

**The procedure is carried out with the financial support of
European Social Fund**



We are pleased to inform you that on 17.08.2016 "European Projects Consulting" EOOD concluded a contract for the provision of grant fund for the implementation of Project No. BG05M9OP001-1.003-1173 "New workplace in "European Projects Consulting" EOOD". financed by the Operational Programme "Human Resources Development" 2014-2020, co-financed by the European Union through the European Social Fund. The total cost of the project is: BGN 58,293.02, of which BGN 49,549.07 is European and BGN 8,743.95 is national co-financing.

PROJECT DESCRIPTION:

"European Projects Consulting" EOOD is a company established in 2014. The organization is rapidly developing, with the main activity of providing consulting services for the development and management of projects financed by the funds of the European Union and other sources of financing.

With a view to expanding the volume of the company's activity within the new program period 2014-2020 and the resulting need to create new, sustainable jobs, the implementation of the current project is planned with the general goal "To provide prerequisites for the creation of sustainable jobs places for unemployed and/or inactive persons in "UPK" EOOD".

The target group of this project is 4 unemployed and/or inactive persons, and 50% of the target group is made up of persons from the specific category "Unemployed youth up to 29 years inclusive".

The main activities of the project are:

1. Employment of unemployed and/or inactive persons for a period of up to 12 months - the main result of which is the opening of 4 new jobs and the employment of 4 persons from the target group for a period of up to 12 months in positions 24216007 "Business consultant" - 2 persons; 33223003 Sales representative - 1 person and 33413004 Office manager - 1 person.
2. Purchase of equipment, furniture, household goods and business inventory related to the creation of new jobs, as a result of which 4 jobs will be opened, furnished and equipped.
3. Provision of training to the persons already employed by the project in key competences according to the European Qualification Framework - Key competence 2 "Communication in foreign languages".
4. Organization and management of the project with the result ensured effective organization of the implementation of the project;
5. Information and publicity, as a result of which information and publicity measures will be provided in accordance with the applicable requirements and guidelines for the application of the rules for information and communication 2014-2020.

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GOALS:

The general goal of the project is: "To provide prerequisites for the creation of sustainable jobs for unemployed and/or inactive persons in "UPK" EOOD". The general objective is in line with the objective of the present procedure and will be achieved through an effective combination of measures related to the opening of new jobs, their equipment, provision of a mentor for persons with disabilities and sustainability of the results.

Specific objectives (SO), through which the general objective will be achieved, are:

SO1: To hire 4 unemployed and/or inactive persons, incl. 2 persons from the specific category "Unemployed youth up to 29 years old inclusive".

SO2: To secure the opened 4 new jobs through the purchase of furniture and equipment.

SO3: To ensure sustainability by retaining the workplace for a minimum of 12 months for at least 50% of the persons employed under the project after the completion of the project activities.

SO4: To increase the competitiveness of the persons from the target group on the labor market, through the acquisition of knowledge on Key Competence 2.

SO5: To ensure effective and lawful management of the project and to implement measures for information and communication.

As a result of the project implementation, the following results are foreseen:

- Provided employment for 4 unemployed and/or inactive persons, incl. hired 2 persons from the group of "Unemployed youth up to 29 years inclusive" - the result is directly related to the achievement of SO1.

-Equipped and furnished 4 new workplaces - directly related to achieving SO2.

-Ensured sustainability by means of preserved jobs for a minimum of 12 months for at least 2 of the persons employed under the project after the completion of the project activities - directly related to the achievement of SO3.

-Increased competitiveness of the persons included in the project through acquired knowledge of key competence 2 - directly related to achieving SO4.

-Ensured effective and lawful management and implemented measures for information and communication-in connection with SO5.

The project objectives are aimed at and contribute directly to solving the identified needs and problems of the representatives of the target groups included in the project, related to low competitiveness on the labor market, caused by factors such as long-term unemployment or leaving the labor force; lack of or outdated knowledge, professional skills and competencies sought in the professional sphere; presence of negative stereotypes and neglect; social

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engagement detached them for long from work. The project objectives will lead to the solution of the stated problems and will result in an increase in the competitiveness of the persons from the target group on the labor market, and an increase in the number of unemployed and/or inactive persons involved in employment will be achieved. This, in accordance with the priorities of the program, will lead to increased access to employment for jobseekers and inactive persons and their sustainable integration in the labor market - in line with the emphasis of the current procedure - for the integration of some of the most vulnerable groups.

