



MINISTERUL MUNCII
ȘI JUSTIȚIEI SOCIALE

Ministry of Labour and Social Justice



Registration Number 4156 / County Agency for Employment of Iași / 19.09.2019

**ANNOUNCEMENT for the SELECTION of a TRANSNATIONAL PARTNER FROM THE
PRIVATE SECTOR FOR a PROJECT FUNDED THROUGH THE HUMAN CAPITAL
OPERATIONAL PROGRAM (HC OP) 2014 - 2020**

In accordance with the provisions of the Government Emergency Ordinance no. 40/2015 regarding the financial management of the European funds for the programming period of 2014-2020, of the Government Emergency Ordinance no. 64/2009 regarding the financial management of the structural instruments and their use for the objective of convergence, with the subsequent amendments and completions, of the Government Decision no. 218/2012 for the approval of the Methodological Norms for applying the provisions of the Government Emergency Ordinance no. 64/2009, as well as with the Selection Procedure of the partners in order to submit financing applications for the projects implemented within the Human Capital Operational Program (HC OP) 2014 - 2020 of the County Agency for Employment of Iași,

The County Agency for Employment of Iași announces the organization of a selection procedure for a transnational private partner in order to draw up and submit a financing request related to a project within the 2014-2020 HC OP, the HC OP Project Call / 370/3/15 / Composite Operation OS 3.10, 3.11 "Modernization of labour market institutions (PES - Public Employment Services)", Priority Axis 3 Employment for everybody, Priority of investments 8.vii, Specific objectives:

▫ Specific objective 3.10: Adaptation of the PES structures from the national and territorial level by introducing new tools / systems / procedures / services / mechanisms, etc. regarding the needs and dynamics of the labour market / correlation of the demand with the labour supply, monitoring the relevant indicators from the perspective of the labour market, monitoring and evaluating the services provided by PES, developing the PES database with the young people from NEETs, long-term unemployed individuals, vulnerable groups.

▫ Specific objective 3.11: Increasing the satisfaction of the PES clients, of the diversity and of the degree of coverage of the services offered to the employers and to the individuals looking for a job. In order to implement the above mentioned project, the applicant must select a partner/partners, and this procedure describes the stages of the selection process of the partners from the private sector, in accordance with the provisions of the applicable laws and regulations.

The selection activity is based on the following principles:

- ✓ Transparency
- ✓ Non-discrimination
- ✓ Equal treatment;
- ✓ Efficiency of the use of funds;
- ✓ Legality;
- ✓ Traceability.

GENERAL OBJECTIVE OF THE PROJECT AND THE PURPOSE OF THE FINANCING APPLICATION

Modernization and adaptation of PES structures from the territorial level by introducing new services / tools / systems / procedures / mechanisms that increase the satisfaction of PES customers, of the diversity and the degree of coverage of the services offered to clients.

Specific objectives:

1. Developing the skills, abilities and knowledge of 60 persons within the Public Employment Service, through an exchange of good practices and training activities to ensure the provision of specialized and qualitatively improved services to young NEET's and employers,
2. Achieving a number of 75 employment partnerships with employers, partnerships that would offer young people the possibility of employment and career development,
3. Introducing, within the current activity of PES, of an innovative service for the integration of young NEET's - JOB TO GO! - The employment café of PES

The main activities that will be carried out within the project:

- A1. Analysis on the evolution of the labour market;
- A2. Improvement of working procedures and development of the human resources component at the level of the concerned institutions;
- A3. Updating the profiling model of young NEETs;
- A4. Improving the services through innovative methods - JOB TO GO! - Employment café of PES;
- A5. Partnership for employment;
- A6. Project management, public procurement and project information - advertising.

TARGET GROUP OF THE PROJECT

The target group is made up of 60 individuals within the Public Employment Service.

DURATION OF THE PROJECT: 36 months.

ACTIVITIES IN WHICH THE TRANSNATIONAL PRIVATE PARTNER WILL BE INVOLVED

In addition to the project development activity, the transnational private partner will be involved in the implementation of the following activities within the project:

A2. Improvement of working procedures and development of the human resources component at the level of the concerned institutions

A2.2 Improving the professional techniques by exchanging good practices and transfer of expertise

This activity will focus on the:

- development and provision of training actions according to the identified needs, including by exchanging good practices with other EU countries in order to improve and adapt the national practice regarding the provision of the specific services for the young NEET's,
- development of skills, competences of the human resources within the PES structures in order to ensure the provision of high quality services to young NEET's.

The PES specialists working with young people should benefit from the improvement of specialized professional training in order to recognize their cultural and social practices, which would ensure a new approach regarding the integration into the labour market of young NEETs.

The exchange of experience will have the following structure:

1. Exchange of good practices in an EU Member State (1 trip * 3 days) - within this exchange of good practices, 9 representatives from 3 Romanian PES partners in the project will assimilate knowledge in terms of services and working methods with employers from another EU Member State, provided by both public employment services and by private providers.

