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Guidelines for project proposal applicants

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Call for submission of a full project proposal within the project "EU4Employment in Bosnia and Herzegovina IPA 2021 - Harnessing the Green and Digital Transitions"

LOT 1: Development and Piloting of *Jobs of the Future Platform* - Support Services for Green and Digital Self-employment

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INTRODUCTION

These instructions are intended for applicants and co-applicants (hereinafter: the Applicant) who plan to submit a project proposal under the Call for Project Proposals (LOT 1: Development and Piloting of *Jobs of the Future Platform* - Support Services for Green and Digital Self-employment) for the allocation of grant support. The objective of this grant is to enhance access to **quality self-employment support** for the end beneficiaries outlined in Section 1.3.1, with particular emphasis on business proposals within digitally intensive occupations and/or in green sectors, as described in the Section 9 of this document. The instructions provide essential information necessary for preparing and submitting a full project proposal.

The Call for Project Proposals (hereinafter: the Call) is issued under the project titled 'EU4Employment in Bosnia and Herzegovina IPA 2021 - Harnessing the Green and Digital Transitions', branded as 'EU4Jobs of the Future' (hereinafter: the Project). The Project is funded by the European Union (hereinafter: EU) and implemented by the International Labour Organization (hereinafter: ILO) in Bosnia and Herzegovina (hereinafter: BiH). This Call is published by the ILO, which is responsible for administering the support programme, contracting, and overseeing the allocation of granted financial resources, including the provision of technical assistance and guidance to selected Implementing Partners (i.e. grant beneficiaries).

The Project aims to facilitate post-pandemic employment and access to labour market fostered in support of an increasingly resilient, regenerative, and circular economy in BiH, thus contributing to green and digital transitions. By addressing structural imbalances and gaps in the labour market in BiH, the European Union seeks to create more inclusive socio-economic opportunities for those furthest from the labour market.

To achieve these objectives, the Project will utilise proven ILO methodologies in both grant management and the provision of technical (expert) support, building on long-standing partnerships with institutions in BiH. The total value of the Project amounts to 5.5 million euros, of which 3.5 million euros is earmarked to support employment interventions under the Grant Support Scheme, i.e. various LOTs of this Public Call.

The design of the Call is informed by relevant findings from the *Inclusive Entrepreneurship Ecosystem Analysis for Bosnia and Herzegovina*, based on the methodology developed by the ILO. However, as outlined in Section 1.2., the Applicant is expected to further refine the design of the intervention by conducting additional research within the proposed intervention, taking into consideration the digitally intensive occupation list and/or green sectors provided in Section 9.

The Project seeks to support the establishment of a system of external assistance for labour market institutions in the planning, designing, promoting, executing and evaluating self-employment of targeted beneficiary groups. This will be achieved through the development of partnerships among relevant stakeholders, including but not limited to:

- public employment services, relevant for the project focus area.
- membership-based civil society organisations committed to representing the interests of beneficiary groups specified under Section 1.3.1.
- civil society organisations that focus on development and provision of business support services, labour market development, employment, human capital development, or

sectoral development, especially in the context of digitalisation and digital skills development

- local government units (cities/municipalities), ministries, public institutions and/or local and regional development agencies
- educational institutions and adult-education training providers
- businesses/employers
- social partners, specifically representative associations of employers and trade unions
- ministries and other public institutions responsible for policies related to the green transition/economy
- specialised agencies, professional associations.

A partnership-based approach to tackling unemployment is proved to yield positive outcomes, including recent successes in BiH through various pilot interventions delivered by the ILO and its implementing partners. Adapting this model to address self-employment challenges amid structural transitions - particularly the rapid digitalisation and automation accelerated by the COVID-19 pandemic - constitutes a vital component of the Project's intervention strategy.

A partnership-based approach to addressing self-employment challenges will contribute to:

- Facilitating direct collaboration among relevant stakeholders to identify effective self-employment support solutions in digitally intensive jobs and/or green sectors among the beneficiaries, following the methodology and minimum standards set out in Appendix 1.
- Establishing a comprehensive framework for tackling issues related to planning, design, promotion, execution and evaluation of self-employment support services for beneficiaries.
- Acknowledging the diverse interests of key market actors (including the labour market) and identifying synergies to enhance self-employment outcomes and decent employment opportunities in emerging businesses.
- Developing multi-stakeholder labour market and sectoral intelligence and influence, essential for effectively guiding self-employment interventions towards digitally intensive jobs and green sectors across the economy.
- Minimising the risk of duplication of activities independently undertaken by different stakeholders.
- Raising awareness within society and among employers about the importance of integrating beneficiaries into the socio-economic fabric.
- Pooling financial and human resources to enable more efficient implementation of various activities.
- Strengthening the knowledge and capacities of partner institutions and organisations through networking for mutual learning, based on practical experience in the joint delivery of services and programmes aimed at improving self-employment outcomes for beneficiaries.

Grant funding under this Call will be awarded to partners who most convincingly demonstrate how, through collaboration with key stakeholders, they intend to contribute to the development, piloting, institutionalisation and scaling of quality self-employment services for beneficiaries by adhering to the methodology set out in the Appendix 1, and in alignment with the specific needs of beneficiary groups selected in accordance with Section 1.3.1 and the sectoral or multi-

sectoral demand for digital skills / supply of digitally intensive jobs and/or green sectors within the territory of the intervention.

The proposed activities must be carried out within the territory of BiH.

1. OBJECTIVE AND PRIORITIES OF THE CALL FOR PROPOSALS

1.1. Purpose of the Call for Proposals

The purpose of the LOT 1 of the Call is to support the co-creation of the design and piloting of an integrated self-employment support system as well as to establish institutionalisation and scaling model for said support system. The co-creation approach refers to the active role of ILO in implementation of projects supported under this LOT. The specific focus of projects under this LOT is on beneficiaries defined in Section 1.3.1, and digitally intensive occupations/jobs and/or green sectors described in the Section 9 of this document.

1.2. Priorities of the Call for Proposals

The Call is intended for all labour market stakeholders with the capacity to deliver the services and programmes outlined in the Intervention Specification (Appendix 1), including the establishment of partnerships with labour market institutions, as well as specialised agencies and organisations providing relevant services. As described in the section 3.1. of this document, while for-profit entities are eligible to participate in the implementation of supported projects under this LOT, only not-for-profit entities are eligible for the role of lead applicants. The overarching aim is to increase **decent self-employment opportunities** for the Project's beneficiaries (Section 1.3.1) in Bosnia and Herzegovina. To achieve this objective, the Applicant is expected to deliver a set of specific results, with corresponding targets outlined in Section 1.3.2.

All partners involved in the project proposal should jointly identify the key self-employment challenges faced by the selected beneficiary groups in the administrative unit where activities are to be implemented. They must demonstrate the technical expertise required to carry out the steps outlined in Appendix 1 (Intervention Specification), and the lead applicant must possess sufficient project management capacity to ensure effective implementation.

The Applicant is required to analyse the entrepreneurship ecosystem and specifically issues related to the self-employment of the selected beneficiary groups in the area where the project intervention will be carried out, considering the demand for digital products and services and opportunities in green sectors:

1. Analysis of self-employment potential of the end beneficiary group(s): Assessing the number of potential beneficiaries and key barriers to self-employment faced by beneficiaries belonging to the selected groups, as defined in Section 1.3.1, and evaluating their potential for self-employment in green sectors and/or digitally intensive businesses. In addition to aggregate figures and findings, the analysis should provide separate (disaggregated) findings for specific beneficiary groups included in the project.
2. Analysis of self-employment opportunities in green and digital economy: Assessing cross-sectoral and/or intra-sectoral demand for green and/or digital products and services, to clearly identify self-employment potential. Identified opportunities are cross-referenced with the potential of beneficiaries to secure competitive offer of said products/services.

3. Analysis of supply of self-employment support services: Assessing the availability, accessibility, and capacity of self-employment support services providers to meet the demand. This includes but it is not limited to information sharing services, trainings, coaching, mentoring, networking, technical fields services (law, accounting, financial services, ICT, etc.) analysed from the perspective of (1) advancement of green and digital businesses and (2) specific capacities and limitations of the project target group (end beneficiaries).

