Skills for Sustainable Jobs in Kosovo

Project KSV/021

Appendix I

OPERATIONAL MANUAL FOR THE DUAL EDUCATION SUPPORT GRANT PROGRAM

Innovation grant scheme for the promotion and implementation of Dual Education

This grant scheme is implemented with the support of the project "Skills for Sustainable Employment in Kosovo", funded by the Grand Duchy of Luxembourg and implemented by MIET through KIESA and LuxDev

DUAL EDUCATION SUPPORT GRANT PROGRAM

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1. INTRODUCTION AND CONTEXT OF THE GRANT SCHEME

In 2023, the Government adopted the Strategy for Industrial Development and Business Support 2030 (SIDBS). In its analysis of the situation, the strategic document highlights the weaknesses of vocational training in the manufacturing industry, where the labour market in Kosovo is characterized by a mismatch between the supply and demand of qualified workforce, and where the formal education system is insufficient to adequately equip employees with the competencies required to meet the evolving demands of the manufacturing/processing industry.

The project KSV/021 "Skills for Sustainable Jobs in Kosovo" aims to enhance sustainable economic growth by supporting innovation, inclusiveness and social development in a greener Kosovo. The specific objective of the project aims to increase the employment prospects of young people, especially women, by strengthening vocational education and training to meet the demands of the labour market. The project aims to support and strengthen partnerships between the private and public sectors and to improve the quality of Vocational Education and Training (VET) provision in line with the demands of the labour market.

2. OBJECTIVES AND EXPECTED RESULTS OF THE PUBLIC CALL

2.1. The main objective of the grant scheme

The main objective of this innovation grant scheme is to promote dual vocational education by encouraging private sector companies (employers) to offer creative solutions to closely cooperate with public VET institutions (Vocational Education and Training Institutions), as well as with accredited training providers.[1]

The cooperation between private sector companies (employers) and public VET institutions will be carried out through a consortium, where one or more private sector companies, together with a VET institution will implement dual education profiles. The cooperation with accredited training providers will be carried out through service contracts with the consortium offering short-term courses based on a training needs assessment that will be carried out in advance by the consortium.

The main expected outcome of this activity is to provide private sector employers with qualified and relevant workers in the labour market, giving priority to dual education and gender balance in VET.

2.2. Specific objectives of the innovation grant scheme

Creation of a consortium between public VET institutions and private sector companies (employers) through a 12-month contract to support the creation of partnerships between VET institutions and companies in the implementation of 3-year dual education profiles. During the 12-month period, the grant may support the following activities:

- supply consortia with relevant equipment for the implementation of dual education profiles;
- provide necessary materials for the development of necessary training;

[1]Training providers contracted through the consortium must be accredited or in the process of being accredited by the National Qualifications Authority (NQA). Non-formal or short-term courses offered by these training providers do not need to be accredited, although accreditation is strongly encouraged.

- adapt the existing facilities (workshops) of the consortium partners, to facilitate the implementation of dual education both in the premises of public VET institutions and in private sector companies.

To support non-formal education, retraining and skills improvement by using accredited training providers, including in-company training centres:

- Dual non-formal education: support for accredited institutions implementing short-term courses[2] combining classroom and workplace training (dual education methodology);
- retraining of existing employees in various private companies, teachers and job seekers, in order to help current employees and the unemployed learn new skills;
- improving the skills of the newly graduated workers, teachers and job seekers with technical certification according to market needs, equipping these target groups with updated skills needed for the labour market;
- training of staff of private companies to become instructors in the company according to the regulation of the Kosovo Chamber of Commerce (KKC) regarding this issue.

3. GRANT SCHEME STRUCTURE

This innovation grant scheme is organized into two funding windows in order to better distinguish the support provided for formal education through dual education profiles and non-formal education through short-term courses, preferably using the dual education methodology. Applications can be submitted for the following:

1. **Window 1 (mandatory):** Support for private companies (employers), giving priority to those working in the sectors of Energy Efficiency and Renewable Energy, Information and Communication Technology, Wood Processing, and Food and Beverage Processing through a partnership within the framework of a three-year consortium contract with a public VET institution implementing dual education profiles;
2. **Window 2 (optional):** Support for private companies (employers) to contract accredited training providers (including in-company training centres) that offer short-term non-formal education (short-term courses), through the submission of a training plan (to be carried out within a 12-month period) with potential training providers, promoting the dual education methodology, retraining and upgrading their skills.

3.1. Expected results

The main expected results from the innovation grant scheme are as follows:

The private sector will benefit from a skilled workforce in the various priority sectors of the project, achieving the overall objectives, while promoting gender balance in dual education. On the other hand, the partnership between public VET providers and private sector representatives will be strengthened, which will create a basis for sustainable dual education initiatives. The partnership will leverage resources and expertise from both sectors, increasing the quality of education and training.

