



**Transition Assistance and Institutional Building
(IPA Component I) National Programme 2011**



Local Integration of Refugees, Internally Displaced Persons and Minority Groups

Contract No.: 12-8715/1

Pilot Programme

**Vocational Training Programme for Roma
Refugees for Skills that are Demanded on the
Labour Market
(To Support the Government's Operational Plan
for Employment 2016)**

Date 03/2016



This project is funded by
the European Union

The project is implemented
in a consortium led by





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LOCAL INTEGRATION OF REFUGEES,
INTERNALLY DISPLACED PERSONS
AND MINORITY GROUPS



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Vocational Training Programme for Roma Refugees for Skills that are Demanded on the Labour Market

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March, 2016



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DOCUMENT CONTROL SHEET

Project Name:	Local Integration of Refugees, Internally Displaced Persons and Minority Groups
Reference No:	EuropeAid/136616/IH/SER/MK
Contracting Authority:	Central Financing and Contracting Department, Ministry of Finance, Republic of Macedonia
Beneficiaries:	<ul style="list-style-type: none"> • Ministry of Labour and Social Policy (MLSP); • Cabinet of the Minister without Portfolio; • Secretariat for European Affairs (SEA) • Roma Information Centres (RICs); • National Coordinative Body for Implementation of Strategy and Decade for Roma; • Local self-government units; • Employment Service Agency; • Civil society organizations active in the field of Roma issues, refugees and internally displaced persons.
Consultant:	Eptisa in consortium with CARE, MCIC and Roma Education Fund
Report:	Pilot programme “Vocational Training Programme for Roma Refugees for Skills that are Demanded on the Labour Market“ – Output 36
Project activity:	Activity 3.4. “Supporting screening and selection processes with the Employment Service Agency, through implementation of vocational training (using training providers) for 30 refugees and IDPs with an approved employment/ vocational training plan”
Project output #:¹	36. Detailed development of the training programme for up to 30 selected beneficiaries

¹As per the numbering of outputs made in Chapter 12 of the project’s Inception Report.



PROJECT SYNOPSIS

Programme Name: Project Name: Reference No: Contract Number: Project Duration: Project Commencement Date: Project End Date:	Transition Assistance and Institutional Building (IPA Component I) Local Integration of Refugees, Internally Displaced Persons and Minority Groups EuropeAid/136616/IH/SER/MK 12-8715/1 18 months 11 January 2016 11 July 2017		
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Overall Objective: Purpose: Expected Results:	To enhance the state administration and implementation capacities for further strengthening and supporting the local integration process and inclusion of the residential and / or non-residential displaced persons (refugees and internally displaced) and minority groups (Roma), as well increasing the sustainability of their reliance. To contribute in supporting the process of residential and / or non-residential displaced persons in their access for provision of comprehensive state administration services, increase self-reliance via participation and inclusion of the displaced persons in the society, as well as improve the quality of life and access to rights and services for social inclusion of the Roma, Ashkali and Egyptian communities in the country.		
Expected Results:	<p><u>Component 1: Support to the implementation of national and local public policies for Roma inclusion:</u></p> <ul style="list-style-type: none"> ○ Implemented training plan for capacity building of relevant institutions on the Local Action Plans (LAPs) within the implementation of the Roma Strategy and Decade; ○ Enhanced capacity for all the relevant stakeholders for implementation of Roma Strategy and Decade and memorandum for cooperation with the municipalities; ○ Local Action Plans for Roma implemented. <p><u>Component 2: Institutional Capacity Building and Access to Labour Market for refugees and IDPs:</u></p> <ul style="list-style-type: none"> ○ Increased capacity of state institutions and policy makers to deliver integration policies and facilitate access to services; ○ Achieved economic sustainability; ○ Increased employability; ○ Gained experience and best practices in the area of refugee integration. 		



Key Activities:	<p>Component I: Support to the implementation of national and local public policies for Roma inclusion:</p> <ul style="list-style-type: none"> ○ Activity 1: Supporting the national institutional structure of the Strategy for Roma and Decade of Roma Inclusion; ○ Activity 2: Supporting the local institutional structure for creation and implementation of Roma policies; <p>Component 2: Institutional Capacity Building and Access to Labour Market for refugees and IDPs.</p> <ul style="list-style-type: none"> ○ Activity 3: Institutional Capacity Building and Access to Labour Market for refugees and IDPs
Key Stakeholders:	<ul style="list-style-type: none"> ● Unit for Implementation of the Strategy and Decade for Roma (UISDR), MLSP ● Unit for Migration, Asylum, and Humanitarian Aid (UMAHA), MLSP
Target Groups:	<ul style="list-style-type: none"> ● MLSP (UISDR and UMAHA) ● Cabinet of the Minister without Portfolio ● National Coordinating Body for Implementation of Strategy and Decade for Roma ● Local self-government units ● Employment Service Agency ● Civil society organizations active in the field of Roma issues, refugees and internally displaced persons



