as:**

* Subsidized employment
* Employment upon successful completion of the vocational training
* Community Works Programme (part-time working engagement)
* Employment in Care Economy measures
* Public Works
* Registered self-employment

**3. At least 160 direct job placements of unemployed who are not participants in the ALMMs:**

* Registered full-time employment.
* Registered part-time employment.

**V. REPORTING**

The applicant shall report to UNDP Project on the implementation of the activities and achievement of the expected results under this assignment. For this purpose, the applicant will be requested to submit:

* Quarterly reports at the end of each quarter (it is expected that 4 reports are to be submitted) - 2 weeks after the end of the respective quarter.
* Final report - not later than 10th of September 2024

**Note:** Template of the report including necessary reporting elements will be additionally provided by UNDP.

**VI. DURATION**

The duration of the assignment is envisaged to be within 12 months starting from 30st of August 2023, to 29th of August 2024.

**VII. DUTY STATION AND TRAVEL**

The assignment will include office and field work at local level in Shuto Orizari, Chair, Karposh, Centar, Gazi Baba, Gjorche Petrov, Tetovo, Gostivar, Debar, Kichevo, Bitola, Prilep, Pehchevo, Shtip, Kochani, Berovo, Delchevo, Vinica I Kumanovo, according to the established dynamics of activities.

**VIII. APPLICATION PROCUDURE AND DEADLINE**

The eligible applicants should have required expertise and experience in the following areas:

(1) Management capacities for implementation of similar development projects.

(2) Experience in providing employment support activities and/or services for hard-to-employed people for their employability enhancement, labour market activation and job placement.

The applicants and their submitted LVG proposals will be assessed against the following criteria:

1. The NGO must be registered at least 3 years before the submission of application.
2. The applicant has to have at least 1,000,000 MKD total annual turnover cumulatively for the last three fiscal years.
3. At least 3 years of experience in provision of employment support activities and/or services leading to employability enhancement, labour market activation and labour market integration of unemployed persons.
4. Has managed implementation of projects with a team of at least 6 members.

\*\*\* *If any of the above listed minimum requirement are not met, the evaluation grid of the applicant shall not be scored and will lead towards disqualification of the proposal.*

**Note: The applicant should follow the proposed structure of coordination/ implementation team by including a team of minimum 6 Roma Mentors in the proposal:**

* 1 Team Leader/Roma mentors
* 5 Roma mentors

Qualification of the Team

**Education:**

* At least High School Diploma: BA will be considered as a strong asset.

**Experience:**

* At least 2 years of cumulative professional experience in activities related to socio-economic inclusion of Roma and/or other groups at risk of social exclusion in the country.
* At least 3 months of Experience in providing career orientation / guidance and/or in improving employability and/or getting employment will be considered as a strong asset.
* At least 6 months of cumulative professional fieldwork experience in activities related to socio-economic inclusion of Roma and/or other groups at risk for social exclusion in/with the municipality(ies) where the applicant shall work.

**Required documents for submission:**

1. **Registration** of the CSO/NGO (Current Condition from the Central Registry);
2. **Financial statements for the last 3 closed fiscal years** - (Balance Sheet and Income Statement issued from the Central Registry)
3. **Low Value Grant Proposal** containing budget and description of activities for achievements of proposed activities, work plan and performance targets as per (**Annex 1)**
4. **Profile of the NGO referring to previous experience and reference list of similar projects/activities**, in the area of implementation of employment support activities and/or services leading to employability enhancement, labour market activation and labour market integration of unemployed persons. **(Annex 2)**
5. **CVs of the proposed** **team** members against the qualification requirements of team to be enclosed and List of evidence of professional experience of Team Member **(Annex 3)**
6. **Signed Self-Certification (Annex 4)**
7. **List of proposed distribution** of mentors in target municipalities **(Annex 5)**
8. **Availability confirmation form** by Team members **(Annex 6)**

In addition to this Request for Proposal, the following annexes are enclosed for your review and submission:

1. Annex 1 - Template of Low Value Grant Proposal
2. Annex 2 – Reference list of similar projects/activities for the experience of the CSO/NGO
3. Annex 3 - Evidence of professional experience of Team member
4. Annex 4 - Self Certification (Programming Entities)
5. Annex 5 – List of proposed distribution of mentors in target Municipality
6. Annex 6 - Availability confirmation form

The application deadline for submission of all relevant documents including the request for proposal should be not later than **Thursday 24th of August by 12 pm.** The applications together with all relevant documents should be submitted scanned on **e-mail:** [**rabotaimoznosti.mk@undp.org**](mailto:rabotaimoznosti.mk@undp.org)

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| **Evaluation Matrix** | |
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| **Criteria that entities with the submitted LVG proposals will be assessed against** |  |  |
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| **1.Copies of original documents defining the constitution or legal status, place of registration confirming that the company was registered minimum 3 years prior to the RFP (Current Condition from the Central Registry).** | **Yes/No** |  |
|  |
|  | **Points (MAX.100)** |  |
| **2. Financial statements (Balance Sheet and Income Statement issued from the Central Registry) to evidence at least 1,000,000 MKD cumulative annual turnover for the last three fiscal years** | **Max.30** |  |
| 2.1 From 1,000,000 to 3,000,000 MKD | 10 |  |
| 2.1 From 3,000,000 to 5,000,000 MKD | 20 |  |
| 2.3 over 5,000,000 MKD | 30 |  |
| **3. At least 3 years Previous experience of similar projects/activities, in the area of implementation of employment support activities and/or services leading to employability enhancement, labour market activation and labour market integration of unemployed persons.** | **Max.30** |  |
| **3.1** 3-5 years of previous experience | 10 |  |
| **3.2** 5-7 years of previous experience | 20 |  |
| **3.3** over 7 years of previous experience | 30 |  |
| **4.Organization capacities: management/ coordination /implementation of project/component with a team of at least 6 members** | **Max.10** |  |
|  |
| 4.1. management with team 6-10 members | 5 |  |
| 4.2. management with team over 10 members | 10 |  |
| **5. Description of activities for achievements of proposed activities** | **Max.30** |  |
|  |
| 5.1 The description outline provides a poor level of explanations / details | 10 |  |
| 5.2 The description outline is relevant and provides a satisfactory level of explanations / details | 20 |  |
| 5.3 The description outline is relevant and provides a high level of explanations / details | 30 |  |

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| **Evaluation Matrix Team Member** | | |
| **Team member** | | |
| **No.** | **Technical criteria** | **Yes/No** |
| **1** | **Education** |
| 1.1 | High School Diploma |  |
| 1.2 | University degree |  |
|  |  | **Points max. 100** |
| **2** | **At least 2 years of cumulative professional experience in activities related to socio-economic inclusion of Roma and/or other groups at risk of social exclusion in the country.** | **max. 40** |
| 2.1 | Equal to 2 years | 20 |
| 2.2 | From 2 to 4 years | 30 |
| 2.3 | Over 4 years | 40 |
| **3** | **At least 3 months of cumulative professional experience in career orientation/guidance and/or in improving employability and/or in facilitating employment** | **max. 30** |
| 3.1 | Equal to 3 months | 15 |
| 3.2 | Over 3 months | 30 |
| **4** | **At least 6 months of cumulative professional fieldwork experience in activities related to socio-economic inclusion of Roma and/or other groups at risk for social exclusion in/with a municipality where the applicant shall work** | **Max 30** |
| 4.1 | Equal to 6 months | 10 |
| 4.2 | From 6 months to 1 year | 20 |
| 4.3 | Over 1 year | 30 |
| **Total** | | |