Non-formal or short-term courses offered by these training providers do not need to be accredited, although accreditation is strongly encouraged.

Through this innovation grant scheme program, other positive results are expected, such as, for example, students in VET schools will have more opportunities to become part of dual education, which means that they will have more opportunities to gain practical knowledge during their education. On the other hand, it is expected that this will bring more women into the dual education system, and they will have more opportunities to improve their skills through retraining and upskilling designed specifically for them.

It is expected that several new innovative short-term VET profiles (using dual education methodology) will be developed, which will be in line with modern workplace needs, integrated into a dual education and workplace learning framework. It is also expected that private sector representatives from different sectors will recognize the value of dual education and workplace learning practices.

These efforts are primarily aimed at improving the quality of the workforce, while beneficiaries will acquire new skills and improve their existing skills, making them better prepared for today's labour market.

The principles of the grant scheme include:

- regional balance;
- gender inclusion;
- cooperation;
- sustainability;
- innovation-innovative approaches.

4. TARGETED BENEFICIARIES:

This innovation grant scheme welcomes applications from consortia from the following parties.

<table>
<tr><th>Window</th><th>Purpose of consortia</th><th>Consortia between</th></tr>
<tr><td>Window 1</td><td>Promotion of Dual Education</td><td rowspan="2">• At least one public VET institution
• At least one company/private business*</td></tr>
<tr><td>Window 2</td><td>Promoting non-formal education, skills improvement and retraining using accredited training providers.</td></tr>
</table>

** A broader consortium is preferable to guarantee that all students supported by the dual education profile at VET institution are provided with a place for training in the company.*

5. PRIORITY SECTORS AND OFFERS

The scheme aims **to support various economic sectors**, giving priority to the following:

- Renewable energy and energy efficiency (RE/EE)
- Information and Communication Technology (ICT)
- Food and beverage production
- Wood processing

Please note: Companies not operating in the listed sector may also apply.

6. FINANCIAL SUPPORT OFFERED BY THE CONTRACTING AUTHORITY

The maximum budget available for this innovation grant scheme is **EUR 1,000,000**. Applications must be made for a minimum of **EUR 50,000** and **a maximum of EUR 100,000**.

Each application must have a result/balance of demand in terms of the number of students that will benefit, the proposal to be funded must have **at least 10 students** benefiting from dual education courses by the end of the second year of implementation.

The contracting authority of this grant scheme is the Kosovo Investment and Enterprise Support Agency (KIESA)/Ministry of Industry, Entrepreneurship, Trade and Innovation (MIETI) and LuxDev.

7. ELIGIBILITY OF GRANT BENEFICIARIES AND REQUIRED CRITERIA FOR CONSORTIA AND SUBMISSION OF PROPOSALS

7.1. Criteria required for private companies/businesses

- must have been active for at least one year from the date of publication of the call.
- companies must provide evidence of adequate space to accommodate VET students for dual education.

7.2. Criteria required for VET institutions

- evidence of partnership with businesses to provide dual education or on-the-job learning (existing signed document);
- VET institutions offer the profile for which they apply in the form of dual learning.

7.3. Requirements for private training provider(s)

- private training providers and profiles accredited and in the process of re-accreditation by the National Qualifications Authority of Kosovo (NQA).

7.4. Criteria requirements for consortia

- Applications must include at least one private company/business and one public VET institution. A broader consortium is preferred;
- when Window 2 (upskilling and retraining) is included in the application, consortia must include at least one private training provider;
- Applications for Window 2 only are not eligible for this call;
- Consortium partners must have a signed partnership agreement defining the terms of cooperation, roles, financial contributions and expectations from each partner;
- Applications must be led by a private company (employer) which will lead the application and project execution phases.

7.5. Applications that may not qualify for the grant scheme

Businesses and private training providers that have gone bankrupt or closed down, that are under judicial administration, that have suspended business activities or have been subject to procedures related to these matters cannot participate in the call or be beneficiaries of this grant scheme.

Additional exclusion criteria can be found in Appendix 1 - *Exclusion Criteria*.

7.6. List of documents to be submitted

Based on the Administrative Instruction (MTI) No. 01/2018 on the Distribution of Financial Means from Economic Categories of Subsidies and Transfers, the applying entities must submit the following documents via official email:

1. Business registration certificate with all accompanying information according to the requirements of the legislation in force in the Republic of Kosovo.
2. Fiscal number certificate (does not apply to businesses that have the business registration number and fiscal number on one certificate).
3. Tax certificate confirming that the applicant has no current unpaid tax debts or other tax obligations, or is in agreement with TAK for debt repayment.
4. A copy of the notification permit of the person(s) in whose name the applicant is registered.
5. Proof from the applicant that he/she has not gone bankrupt or is not under compulsory judicial administration issued by the Basic Court - original, not older than 30 days.
6. Proof of the applicant's active bank account in one of the banks licensed by the Central Bank of Kosovo.
7. Applicant's bank account balance for the last year (2024). This will not apply to newly established applicants.
8. Project proposal including the purpose, project activities, financial cost and project implementation timeline, as well as the organizational structure of the applicant, whose data is presented in the application.
9. For enterprises registered before 2024, they must provide the turnover for 2024 and 2025, proven by a document issued by TAK. For enterprises registered during 2024 and 2025, they must provide the total turnover since registration. Whereas, for enterprises registered during 2026, they must provide the total turnover since registration.
10. Should not have received funds from other funding sources for the same activities (proven by the sworn statement), which can be downloaded from the official KIESA's *website*, and should be completed and uploaded for application.
11. The applicant has fulfilled all obligations arising from previous financial support, if they have benefited from public funding sources and/or from MTI/MIET in the last two years (proven by the sworn statement), which can be downloaded from the official KIESA's *website*, and should be completed and uploaded for application.

7.6.1. Additional documents required:

The following documents must be submitted by consortia at the time of application:

- Accreditation certificate issued by the NQA valid at the time of application (with the exception of public VET institutions managed by Municipalities and Competence Centres (CC) managed by the Agency for Vocational Education and Training and Adult Education (AVETAE)). In case a training provider is in the process of re-accreditation, a letter of request for re-accreditation with the NQA stamp confirming receipt of the request will suffice.

- Signed partnership agreement between consortium members with clear roles, responsibilities, funding and other agreements depending on the project proposal.

7.7. Requirements and clarifications for submitting the proposal

- Applications may be completed in Albanian, Serbian and English.
- All students who benefit from a dual education profile supported by the project must have a secured position in a private company for the in-company training component.
- All students should be offered a compensation (100% covered by private companies within the co-financing budget according to the rules of the Ministry of Education) and the insurance costs provided by private companies, respectively municipalities. In case of mutual agreement, the private sector may also cover the insurance costs, provided that it is mentioned in the co-financing budget.
- The equipment requested to be subsidized must be new and certified with the European Conformity (CE) mark.
- The beneficiary shall not have the right to sell any equipment purchased through this grant within three years from the date of signing the grant contract. This clause shall be an integral part of the grant agreement.
- In the event of any unforeseen costs related to the implementation of the project proposal, the beneficiary shall be responsible for covering these expenses. If the project is implemented at a lower cost, the beneficiary company is obliged to return the difference in funds in accordance with the grant percentage.
- In case of benefiting from the grant, changes to the initial basic idea as described in the project proposal are not permitted during the project implementation phase.
- Any other activity that is not in accordance with this public call will not be accepted.
- The applicant must present its funding participation (minimum 10% of the budget) in the budget section of the application.
- Before signing the grant agreement, the beneficiary is obliged to open a new bank account or sub-account dedicated to administering the grant.
- Before signing the grant agreement, the applying lead company is obliged to provide a valid bank guarantee issued by a registered financial institution, licensed by the Central Bank of Kosovo (CBK), for the total value of the grant until the completion of the project.
- Since this scheme aims to promote and develop dual education and is directly funded by the donor (LuxDev), all enterprises are eligible to apply, regardless of other KIESA schemes.
- Enterprises whose agreements under previous KIESA schemes have expired and which have not fulfilled the obligations of those schemes are not entitled to benefit from this scheme.
- If the company is a beneficiary, then an agreement will be signed, part of which will also include the statements made during the application.
- VAT is an eligible expense for individuals and companies that do not declare VAT, whereas for companies that do declare VAT, it is an ineligible expense.

- The list of evaluated enterprises will be published on the MIETI/KIESA website. Depending on budget limits, the list of beneficiary businesses may include up to five (5) businesses in the waiting list. In the event of withdrawal or failure of any beneficiary business, it may be replaced by businesses from the waiting list.
- The grant scheme aims to directly support businesses and encourages the building of professional capacities within companies. Therefore, consulting companies that provide services to the applying businesses are excluded from this process with this call. In case of identification of their involvement as representatives of businesses, applicants will be disqualified. This is because the entire process is simple and without financial costs, starting from the electronic application method through the official email, to the evaluation, signing of agreements, distribution of funds and their monitoring.

Important note:

In case of non-fulfilment of the criteria, the application form will be considered incomplete and, as such, will not qualify for financial support.

8. TERMS AND CONDITIONS

8.1. Eligible expenses

Window 1 – Consortia between the private sector and public VET institutions related to dual education and on-the-job training

A. Purchase of equipment, tools and models necessary for the implementation of dual education, including the cost of installation.
(e.g. specialist tools and equipment required by the field of study, such as small or educational CNC machines for manufacturing, additive manufacturing (3D printers and software), computers and other ICT equipment, training models including mock-ups or simulators/kits for IT software development).