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ABBREVIATIONS

CAE	Centre for Adult Education
ESA	Employment Service Agency
IDP	Internally Displaced Person
MLSP	Ministry of Labour and Social Policy
NGO	Non-Governmental Organization
RBCS	Regional Business Centre Skopje
UNDP	United Nations Development Programme
UNHCR	United Nations High Commissioner for Refugees

PURPOSE OF THE DOCUMENT

The purpose of this document is to provide a detailed review of the methodology, activities and steps that the Employment Service Agency (ESA) with its employment centres, the Ministry of Labour and Social Policy (MLSP), the Centre for Adult Education (CAE), the United Nations High Commissioner for Refugees (UNHCR) with its partner the Regional Business Centre Skopje (RBCS), the United Nations Development Programme (UNDP), the Red Cross of Skopje and EPTISA in consortium with CARE, the Macedonian Centre for International Cooperation and the Roma Education Fund will cooperate to ensure successful implementation of the training for Roma refugees foreseen in this pilot training programme. The objective of the pilot training programme is to meet the demanded occupations in the labour market, through the use of certified training implementers.

The operational guidelines included in this document determine the criteria and procedures that should be fulfilled for the implementation of the pilot programme, in order to ensure transparency in the process and a clear overview of the roles and responsibilities of all involved partner institutions and organizations. The rules that should be applied throughout every step of the implementation of the activities are listed accordingly.

This document contributes to the implementation of Component 2 “Institutional Capacity Building and Access to Labour Market for Refugees and IDPs” of the project “Local Integration of Refugees, Internally Displaced Persons and Minority Groups” funded by the European Union. It constitutes Output 36 foreseen under Activity 3.4 “Supporting Screening and Selection Processes with the Employment Service Agency, through [the] Implementation of Vocational Training (using training providers) for up to 30 Refugees and IDPs with an Approved Employment/Vocational Training Plan.”

TARGET GROUP

The trainings for the demanded occupations in the labour market with certified training providers will be directed at a maximum 30 Roma refugees from the Kosovo crisis. The target group is settled in greatest percentage in the municipality of Shuto Orizari², and have a regulated status in the country³, but are not able to use the active employment measures from the Government’s Operational Plan for Employment for 2016.

The criteria for entry into the trainings will be further determined after completing the process of identification and profiling, whereby, if the findings from the field allow, the focus will be on young

² According to UNHCR data from December 2015, the country has about 678 Roma refugees from Kosovo, of which 495 are under subsidiary protection and 18 persons have status of recognized refugee and mostly live in the municipality of Shuto Orizari.

³ This includes recognized refugees or persons under subsidiary protection among other things, who receive the right of access to the labour market.

Pilot programme for vocational training

Local Integration of Refugees, Internally Displaced Persons and Minority Groups

people up to 29 years, women, single parents, the long-term unemployed and other particularly vulnerable groups.

Priority for accessing the programme will be given to refugees that are formally registered for local integration with the Centre for Integration and for which confirmation of said registration can be issued.

If it is determined that there is no interest among the primary target group (Roma refugees settled in Shuto Orizari) to participate in the training programme, or if the abovementioned target number of people to be trained under the programme cannot be reached, it has been determined in coordination with the Ministry of Labour and Social Policy that internally displaced Roma settled in Radusha and Roma nationals settled in Shuto Orizari⁴ will also be targeted by the programme⁵.

Note: It should be noted that according to the MLSP programme for integration of refugees, which is adopted annually, refugees who are formally registered and included in the process of local integration receive financial assistance for housing. Involvement and attendance in the vocational training programme of those refugees who receive financial assistance for housing will be noted as a positive step in their integration programmes.

PROJECT “LOCAL INTEGRATION OF REFUGEES, INTERNALLY DISPLACED PERSONS AND MINORITY GROUPS”

The project “Local Integration of Refugees, Internally Displaced Persons and Minority Groups” is funded by the European Union and implemented by EPTISA in consortium with CARE, the Macedonian Centre for International Cooperation (MCIC) and the Roma Education Fund (REF). It aims to strengthen the capacities of the state administration on the national and local level to achieve a more successful support of the local integration processes and inclusion of Roma, Roma refugees and internally displaced persons.

