Call for Expression of Interest¹

for engaging an Implementing Partner

for implementing the “8th Apprenticeship Programme at the local level” activity, in the framework of the Enhancing Societal Democratic Participation Capacities and Capabilities (Phase 3)” project

The Organization for Security and Co-operation in Europe Mission in Kosovo (the OSCE) hereby invites Civil Society Organizations (CSOs) based in Kosovo, to apply for collaborating with the OSCE for the implementation of 8th Apprenticeship Programme (AP) at the local level.

**Background:**

The OSCE actively promotes an inclusive approach to making youth voices heard and contributing to policy and decision-making processes, which aims to tackle problems young people face in everyday life. Special emphasis is placed on strengthening the participation of young women, young people belonging to non-majority communities, from rural and hard-to-reach areas, as well as young people belonging to vulnerable groups, such as young people with disabilities and victims of gender-based violence.

As part of its work, the OSCE is committed to enhance the capabilities and the skills of young people in multiple areas; and offers relevant professional opportunities, including to get engaged in policy and decision-making processes. As part of this commitment, the OSCE co-operates with local government administrations Kosovo-wide and relevant CSOs, in order to provide five-month long apprenticeship opportunities for young students between the ages of 20 and 24.

This year, the OSCE’s AP will be having its 8th iteration, strengthening youth involvement and active participation in local decision-making and policy-making processes, thus fostering inclusive public participation. Additionally, the AP contributes to the professional development of the participants, and provides them with the opportunity to gain direct professional experience through trainings, and by participating to OSCE’s activities with and for youth. Since 2016, the OSCE has supported a total of 180 young apprentices in furthering their professional capacities in institutions at both government and local levels, as well as in CSOs.

In order to further build on these results, the OSCE invites CSOs active in the area of youth empowerment and young people's professional development to apply for this opportunity to jointly advance the promotion and further active youth public participation. The selected CSO will be contracted by the OSCE via an Implementing Partner Agreement (IPA) to implement a budget of EUR 15,000 for the 2024 Apprenticeship Programme, comprised of the below activities.

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¹ Please note that this Call for Expression of Interest is foreseen for implementation of project activities in 2024
Envisaged Project Activities:

1. Facilitating apprentices’ participation in the AP 2024, as well as their involvement in relevant pre-identified youth-related activities conducted by the OSCE

Through the AP, the OSCE aims to enhance the involvement of young people in local level policy- and decision-making processes. Through the 2024 iteration of the AP, the OSCE invites CSOs to facilitate a five-month process of acquiring professional skills in different municipal institutions and CSOs of 15 apprentices aged 20 to 24. A specific focus will be placed in involving applicants from non-majority communities, persons with disabilities, and youth coming from hard-to-reach areas, while ensuring their safe and effective participation in the Programme. Upon the completion of the AP, the apprentices are expected to have gained first-hand professional experience in decision- and policy-making processes on local level, as well as increased their employability skills.

As part of this, the Implementing Partner (IP), in co-operation with and guidance by the OSCE, will be responsible for:

- Advertising the open call for apprentices,
- Selection of 15 young apprentices through an open and transparent process,
- Assign the 15 young participants, based on their preferences and through matching of profiles, to municipalities and relevant CSOs for the full duration of the apprenticeships.

The above listed tasks will be conducted in close co-operation with the OSCE’s Public Participation Section (PPS) Activity Manager, and with OSCE’s Regional Centers.

Further, and in close communication with the OSCE/PPS Activity Manager, the IP will facilitate communication with the apprentices in order to provide opportunities for their participation on relevant youth-related activities conducted by the OSCE. OSCE will cover the costs related to transportation, meals and refreshments for apprentices participating in OSCE’s activities.

2. Facilitating two training sessions

During the course of the five-months apprenticeships, the IP will implement two trainings sessions, in order to increase the apprentices’ soft skills, thus strengthening their overall employability. These trainings will target the strengthening of CV drafting skills, self-presentation and representation skills, overcoming conflict at the workplace, and other similar work related and employability soft skills etc. Further, the trainings will provide support to the apprentices in formulating opinions and proposals on questions concerning young people in their respective communities and propose possible actions and initiatives.

The IP is in charge of designing and implementing the trainings, engaging the trainers, and providing materials. If needed and requested by the IP, the OSCE can offer in-house expertise for the implementation of the trainings.

The IP will provide the venue for and meals/refreshments during the trainings. The IP will also make sure to hold the trainings at a venue that is fully accessible for persons with disabilities, as well as will provide accessible transportation. If the IP cannot accommodate the training at its own premises, the OSCE will make available a suitable training room.
The IP will reimburse the transportation costs incurred by the apprentices for attending the two trainings implemented by the IP. The IP will provide supporting documentation to OSCE/PPS, such as the signed lists of participants.