RESULTS:

Within the framework of the implementation of the project proposal and the covered complex of project activities, the following expected results are available:

Results of the activity Hiring unemployed and/or inactive persons for a period of up to 12 months:

- ✓ Conducted personnel selection procedure;
- ✓ Employed 4 persons from the target group of employment in "European Projects Consultin" EOOD for a period of up to 12 months in positions as follows: 24216007 "Business consultant" - 2 persons; 33223003 Sales representative - 1 person; 33413004 Office manager - 1 person.
- ✓ Concluded employment contracts.
- ✓ Ensured sustainability of the results after the completion of the project and retained jobs for a minimum of 12 months for a minimum of 50% of the persons employed under the project after the completion of the project activities.
- ✓ Increasing the competitiveness of the persons from the target group under the current procedure - 4 unemployed and/or inactive persons, incl. of persons from the specific category "Unemployed youth up to 29 years inclusive", included within the framework of this project, on the labor market - an increase in the number of persons included in employment, thanks to the acquisition of professional experience and practical training, was achieved, including h. building practical skills, up-to-date knowledge, work habits, professional skills and competencies that are in demand in the professional environment.
- ✓ Повишен достъп до заетост на търсещите работа и неактивните лица и принос за устойчиво интегриране на пазара на труда на лицата от целевата група - в унисон с акцента на настоящата процедура - за интеграция на едни от най-уязвимите групи на пазара на труда.
- ✓ Increased access to employment for jobseekers and inactive persons and contribution to sustainable labor market integration of persons from the target group - in line with the

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emphasis of the current procedure - for integration of some of the most vulnerable groups on the labor market.

- ✓ Contribution of the expected results from the implementation of the project activity to achieve the set indicators - "Unemployed and inactive participants" and "Unemployed and inactive participants who, upon leaving the operation, have a job" with a view to the employment of 4 persons from the target group of employment to "UPK" EOOD and the commitment to ensure sustainability of the results and retention of not less than 50% of the persons employed under the project after completion of the project activities for a period of at least 12 months. The increased competitiveness on the labor market of the persons from the target group included in the operation, in view of the professional skills, specific knowledge and competences acquired during their work experience at "UPK" EOOD, will directly result in an increase in the opportunities for employment of these persons even after leaving the operation.

Results of the activity Purchase of equipment, furniture, household goods and business inventory related to the creation of new jobs:

- ✓ Conducted procedures for the selection of external contractors by the Beneficiary in accordance with PMS 160 and in compliance with the instructions of the MA - suppliers of the planned purchase of equipment and furniture for the new workplaces.
- ✓ Equipped and furnished new workplaces as follows:
 - 2 new jobs for 2 persons from the target group, appointed to the position 24216007 "Business consultant" - provided the minimum necessary equipment and furniture for the workplaces to create prerequisites for the fulfillment of the duties inherent in the position "Business consultant". Purchased 1 ergonomic office chair, 1 work desk, 1 mobile workstation and 1 mobile phone - smartphone for each of the new workplaces.
 - 1 new workplace for 1 person from the target group, appointed to the position 33223003 "Sales representative" - provided the minimum necessary equipment and furniture in the workplace to create prerequisites for the fulfillment of the duties inherent in the position. Purchased 1 ergonomic office chair, 1 work desk, 1 mobile workstation and 1 mobile phone - smartphone;
 - 1 new workplace for 1 person from the target group, appointed to the position 33413004 "Office manager" - provided the minimum necessary equipment and furniture in the workplace to create prerequisites for the fulfillment of the duties inherent in the position. Purchased 1 ergonomic office chair, 1 work desk, 1 mobile workstation and 1 mobile phone - smartphone;
- ✓ Provided equipment intended for all new workplaces and for use by persons in all positions with a view to fulfilling their inherent work duties - 1 number of

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- multifunctional devices, creating the necessary prerequisites for printing documents, reproduction of documents/copying, scanning of documents.
- ✓ Purchased and entered in exploitation:
 - Mobile workstation - 4 pieces;
 - Ergonomic office chair - 4 pieces;
 - Work desk - 4 pieces;
 - Mobile phone-smartphone - 4 pieces;
 - Multifunction device (MFP) - 1 unit.
 - ✓ Signed act of acceptance for the delivered furniture and the delivered and commissioned equipment.
 - ✓ Ensured healthy and safe working conditions.
 - ✓ Equipped and furnished 4 new "green" workplaces in accordance with current requirements and the principle of sustainable development.
 - ✓ The necessary prerequisites have been created to enable the persons from the target group, appointed to the positions planned within the project, for remote work and flexible working hours.
 - ✓ Through the implementation of the activity, higher, quality and sustainable employment will be ensured - the access to employment for the persons from the target group will be improved and the economic activity and competitiveness of the persons included in the operation will be increased on the labor market.
 - ✓ Contribution of the expected results from the implementation of the project activity to achieve the set indicators in view of the equipped and furnished 4 new workplaces.

