

Republic of Moldova
PROJECT WORK PLAN, 2017

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Title of the project: Network of Career Advisory Centers in the Republic of Moldova
January - March, 2017

EXPECTED OUTPUTS	PLANNED ACTIVITIES	RESPONSIBLE PARTY	Funding source		Code	Budget Description	PROJECT EXPENSES, USD				Total 2017
			Fund	Donor			January, USD	February, USD	March, USD		
<p>Output 1 Maintenance of the network of existing career advisory centres (3 centres) with employability and entrepreneurship components; Indicator A: 3 career advisory centres with jobseeking and entrepreneurship support available; Baseline A: 5 functional centres (Comrat supported from EU funds); Indicator B: At least 50 direct beneficiaries supported in jobseeking and 25 in entrepreneurship development; Baseline B: 0 Indicator C: At least 60% overall employability rate; Baseline C: 0% Indicator D: At least 10% success rate within entrepreneurship component on average per year; Baseline D: 0% Indicator E: At least 50% women participation in training activities on average per year; Baseline E: 0%</p>	<p>ACTIVITY 1. Maintenance of Career Centres and implementation of jobseeking and entrepreneurship components</p> <p>1.1. Jobseeking support to unemployed looking for employment; transfer of jobseeking best practices to the National Employment Agency and support with its piloting; support with planning and implementation of Project activities related to youth employment as part of youth skills observatory. Employment advisors in 3 Centres: Chisinau, Balti, and Rezina.</p> <p>1.2. Entrepreneurship support: Coaching and follow-up with the start-up companies supported from Seed-Money Fund in 2016; Training, coaching and individual counselling for people with entrepreneurial ideas (at least 1 full-time group during January-March 2017). Entrepreneurship advisors in 3 Centres: Chisinau, Balti, and Rezina.</p> <p>1.2.1. Seed-Money Fund to support start-up development</p> <p>1.3. Office maintenance services for Chisinau, Balti, Rezina Centres including: electricity, heating, daily cleaning, security, landline phone and internet services, water supply, IT maintenance for all Centres and IT support for transfer of PCs; if Centres will be closed.</p> <p>1.4. IC consultant's for learning purposes and/or support in the implementation of jobseeking and entrepreneurship components. Transfer of methodology to NEA.</p> <p>1.5. Office supplies and accessories for implementation of jobseeking and entrepreneurship activities, as well as for archiving of the Centres' files.</p> <p>1.6. Local transportation costs for follow-up with Centres /transportation for possible transfer of equipment and furniture</p> <p>1.7. Promotional materials/activities, advertising, translation services (including web page update, etc.)</p> <p>Miscellaneous expenses (CRU, etc)</p> <p>Facilities and administration (8% on fund 30000)</p>	<p>UNDP/MoE</p> <p>UNDP/MoE</p> <p>UNDP/MoE/Centres' host institutions</p> <p>UNDP/MoE</p> <p>UNDP/MoE</p> <p>UNDP/MoE</p> <p>UNDP/MoE</p> <p>UNDP</p> <p>UNDP</p>	<p>04000</p> <p>04000</p> <p>04000</p> <p>04000</p> <p>04000</p> <p>04000</p> <p>04000</p> <p>04000</p> <p>30000</p>	<p>00012</p> <p>12779</p> <p>00012</p> <p>00012</p> <p>00012</p> <p>00012</p> <p>00012</p> <p>00012</p> <p>12779</p>	<p>71400</p> <p>72600</p> <p>73100</p> <p>71300</p> <p>72500</p> <p>71600</p> <p>74200</p> <p>74500</p> <p>75100</p>	<p>Contractual Services - Individ</p> <p>Grants</p> <p>Rental & Maintenance-Premises</p> <p>Local Consultants</p> <p>Supplies</p> <p>Travel</p> <p>Audio Visual&Print Prod Costs</p> <p>Miscellaneous Expenses</p> <p>Facilities and administration</p>	<p>5,000</p> <p>5,000</p> <p>3,717</p> <p>0</p> <p>100</p> <p>200</p> <p>200</p> <p>417</p> <p>0</p>	<p>5,000</p> <p>8,082.00</p> <p>3,717</p> <p>500</p> <p>300</p> <p>500</p> <p>500</p> <p>646.56</p>	<p>5,000</p> <p>2,020.21</p> <p>3,717</p> <p>1,500</p> <p>800</p> <p>800</p> <p>200</p> <p>417</p> <p>161.62</p>	<p>15,000</p> <p>10,102.21</p> <p>11,150</p> <p>2,000</p> <p>1,200</p> <p>1,500</p> <p>900</p> <p>1,250</p> <p>808.18</p>	<p>43,910</p>
	SUBTOTAL Activity 1						9,633	19,661.89	14,615.16	43,910.39	
	TOTAL Project										