In addition to the analysis described above, the Applicant is expected to examine the broader ecosystem, including all partners within the proposed partnership (applicant and co-applicants), to assess the sustainability prospects of the intervention and propose measures to support its continuation beyond the conclusion of the pilot phase.

Grant funding will enable meaningful progress in the activation, capacity building and self-employment of beneficiaries, provided that all involved stakeholders collaborate in the manner described in Appendix 1.

1.3. Expectations from the Applicant (Approach, Beneficiary Groups and Targets)

The applicant is expected to co-design and execute the intervention aimed to (i) develop, and (ii) pilot improved self-employment support provision services. Models and/or services for improvement of individual aspects of service provision are to be designed to form a coherent, compatible and scalable system that can be implemented as an integrated system — referred to as the "Jobs of the Future Platform" (hereinafter the Platform). **The Platform design is to be developed in co-creation with the ILO**. Upon the process of selection and validation, the final content of the Platform and approach for its development will be reviewed by ILO and the final form of the Platform negotiated with the successful applicants.

Proposal for the Development of the Jobs of the Future Platform. The Platform, proposed in the project application, is to build on good proven practices of existing self-employment support programs, identify key areas for improvement and develop capacity-building program for self-employment support services providers capable to meet existing identified impediments and shortcomings. The minimal scope of improvements under this Call is specified in the Appendix 1 of this document. Applicants are encouraged to expand the scope of improvements, based on the analysis of the entrepreneurship ecosystem (as described in the section 1.2. of this document). This flexible package, able to accommodate support needs of different target groups (see section 1.3.1.), must natively integrate concepts of green economy and digitally intensive business operations (as described in the section 9. of this document). Upon the development, and prior to the rollout to institutional beneficiaries, individual elements and the Platform as a whole, are to be piloted and their effectiveness quantified and proven.

Piloting of the Platform. Upon the co-development of the platform (under the guidance of ILO), the self-employment support program designed in accordance with the Platform principles, methodologies and approach is to be delivered to determined number of end beneficiaries (for targets see section 1.3.2. of this document), and its cost-effectiveness measured. Lessons learned from the pilot delivery are to be integrated into the final version of the Platform to be rolled out to institutional beneficiaries. The acceptance of the final form of the Platform - integration of the pilot-proven elements into the integral support provision model - is subject of the ILO approval.

Rollout of the Platform. Developed and approved model of the Platform is to be delivered to the determined number of institutional beneficiaries, typically governmental and public officials, responsible for development and implementation of self-employment support programs. The rollout is to be executed in a structured form of trainings, coaching and other required support forms, including the provision of all required materials, guidelines and peer-learning mechanisms.

Support provided through the Platform is to focus on enabling the creation of new businesses that deliver services or products based on digitally intensive activities and/or green business models. Such businesses should demonstrate a clear orientation towards the green and/or digital economy, for example by applying digital tools, platforms, or technologies as core elements of their operations, green production, or service delivery. In other words, self-employment measures should encourage beneficiaries to start businesses that allow them to apply green practices and/or digital skills aligned with the digitally intensive occupations listed in Section 9.

1.3.1. Target beneficiary groups

The Applicant is expected to direct the project intervention towards groups that are the primary focus of the EU4Jobs of the Future project. These include: (1) young women and men aged 15 to 29; (2) women aged 15 to 64; (3) Roma individuals aged 15 to 64; (4) persons with disabilities aged 15 to 64; and (5) low-skilled individuals aged 15 to 64, where “low-skilled” refers to those who have completed secondary education or less; (6) individuals aged 15 to 64 who have been educated or trained in professions that are currently oversupplied in the labour market (proxied by the prevalence of such professions in the unemployment registries of public employment services).

In addition to these groups, the project is encouraged to address two cross-cutting categories: (7) long-term unemployed persons aged 15 to 64 (defined as those who have been unemployed for 12 months or more) and (8) victims of domestic violence.

To be eligible to become the beneficiary, as defined in Appendix 1, that is, to receive support within the project, individuals from the above-listed beneficiary groups have to be either (definitions further provided in the Glossary section of the Appendix 1):

- **Non-employed** – either unemployed (not in employment and actively seeking work) or outside the labour force (not employed and not actively seeking work due to discouragement, barriers to entering the labour market, or other reasons),
- **Informally (self)employed** but seeking to transition into formal self-employment, and are therefore willing to register as a jobseeker with the public employment service in order to progress to self-employed status with the support of the Project, or
- Exceptionally, **individuals in time-related underemployment** who are seeking full-time engagement may also be eligible, provided they are ready to transition from part-time underemployment to full time self-employment (not as additional activity to complement existing part-time job). The provision of support to time-related underemployed individuals must be well justified and thoroughly documented.

To ensure the effective inclusion of the above-mentioned beneficiary groups across project interventions, the Applicant is expected to design the intervention in such a way that it includes jobseekers from multiple beneficiary groups (groups 1 through 6 above, including 2 cross-

cutting categories also explained above) from the outset of the project. The elaboration on diversification of the target group will be awarded with up to 15 extra points during the project proposal evaluation.

In addition to individual end-beneficiaries, the project interventions shall also target **institutional beneficiaries**, understood as public institutions, development agencies and regional/local entities which hold operational or policy-relevant responsibilities for designing, managing or monitoring self-employment support and active labour market measures. These institutional actors play a key role in shaping the enabling environment for self-employment and in ensuring that individual support services are effective, inclusive and sustainable.

Institutional beneficiaries may include, but are not limited to:

- local offices of public employment services (PES) whose staff develop or oversee active labour market measures or self-employment schemes
- municipal or regional administrations (e.g., departments or sectors for local economic development, youth employment, or self-employment promotion) whose officials have the mandate to plan, coordinate, or commission self-employment support programmes
- local or regional development agencies engaged in the delivery or oversight of self-employment and labour market activation services
- cantonal or entity-level ministries or agencies responsible for employment, economic development or labour market policy-implementation, where middle management or line-units are actively involved in programme design, monitoring or partnerships
- other publicly or semi-publicly mandated bodies that have decision-making or implementation functions related to self-employment promotion, outreach to target groups, or active labour market support.

The Applicant is expected to ensure that the project intervention engages institutional beneficiaries in roles where the individuals involved hold sufficient responsibility, decision-making capacity or operational mandate to apply the knowledge and capacities developed through project activities in their routine work. Therefore, the selection of institutional beneficiaries should prioritise persons in mid-to-senior operational roles (for example: heads of sectors, programme managers, advisers, unit-leads) rather than large numbers of support or administrative staff with no direct link to policy or programme decisions.

By strengthening these institutional actors, the project aims to embed improved self-employment support practices, monitoring tools and outreach approaches within the regular operations of public institutions, thereby enhancing the long-term impact and sustainability of the intervention.

1.3.2. Expected Results (Targets)

As explained in the section 1.3. of this document, project interventions within this LOT are to (T1) co-develop a number of new approaches in implementation of self-employment support programmes, (T2) test developed services in practice targeting the determined number of end beneficiaries (as defined in the section 1.3.1. of this document) and (T3) rollout proven and institutionalised Platform model to institutional beneficiaries (self-employment support service providers).

In line with the above, each project intervention MUST achieve the expected results as follows:

T.1. The Platform development

1.1. Co-design at least 6 improvement packages specified in the Appendix 1 of this document. Applicants are encouraged to propose more diversified support scope, if such need is substantiated by the entrepreneurship ecosystem analysis for the selected focus area.