- *Maximum amount - share of total budget: 60%*

B. Raw materials, consumables, office supplies and other materials for the implementation of dual education.
(e.g., wood panels, nails and screws, ethernet cables, electrical terminals for electrical installations or any other material that is partially or fully consumed during the training.) Pens, paper, notebooks and folders and other office supplies used to support the training).

- *Maximum amount - share of total budget: 30%*

C. Adaptation/renovation of training rooms and workshops.
(e.g. chairs, flexible tables and seating adapted for workshops, division of spaces for different activities, internet connection, electrical installations adapted for new equipment, safety equipment, improvements in lighting and ventilation).

- *Maximum amount - share of total budget: 40%*

D. Transportation costs for students attending dual education

- *Maximum amount - share of total budget: 20%*

E. Promoting the dual education approach and results
(e.g. developing a public relations strategy to raise awareness about dual education)

- *Maximum amount - share of total budget: 5%*

F. Maintenance costs for equipment and machinery provided by the grant scheme.
(e.g. regular maintenance, scheduled inspections, repairs and replacement of spare parts, etc.)

- *Maximum amount - share of total budget: 20%*

*An example: If the total budget of the project proposal is 50,000 EUR, the maximum cost for the purchase of equipment/models/materials cannot exceed 30,000 EUR (50,000 EUR *60%). The same applies to other items with a defined maximum percentage (%).*

***Window 2 -* Support for accredited private sector training providers, including in-company centres to improve dual education, retraining and upskilling.**

A. Training - Retraining and improving the skills of teachers, in-company instructors and other technical staff of companies through private training providers and Vocational Training Centres (VTCs).
(The objective of retraining and upskilling is to provide teachers and industry professionals with the skills needed to adapt to the changing educational and industry environment.

B. Development of training materials for the implementation of retraining/upskilling and translation of materials

C. (e.g. development of training materials through needs assessment, identification of skills gaps). Support for updating and developing curricula for short-term training
(e.g. Updating and developing curricula for short-term training is essential to ensure that programs remain relevant and effective, in order to meet the needs of students as well as industries.

D. In-company instructor training and professional practice teacher training: pedagogical and technical training
(e.g. Understanding of learning theories, adult learning principles, curriculum development, assessment techniques, classroom management, etc.)

8.2. Ineligible expenses

1. Compensation and insurance for interns (although this item is not eligible, this expense should be borne by private sector companies and should be present in the co-financing budget, and will also be a mandatory item in the framework of monitoring and evaluation);
2. Salaries of existing or new employees.
3. Construction of buildings/premises.
4. Development of new formal curricula for VET training.
5. Equipment/tools that are not related to existing training courses.
6. Transportation costs for teachers or instructors in the company and employees involved in the implementation of the project.

7. Depreciation and amortization expenses of equipment and machinery used for practical training during project implementation.

8.3. Acceptance/eligibility of expenses

Eligible costs are only the cost of expenses incurred, proven by regular invoices and bank transactions, including payments via bank cards. All costs must comply with the rules set out in this call for proposals for innovation grants. Only "eligible costs" can be taken into account for the grant. Eligible costs must be based on actual costs foreseen in the project proposal and supporting documents. In the event of any fraud attempt (e.g. falsification of invoices, deliberate attempt to misuse funds), the Contracting Authority reserves the right to withhold the payment instalment and to take all legal actions to recover the relevant funds against the beneficiary company involved in the fraud. It is in the applicant's interest to submit a realistic and cost-effective budget.

Purchased equipment/tools must be new and bear the CE mark.

8.4. Duration

The duration of the project funded by Luxembourg Development Cooperation is 12 months.

8.5. Co-financing

The contracted consortia must provide at least 10% co-financing for the proposed project. This co-financing cannot be a contribution in kind and must be presented as an expense in the proposed budget. The co-financing must be made before the 12th month of project implementation.

8.6. Payment terms including co-financing

Payment for awarded contracts will follow the payment schedule specified below:

Application focus	% of total amount	Payment condition
Advance payment	70%	• Bank guarantee of 100% of the total grant value.
Last instalment	30%	• Financial report detailing at least 80% of the advance payment expenses with all legal documentation approved by the Monitoring Committee and LuxDev. • Implementation of the Target Plan as agreed in the signed grant agreement and submission of the progress report, as well as approval by the Contracting Authority.

The first payment called "Advance Payment" will be paid after the signing of the grant contract by all parties with the bank guarantee provided for the total contract amount.

The final instalment must be paid no later than 12 months after signing the contract.

9. GOVERNANCE AND SUPERVISION OF THE SCHEME

This call for the innovation grant scheme has been developed and approved by the Grant Scheme Committee, consisting of representatives from MESTI, MIET, and members of the LuxDev team of the project KSV/021 - Skills for Sustainable Jobs in Kosovo.

The roles and responsibilities of each partner are described in the table below.

