



REPUBLIKA E KOSOVËS / REPUBLIKA KOSOVA / REPUBLIC OF KOSOVO

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MINISTRIA E PUNËS DHE MIRËQENIES SOCIALE
MINISTARSTVO RADA I SOCIJALNE ZAŠTITE
MINISTRY OF LABOUR AND SOCIAL WELFARE

THE SELF-EMPLOYMENT PROGRAMME 2016

The Ministry of Labour and Social Welfare (MLSW) in collaboration with the United Nations Development Programme (UNDP) and the Ministry of Trade and Industry (MTI), announces the 2016 open call for applications for grants and business development support for **unemployed persons with unique business ideas** under the Self-employment Programme (Programme), financed by the Ministry for Foreign Affairs of Finland, the MLSW of Kosovo and UNDP.

About the Self-Employment Programme

The aim of the Self-employment Programme is to support the creation of viable business plans capable of surviving in the competitive market, promoting self-employment as an active labour market measure. Apart from providing grant support, the Programme will also deliver training on business skills and expert support, helping unemployed persons with qualification and orientation to be successful in the chosen field. The presented Self-employment Programme is competition-based in order to get the highest possible return on investment. The selection process aims to secure transparency and fair competition and support the best and most innovative ideas and business plans that have the highest chance of producing sustainable results.

The Programme in 2016 will be implemented in the regions of **Mitrovicë/a** (Mitrovicë/Mitrovica, Leposaviq/ Leposavić, Skenderaj/Srbica, Zubin Potok/Zubin Potok, Zveçan/Zvečan, Vushtrri/Vučitrn) and will not have any regional quotas limiting the numbers of applicants or the amount of financing to be utilized in each region.

Programme Support

The aim of the Programme is to give a step-by-step support to business ideas that have the highest chance to succeed and overcome various market barriers. For these purposes, the Programme has been divided into two stages.

First stage: Eligible participants apply with their basic **business idea**, via **the Business Idea Application Form**. Approved applicants will then take part in a business plan development training (2 weeks). The training will be focused on the development of business skills, search for other financial support, and will

offer consultations with renowned experts from this field. A final exam at the end of the training will determine the eligibility of the applicant to submit the business plan.

Second stage: The applicants who successfully pass the training, will develop their **business plans** and eventually compete for a grant and business development support.

Priority economic sectors and eligibility

Business Ideas from all economic sectors are eligible to apply for the Programme.

However, the business ideas not eligible to participate in the Programme include:

- all kind of activities within primary agriculture or livestock sector;
- real estate operations, chattel leasing;
- financial and insurance operations and operations involving gambling;
- production of beverages of high alcohol content and spirits;
- production of tobacco products;
- production and distribution of weapons;
- production using technologies that cause environmental pollution (such as air, water, soil etc. pollution).
- Informal businesses.
- business activities under the trade sectors.

The priority business activities should be in the following six economic sectors, selected by the Ministry of Trade and Industry (MTI), as having the highest potential for economic growth in Kosovo, identified through the baseline assessment of the environment of the private sector in the region, namely:

- food processing and packaging industry, with a focus on meat processing;
- ICT along with Business process outsourcing and Customer support centres sector;
- construction;
- metal processing industry;
- textile industry;
- wood processing industry and non-wood forestry businesses.

Please check the list of **CLASSIFICATION OF ECONOMIC ACTIVITIES:** https://ask.rks-gov.net/eng/images/files/RREGULLORE_Nr11_2013_PER_IMPLEMENTIMIN_E_STANDARTIT_PER_KLASIFIKIMIN_E_VEPRIMITARIVE_EKONOMIKE_NE_VERSIONIN_NACE_Rev.pdf

Eligible Applicants

All interested applicants **must have a business idea** to start a micro or small independent business. They are all obliged to personally take part in all the programme phases and be directly involved in the development and implementation of the business.

Eligible candidates and participants of the Programme **must be persons registered as unemployed at the Employment Offices (EO)**, at the time of application. All interested persons should register at the EOs in their respective municipalities. The employment counsellors will provide a counselling session, during which they will determine if the unemployed person should apply for the Programme. Unemployed persons interested to benefit from the self-employment programme may apply once within one cycle and only with one business idea.

Persons who are not eligible to apply are those who are:

- not registered within the EO;
- liable to conflict of interest with involved parties and decision makers in the Programme;
- jobseekers who benefited from another active labour market measure during the previous 12 calendar months (from the date of application for the business idea).
- persons that have registered business in Kosovo Business Registration Agency.

Unemployed persons of the following groups will be given priority.

- long term unemployed (more than 12 months);
- youth (18-29 years old);
- women;
- survivors of gender based violence;
- beneficiaries of social assistance;
- lives as a single adult with one or more members who are dependent on him/her (single parents);
- people from rural areas;
- people with disabilities;
- ethnic minority groups.

Financial support

The Self-employment Programme during 2016 will provide grant assistance **from Euro 3,000 to Euro 5,000 for each successfully developed business plan** that has been approved under the selection process, after Stage 2. The grant support will need to be spent within the first six months of the business operation.

The applicants who provide financial contribution equivalent to at least 20 per cent of the requested grant financing will receive additional points (3 points out of 100) in evaluation of the business plans. If contribution is less than 20 per cent, no additional points are given.

The approved applicants may plan for additional financing using various financial instruments (credits, leasing, other grants etc.) available in Kosovo through financial institutions or donor-funded programmes. Such financial resources are recommended to be used for further expansion of the business that has not been covered by the business plan supported through the grant of this Programme.