T.2. End Beneficiaries

2.1. Include at least 220 end beneficiaries from the targeted beneficiary groups (section 1.3.1.) in activation support in accordance with the Appendix 1, by:

a. Reaching out to at least 220 individuals who are outside the labour force, unemployed, underemployed, or informally employed within the geographic area covered by the project activities. This outreach should be carried out in cooperation with public employment services and, other partner organisations and interested stakeholders.

b. Registering end beneficiaries in the job-seeker registry of the public employment service if they were not previously registered

c. Profiling at least 100 individuals in cooperation with the public employment services in the area where the project activities are being implemented

d. Providing intensive support in the development of an Individual Support Plan through profiling, counselling and career counselling (activities 2.1.1.c and especially 2.1.1.d, in the Appendix 1 of this Document) for at least 100 individuals

2.2. Provide the Platform's non-financial support package for at least 70 end beneficiaries, including:

a. Provision of self-employment training for generation, validation and transformation of business ideas into documented business plans

b. Provision of coaching and/or mentoring in development of business proposals for financial support

c. Selection of business proposal for financial support

2.3. Provide Financial support for registration of selected business proposals aiming for self-employment of end beneficiaries, members of the target group (section 1.3.1.) in green and digital businesses (section 9.)

a. Determining the model, dynamics, disbursement and reporting model for financial support award.

b. Monitoring outcomes of support (survival rates, jobs created, profit earned, etc.)

c. Through financial support to self-employment (registration of businesses), ensure self-employment of at least 30 end beneficiaries.

T.3. Institutional beneficiaries

3.1. Include at least 10 institutions (PES, cities/municipalities, ministries), business support organisations (development agencies, CSOs, employers' associations, chambers of commerce, etc.) and/or other self-employment support providers into the capacity building program based on the Platform design, resulting in the institutionalisation of the Platform.

3.2. Establishing the institutional base for the functioning of the Platform in the post-project period (as per description of the Intervention Component 3.2. in the Appendix 1 of this Document).

Targets set above represent a mandatory list of indicators for proposals submitted under this Call. Applicants are encouraged to expand and extend their project targets based on the capacities available and the needs assessments deriving from the entrepreneurship ecosystem analysis to be developed as part of the application preparation.

To facilitate the achievement of the expected results, the ILO encourages project applicants to involve a significant number of specialised organisations and employers in partnerships and to adequately utilise the capacities of each partner in line with their core activities and experience. Project lead applicants and co-applicants must demonstrate their capacity to carry out the described tasks by providing a description of their previous experience and submitting the required documentation, as detailed in this document and in Appendix 1.

2. FUNDS AVAILABLE FOR PROJECTS UNDER THIS CALL FOR PROPOSALS

2.1. Amount of financial support

The total amount of support available under this Call (LOT 1) is USD 0.8 million and will be distributed among two projects, one to be implemented in Republika Srpska and Brčko District of Bosnia and Herzegovina and one in Federation of Bosnia and Herzegovina and Brčko District of Bosnia and Herzegovina.

Each grant requested under this Call must fall within the following minimum and maximum amounts:

- Minimum amount: USD 350,000
- Maximum amount: USD 400,000

Project applicants are required to provide **financial** co-funding from their own resources amounting to at least 10% of the requested grant under this programme. The contribution should be directly linked to support for end beneficiaries. The remuneration of the project management and administration team under budget category 1 (e.g. salary costs) cannot be claimed as part of the applicant's own contribution under this Call. Financial contributions that directly benefit institutional and/or end beneficiaries - such as self-employment grants, training costs, complementary support or entrepreneurship ecosystem infrastructure development - are eligible for additional points. Such contributions may be awarded up to 15 extra points, depending on the amount contributed, as described in Section 8.1., evaluation criterion 6.2.

The ILO reserves the right to request amending the final budget version of selected project applicants prior to signing the funding agreement to ensure the alignment of project costs with expected outcomes.

2.2. Forecasting project financial support requirement for activities outlined in Appendix 1

Under the Call, the following items are required to be included in the project budget framework:

1. Activity costs (based on expected outcomes), as follows:

1.1. Costs of expert support (consultants, partners involved in project implementation) and other costs related to the co-design of the elements and integration of the Platform

1.2. Costs of outreach and activation activities (outreach to end beneficiaries, identification of final beneficiaries, career guidance, development of individual support plans, etc.)

1.3. Costs of self-employment support (including preparatory training, coaching, and grants)

1.4. Costs of rollout of the capacity building efforts (ToTs and alike) towards the Platform and the institutional beneficiaries.

2. Project management costs (project management, operational costs, monitoring of project outcomes, communication and visibility costs, travel expenses)

This Call does not cover items related to the provision of technical support to the Applicant, as such support will be provided directly by the EU4Jobs of the Future Project. The Project team will be responsible for delivering training and guidance related to the use of various guides and tools developed by the ILO and the Project team, including the Pathway Monitoring and Evaluation Tool (PAMET). In other words, technical support concerning the application of ILO-developed tools and resources should not be included in the budget proposal, as it will be covered separately by the Project. These items are clearly specified in Appendix 1.

2.3. Forecasting requirement as regards other costs

Each project proposal must include a communication plan for promoting the project, engaging end beneficiaries, outreach activities, promoting training, and ensuring visibility of project achievements. Any costs associated with the implementation of this plan must be clearly outlined in the budget.

The ILO reserves the right to withhold the allocation of all available funds or to reissue the call if the submitted proposals do not meet the required technical standards.

3. ELIGIBILITY OF APPLICANTS

3.1. Eligibility of applicants

To be eligible under this Call, the Applicant must be registered in BiH, and all partners should be able to operate in geographic area specified by the project proposal.

The lead applicant submits the application for grant funding on behalf of all partners who hold the status of co-applicants.

The lead applicant can be any member of the partnership, except for for-profit entities (partner institutions or organisation).

Both the lead applicant and co-applicants are REQUIRED to submit the application as partners, and to demonstrate their joint participation, they must provide a signed declaration of cooperation, which is an integral part of this call (Addendum 1). The declaration of cooperation, demonstrating the full composition of the partnership, must be signed by each partner. In accordance with the responsibilities outlined in Appendix 1, the following institutions and organisations are expected to participate - although the list is not exhaustive:

1. one or more public employment services (at the entity/canton/district level) as **mandatory** project participants
2. training provider(s) (including technical and vocational education and training schools, universities, and institutions/centres for adult education)
3. civil society organisations (including organisations dedicated to the protection of the rights and interests of end beneficiaries, business support organisations, organisations promoting the socio-economic advancement of those furthest from the labour market, organisations dedicated to the development or digital skills, organisations representing digital industries, and/or organisations dedicated to sustainable development or green transition, etc.)
4. local or regional development agencies with previous experience in similar programmes and local governments that have activities in their own programmes aimed at achieving project outcomes (funding self-employment programs for unemployed individuals from the target groups, digital skills development schemes, etc.)
5. businesses (existing companies) interested in providing mentorship or other support services for emerging entrepreneurs (end beneficiaries)
6. specialised agencies and professional associations in various fields capable of delivering tailored services to end beneficiaries or contributing to the implementation of self-employment interventions.
7. ministries and other public institutions responsible for policies related to the green transition and digitalization.
8. social partners (representative employer organisations and/or trade unions, in accordance with relevant policies regulating representativeness).

The participation of at least one social partner - namely a representative employers' association or trade union - as a co-applicant is recommended. Proposals that include representative employers' associations and/or trade unions as co-applicants will be awarded up to 15 extra points (criterion 2.1. of the Evaluation matrix, section 8.1. of this document).

The lead project applicant bears direct responsibility for the preparation and management of the project in collaboration with co-applicants and does not serve as an intermediary. The lead applicant is required to submit a signed Applicant's Declaration along with the Full Project Proposal (Addendum 2).

Co-applicants actively contribute to the drafting of the project proposal, proposing activities aligned with their mandates and experience, which support the realisation of the project's objectives. They also participate in the preparation of the project budget and are entitled to

reimbursement for direct costs incurred through the implementation of project activities under their purview, provided these costs are deemed eligible under this Call.

The lead applicant must ensure that all expenses, including those of co-applicants, are accounted for and reported within the unified project budget during project implementation.

The International Labour Organization expects its implementing partners and their staff to support and uphold the protection of internationally recognized human rights and to adhere to the highest ethical standards throughout their entire supply chain, during the full implementation process, and throughout the grant award and contract execution stages.