Results of the implementation of Activity Provision of training to the persons already employed by the project in key competences according to the European Qualification Framework in Key Competence 2 "Communication in foreign languages"

- ✓ Conducted procedure for the selection of an external contractor by the Beneficiary in accordance with PMS 160 - 1 item.
- ✓ Chosen external contractor of the activity - training organization and signed contract - 1 piece.
- ✓ Provided training to the 4 persons already employed by the project in key competence 2 according to the European qualification framework "Communication in foreign languages" - Communication in English.
- ✓ Acquisition of knowledge on: Key competence 2 "Communication in foreign languages" by the employed 4 persons from the target group of the project.
- ✓ Increased competitiveness of individuals on the labor market.
- ✓ Entrance tests conducted by the training organization/institution to determine the level of English language proficiency of each of the persons - 4 pieces.

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- ✓ Conducted test/exam to verify the acquired knowledge after the training.
- ✓ Issued documents certifying the completed training and the knowledge acquired by the persons - 4 copies.
- ✓ Contribution of the expected results from the implementation of the project activity to achieve the set indicators - "Unemployed and inactive participants" and "Unemployed and inactive participants who, upon leaving the operation, have a job" in view of the increased competitiveness of the employed persons from the target group and the provided to them training in key competence 2 "Communication in foreign languages".
- ✓ The increased competitiveness on the labor market of the persons from the target group included in the operation, in view of the knowledge acquired during their work experience at "UPK" EOOD in key competence 2 "Communication in foreign languages" - often in demand on the market of labor by employers in view of internationalization and the ever-increasing need for communication and effective work in a multicultural environment, with foreign clients, etc. The increased competitiveness of the persons from the target group employed within the framework of this project will directly result in increasing the employment opportunities of these persons even after leaving the operation.

Results of the implementation of Activity Organization and management of the project:

- ✓ Formed team responsible for organization and management of the project, consisting of a Manager and an Accountant.
- ✓ Ensured effective organization of project implementation.
- ✓ Successful, legal and compliant with the specific rules of the OP "Human Resources Development" 2014-2020 project management as a set of activities.
- ✓ Prepared schedule for procedures for selection of contractors according to PMS No. 160 - 1 item.
- ✓ Prepared tender documents for the selection of contractors according to PMS No. 160 in accordance with the schedule approved by the MA.
- ✓ Reports prepared by the project organization and management team members.
- ✓ Prepared request for advance payment - 1 item.
- ✓ Prepared interim and 1 final technical and financial report on the project.
- ✓ Contribution of the expected results of the implementation of the project activity to the achievement of the set indicators - "Unemployed and inactive participants" and "Unemployed and inactive participants who, upon leaving the operation, have a job" in view of the ensured effective, legal and successful management of the project, including its effective organization.

Results of information and publicity activities:

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- ✓ Conducted procedure for the selection of a contractor by the Beneficiary in accordance with PMS 160 and in accordance with the instructions of the MA - 1 item.
- ✓ Provided information and publicity measures in accordance with the applicable requirements and guidelines for the implementation of the rules for information and communication 2014-2020.
- ✓ Prepared and included on the official web page of "UPK" EOOD a detailed description of the project, including its goals and results, highlighting the financial support from the EU - within 2 days of concluding the DBFP.
- ✓ Prepared and placed posters with information about the project (minimum size A3) in a place visible to the public in compliance with the applicable information and communication requirements - 2 pieces.
- ✓ The contribution of the EU, the financing OP and the support of the ESF are mentioned on every document related to the implementation of the project.
- ✓ Prepared in compliance with the requirements for information and publicity and distributed printed information materials - brochures - 300 pieces.
- ✓ Prepared in compliance with the requirements for information and publicity and placed on all machines/equipment purchased under the project, necessary for the new jobs, information stickers - 17 pieces.
- ✓ Contribution of the expected results from the implementation of the project activity to achieve the set indicators - "Unemployed and inactive participants" and "Unemployed and inactive participants who, upon leaving the operation, have a job" in view of the provided complex of measures for information and publicity and popularization of the present project among the interested parties, including among persons from the target group, which will increase their awareness and access to employment.