



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

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 first 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 piloting phase of the Programme will be implemented in the regions of **Prishtinë/Priština, Prizren and Gjilan/Gnjilane** 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 (10 half working days). 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.

Second stage: The applicants who successfully pass the training, will develop their **business plans** and

eventually compete for a grant and business development support.

Eligible economic sectors

The eligible 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, namely:

- food processing and packaging industry;
- ICT along with Business process outsourcing and Customer support centres sector;
- metal processing industry;
- textile industry;
- tourism;
- wood processing industry.

Business ideas not eligible to participate in the Programme include:

- all kind of activities within primary agriculture 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 will not be eligible to apply.

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 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).

Unemployed persons of the following groups will be given priority.

- long term unemployed (more than 12 months);

- youth (18-29 years old);
- women;
- beneficiaries of social assistance;
- single parents;
- people from rural areas;
- people with disabilities;
- ethnic minority groups.

Financial support

The Self-employment Programme during 2015 will provide grant assistance **from Euro 3,000 to Euro 6,000 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 (up to 9 points out of 100) 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 70 % and more points on their Application Form will proceed to the next stage of the Programme.

The Application Form consists of:

- a) business knowledge test (multiple choice questions) - max 35 points
- b) description of your business idea (relevance of your business idea, relevance of your planned products/services) – max. 45 points

Additional points will be given for:

- Priority groups – up to 8 points depending on how many priority groups the applicant is member of
- Unique business idea – 3 points
- New products/services - 2 points
- Using energy saving technology – 1 point
- Using renewable energy sources – 1 point
- Creation of at least 3 new job opportunities – 2 points
- Own co-financing (at least 20% of the requested grant) – 3 points

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;
- pre-start purchase of raw materials and consumables;
- 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;
- 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);
- advertising can be covered only for the first six months after start-up, up to 10% of the grant.

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.

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 22nd of May 2015, 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 **Prishtinë/Priština, Prizren and Gjilan/Gnjilane**.

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

addresses:

Employment Office	Address	Tel
Prishtinë/Priština	Str. "Tirana"	038 / 613 - 021
Podujevë/Podujevo	Str. "Hyzri Talla"	038 / 570 - 014
Fushë Kosovë/Kosovo Polje	Str. "Nene Tereza"	038 / 535 - 197
Obiliq/Obilić	Str. "Ferid Curi"	038 / 560 - 184
Lipjan/Lipljane	Str. "Gjergj Fishta"	038/ 581-011
Glllogoc/Glogovac	Str. "Fehmi Gjeve Lladrovci"	038 / 584 - 260
Novobërdë/Novo Brdo	Boston Village	038 / 576-016
Graçanicë/Gracčanica	The building of the Centre for Social Work Llapasellë/Laplje Selo	045 / 413 - 171
Gjilan/Gnjilane	Str. "Idriz Seferi"	0280 / 320 - 057 0280 / 328 - 345
Kamenicë/Kamenica	Str. "Nëna Tereze"	0280/372-383
Viti/Vitina	Str. "Preshevës"	0280/381-048
Prizren	Str. "Zahir Pajaziti". Nr.1	029 / 241 - 349 029 / 222 - 223
Suharekë/Suva Reka	Str. "Brigada". Nr. 123	029 / 271 - 029
Rahovec/Orahovac	Str. "Abdullah Bugari"	029 / 276 - 480
Dragash/Dragaš	Str. "Sheshi i dëshmorëve"	029 / 281 - 075

In case you have further requests about the Self-Employment Programme, please contact the ALMP2 office, at almp.ks@undp.org.

About the project:

The main objective of Active Labour Market Programmes is to improve the capacities of the labour market institutions to design relevant, gender-responsive policies at the central level and to deliver integrated services at the local level, focusing on the most vulnerable groups among the unemployed. During 2014-2017, ALMP is kindly funded by the Ministry for Foreign Affairs of Finland, the Kosovo Government and UNDP.

Important dates

- Submission of business ideas: **22 May 2015**
- Announcement of results for the best business ideas: **5 June 2015**
- Training on preparation of business plans: **10 – 24 June 2015**
- The written test after completion of the training: **29 June 2015**
- Submission of Business Plans: **10 July 2015**
- The announcement of the final results: **3 August 2015**

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
Prishtinë/Prishtina	22.04.2015	09:00-12:00	Employment Office Prishtina St. "Tirana"	038 / 613 - 021
Fushë Kosovë/Kosovo Polje	22.04.2015	13:00-15:30	Employment Office Fushë Kosovë/Kosovo Polje St. "Nene Tereza"	038 / 535 - 197
Obiliq/Obilic	23.04.2015	09:00-12:00	Employment Office Obiliq/Obilic St "Ferid Curi"	038 / 560 - 184
Lipjan/ Lipljan	23.04.2015	13:00-15:30	Employment Office Lipjan/Lipljan St . "Gjergj Fishta"	038/ 581-011
Podujevë/Podujevo	24.04.2015	09:00-12:00	Employment Office Podujevë/Podujevo St. "Hyzri Talla"	038 / 570 - 014
Glllogoc/Glllogovac	24.04.2015	13:00-15:30	Employment Office Glllogoc/Glllogovac St "Fehmi Gjeve Lladrovci"	038 / 584 - 260
Novobërdë/Novobrdo	27.04.2015	09:00-12:00	Employment Office Novobërd/Novobrdo ,Fshati/Sello Boston	038 / 576-016
Graçanicë/Graçanica	27.04.2015	13:00-15:30	Employment Office Graçanicë/a , Village Llaplasellë/Laplje Selo	045/413 - 171
Gjilan/Gnjilane	22.04.2015	09:00-12:00	Employment Office Gjilan/Gnjilane ,St. "Idriz Seferi"	0280 / 320 - 057 0280 / 328 - 345
Kamenicë/Kamenica	22.04.2015	13:00-15:30	Employment Office Kamenicë/Kamenica St. "Nëna Tereze"	0280/372-383
Viti/Vitina	23.04.2015	09:00-12:00	Employment Office Viti/Vitina,St. "Preshevës"	0280/381-048
Prizren	22.04.2015	09:00-12:00	Employment Office Prizren ,St"Zahir Pajaziti". Nr.1	029 / 241 - 349 029 / 222 - 223
Suharekë/Suvareka	22.04.2015	13:00-15:30	Employment Office Suharekë/Suvareka,St ."Brigada". Nr. 123	029 / 271 - 029
Rahovec/Orahovac	23.04.2015	13:30-16:00	Employment Office Rahovec/Orahovac,St . "Abdullah Bugari"	029 / 276 - 480
Dragash/Dragaš	23.04.2015	09:00-12:00	Employment Office Dragash/Dragaš,St."Sheshi i dëshmorëve"	029 / 281 - 075