Applicants will be excluded from participation in the Call or from the allocation of grant funds if, at the time of submitting their application, they find themselves in any of the following situations:

- being in bankruptcy, or subject to bankruptcy proceedings or liquidation, under the control of a liquidator or court in agreement with creditors, or having their activities suspended, or in any similar situation arising from a similar procedure under applicable law and regulations
- violating obligations related to the payment of taxes and social security contributions to the extent required by law or a regulatory authority, except in cases where a relevant settlement agreement has been reached and evidence of regular compliance with the agreement has been provided (e.g. an agreement to repay earlier tax-related debts, concluded between a private or public entity and the competent public authority)
- guilty of professional misconduct, violating applicable laws or regulations, or ethical standards of their profession, or engaging in any illegal behaviour that affects their professional credibility, where such conduct involves deliberate intent or gross negligence, including but not limited to:
- providing false information required to verify the absence of grounds for exclusion or to meet eligibility or selection criteria, or in fulfilling a legal obligation
- entering into agreements with other interested implementing partners to limit competition in relation to the current selection process
- attempting to influence the ILO's decision-making process, obtaining confidential information that could provide an undue advantage in the current selection process, or carelessly providing incorrect information that could significantly impact the ILO's decisions regarding exclusion, selection, or the allocation of funds
- involvement in conduct or practices that constitute prohibited practices as defined in paragraph 10.3 of the Terms and Conditions applicable to the ILO Implementation Agreement with respect to the ILO, another entity of the United Nation's system, or multilateral development financial institutions[1]
- participation, either actively or passively, in a criminal organisation or money laundering scheme/activities

[1] United Nations Security Council Consolidated List: https://main.un.org/securitycouncil/en/content/un-sc-consolidated-list

- subject to any sanctions[2], or identified as ineligible by any government, supranational organisation (e.g., the European Union), another entity of the United Nation's system, or a multilateral development financial institution
- providing resources received under any agreement with the ILO, another entity of the United Nation's system, or multilateral development institutions to individuals, groups, companies, or entities associated with terrorism, particularly those listed on the United Nations Security Council Consolidated List, as may be amended
- employing children, in accordance with paragraph 10.2.5 of the Terms and Conditions applicable to the Implementation Agreement, or committing criminal offenses related to human trafficking
- showing significant shortcomings in the execution of a previous agreement with the ILO, leading to the early termination of that prior agreement, compensation for damages, unfavourable evaluations or assessments, etc.
- misrepresenting information required to verify the absence of grounds for exclusion or compliance with selection criteria, withholding such information, or failing to provide supporting documentation required in the selection process
- committing financial irregularities.

The implementing partner understands that the ILO may exclude them from participation in the current selection process in the event of any misrepresentation concerning the above criteria, and the ILO reserves the right to cancel or revoke with immediate effect and without compensation any proposal or agreement arising from this selection process.

3.2. Number of full project proposals per applicant

1. The lead applicant may submit no more than one project proposal within LOT 1.

2. The lead applicant may simultaneously act as a co-applicant in *maximum one* additional project proposal within LOT 1.

3. A co-applicant may participate in a maximum of two project proposals within LOT 1.

Public Employment Services (PES), representative social partners and relevant ministries are exempt from the limitations outlined in points 2 and 3 and may participate as co-applicants in an unlimited number of project proposals.

The capacity of co-applicants to participate in multiple projects will be closely assessed during field validation visits in the post-evaluation phase, if more than one project involving the same co-applicant is selected for funding.

Having an active contract with the ILO under other projects does not prevent the lead applicant from entering into a new contract with the ILO under this Call.

[2] As outlined in Article 3(a) of the Protocol to Prevent, Suppress, and Punish Trafficking in Persons, Especially Women and Children, supplementing the United Nations Convention against Transnational Organized Crime, adopted and opened for signature, ratification, and accession by United Nations General Assembly Resolution 55/25 on November 15, 2000.

4. PROJECT ELIGIBILITY: DURATION, LOCATION(S) AND TYPE OF ACTIVITIES

4.1. Project duration

The project may last no longer than twenty (20) months. The expected start date of the Implementation Agreement is May 1, 2026.

4.2. Project location(s)

The proposed activities must be carried out within the territory of Bosnia and Herzegovina, either within:

- Republika Srpska and the Brčko District of Bosnia and Herzegovina, or
- Federation of Bosnia and Herzegovina and the Brčko District of Bosnia and Herzegovina.

4.3. Eligible activities for funding

Project partners (the lead applicant and co-applicants) are required to conduct a joint analysis of entrepreneurship ecosystem and current labour market supply and demand within the geographical area where the project will be implemented. This includes identifying the key challenges and barriers faced by the end beneficiaries (as defined in Section 1.3.1) in pursuing self-employment, with the focus on green and/or digitally intensive economy and business opportunities and demonstrating that there is reasonable need and sufficient interest in executing the activities specified in Appendix 1 within that geographical scope. Each partner should leverage their own expertise and past experience during this process.

The project must outline a comprehensive set of operational activities with clearly defined institutional and end beneficiaries, as well as general and specific objectives, and anticipated outcomes that will lead to measurable, tangible changes within a set timeframe.

Eligible activities for funding must strictly correspond to those detailed in Appendix 1 and Section 2.2. of this Call. The ILO reserves the right to revise the final version of the selected applicants' budgets prior to signing the funding agreement, ensuring that project costs are in alignment with the expected results. This especially relates to the process of co-creation of the Platform which includes major ILO involvement and approval of activities and expenses to be undertaken.

4.4. Ineligible activities

The following types of actions are considered ineligible:

- activities focused solely or primarily on individual sponsorships for participation in workshops, conferences, or congresses
- activities focused solely or predominantly to individual scholarships for studies or training courses, specifically for employees of the Applicant or Co-applicants
- acquisition of land
- activities aimed at infrastructure investments in pre-existing entrepreneurial facilities
- profit-driven activities
- activities associated with political parties
- activities initiated before the contract start date (including costs related to project

proposal preparation and technical documentation)
- activities restricted to charitable donations.

4.5. ILO participation and technical support in the implementation of selected projects

Component of the intervention related to the co-design of The Jobs of the Future Platform is to be planned, approved by and implemented in cooperation and with close oversight by the ILO, as explained in the section 1.3.2. of this document and its Appendix 1.

In addition to the above, selected grant recipients will benefit from intensive technical support provided by the ILO to maximize the efficiency and effectiveness of achieving the expected results. The ILO will oversee the implementation of all projects, maintaining regular communication with grant recipients to offer guidance on optimising their performance. To further enhance the capacities of selected partners, each grant recipient will receive the support outlined in Section 2.2 of this call. At the onset of project implementation, the ILO will conduct a needs assessment with partners to ensure continuous technical assistance through seminars, online meetings, and experience-sharing initiatives.

The EU4Jobs of the Future project's technical team will provide instructions and guidance to ensure that communication and visibility activities are aligned with the project's Communication and Visibility Strategy.

5. ELIGIBLE AND INELIGIBLE COSTS

5.1. Eligible costs

Eligible costs are the actual expenses incurred by grant recipients (lead applicant and co-applicants) that meet the following criteria:

- incurred during the project implementation period (starting immediately upon the start date of the Implementation Agreement and ending on the contract completion date)
- listed in the total project budget estimate
- necessary for the project's implementation
- identifiable and verifiable, particularly through the recipient's accounting records, and in accordance with accounting standards and customary accounting practices for cost treatment
- compliant with applicable laws governing taxes and contributions
- reasonable, justified, and consistent with the principles of sound financial management, particularly in terms of cost-effectiveness and efficiency.

Subject to the fulfilment of these criteria, the following direct costs are eligible:

- costs for staff responsible for project implementation, up to the gross monthly salary amount, including contributions and other compensation costs (salary and compensation costs cannot exceed the regular amount for the same or similar jobs unless justified as necessary for the project execution)
- costs for consultants and advisors involved in project activities, up to the gross amount per day of engagement
- travel expenses and per diem for project personnel and consultants / advisors, provided they do not exceed the costs typically covered by the recipient's internal policies and regulations
- costs for purchasing equipment essential to the implementation of project activities
- expenses for consumable materials and overheads to the extent necessary for the project's operations
- costs for renting office space required for project implementation, proportional to the number of staff involved in the project
- subcontracted costs directly arising from the contract terms (promotion, translation, reproduction of materials, etc.), including financial service fees (particularly transfer costs)
- subcontracted costs directly related to project implementation, including outreach, services and workshops provided to end beneficiaries, costs for training, seminars, conferences, and promotion as outlined in the approved project
- reasonable allowances for training participants, covering travel, meal expenses and similar basic costs during training
- costs for training at educational institutions or training providers as described in Appendix 1
- grant allocations to support the implementation of approved business plans by end beneficiaries.