Institution	Roles and responsibilities
Kosovo Investment and Enterprise Support Agency (KIESA)/Ministry of Industry, Entrepreneurship and Trade	Contracting authority and supervision of the innovation grant scheme; Organization and participation in the Evaluation Committee; Appointment of the Monitoring Committee Official email communication.
Ministry of Education, Science, Technology and Innovation	Evaluation and supervision of curricula for dual education; Implementation of dual education profiles through VET institutions.
Kosovo Chamber of Commerce	Evaluation and supervision of instructors in the company. Communication and extension of activities for dual education. Quality control of instructors in the company. Appointment of experts for the Evaluation Committee (sector-specific).
LuxDev	Validation and participation in the Evaluation Committee; Participation in the Monitoring Committee; Financial and administrative support.

10. REPORTING AND MONITORING

Beneficiaries will be required to regularly submit the reports listed below to the implementing authority.

Report type	Frequency
Project implementation report, including financial reports	Every year
Monitoring and evaluation reports, reporting on results: a) number of students involved in dual education and workplace learning. b) number of beneficiaries in non-formal education, retraining and skills improvement.	3 months

All data should be disaggregated by gender and other vulnerable groups, such as ethnic minorities, students from families receiving social assistance, people with disabilities, etc.	
Final report prepared by the beneficiary which contains: • A brief description of the project activities • Full financial report • Objectives achieved and lessons learned	End of the project.

10.1. Monitoring and the Monitoring Committee

The monitoring of the winning projects will be carried out by a Monitoring Committee appointed by KIESA/MIETI and supported by LuxDev, which will include representatives from the KVS/021 (LuxDev) project, KIESA/MIETI, MESTI and KCC.

The monitoring committee is obliged to prepare a summary report on the implementation of the projects every four months. The committee will appoint, from its composition, at least two representatives to go on the field and carry out monitoring visits.

The monitoring committee and project beneficiaries are obliged to provide LuxDev with all necessary documentation in order to carry out all relevant controls, compliances and audits.

The monitoring committee will be responsible for checking whether the grants are in line with the initial objectives and if any irregularities are encountered, the monitoring committee will report to KIESA/MIET and LuxDev, who will then decide on the execution of the guarantees provided and ensure the reimbursement of the funds.

The monitoring committee will be responsible for conducting audits of the companies' expenditure documentation based on the financial report submitted with the request for the last instalment and at the project closure. At any time during the project implementation, LuxDev may conduct internal audits and controls of the project documentation.

It is the responsibility of the KCC, based on its mandate and as part of the monitoring committee, to monitor the implementation of dual education within companies. Consortium members must provide an appropriate learning environment for dual education and all companies must have trainers trained in the company according to the standards set by the KCC.

The regional approach through the KCC regional offices will be used during the monitoring of the project implementation, in order to ensure better oversight of the project. The KCC regional offices will facilitate liaison with the companies and will assist in communication between the KCC central office and the monitoring committee.

LuxDev will oversee the progress of the grant scheme and its results, timelines and constraints during the steering committee meeting which will be held once a year, and will define the actions in the project's Annual Operational Plan.

The monitoring committee will continue its monitoring activities after the 12-month implementation of the grant throughout the 3-year implementation period of the dual education profile. After the grant implementation, the monitoring committee will annually monitor the progress of students who have been supported by the grant program.

KIESA/MIET may replace the representative from LuxDev in the event of a continuation of the project or a new project in support of vocational education and training.

10.2. Project closure

The beneficiary is obliged to submit to the monitoring committee a final report which will contain a brief summary of the activities and a full financial report of all project expenses, including the remaining financial documents from the last instalment as well as the remaining unspent part of the first instalment before the delivery of the payment for the second instalment.

The project will be considered closed and finalized only after the approval of the final report by the monitoring committee and by LuxDev (after final financial checks). If the monitoring committee and/or LuxDev find any irregularities during this final check, measures may be taken regarding the bank guarantee provided.

11. EVALUATION PROCESS AND EVALUATION CRITERIA

11.1. Evaluation process

The evaluation will be carried out by an evaluation committee consisting of a **minimum of five members** (see next section). This autonomous process will be carried out in two phases, which will be completed in one evaluation session.

In the first phase, the evaluation committee will determine whether the applications have fulfilled the administrative requirements set out in this Operational Manual, whether the applicants are not subject to any of the exclusion criteria as detailed in Appendix I to this Manual and whether all the necessary documentation has been submitted in full. Only applications that pass this phase will be evaluated.

In the second phase, applications that have been approved for evaluation from the first phase will be evaluated based on the criteria described in the section below Evaluation criteria and evaluation form (paragraph 11.3). The members of the committee will jointly evaluate and score the applications through a joint discussion (paragraph 11.3).

11.2. Evaluation committee

The evaluation committee will consist of five members. Although each party will nominate its own members, MIET/KIESA and LuxDev must reach a consensus regarding the appointed members.