The objective of the activity is to accumulate experience within another EU PES regarding the relationship with the respective employers: contacting them, "negotiating" the terms of cooperation with them in relation with the competence mediation, obtaining feedback from the employer, respectively the provision of feedback to him.

The accumulation of experience according to the practices developed by PES in Europe in the relationships with the employers is an asset in the implementation and updating of the specific strategy for the development of services for employers.

Within this sub-activity, the Romanian PES will take advantage of the institutional relations built with the other public employment services in the EU, in order to create the conditions in which the good practices promoted by the European states to be assimilated by the Romanian PES staff.

2. Exchange of good practices in an EU member state (1 trips * 2 weeks) - within this exchange of good practices the PES specialists in Romania will have to assimilate knowledge, to develop skills in terms of services and the methods of working with young people from another EU Member State provided by both public employment services and by private providers.

9 people from the County Agency for Employment involved in the project will participate in this exchange of good practices. The trip will have a duration of 2 weeks and will consist of 9 participants from Romania who will work effectively with experts in working with young people from both the private and public areas (PES from an EU member state).

3. Exchange of good practices in Romania (1 week / region) - within this sub-activity the experts from an EU member state will watch the services and working methods with the young people from Romania provided by public employment services (PESs), will note the differences and similarities between the two systems, so that the services provided to the young people from that EU member state could be adapted to the Romanian system.

6 people from an EU member state will participate in the exchange of good practices in Romania: 3 experts from the private sector and 3 experts from the PES.

The trip will last 1 week and will take place at the same time in the 3 counties involved in the project, where the 6 experts who will advise County Agency for Employment counsellors who will work with young people within the Employment Café will participate.

A3. Updating the profiling model of young NEETs

This activity involves developing a methodology for working with young people within the Employment Café and updating the personalized profiling model for the young NEET's, emphasizing new methods of elaborating the employment profile, so as to ensure their efficient integration in the labour market.

At the end of the trips included in the exchanges of good practices, a seminar will be organized in Romania, for 5 days, in order to finalize the working methodology with the young people within the project, as a result of the appropriated notions and of the information accumulated in the exchange of experience.

This seminar will be attended by 2 experts from the transnational private partner (from the participants in the exchange of good practices in Romania), by the 15 participants in the exchange of good practices in an EU member state, 2 psychologists and 2 representatives of the project implementation team.

THE SELECTION CRITERIA FOR THE PRIVATE TRANSNATIONAL PARTNERS AND THE EVALUATION GRID

The general requirements that the partners must meet in order to be selected in the elaboration and submission of the funding application for the future project, as well as the eligibility criteria, are those stipulated in the Applicant's Guide, General Conditions of HC OP 2014-2020 - *Guidelines on accessing the financing within the Human Capital Operational Program 2014-2020* and in the Applicant's Guide, Specific conditions for the call "HC OP / 370/3/15 / Composite operation OS 3.10, 3.11" Modernization of labour market institutions (PES) ", published on the website www.fonduri-ue.ro of the Ministry of European Funds.

Types of eligible applicants and partners:

Within this application for project proposals, eligible partners may be:

- ✓ *Institutions of the Public Employment Service;*
- ✓ *Social partners;*
- ✓ *Social service providers;*
- ✓ *Other entities whose field of activity supports the implementation of mandatory and relevant activities.*

NOTE: Failure to meet these requirements and the eligibility criteria will result in rejection of any application.

I. QUALIFICATION STAGE FOR APPLICANTS

The selection of the partners will be made on the basis of the following documents that the candidates will submit at the AJOFM - County Agency for Employment Iași headquarters in Iași, str. Cucu, no. 1:

The file for the transnational tenders must contain the following documents:

In copy, signed and certified according to the original by the legal representative:

1. Statutory documents (articles of incorporation/articles of association/other document), stating that the field of activity of the tenderer corresponds to the activities of the project, that it provides services of the nature necessary for the implementation of the project, according to the activities to which they wish to be partners; (TRANSLATED IN AN AUTHORIZED FORM IN ROMANIAN)
2. The result of the financial year for 3 years (2015, 2016, 2017) - balance sheet and profit and loss account, endorsed and registered by the competent body; (TRANSLATED IN AN AUTHORIZED FORM IN ROMANIAN)
3. Justifying documents attesting the information regarding the technical and operational capacity (contracts / agreements / documents brought as reference, considered relevant for demonstrating the partner's experience in the project field), the lack of / existence of debts to the budget of the state of origin, etc., similar to the entities with Romanian legal entity. (TRANSLATED IN AN AUTHORIZED FORM IN ROMANIAN)

MINISTERUL MUNCII
ȘI JUSTIȚIEI SOCIALE

In original, in Romanian:

5. Letter of intent (according to the attached template - Annex 1);
6. Partner's Chart (according to the attached template - Annex 2);

In the Letter of intent and in the Partner's Chart, the participants will mention at least one framework activity of the project for which they have the necessary material and human resources and will provide a brief description of the actions proposed in this activity with the presentation of the aspects considered essential to obtain the expected results and achieving the goals and contribution to the partnership: added value to the project;

7. Eligibility Statement of the legal representative (signed by him) that the partner does not belong to any of the exclusion situations stipulated in the General Regulation regarding the eligibility of the applicants stipulated in the implementation framework documents (eg Applicant's Guide - general guidelines, Guide for specific conditions) - Form 2

8. A supporting note that will contain an analysis of the added value of the partnership regarding the efficient use of the funds, as well as of the role of the partner in the implementation of the project.