The two trainings are to be designed and implemented in the first three months from the start of the apprenticeships, i.e. June – August 2024.

3. **Administrating monthly fees to the apprentices, based on a signed attendance sheet**

The IP will be responsible for the administration of the monthly fees transferred to the apprentices. These include the transfer of a monthly lump sum of EUR 150 per apprentice per month for covering the transportation expenses for attending the apprenticeship in the municipality/CSO, based on a signed monthly attendance sheet.

The above lump sum will be transferred to the apprentices at the beginning of each month for the previous month, upon receipt of a signed attendance sheet. The attendance sheet should be signed by the apprentice and his/her direct supervisor/mentor in the municipality/CSO. Each apprentice will be mandated to be at his/her post in the municipality/CSO for at least 14 days with 4 working hours per day. If the apprentice and the municipality or CSO agree on more monthly working days and/or longer working days, this arrangement will be encouraged. However, no additional remuneration for the apprentices will be available.

4. **Monitoring the implementation of the Programme via pre-, during and post-activity assessments**

The IP will be responsible for the monitoring of the impact of the Programme through conducting assessments. The IP will implement two types of assessments:

- Pre- and post-event evaluations of the apprentices regarding the training sessions; and
- During and post-apprenticeship evaluations regarding the overall AP.

The IP will submit training reports to the OSCE following implementation of the foreseen two training sessions. Further, the IP will provide a final report on the implementation of the IPA to the OSCE, that will include conclusions and recommendations stemming from the above evaluations.

**Eligibility Criteria and Selection Process:**

The selection process will be done in accordance with the applicable OSCE rules and in two steps:

- review of CSOs’ descriptions, CVs of CSO personnel and focal point assigned to the IPA, their motivational letters, and their noted past and ongoing experiences with internships/apprenticeships, and/or relevant thematic expertise (programmes in support to youth empowerment, effective inclusion of youth in policy/decision making process etc.),
- interview with shortlisted CSOs.

Applicants should represent organizations that are legally registered in Kosovo, and active in their role.

The eligibility of applicants is based on the following criteria:
• **Field of work** – Demonstrated values to promote inclusivity and multicultural diversity, and professional experience in implementation of projects, programmes and/or activities related to:
  o Provision of internship/apprenticeship opportunities as part of CSO’s work,
  o Managing/facilitating the provision of internship/apprenticeship opportunities in different civic, business and/or public sector entities Kosovo-wide, and
  o Broader work in building capacities of youth, with a specific focus on youth’s soft employability skills;
• **Geographical area** – CSOs established and active in Kosovo, having capacity to operate Kosovo-wide.
• **Language** – Demonstrated capacity to assign a focal point for communicating with the OSCE/PPS Activity Manager in English (CV of the focal point should be submitted as part of the application package);
• **Budgetary requirement** – Proposals limited to EUR 15,000 will be considered as eligible;

**Application Form:**
If this opportunity interests you, and you meet the above requirements, please submit the application package, in English, comprised of:

• **Motivation letter** explaining how the organization would implement the envisaged project activities.
• **The organization’s description**, including the following:
  o Profile, vision, mission, values, and completed activities/programmes in the last two years;
  o Geographical coverage, i.e. where the organization is established and where it operates;
  o Number of fix-term employees and/or volunteers, and number of staff to be allocated to this project;
  o CV of CSO personnel and CSO focal point for the IPA;
  o Annual revenue for the last two years;
  o Description of specific areas of work and beneficiaries, outlining work with internships/apprenticeships and building capacities of youth and non-majority communities;
  o Description of relevant collaborations/partnership with other CSOs/relevant actors your organization has already established;
  o Brief description of on-going projects, including sources of funding;
  o Contact details of person responsible for the application (telephone number and email address).
• **Short budget** outlining the main lines of expenditures with related costs.

*The organizational description should not exceed four (4) pages, using Arial font, size 10. Please use your organization’s internal templates for the needed documents comprising the application package.*

**Please send the application package by 23:59 hrs. CET, 08 March 2024** to the following e-mail addresses: Dafina.Bajrami@osce.org and Tomislav.Ortakovski@osce.org. The subject line should be: **Apprenticeship Programme 2024**.

If you are notified as being one of the short-listed applicants, we might ask you to provide us with additional documents such as registration certificate, proof of annual revenue, and a detailed budget breakdown for the implementation of the AP 2024.
Please note that applications that do not follow all listed instructions will not be considered.

Any eventual queries can be directed to the following email address: Dafina.Bajrami@osce.org.