Over a period of 18 months (January 2016 to July 2017), the project will address some of the key causes for social exclusion of Roma, Roma refugees and internally displaced persons, including the unemployment and financial insecurity of Roma refugees, while developing capacities of all partners involved in the project for improving the processes of Roma inclusion.

Considering that Roma refugees are not able to participate in active employment measures and employment programmes due to non-compliance with one of the two key criteria for entry into active employment measures from the Government’s Operational Plan –namely to have citizenship of the

⁴ Or other Skopje municipalities with high percentage of Roma

⁵ The focus will be on, but not limited to, Roma citizens of the Republic of Macedonia who are in marital or extramarital relationship with Roma refugees from Kosovo in order to provide indirect assistance to refugees and members of their families by advancing the situation on the labour market of their spouses or partners.

Republic of Macedonia, the Ministry of Labour and Social Policy and EPTISA, in the framework of the EU-funded project “Local integration of Refugees, Internally Displaced Persons and Minority Groups“ will support a pilot training programme for demanded occupations on the labour market to be given by certified training providers for a maximum 30 Roma refugees from municipality of Shuto Orizari. The funds for realization of the training are envisaged within the Incidental Expenditures⁶budget of the project “Local Integration of Refugees, Internally Displaced Persons and Minority Groups”.

STRUCTURE OF THE PILOT PROGRAMME

The pilot programme for training for demanded occupations on the labour market with certified training providers for Roma refugees consists of the following steps:

Step 1. Promotion of training opportunities among the target group

In order to increase the interest and popularity among the Roma refugees for the pilot programme, EPTISA’s Project Team (Team Leader, Key Expert, Key Adviser, and Junior Non-Key Expert for Employment) in cooperation with the Centre for Integration of the Ministry of Labour and Social Policy, the Regional Business Centre Skopje, the Red Cross of the City of Skopje, the trainer and the mentor for employment from the Service 6.7 of OP 2016, the Roma Information Centre in Shuto Orizari and also the Roma and non-Roma NGOs from Shuto Orizari, will establish direct field communication with the target group through direct meetings. This will be achieved through meetings at the Centre for Employment, Centre for Social Work, meetings in the Roma and non-Roma NGOs, meetings at the premises of the Red Cross of the City of Skopje Centre in Shuto Orizari, meetings in municipal premises, and Roma information Centres etc.

EPTISA will use human and financial resources and the facilities of the Roma Information Centre in Shuto Orizari⁷and the local Roma NGOs and the Red Cross of City of Skopje office in Shuto Orizari, who are working in the field with Roma refugees, to reach the target group. In order to adequately inform and motivate the interested candidates the work of the aforementioned organisations will be supported by EPTISA’s experts, the representatives of the MLSP Centre for Integration, representatives of the Regional Business Centre Skopje (UNHCR partner), the trainer and mentor for employment from the Service 6.7 (who are supervised by the UNDP), and with the active participation of the representatives from the Employment Centre.

EPTISA’s Project Team will regularly communicate with local government representatives, coordinators for equal opportunities at local governments, centres for social work, NGOs and all other relevant stakeholders in order to have a coordinated dissemination of the information about the

⁶ *Incidental expenses of the project budget*

⁷*RICs are established in 12 municipalities: Berovo, Bitola, Delchevo, Gostivar, Kochani, Kumanovo, Prilep, Shtip, Skopje (Shuto Orizari and Chair (Topaana)), Tetovo, and Vinica*

pilot programme to all potential participants. The promotional activities will be implemented at the local level with use of available media.

Step 2. Profiling of professional and educational capacities of interested candidates

All interested candidates identified in Step 1 will be provided with additional assistance and support from the UNDP coach and mentor for employment from Shuto Orizari. Initially, the employment coach and mentor will conduct an analysis of the professional capacities of the interested applicants.

Based on the developed analysis and the results of the same, EPTISA's Project Team, in coordination with the Centre for Integration, will make a list of Roma refugees who have a valid personal work permit⁸ and who will be included in the training for demanded occupations on the labour market with certified training providers. Based on the findings of the mentor for employment, the first ranked individuals⁹ will be directed to the training, while the other individuals will be part of a reserve list, and will be called only in case of cancellation or withdrawal from the training of the first ranked individuals.

Copies of the questionnaires through which the individual analyses are conducted will be submitted to the MLSP's Centre for Integration as part of the individual plans for integration.

Step 3. Training for demanded occupations on the labour market with certified training providers

The training programme aims to increase the employability of unemployed Roma refugees¹⁰ by equipping them with knowledge and skills for occupations required on the labour market. To achieve this objective the trainings will be carried out by certified training providers (certified companies, chambers of commerce, trade unions)

EPTISA's Project Team, in coordination with the mentor and trainer for employment, will select occupations according to the demonstrated interest of the potential participants and the available training providers from the register of the CAE. EPTISA will make a selection of training providers for the implementation of the training process, in accordance with the choice of the best offer, and the rights and obligations of each side participating in this process will be outlined.