1. One member will be from the KIESA/MIETI staff who is appointed by the KIESA director.
2. One member will be an internal LuxDev expert appointed by LuxDev.
3. One member will be from the staff of the VET department at MESTI.
4. One member will be from the KCC staff who is appointed by the KCC director.
5. If possible, the final member will be an expert from the private sector jointly selected by KIESA/MIETI and LuxDev, or an official from within MIETI will be appointed.

Applications will be evaluated by an evaluation committee established by KIESA. To be technically compliant, applications must receive at least 51 points out of 100 points after calculations for both Window 1 and Window 2. The criteria for the evaluation of the Window 1 and Window 2 grant schemes are described below.

The evaluation score will be calculated using the simple average of the Window 1 and Window 2 scores. If a proposal is for Window 1 only, the total score for Window 1 will be the final score of the proposal.

11.3. Criteria for evaluating applications for Window 1

Evaluation criteria	Score
Criteria A - Strategic fit with the proposed training offer	20
A.1 Matching investments with training supply planning	15
A.2. Development of sectors considered a priority	5
Criteria B - Adequacy of the centre's competencies and internal capacities for implementation	15
B.1. Internal capacities for implementation	10
B.2. Installed technical capacity	5
Criteria C - Response to private sector needs	25
C.1. The contribution of the proposal to the development of the private sector and dual education profiles is considered strategic for the socio-economic development of the country.	25
Criteria D - Project quality	30
D.1. Innovation - Pedagogical and methodological training	10
D.2. Technological innovation	10
D.3. Modernization of training facilities	10
Criteria E - Priority groups	10
E.1. Priority groups	10
Maximum total score	100

11.4. Additional evaluation criteria for Window 2

Evaluation criteria	Score
Criteria A - Strategic fit	25

A.1. Development of sectors considered a priority	10
A.2. Developing competencies through transversal skills	15
Criteria B - Quality of the proposed training	35
B.1. Innovation	15
B 2. Contribution of the proposal to private sector development	20
Criteria C - Employment potential	40
C.1. Employment	40
Maximum total score	100

12. APPLICATION PROCEDURES AND DEADLINES

12.1. Application procedures

- The application is made via official email arsimidual@rks-gov.net
- The public call announcement has been published on the MIET and KIESA website:
  - https://mint.rks-gov.net
  - http://kiesa.rks-gov.net
- The beneficiaries will be the applications ranked with the highest score by the evaluation committee, depending on the planned budget constraints.
- The list of beneficiary businesses will be published on the website mentioned above.

12.2. APPLICATION DEADLINE

The deadline for application is until 30.04.2026 at 23:59h. Applications submitted after this time will not be accepted.

The KIESA/MIETI evaluation committee, according to the deadlines set out in AI 01/2018, will evaluate the applications and decide whether the applicants meet the general criteria set out in Article 5 of the Administrative Instruction (MTI 01/2018) and the additional criteria set out in the public call, in order to qualify for financial support.

13. SUPPORT AND GUIDANCE

Additional information and clarifications can be obtained via e-mail at the following address: sme.kiesa@rks-gov.net in accordance with AI (MTI) No. 01/2018, but no later than five (5) working days before the closing of the public call.

14. COMPLAINTS

After the publication of the preliminary results, applicants who have not been declared beneficiaries of this grant scheme may submit their complaints via email arsimidual@rks-gov.net within eight (8) working days from the date of announcement of the preliminary results.

Important note:

- Complaints must be submitted in writing within 8 working days from the date of announcement of preliminary results and must include all relevant documentation supporting the complaint.
- The Complaints Committee will review all complaints in accordance with the Administrative Instruction (MTI 01/2018).
- The Complaints Committee will review all complaints and respond to the complaining parties according to AI 01/2018.

15. LIST OF APPENDICES

Applicants are invited to complete the following documents:

Appendix I Exclusion criteria

Appendix II Sworn Statement of the applicant.

Appendix III Application form

Appendix IV Budget application form

Annex I:

Exclusion criteria

The list of minimum criteria for exclusion from financing under this agreement applies if:

- The beneficiaries of the funds or persons with authority for representation, decision-making or control within their respective organization have been the subject of a final administrative judgment or decision for:
  - Participation in a criminal organization,
  - Corruption,
  - fraud,
  - Terrorism offenses or offenses related to terrorist activities,
  - Money laundering or terrorist financing,
  - Human rights violations, including, but not limited to, the exploitation of child labour and other forms of human trafficking,
  - Bankruptcy, insolvency or liquidation proceedings (if applicable),
  - The creation of an entity under another jurisdiction for the purpose of avoiding fiscal, social or other legal obligations applicable in the jurisdiction of its registered office, central administration or place of business.
- If MIET/KIESA and LuxDev become aware that any beneficiary of the funds or persons with authority for representation, decision-making or control within their organisation have been guilty of serious professional misconduct or misrepresentation in providing the information required in relation to their participation in the agreement or have failed to provide such information.