5.2. Ineligible costs

The following costs shall not be considered eligible:

- debts and debt service charges (interest)
- provisions for losses or potential future liabilities
- costs reported by the beneficiary that are already funded through another activity or work programme
- losses incurred due to currency exchange fluctuations
- loans provided to third parties
- individual sponsorships for participation in workshops, seminars, conferences, congresses
- conferences (unless deemed essential for the successful implementation of the project and approved by the ILO)

- purchase of vehicles and equipment (unless critical to the project's success and explicitly approved by the ILO)
- funding of projects that are already in progress or completed
- projects carried out solely for the benefit of an individual
- projects supporting political parties
- primary funding of applicants or their partners
- bank fees for transfers to and from the ILO as the contracting authority
- costs incurred during the suspension of the agreement, except for agreed minimum costs
- costs reported by the applicant and co-applicants under a different agreement funded by the European Union
- duties, taxes and charges, including VAT, paid and not recoverable by the Applicant.

The ILO reserves the right to request amending the final budget version of selected project applicants prior to signing the funding agreement to ensure the alignment of project costs with expected outcomes.

6. SUBMISSION OF THE FULL PROJECT PROPOSAL

Information about the public call will be published on the official project website www.euzaposlovebuducnosti.ba and further promoted through relevant communication channels. The documentation required for submitting proposals under this call can be downloaded from the project website www.euzaposlovebuducnosti.ba.

The full project proposal must be submitted using the form available on the project website.

All documentation related to the public call will be published in English. Therefore, applicants are expected to submit their full project proposals in English.

The language used for contracting and project reporting will be English.

6.1. Submission of the project proposal

The full project proposal must be submitted using the grant application form, in accordance with the instructions provided.

The lead applicant, on behalf of the co-applicants, must submit the following documents when applying for grant funding:

- Grant application form (Full project proposal) in accordance with the instructions (Form 1)
- Logical framework (Form 2)
- Budget (Form 3)
- Declaration of Cooperation signed by the partners in local language (Addendum 1)
- Completed and signed Declaration of the lead applicant (Addendum 2)
- A copy of the registration document for both the lead applicant and co-applicants in Bosnia and Herzegovina.

All documentation (the full project proposal, along with all required accompanying documents) must be submitted electronically by the specified deadline to the following email address: eu4employment@ilo.org with the subject line: 'Application_LOT1_2026'.

All required documents must be submitted in PDF format (read-only) as email attachments.

The deadline for submitting the full project proposal is March 23, 2026 (by 17:00 local time). The official date and time of submission will be considered the date and time of receipt by the ILO. Each applicant will receive a confirmation of receipt from the ILO. If such confirmation is not received, the Applicant is expected to resubmit the proposal.

Proposals submitted after the deadline, those not prepared in accordance with the guidelines, or incomplete applications will be rejected. Applicants are strongly encouraged to submit their proposals in advance and not wait until the final day.

Questions and requests for clarifications must be submitted via email no later than March 2, 2026, by 17:00, to the email address: eu4employment@ilo.org. The ILO is not obliged to respond to questions received after this deadline. All questions and corresponding answers will be published on the project website, www.euzaposlovebuducnosti.ba by March 6, 2026, 23:59.

To ensure equal treatment of all applicants, the ILO cannot provide prior opinions on the eligibility of applicants (lead or co-applicants), the project proposal, or specific project activities.

6.2. Evaluation of full project proposals

The evaluation of full project proposals will be carried out by a panel consisting of independent evaluators. The evaluators, who are international experts, are selected based on their technical expertise in employment and project cycle management. The assessment will follow the published evaluation criteria, which are an integral part of this guideline.

Each proposal will be evaluated on an individual basis. In addition to the set of documents submitted within the proposal (as per list of documents specified in the Section 6.1. of this document), evaluation will include scoring of references provided by the overseers of previous projects implemented by the lead applicant (criterion 5.2. of the evaluation matrix, Section 8.1). The presentation of references (3) is part of the Grant Application Form (Section 3.2. of the Grant Application Form - *Capacity and References of the Lead Applicant*). In the case of applicants with prior experience in cooperation with the ILO, the ILO reference (if available) will take precedence over other references specified by the applicant. **Applicants are strongly encouraged to give priority to references from EU-funded interventions. Should the institution, organisation or individual listed as a reference fail to respond to the reference check, the applicant will receive a reduced score under Evaluation Criterion 5.2.**

Upon completing the evaluation, the proposals will be ranked in order of their scores, from highest to lowest. At least one (1) project proposals form each focus area with the highest rankings will be invited to submit the following documentation for further assessment:

- an original or certified copy of the current extract from the court register for companies / a current extract from the register of associations and foundations, or an equivalent document demonstrating that the lead applicant is authorised to carry out professional activities related to the project
- proof of non-profit status for the lead applicant, if not evident from the registration documents

- a certificate from the competent court confirming that no final criminal judgment has been issued against the lead applicant for involvement in a criminal organisation, corruption, fraud, or money laundering
- a copy of the annual financial report for the previous year (balance sheet and income statement) for the lead applicant, certified by the relevant financial authority and signed by an authorised accountant
- a certificate issued by the competent tax authority confirming that the lead applicant has no outstanding liabilities related to public revenue. Exceptionally, an agreement with the relevant authority for the settlement of such liabilities, accompanied by evidence of regular compliance with the agreed payment schedule, may be accepted, subject to a rigorous assessment
- a certificate from the Indirect Taxation Authority verifying that the lead applicant has met all due obligations for indirect taxes, where applicable (for VAT taxpayers)
- a bank statement confirming the solvency of the lead applicant's bank account.

Failure to submit the required documents to the ILO, as the contracting authority, before the signing of the contract may result in the ILO withdrawing from the contracting process.

The ILO reserves the right to verify specific claims made in the full project proposal and the proposed budget prior to signing the contract. Furthermore, the ILO reserves the right to modify the final version of the selected applicants' budgets before signing the funding contract, ensuring that project costs are consistent with expected outcomes.

Before entering into the Implementation Agreement with the selected partners, the ILO may request original copies of documents bearing signatures from all partners, which were initially submitted in electronic PDF format during the application process.

The ILO will conduct field verification visits to all project partners proposed for funding prior to the signing of the contract to confirm the information provided in the full project proposal and supporting documents, including the project budget.

7. Timeframe

7.1. Indicative Plan

Activity	Dates
Public call for proposal submission published	23 January 2026
Online info sessions (at least two info sessions)	30 January - 27 February 2026
On-site info sessions	2-23 February 2026
Deadline for submitting inquiries/questions to the ILO	2 March 2026
Deadline for the ILO to publish responses	6 March 2026
Deadline for submitting the full proposal	23 March 2026
Field verification visits to candidates preliminary selected or shortlisted for contract signing	8-15 April 2026
Publication of the results on the project website	22 April 2026
Implementation Agreement start date	1 May 2026

The dates presented in the table above are indicative. Throughout the process, the ILO may update the indicative timeline. If this occurs, the updated schedule will be published on the project website: www.euzaposlovebuducnosti.ba

8. EVALUATION AND SELECTION OF PROJECT PROPOSALS

The initial step in the evaluation process of submitted full project proposals is an administrative check. This ensures that all required documents have been submitted by the deadline and that they comply with the instructions outlined in this document.

The full project proposals are then reviewed and assessed by an evaluation panel composed of international experts.

Each panel member independently evaluates the contents of the project proposal and signs a consolidated evaluation table for each proposal. The evaluation is based on a scoring system, where the criteria are divided into categories and subcategories as outlined in Section 8.1. Project proposals are ranked according to their scores, with the highest-scoring proposal ranked first, followed by the next highest, and so forth, down to the lowest-scoring proposal.