The training programme will be implemented over a period of four months with certified training providers. In the cases where the training providers are either chambers of commerce or trade unions, one of the four months will consist of on the job training while the certified companies and vocational

⁸ *The same is necessary for attending the practical part of the training. For interested persons who do not possess a personal work permit, the Centre for Integration, in accordance with its responsibilities, will provide the necessary support for the timely submission of an application and documentation to the ESA.*

⁹ *Maximum 30 persons*

¹⁰ *Or internally displaced Roma or Roma citizens of the country in the event that there is not sufficient interest or the members of the primary target group (Roma refugees from Kosovo crises) do not fulfill the criteria for entry into the programme.*

high schools can provide 1 month of practice in their training premises. After successfully completing the training, participants will receive a certificate of acquired knowledge, which will also be entered in to the individual file of the registered unemployed person.

3.1. General information

The training will provide skills and knowledge for demanded occupations on the labour market, determined from several sources (data for the local labour market, analysis of skills needs on the labour market, a survey conducted by organizations and employers, chambers of commerce, and local government) and the available certified training providers listed in the CAE register.

The criteria for participation in the training for each occupation in terms of the required educational level will be defined by the training programme and previously shared with the potential participants by EPTISA's Project Team and the mentor and trainer for employment of the UNDP in order to select the appropriate candidates from the group of interested individuals.

The training providers will receive a maximum 30,000.00 denars of financial allowance for each trained person. The persons involved in the training will receive a monthly allowance of 6,200.00 denars, including personal income tax and insurance in case of accidents at work and occupational disease.

The funds for organizing the training (i.e, the fee for training provider and the monthly allowance for food and transportation for the participants of the training) will be provided through the incidental expenditures budget of the EU-funded project "Local Integration of Refugees, Internally Displaced Persons and Minority Groups."

Individuals who participate in the training, and who in the same time are recipients of social benefits, will not lose this right during the realization of the training. The same will be determined by the MLSP in a Rulebook for amending and supplementing the Rulebook of the method for determining the state of income, property and property rights of the household, the determination of the right holder and documentation necessary for achieving and exercising the right of social welfare, either by an Instruction or another appropriate document.

The Centre for Integration will be obligated to inform the relevant centre for social work about this monthly allowance and will monitor payments and the implementation of the training. Also, the Centre for integration will inform the competent Sector for Asylum in the Ministry of Interior Affairs that the person is about to start the vocational training.

As noted above the training programme will last four months. The training will be conducted over a period of 3 months, and after completion of the training, participants will carry out practical training with employers for a period of 1 month. Upon completion of the one month work placement, the employer should issue the participant a certificate of realized on the job training,

After successful completion of the four month training programme, the training provider will issue the unemployed person an appropriate training certificate.

3.2. Realization of the trainings

The training will be conducted over a period of 3 months, and after completing the training, the candidates will carry out on the job training with employers for a period of 1 month, if the training providers are chambers of commerce or trade unions. If training providers are instead verified companies (employers), the training may be conducted in a period of 3 months followed by on the job training for a period of 1 month in the same private company (employer).

Training providers have to submit a monthly attendance report for all candidates to EPTISA¹¹, based on which the payments of the envisaged allowance for regular candidates and training fee for the training providers are made.

Payments of funds will be made in the beginning of the next month for conducted training in the previous month on the basis of monthly candidate attendance reports submitted to EPTISA by the training providers.

Candidates who do not comply with the condition to have at least 70% attendance on a monthly level, will not receive the food and transportation allowance and will lose the right to continue with the training. Monitoring of the training will be conducted by EPTISA's Project Team, and if possible by the employees of the Employment Centre Skopje. For the withdrawal of the candidate's participation, EPTISA will inform the Unit of Migration, Asylum and Humanitarian Aid in the Ministry of Labour and Social Policy.

3.3. Checking the acquired knowledge of the candidates involved in the training

After completing the training programme each of the candidates who fulfils the requirement of a minimum of 70% participation in the training sessions and holds confirmation of successfully realized practical on the job training will receive a certificate for successful training completion.

The evaluation of the acquired knowledge of the trainees will be conducted by the implementer training provider as per Law on Adult Education.

3.4. Issuing of certificates

The candidates who successfully complete all phases of the training will receive a certificate of completed vocational training.

¹¹ *Regular candidates are those who have participated on a monthly basis at a minimum 70% of the training sessions.*