Furthermore, the Parties shall take reasonable measures, in accordance with their regulations and rules, to ensure that candidates or potential bidders and applicants are excluded from participating in a procurement procedure or the award of grants, if one of the Parties is aware that such entities or persons with authority for representation, decision-making or control over them have been the subject of a final administrative judgment or decision for the reasons cited above.

These criteria will be covered through a sworn statement that will be required from applicants:

Annex III

Application form

APPLICATION FORM

Innovation grant scheme for the promotion and implementation of dual education of VET

Encouraging dual education through the promotion of consortia between public VET institutions and private sector companies.

Introduction

A tool for promoting dual education in Kosovo.

The Luxembourg Development Agency, through the project "Skills for Sustainable Jobs in Kosovo", aims to reshape the current education system by promoting dual education to create real employment opportunities for young people in Kosovo. The overall goal is to connect students with real jobs, especially by helping young people and women build their careers by matching their skills with the needs of the private sector - businesses active in the sectors of Renewable Energy and Energy Efficiency (RE/EE), Information and Communication Technology (ICT), Manufacturing (all types of product production). Various companies involved in the above-mentioned sectors are having difficulties in finding workers with the right skills, and this grant scheme is expected to help solve this problem. This initiative will empower public VET students with real job skills, increasing their employability and meeting labour market demands.

Objective

The main objective of the grant scheme program is to promote dual education of VET by bringing together businesses and vocational schools - both public and private. The general idea is to create partnerships through consortia that will support VET students to engage in real work environments, following the proven model of dual education.

The grant scheme is expected to help companies active in the selected sectors find qualified workers, with an emphasis on increasing the number of women who have access to vocational training and work experience. To do this, VET institutions are expected to establish partnerships through consortia with local businesses through a three-year partnership agreement. The project funded by the grant scheme will provide the established consortia with the necessary tools and equipment to provide high-quality practical training that will prepare students in line with real market demands.

Who can apply for the grant scheme?

Applicants must be local businesses from the private sector that are engaged in the above-mentioned priority sectors as part of a consortium with public and private VET institutions for a duration of three years.

Monetary value of grants offered under the grant scheme

The total amount of the grant scheme is EUR 1,000,000, from which at least 10 consortia are expected to benefit under the grant scheme. Amounts in the applications should be between EUR 50,000 and EUR 100,000. The maximum contribution from the project is expected to be 80-90% of the total project cost, according to the budget template in Appendix IV, while the contribution from the consortium is expected to be 10-20% of the total project value.

One grant is expected to be distributed to each of the seven administrative regions of the Republic of Kosovo.

Each application must have a result/balance of the requested number of students that will benefit; the proposal to be funded must have **at least 10 students** benefiting from dual education courses by the end of the second year of implementation.

The contracting and implementing authority of this grant scheme is the Kosovo Investment and Enterprise Support Agency (KIESA)/Ministry of Industry, Entrepreneurship and Trade (MIET).

Budget requested for the project proposal

Window 1

Description	Total value
Consortium contribution	
Request for support	
Total budget of the project proposal	

Window 2

Description	Total value
Consortium contribution	
Request for support	
Total budget of the project proposal	

Application and deadline

Applications must be submitted to KIESA via official email according to the application deadline announced by KIESA through various communication channels.

Evaluation of proposals

The KIESA technical committee will evaluate the applications. This committee will decide. The results of the grant scheme will be announced through the publication of the results by KIESA/MIETI.

Criteria for submitting applications

The application form can be submitted in Albanian, Serbian and English.

Detailed criteria can be found by downloading the document: Grant Framework for Dual Education at the link below:

Further information

Information on how to complete the application form is provided in each section. If further clarification is needed, please contact the responsible person at KIESA at the following email address: sme.kiesa@rks-gov.net

APPLICATION FORM

Section 1: Applicant details (applies to window 1 and window 2)

Consortium name:
Email address:
Phone number:
Name of the lead organization (Private sector partner):
Name of the VET institution:
Contact person:
Address of the lead applicant:

Window 1

Section 2: Project Summary

Project title:
Name of the profile applied in dual education:
Project goal:
Project activities:
Objectives and expected results: (Provide a concise summary of the project, its objectives and results)
Duration and timeline for project implementation:
Total financial cost of the project:

Total funding requested:
Total number of beneficiaries: **(**Number of students in formal VET education and non-formal VET education).
Project rationale: (Provide a brief description of how the project proposal will fill skills gaps in the sector)
Business organizational structure: (description of the private business organization chart)

