

CALL FOR EXPRESSION OF INTEREST¹

Implementing Partners for Supervising and Facilitating Apprenticeships at High Level Institutions

The Organization for Security and Co-operation in Europe Mission in Kosovo (OSCE) hereby invites Non-Governmental Organizations (NGOs), based in Kosovo, to apply for the opportunity to collaborate with OSCE in the implementation of project activities related to apprenticeships for university students and graduates from the Kosovo Roma, Kosovo Ashkali and Kosovo Egyptian communities at high-level public institutions.

BACKGROUND

Underpinned by the OSCE Mission in Kosovo mandate to protect and promote human rights, the Mission has been continuously working on the inclusion and socio-economic empowerment of the most vulnerable groups, with a focus on Kosovo Roma, Kosovo Ashkali and Kosovo Egyptian youth through targeted and effective support.

Since 2020, OSCE Kosovo has supported an annual apprenticeship project, specifically designed for university students (from second year and above) and recent graduates (girls and boys) from the Kosovo Roma, Kosovo Ashkali and Kosovo Egyptian communities in high-level public institutions. The project includes, **promotion, recruitment, placement, mentorship, supervision, provision of training, liaising with host institutions and visibility to ensure results are met.** As of 2024, 38 successful apprenticeships have been completed in various government bodies in Kosovo. The project seeks to enhance opportunities and visibility of educated young people, from the three most vulnerable communities, primarily within government institutions.

To further the goal of this project, OSCE invites energetic, creative and competent NGOs to apply for this opportunity to jointly advance the promotion and protection of human rights.

Envisaged project activities:

High-Level Apprenticeship Project activities

The project will support eight educated young women and men from the Kosovo Roma, Kosovo Ashkali and Kosovo Egyptian communities with one five-month apprenticeship in Kosovo public high-level institutions. Hosting institutions have included, Ministry of Education, Ministry of Health, Ministry of Communities and Returns, Ministry of Culture, Youth and Sport, Ministry of

¹ Please note that this call for applications is foreseen for implementation of project activities in 2025 and beyond.

Regional Development, Ministry of Finance, the Ombudsperson Institute and the Office of Good Governance. The successful Implementing Partner (IP) will assign a project co-ordinator, publish and promote call for interns, conduct recruitment process, place successful candidates in institutions which match their resume and interests, mentor, supervise and train interns, liaise with hosting institutions, promote visibility of project alongside communication and briefings to OSCE activity manager. The project is expected to start in April 2025. The total project will be seven months, where the first month is focused on promotion, outreach and recruitment, five months of supervising apprenticeships, providing mentoring and training and the final month for reporting.

ELIGIBILITY CRITERIA AND SELECTION PROCESS:

The selection process will be done in two steps: (i) review of motivational letters and descriptions of the organizations, (ii) interview with shortlisted NGOs.

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 experience in implementation of projects related to: (i) recruiting, placing and supervising apprentices in institutions (ii) Kosovo Roma, Kosovo Ashkali and Kosovo Egyptian youth.
- **Experience of the NGO** - Only medium-sized CSOs with an annual budget of at least EUR 200,000 are eligible;
- **Geographical area** – The CSOs officially established, registered and operating in conformance with legal framework in Kosovo and have capacities to operate Kosovo-wide will be accepted.

APPLICATION PROCEDURE:

If this opportunity interests you, and you meet the above requirements, **please submit your motivation letter explaining how your organization would implement the envisaged project activities.**

In addition, please **provide description of the organization's vision, mission, and completed activities/programmes in the last two years, including the following:**

- Geographical coverage, i.e. where the organization is established and where it operates;
- Copy of the official statute/charter of the IP;
- A listing (with CVs if available) of all IP Board Members, key management personnel, and proposed project staff/and/or volunteers;
- Annual revenue for the last two years;
- Description of specific areas of work and beneficiaries;

- Description of relevant collaborations/partnership with other CSOs/relevant actors your organisation has already established;
- Brief description of on-going projects, including source of funding;
- Contact details (telephone number and email address).

The description should not exceed two pages.

Please send the application package latest by midnight CET, 07 March 2025 to the following e-mail address: visar.hamza@osce.org,

In the subject line, please include: Project activities in the field of apprenticeships.

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 and proof of annual revenue.

Please note that applications that do not follow **all** listed instructions **will not be considered**.

For any queries, please contact Visar Hamza at:

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