The supporting note will be accompanied by:

- The CVs in EUROPASS format of the key experts proposed by the partner for the project;
- Each CV must specify the position for which the expert is proposed within the project and must be signed and dated by the expert on each page;
- List of material resources owned by the partner and proposed for use within the project (eg: materials, equipment, vehicles, spaces available for carrying out the project activities).

Failure to submit one of the documents mentioned above will lead to the exclusion of the candidate from the evaluation and selection procedure.

The application files will be sent / submitted to the registry of the County Agency for Employment of Iași from Romania, Iași County, Iași Municipality, str. Cucu, No. 1, until the deadline for submitting them. The deadline for submitting the applications is **11.10.2019, at 14:00**. For any possible requests for clarifications - Contact person: Ciprian Constantin Necula, deputy executive director, tel. 0232/254577, fax 0232/264682, e-mail: ajofm@is.anofm.ro.

II. THE EVALUATION STAGE OF THE CANDIDATES

After the approval of the list of qualified candidates according to the qualification grid (Annex 4), the selection committee of the partners will proceed, according to the Evaluation and Selection Grid (Annex 5), in evaluating the applications, taking into account the following criteria:

Nr. crt.	Evaluation criteria	Max points	Score participant
1	Technical and financial capacity	50	
1.1	Human Resources	35	
	Number of key experts with experience in the type of activity undertook (proven by CV) proposed for the project activities (only experts with higher studies) <ul style="list-style-type: none">• 1-2 experts -5 points• 3 experts - 10 points• Over 3 experts - 15 points	15	
	Qualitative assessment of the experience from the CV ¹ : <ul style="list-style-type: none">• low level (up to one year experience) - 10 points	20	

¹ Nivelul de experiență la nivelul unei candidaturi se consideră ca medie a nivelurilor de experiență ale experților propuși în cadrul candidaturii în cauză.
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	<ul style="list-style-type: none"> • average level (experience between 1 year and 3 years) - 15 points • high level (experience over 3 years) - 20 points 		
1.2	Financial status ² (sum of turnover / sum of total revenues for the last 3 fiscal years) <ul style="list-style-type: none"> • up to 2% of the total budget of the project - 5 points • between 2-5% of the total budget of the project - 10 points • over 5% - 15 points 	15	
2	Professional capacity	30	
2.1	Proof of implementation of projects with European funding <ul style="list-style-type: none"> • 1 project - 5 points • between 2 and 3 projects - 10 points • more than 3 projects - 15 points 	15	
2.2	Proof of experience of at least 6 months in the field of the project activities <ul style="list-style-type: none"> • between 6 months and 1 years - 5 points • between 1 and 3 years - 10 points • more than 3 years - 15 points 	15	
3	The partner's contribution to the project activities	20	
3.1	The number of main activities in which the partner has the capacity to get involved <ul style="list-style-type: none"> • 1 activity - 5 points • 2 activities - 10 points 	10	
3.2	Number of exchanges of good practices that the partner has the capacity to provide: <ul style="list-style-type: none"> • 1 exchange of best practices - 5 points • 2 exchanges of good practices - 7 points • 3 exchanges of good practices - 10 points 	10	
	TOTAL	100	

¹The evaluation of the relevant experience is made for each expert proposed separately. The maximum score will be the arithmetic mean of the scores of all the proposed experts.

²Main activities are those actions that as a direct result get the expected results and reach the indicators specified by the Applicant's Guide - Specific conditions.

The minimum score that must be obtained by the candidates in order to be selected is 70 points.

III. RESULT OF THE PROCEDURE

The result of the evaluation and selection procedure of the application files will be posted on the website www.anofm.ro within maximum 3 days from the final date of submission of the files. The announcement published on the site will include the information contained in the selection announcement and information regarding the candidates participating in the procedure, which were accepted and rejected, and the score obtained by each of them.

² According to the Guidelines Guide on accessing finance within the Human Capital Operational Program 2014-2020
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IV. RESOLVING APPEALS

The tenders who were not selected by PES Iași as partners can submit appeals at the headquarters of the institution from Iași, str. Cucu, no. 1, within 1 working day from the date of publication of the result of the procedure. The appeals will be resolved within 3 working days from the expiry of the deadline for submitting the appeals, and the result will be published on the website www.anofm.ro.

ANNEXES:

- Annex 1 - template of Letter of intent
- Annex 2 - template of Partner Chart
- Annex 3 - Candidate qualification grid
- Annex 4 - Tender evaluation and selection grid

FORMS:

- Form 2 - Eligibility Statement

The annexes and the forms will be published on the PES Iași website together with the Selection Announcement.

EXECUTIVE DIRECTOR,
Gabriela VASILACHE