8.1. Evaluation matrix

Category	***Maximal # of points***
1. Relevance of the Project Proposal	**30**
1.1. To what extent does the proposal correspond to the activities and service delivery methodology established in Appendix 1?	10
1.2. To what extent does the proposal address the self-employment challenges of the target group and the barriers identified in the territory where the project will be implemented?	10
1.3. How clearly are the specificities of the entrepreneurship ecosystem defined in the territory where the project will be implemented? Have key priority areas for the improvement of the self-employment support programs been clearly identified, and does the proposal offer an adequate response to them?	10
2. Design of the Project	**35**
2.1. Does and to what extent the project partnership includes social partners – representative employers' associations and/or trade unions as co-applicants?	15
2.2. Does the project proposal adequately demonstrate the capacity of project partners to achieve the expected results? (Have the partners demonstrated the capacity and relevant experience to implement the activities in the Appendix 1?)	10
2.3. To what extent does the project proposal/logical framework include mandatory and additional objectively verifiable indicators, baseline and target values, and adequate means of verification? Is project monitoring clearly defined and aligned with the mandatory indicators outlined in Appendix 1?	10
3. Implementation Approach	**30**

Category	*Maximal # of points*
3.1. Is the activity plan for project implementation clear and feasible within the proposed timeframe?	5
3.2. To what extent is the level of partner engagement well-presented and justified? Are the roles assigned within the project consistent with the planned and expected results, and do they provide adequate capacities for the implementation of technical activities	10
3.3. To what extent is target group of the project diversified to include multiple sub-groups (as explained in the section 1.3.1. of this document)	10
3.4. Have the partners adequately defined all phases of the project, from outreach of the end beneficiaries to the regular monitoring of project activities?	5
4. Risk Mitigation and the Sustainability of the Action	**25**
4.1. To what extent are the identified risks and the proposed mitigation measures relevant to the successful implementation of the project?	5
4.2. Have the risks related to the selection and opportunity costs[3] of individual service and programme delivery modalities within the Appendix 1 been adequately identified, and have appropriate measures been proposed to minimise these risks and opportunity costs?	5
4.3. Will the project have multiple effects (including the potential for application to other vulnerable groups, implementation in other locations, and/or the scaling up of activity impacts)?	5
4.4. Does the project include activities aimed at ensuring the **sustainability of results**? • **Institutional sustainability:** Will the structures enabling the implementation of project activities continue to exist after the project is completed? • **Financial sustainability:** Does the project foresee a mechanism for continued financing of the proposed activities after the project completion? • **Policy sustainability:** Does the project include activities aimed at adopting new programmes or decisions that would ensure the continuation of activities and the sustainability of achieved results? • **Environmental sustainability:** Does the project include activities to prevent any negative environmental impact?	10
5. Financial and Operational Capacities	**35**
5.1. Is the lead applicant sufficiently experienced in managing projects of the proposed scale (including staff, equipment, and financial management capacities)?	10
5.2. To what extent the result of the reference check (especially EU-funded interventions) confirms the capacity of partners to manage and participate in project effectively and mitigate risks of project implementation	15
5.3. Do the lead applicant and co-applicants have sufficient technical capacities to	10

[3] **Opportunity cost** refers to the value of the best alternative that is foregone when a particular option is chosen. In other words, it represents the cost of the missed opportunity - what could have been gained if the resources (time, money, or capacities) had been allocated to the next best alternative.

Category	*Maximal # of points*
implement the project? Are the capacities that each partner will provide during project implementation adequate for carrying out the activities? Do the submitted CVs or job descriptions of the experts providing technical support under the project correspond to the requirements set out in the Appendix 1?	
6. Budget and Efficiency of the Action	**45**
6.1. Overall design of the project budget • Is the budget clear and does it include an adequate description of the costs? • Are proposed costs clearly justified as necessary for the implementation of the project? • Is the budget sufficiently detailed and does it reflect realistic costs of the project co-applicants? • Does the budget include the mandatory allocation for self-employment subsidy support and reasonably sufficient allocation for outreach activities?	10
6.2. To what extent and in what manner has the Applicant committed own financial contribution to the project's implementation, in accordance with Section 2.1?	15
6.3. Does the budget demonstrate an adequate balance between administrative/management costs and direct support to end beneficiaries? • Are sufficient funds allocated to activities directly benefiting end beneficiaries (e.g. employment, self-employment, training, or business support)? • Does the proportion of administrative and coordination costs appear reasonable and cost-efficient in relation to the overall project budget? • Projects that allocate a higher share of the total budget to direct support for end beneficiaries are to receive a higher score.	15
6.4. Have opportunities been identified and proposed to increase cost-efficiency or reduce expenses through the synergistic implementation of activities or innovative approaches to activity delivery, aimed at reducing costs without compromising the standards and quality of the provided services?	5
Maximum Total Score	**200**

8.2. Notification on decision

This grant programme provides both financial and non-financial support to a minimum of two (2) top-ranked project proposals – one for each focus area:

- Focus area 1: the territory of the Federation of Bosnia and Herzegovina and the Brčko District of Bosnia and Herzegovina, and
- Focus area 2: the territory of the Republika Srpska and the Brčko District of Bosnia and Herzegovina.

Upon evaluating the full proposals, the ILO will create a ranking list, starting with the proposal that has achieved the highest score and descending to the lowest. The top ranked proposals – one for each *Focus area* will be subjected to validation. Successfully validated applicants will be

eligible for funding. In case top ranked applicants do not pass the validation, the next applicant on the ranking list for that Focus area will be subjected to validation and approved upon successful validation. This process will be repeated until successful validation of one project for each focus area. the Applicants and co-applicants are strongly encouraged to carefully review the evaluation criteria.

The ILO reserves the right to withhold the allocation of all available funds or to reissue the call if the submitted proposals do not meet the required technical standards. The ILO also reserves the right to select and support more than two projects, subject to the availability of funds and endorsement of donor and/or Project steering board.

All applicants are to be notified of the evaluation results tentatively in line with the timeline described in the Section 7.1. The results will be published on the project website: www.euzaposlovebuducnosti.ba.

Unsuccessful candidates will also be informed and will have the right to request clarification regarding the decision within 5 working days.

A decision to reject a full proposal or deny a grant following qualification through the ranking list may occur under the following circumstances:

- the lead applicant fails to submit the required documentation within the given timeframe
- the lead applicant does not meet the eligibility requirements for this call
- the lead applicant has poor financial performance, lacks a solvent bank account, or has outstanding debts for taxes and contributions, as revealed by the required documentation submitted during the final evaluation stage
- one or more partners who initially signed the declaration of cooperation of understanding withdraws from the memorandum/partnership
- a substantial gap has been observed between the implementation capacity outlined in the project proposal and the capacity confirmed during the validation visit
- the project proposal contains activities that are currently being funded by the European Union or other donors under similar grant programs, and there is evidence of an attempt to secure double funding.

8.3. Cancellation of the Call for Proposals

The ILO reserves the right to cancel the call for proposals at any stage, particularly under the following circumstances:

- the call does not receive any quality proposals or fails to receive any submissions
- the Project undergoes fundamental financial or technical changes
- unforeseen circumstances or force majeure render project implementation impossible
- procedural irregularities occur, particularly concerning equal treatment.

In case of cancellation, the ILO will inform all applicants, with a reminder that they are not entitled to compensation for preparation and participation in the call.

8.4. Terms for project implementation following grant approval

Once the grant is approved, successful applicants will be offered a contract to execute the project. Prior to signing the contract, the ILO may request the lead applicant and co-applicants to revise the project proposal, budget, and/or logical framework as necessary to ensure alignment with contractual requirements or to potentially reflect newly arisen contextual developments.

Implementation Agreement for selected applicants will follow the ILO's standard template for project implementers. A sample Implementation Agreement is provided in the document package submitted with the proposal.

The ILO reserves the right to require compliance with legal principles, criteria, and practices in contracts between the project implementers and labour market, social protection institutions, and third parties. This ensures the integrity, reputation, and protection of all parties involved in the project activities, including principles and practices related to data collection and management of final-beneficiary information.