Section 3: Consortium details

List all consortium members (participating companies): • *Member 1: Name, organization* • *Member 2: Name, organization*
Nature of partnership: (Describe how the private sector and VET institution providers will collaborate to implement dual education)
Roles and responsibilities (refer to the existing regulation on dual education in Kosovo): *Private sector partner:* • Role 1 • Role 2 *Public VET institution:* • Role 1 • Role 2

Section 4: Main project activities

Key activities: • Activity 1 • Activity 2
Expected training outcomes:

Section 5: Budget (refer to the budget form attached in Appendix IV)

Section 6: Monitoring and evaluation

Monitoring and Evaluation: (Describe how you will measure the success of your project)

Section 7: Additional information

- Copies of all agreements between the VET institutions and consortium partners
- CVs of consortium managers and instructors in the company
- Any additional supporting documents

Window 2

(from this section onwards the application is linked to window 2)

Section 8: Summary of training needs

A brief description of the business activity of consortia - What is the main focus of the companies in the consortia, what do they produce?
Identifying skills gaps - What skills do your companies need to develop?
How will this training address skills gaps? (Short text)

Section 9: Training plan details (please provide information regarding your training plan)

(please provide individual tables below for the different trainings, copy and paste the table whenever necessary).

Training 1

Who provides the training, who are the training providers?
Names of training providers: *(If the training provider is one of the training providers in the consortium companies, please provide the trainers' CVs)***.**
What kind of training is this and what is the training methodology? • Retraining - Learning new skills on the job. • Skills Improvement - Building on existing skills • Combination of theoretical and practical learning.
Course name:
Course duration (hours-days?):
Number of students attending the training:
Target group? (New or current staff, etc.)

What is the topic of the training? (Briefly describe)
Expected learning outcome from the training:

Training 2

(…)

Section 10: Implementation of training

(This section refers to all trainings described in Section 9, please provide information for all trainings)

When does the training start?
When does the training end?
Where does the training take place?
Lecture methodology (in-person, online, hybrid)
Who supervises the training?

Section 11: Training Budget (refer to the budget form attached in Appendix IV)

(The budget forms for both windows can be downloaded from the official KIESA *website* to be completed and uploaded for application).

Section 12: List of appendices

Appendix 1: Budget form

Budget Allocation - Grant Scheme Application Form

Encouraging dual education through the promotion of consortia between public VET institutions and private sector companies

Window 1

#	Items	Item	Unit	Value	Total budget	Contribution from consortium partner	Grant scheme budget
1	**Direct project costs (Activities)**						
1.1					-	-	-
1.2					-	-	-
1.3					-	-	-
1.4					-	-	-
1.5					-	-	-
	Total direct costs				-	-	-
2	**Training resources (Trainings)**						
2.1					-	-	-
2.2					-	-	-
2.3					-	-	-
2.4					-	-	-
2.5					-	-	-
	Total training resource costs				-	-	-
3	**Material and equipment (Listing of required material and equipment))**						
3.1					-	-	-
3.2					-	-	-
3.3					-	-	-
3.4					-	-	-
3.5					-	-	
	Total material and equipment				-	-	-
4	**Cost for students related to dual education**						
4.1	Cost of student participation						
4.2	Student transportation costs						
4.3	Cost of student insurance						
4.4	Cost of student compensation						
5	**Other expenses**				-	-	-
5.1					-	-	-
5.2					-	-	-
5.3					-	-	-
5.4					-	-	-
5.5					-	-	-
	Total other expenses				-	-	-
	Total budget				-		

Note:

1. Direct project costs include all costs and details of each of the items to be purchased under this investment grant. Activity includes any activity related to the project and its investment, e.g. setting up a workshop.
2. Training resource: all costs related to a specific training.
3. Material and equipment: a listing of all material and equipment required.
4. Other costs: any other costs related to the project proposal

Budget Allocation - Grant Scheme Application Form

Support for private companies (employers) to contract accredited training providers (including in-company training centers) that offer short-term non-formal education (short-term courses)

Window 2

#	Items	Total budget	Contribution from consortium partner	Grant scheme budget
1	**Training Resources**	**-**	**-**	**-**
1.1	Training 1	-	-	-
1.2	Training 2	-	-	-
1.3		-	-	-
1.4		-	-	-
1.5		-	-	-
	Total training resource costs	-	-	-
2	**Material and equipment (Listing of required material and equipment))**	-	-	-
2.1		-	-	-
2.2		-	-	-
2.3		-	-	-
2.4		-	-	-
2.5		-	-	-
	Total material and equipment	-	-	-
3	**Other expenses**	-	-	-
3.1		-	-	-
3.2		-	-	-
3.3		-	-	-
3.4		-	-	-
3.5		-	-	-
	Total other expenses	-	-	-
	Total budget	-	-	-

Note:

1. Training Source: all costs associated with a specific training.
2. Material and Equipment: a listing of all material and equipment required.
3. Other Expenses: any other expenses associated with the project proposal