Other things equal, priority will be given to applicants whose business ideas are unique (not repeated among the applicants), who offer new products/services, use new and/or energy saving technical solutions and production technologies, use renewable energy sources and create more than 3 jobs (only for registered unemployed).

Evaluation Criteria

Applicants with the best and the most viable business ideas will proceed to the next stage of the Programme, and will receive training on business plan preparation.

The Application Form consists of:

- a) description of your business idea (relevance of your business idea, relevance of your planned products/services) – max. 35 points
- b) structure of the inputs required for the idea and available (human, physical and financial resources) – max 25 points;
- c) inherent capabilities of the applicant and the extent to which the candidate is able to assess the environment in which the business will operate – max. 30 points.

Additional points will be given for:

Priority groups – up to 10 points depending on how many priority groups the applicant is member of:

- long term unemployed (more than 12 months) – max. 1 points;
- youth (18-29 years old) – max. 2 points;
- women – max. 1 point;
- survivors of gender based violence – max. 1 point
- beneficiaries of social assistance– max. 1 point;
- single parents – max. 1 point;
- people from rural areas– max. 1 point;
- people with disabilities– max. 1 point;
- ethnic minority groups– max. 1 point.

Eligible expenses

Eligible expenses that can be covered from the grant must be used for the implementation of the business plan and may include:

- rent of premises for office or business operation;
- purchase of materials for refurbishment or adjustment of premises/buildings for the business;
- purchase of machinery, facilities and equipment as well as software and other intangible assets;
- purchase of raw materials and other consumable materials;
- wages and salaries, and other specialized service needed (accounting, administration, IT etc.);
- promotion and advertising of the activities.

There are certain restrictions for the eligible expenses:

- up to 30% of the grant can be used for refurbishment of premises (up to 50% only for hotel operations is allowed);
- purchase of raw materials will be covered only once, as one time purchase of initial stock (there is an exception in the cases when the business activity is assessed not to be able to operate without dividing the purchase of raw materials in more than one time);
- wages and salaries may be covered for up to six months after starting the business, based on the average wage in Kosovo (the other part of the wage should be covered by the business itself);
- wages and salaries for the business owner (self-employed), or employee who are family members of the business owner are not covered by the Programme;
- advertising can be covered only for the first six months after start-up, up to 10% of the grant.
- Payments should be done only through bank transfers, and be verified through fiscal coupons. Any payments through cash, which can not be verified, will not be acceptable by the Programme.

Non-eligible expenses that cannot be covered from the grant include:

- buying of real estate (land, buildings etc.)
- purchase of any transportation vehicles that will not be used directly for the operation of the proposed business;
- any expenses that are not related to the proposed business;
- expenses made prior to concluding the grant contract.
- purchase of used machinery and other used facilities

Non-eligible expenses under the grant may be covered by the applicant's personal contribution. All other ordinary and necessary expenses for the business will be covered by the applicant.

How to Apply

The eligible interested persons should submit the completed **Business Idea Application Forms** to the Employment Office where s/he is registered, **in one original and three identical copies**, in Albanian or Serbian language. Applicants are obliged to provide as attachments to the *Business Idea Application Form* their CV and all other supportive documents that prove their education, qualification and experience corresponding to the presented business idea.

The Business Idea Applications can be submitted **in the respective Employment Office where the applicant is registered as unemployed**. The completed Application Form with the attached documents must be submitted in person, within working hours of the EO.

Any applications received after the announced closing date will be deemed invalid. You are kindly invited to submit your applications no later than 7th of March 2016, at 16:00.

Every applicant can apply only with one business idea.

Other Information

The Business Idea Application Form can be found online at www.mpms.rks-gov.net and printed in each Employment Offices in the regions of **Mitrovicë/a**.

For more information in your municipality, please contact the Employment Offices, at the following addresses:

Employment Office	Address	Tel
Mitrovicë/Mitrovica	Str. Xhafer Deva, pn	028 530 785
Skenderaj/Srbica,	Str. Osman Geci, pn	028 582 210
Vushtrri/Vučitrn	Str.Vëllezërit Gërvalla, pn	028 571 624
Zubin Potok	Str. Vojvode Rada, pn	00381 (0) 658580325
Leposaviq/ Leposavić	Str. Nemanjina pn	00381 (0) 631120690

In case you have further requests about the Self-Employment Programme, please contact the ALMP office, at almp.ks@undp.org.

Important dates

- Submission of business ideas: 7th of March 2016
- Announcement of results for the best business ideas: 16th of March 2016
- Training on preparation of business plans: 29th of March – 11th of April 2016
- The written test after completion of the training: 12th of April 2016
- Submission of Business Plans: 22nd of April 2016
- Interviews with the candidates: 16th – 20th of May 2016
- The announcement of the final results: 31st of May 2016

All informations will be announced in each employment office and in the official website of Ministry of Labour and Social Welfare.

Information sessions in employment offices will be organized based on the schedule below:

Municipality	Date of Meeting	Time	Place of Meeting	Phone
Mitrovicë/Mitrovica	22 February 2016	10:00-12:00	Municipal Assembly Mitrovicë/Mitrovica	028 530 785
Skenderaj/Srbica	23 February 2016	10:00-12:00	Municipal Assembly Skenderaj/Srbica	028 582 210
Vushtrri/Vučitrn	24 February 2016	10:00-12:00	Municipal Assembly Vushtrri/Vučitrn	028 571 624
Zveçan	19 February 2016	09:00-12:00	UNDP/UNKT Office	028 664 643
Zveçan	24 February 2016	09:00-12:00	UNDP/UNKT Office	028 664 643