9. ELIGIBILITY FRAMEWORK FOR SELF-EMPLOYMENT INITIATIVES

The eligibility of the framework for self-employment initiatives is determined by the eligibility of sectors in the case of environmentally responsible (green) self-employment and eligibility of occupations according to the digital intensity criterion in the case of digital self-employment.

9.1. Eligibility based on digital intensity of proposed businesses

This section outlines the suitability of businesses for support under the eligibility criteria of digital intensity in conducting the business activity. In relation to the digital intensity, the eligibility is determined based on the list of digitally intensive occupations as identified through the Labour Force Survey microdata as occupations with a digital task intensity of 50 per cent or higher and currently present in the labour market of Bosnia and Herzegovina.

Businesses dominantly based on production of products and/or provision of services not presented on the list are estimated to have digital intensity of tasks below 50 per cent are not considered digitally intensive under this Call. Therefore, businesses dominantly based on such occupations and skills are not eligible.

The list of occupations is based on the International Standard Classification of Occupations (ISCO), for which detailed descriptions and data are available via the ILOSTAT website[4]. The digital intensity of each occupation has been assessed using task descriptions from the Occupational Information Network (O*NET). Digital intensity of an occupation depends on the country (overall technological development of the country's economy), country-sector (the same occupation may be exposed to digital technologies to different extents and require different levels of skills in different industries and at different positions within global value chains), and

[4] https://ilostat.ilo.org/methods/concepts-and-definitions/classification-occupation/

varies intra-sectorally, as not all companies within the same sector use the same technologies and do not require the same skillset.

Despite these variations, the list provided reflects the referential potential of each occupation to be digitally intensive. It forms part of the broader analytical framework developed under the ILO's global methodology for Digital Employment Diagnostics and serves primarily to approximate the digital intensity of employment and sectors.

Applicants are expected to consult this list and familiarise themselves with the ISCO classification when conducting entrepreneurship ecosystem and labour market analysis (Section 1.2.) and proposing measures in relation to Appendix 1. Should Applicants choose to use alternative occupational classifications, they must perform a crosswalk between methodologies and present the data in accordance with ISCO.

Applicants may propose the inclusion of additional ISCO-classified occupations not featured in the list, provided they present a strong and well-substantiated case for the occupation's digital intensity. Such proposals will be subject to evaluation by the assessment panel, with technical support from the ILO. However, if the justification is deemed unconvincing or inaccurate, the proposal may be rejected, potentially resulting in a lower score for the project submission.

The list includes a broad spectrum of occupations involving a significant proportion of tasks that require digital skills or the use of digital tools. Nevertheless, Applicants are expected to exercise discernment in selecting appropriate occupations, considering that the focus of this LOT is on self-employment (business development). Technical knowledge required for production of products and/or provision of services that can be associated with the listed occupation must therefore dominantly already been obtained (short and effective trainings in specific digital fields can be planned to complement existing skills).

Occupations with digital intensity of 75% or more
3513 Computer Network and Systems Technicians
2512 Software Developers
2514 Applications Programmers
1330 Information and Communications Technology Services Managers
2152 Electronics Engineers
2153 Telecommunications Engineers
2511 Systems Analysts
2513 Web and Multimedia Developers
2523 Computer Network Professionals
2111 Physicists and Astronomers
2519 Software and Applications Developers and Analysts Not Elsewhere Classified
3511 Information and Communications Technology Operations Technicians
2151 Electrical Engineers
2166 Graphic and Multimedia Designers
2622 Librarians and Related Information Professionals
2145 Chemical Engineers
2112 Meteorologists

3139 Process Control Technicians Not Elsewhere Classified
7321 Pre-press Technicians
2165 Cartographers and Surveyors
3314 Statistical, Mathematical and Related Associate Professionals

Occupations with digital intensity of 50-75%

2351 Education Methods specialists
2631 Economists
3521 Broadcasting and Audiovisual Technicians
1411 Hotel Managers
2144 Mechanical Engineers
3114 Electronics Engineering Technicians
3522 Telecommunications Engineering Technicians
3431 Photographers
3113 Electrical Engineering Technicians
2149 Engineering Professionals Not Elsewhere Classified
1342 Health Services Managers
2114 Geologists and Geophysicists
2146 Mining Engineers, Metallurgists and Related Professionals
7421 Electronics Mechanics and Servicers
3116 Chemical Engineering Technicians
2113 Chemists
2412 Financial and Investment Advisers
3115 Mechanical Engineering Technicians
2142 Civil Engineers
7422 Information and Communications Technology Installers and Servicers
4419 Clerical Support Workers Not Elsewhere Classified
3117 Mining and Metallurgical Technicians
2131 Biologists, Botanists, Zoologists and Related Professionals
2143 Environmental Engineers
3344 Medical Secretaries
2632 Sociologists, Anthropologists and Related Professionals
4221 Travel Consultants and Clerks
2310 University and Higher Education Teachers
3341 Office Supervisors
4120 Secretaries (general)
2161 Building Architects
3211 Medical Imaging and Therapeutic Equipment Technicians
8132 Photographic Products Machine Operators
2422 Policy Administration Professionals
2320 Vocational Education Teachers
2141 Industrial and Production Engineers
1431 Sports, Recreation and Cultural Centre Managers
4323 Transport Clerks

3256 Medical Assistants
2262 Pharmacists
2656 Announcers on Radio, Television and Other Media
3313 Accounting Associate Professionals
3315 Valuers and Loss Assessors
2411 Accountants
3352 Government Tax and Excise Officials
2132 Farming, Forestry and Fisheries Advisers
1211 Finance Managers
3111 Chemical and Physical Science Technicians
4312 Statistical, Finance and Insurance Clerks
1346 Financial and Insurance Services Branch Managers
2263 Environmental and Occupational Health and Hygiene Professionals
2431 Advertising and Marketing Professionals
4416 Personnel Clerks
3355 Police Inspectors and Detectives
4131 Typists and Word Processing Operators
4311 Accounting and Bookkeeping Clerks
1420 Retail and Wholesale Trade Managers
5221 Shopkeepers
2621 Archivists and Curators
3311 Securities and Finance Dealers and Brokers
1221 Sales and Marketing Managers
3339 Business Services Agents Not Elsewhere Classified
1213 Policy and Planning Managers
1322 Mining Managers
1349 Professional Services Managers Not Elsewhere Classified
1439 Services Managers Not Elsewhere Classified
3411 Legal and Related Associate Professionals
2421 Management and Organization Analysts
2413 Financial Analysts
1323 Construction Managers
1321 Manufacturing Managers
1219 Business Services and Administration Managers Not Elsewhere Classified
3351 Customs and Border Inspectors
4226 Receptionists (general)
2330 Secondary Education Teachers
3253 Community Health Workers
3323 Buyers
1324 Supply, Distribution and Related Managers
4224 Hotel Receptionists
4132 Data Entry Clerks
3153 Aircraft Pilots and Related Associate Professionals

3324 Trade Brokers
3141 Life Science Technicians (excluding Medical)
3119 Physical and Engineering Science Technicians Not Elsewhere Classified
2352 Special Needs Teachers
1222 Advertising and Public Relations Managers
4225 Inquiry Clerks
3312 Credit and Loans Officers
2133 Environmental Protection Professionals
3112 Civil Engineering Technicians
2611 Lawyers
2266 Audiologists and Speech Therapists
2643 Translators, Interpreters and Other Linguists
5412 Police Officers
1114 Senior Officials of Special-interest Organisations
2163 Product and Garment Designers
1345 Education Managers
4322 Production Clerks
2633 Philosophers, Historians and Political Scientists
7127 Air Conditioning and Refrigeration Mechanics
3432 Interior Designers and Decorators
3212 Medical and Pathology Laboratory Technicians
1120 Managing Directors and Chief Executives
7232 Aircraft Engine Mechanics and Repairers
5413 Prison Guards
3342 Legal Secretaries
4110 General Office Clerks
3322 Commercial Sales Representatives
3142 Agricultural Technicians
7412 Electrical Mechanics and Fitters
4313 Payroll Clerks
4214 Debt Collectors and Related Workers
4415 Filing and Copying Clerks
1212 Human Resource Managers
3257 Environmental and Occupational Health Inspectors and Associates
3213 Pharmaceutical Technicians and Assistants
2164 Town and Traffic Planners
3143 Forestry Technicians
2341 Primary School Teachers
3321 Insurance Representatives
4229 Client Information Workers Not Elsewhere Classified
2634 Psychologists
2423 Personnel and Careers Professionals
4211 Bank Tellers and Related Clerks

2359 Teaching Professionals Not Elsewhere Classified
2642 Journalists
3134 Petroleum and Natural Gas Refining Plant Operators
3412 Social Work Associate Professionals
7311 Precision-instrument Makers and Repairers
3359 Government Regulatory Associate Professionals Not Elsewhere Classified
2211 Generalist Medical Practitioners
1341 Child Care Services Managers
2635 Social Work and Counselling Professionals
3331 Clearing and Forwarding Agents
2651 Visual Artists
5222 Shop Supervisors
3131 Power Production Plant Operators
5223 Shop Sales Assistants
2212 Specialist Medical Practitioners
8182 Steam Engine and Boiler Operators
2269 Health Professionals Not Elsewhere Classified
4413 Coding, Proofreading and Related Clerks
9623 Meter Readers and Vending
2261 Dentists
5245 Service Station Attendants
3251 Dental Assistants and Therapists
4223 Telephone Switchboard Operators
3221 Nursing Associate Professionals
7222 Toolmakers and Related Workers
7312 Musical Instrument Makers and Tuners
2250 Veterinarians
3214 Medical and Dental Prosthetic Technicians
3121 Mining Supervisors
3123 Construction Supervisors
3240 Veterinary Technicians and Assistants

9.2. Eligibility based on alignment with green economy sectors

This section guides the applicant in determining the criteria for defining a green self-employment (business) within the scope of this Call. It provides overarching guidance, with the expectation that the applicant will carry out further analysis, in accordance with Section 1.2, and propose a set of sectors that the intervention will target, ensuring compliance with the framework outlined here.

To qualify for self-employment support for end beneficiaries, the venture must meet both of the following criteria:

1. The self-employment venture must be for-profit entity (such as limited liability company, sole proprietorship, cooperative, and alike) that either (1) produces products or delivers services benefiting the environment or contributing to the preservation of natural resources (green products/services), or (2) is transitioning to green business operations - primarily production or sales - by introducing environmentally friendly machinery, techniques, or practices (green or greener processes). In the context of self-employment, this can include circular business models, RECP practices, environmental certification (ISO 14001 or similar), product life-cycle management, Kaizen-based waste reduction (Green Kaizen) and alike. In both cases, the green product/service or process should account for at least 50% of the projected revenues based on the approved business plan. For example, products, services, or processes may be considered green if they:
    - provide solutions for the reduction of greenhouse gas emissions
    - reduce, recycle, or eliminate the generation of waste materials, including wastewater
    - reduce or eliminate the creation or release of pollutants or toxic substances into the environment
    - produce energy from renewable sources
    - improve energy efficiency, including the production/delivery of materials, equipment, and services that support energy efficiency improvements
    - protect, conserve and/or regenerate natural resources
    - implement environmental regulations and standards.
2. The role should fall within one of the sectors listed in this section, although exceptions may be considered if supported by a strong justification. In other words, sectors not included in the list may be proposed if the applicant provides a sound rationale backed by evidence obtained through the analysis described in Section 1.2.

The sectors listed below should be the primary targets of the intervention in line with Criterion 2, although the list may be expanded as appropriate. The sectors are determined based on the cross-comparison of the preliminary findings of the Green Employment Diagnostic conducted by the ILO in BiH as well as the analysis of the green employment measures implemented by public employment services in the EU member states, especially in Croatia[5].

A. Agriculture, forestry and fishing

The greener or environmentally friendly approach within this sector involves producing food using natural substances and processes, avoiding genetically modified crops, limiting the use of non-organic fertilisers, herbicides, and pesticides, and adopting sustainable forestry practices that maintain biodiversity and ensure regeneration without harming other ecosystems, among others.

[5] See: Croatian Employment Service (January, 2025): Priručnik za dodjelu zelenih i digitalnih radnih mjesta. Some of the content in this section has been loosely paraphrased from the referenced document.

Within the context of this Call, the focus in this sector should primarily be on the following sub-sectors, although it may be extended to others where a well-substantiated justification is provided:

- A.011 Growing of non-perennial crops, except for A.0115 - Growing of tobacco
- A.012 Growing of perennial crops
- A.013 Plant propagation
- A.016 Support activities to agriculture and post-harvest crop activities
- A.021 Silviculture and other forestry activities
- A.024 Support services to forestry

C. Manufacturing

A green approach to manufacturing encompasses production methods that eliminate the use of toxic chemicals, produce goods that are recyclable, reusable, and biodegradable, employ environmentally friendly packaging, minimise resource consumption during production, and significantly reduce or eliminate carbon and plastic footprints. Accordingly, any sub-sector where enterprises can adopt greener production and packaging practices, particularly those focused on green products, will be considered eligible.

Preliminary findings from the Green Employment Diagnostics highlight particularly strong potential for prospective employment in greener tasks within the following sub-sectors:

- C.141 Manufacture of wearing apparel, except fur apparel
- C.152 Manufacture of footwear
- C.251 Manufacture of structural metal products, tanks, reservoirs and steam generators
- C.107 Manufacture of other food products
- C.162 Manufacture of products of wood, cork, straw and plaiting materials
- C.310 Manufacture of furniture

D. Electricity, gas, steam and air conditioning supply

The green approach within this sector focuses on generating energy from renewable or waste sources, such as wind, solar, hydro, geothermal energy, and biofuels. All sub-sector economic activities that meet these criteria are eligible, with particular emphasis on:

- D.351 Electric power generation, transmission and distribution
- D.353 Steam and air conditioning supply

E. Water supply, sewerage, waste management and remediation activities

Activities focused on reuse, recycling and recovery, purification and sewerage of waste (including wastewater), the safe disposal of hazardous waste, as well as environmental remediation, are eligible under this Call. The following sub-sectors should be considered:

- E.360 Water collection, treatment and supply
- E.370 Sewerage

- E.381 Waste collection
- E.382 Waste treatment and disposal
- E.383 Materials recovery
- E.390 Remediation activities and other waste management services

F. Construction

Green construction refers to processes that make all phases of building as environmentally friendly as possible, including improving the energy efficiency of structures. This involves, but is not limited to, the use of eco-friendly, recycled, recyclable, and sustainable materials or components, enhancing material durability, incorporating materials that conserve or require less energy, and constructing buildings designed to be energy self-sufficient.

This includes all sub-sectors (410, 421, 422, 429, 431, 432, 433, 439) as well as M.711 - Architectural and engineering activities and related technical consultancy.

Based on the findings of the Green Employment Diagnostics, the following sub-sectors of this sector demonstrate the highest potential for green employment:

- F.410 Construction of buildings
- F.421 Construction of roads and railways
- F.433 Building completion and finishing

Tourism: I. Accommodation and food service activities and N. Administrative and support service activities

In the context of this Call, green tourism refers to inbound travel and accommodation that minimise negative environmental impacts, conserve natural resources, and promote sustainable consumption, as evidenced by valid green or eco-certifications.

- I.551 Short term accommodation activities
- I.552 Camping grounds, recreational vehicle parks and trailer parks
- I.559 Other accommodation
- N.791 Travel agency and tour operator activities
- N.799 Other reservation service and related activities

The sub-sector list may be extended to include food and beverage service activities (I.561, I.562, I.563) or specialised green retail services (G.472, G.475, G.476, G.477, G.478), provided they are directly and primarily linked to a tourism offering or package.

H. Transportation and storage

Green transportation refers to electric or hybrid vehicles or, more broadly, to modes of transport with significantly reduced emissions. In the context of Bosnia and Herzegovina, this primarily includes H.491 (Transport via railways) and H.492 (Other land transport).