

**COOPERATION AGREEMENT yfEj3.0  
VP/2014/0274**

**ANNEX 2: TASKS**

**PROVINCIA DI ROMA  
COORDINATOR**

- 1) Monitor that the action is implemented in accordance with the Grant Agreement
- 2) Be the intermediary for all communications between the beneficiary and the Commission and in particular, the Coordinator shall:  
Immediately provide the Commission with the information related to any change in the name, address, legal representative as well as in the legal, financial, organisational or ownership situation of any of the beneficiaries or of its affiliated entities, or to any event likely to affect or delay the implementation of the Action, of which the coordinator is aware;  
  
Bear responsibility for supply all documents and information to the Commission which  
**b-** may be required under the Grant Agreement. Where information is required from other beneficiaries, the coordinator shall bear responsibility for obtaining and verifying the information before passing it on to the Commission.  
**c-** Establish the requests of payment in accordance with the Grant Agreement;  
**d-** Ensure that all the appropriate payments are made to the beneficiary without unjustified delay.
- 3) Assist in the delivery of the comprehensive recruiting package, including:  
**a-** Assist employers in job/vacancy posting development  
**b-** Support Young candidates in the application process (including career guidance, information, etc.)  
**c-** Candidate sourcing and matching  
**d-** Complete CV and candidate screening  
**e-** Assessments (on top candidates): on site, in person or via skype or other chat  
**f-** Preselection interviews  
**g-** Presentation of finale candidates  
**h-** Client Coaching & Interview Preparation via skype, workshop session  
**i-** Client Interview Debrief via skype or other chat  
**i-** Mentoring of young people in apprenticeship
- 4 Assist in the delivery of preparatory training (direct delivery mechanism)
- 5 Delivery of the social media campaigns as planned by the applicant organisation in coordination with the Province of Rome marketing team
- 6 Maintenance of existing website [www.yourfirsteuresjob.eu](http://www.yourfirsteuresjob.eu), continual improvement and development of online tools in coordination with Capitale Lavoro SpA

## **CAPITALE LAVORO SPA**

### *AFFILIATE OF THE COORDINATOR*

To support the Province of Rome in performing its tasks:

- 1)** Assist in the delivery of the comprehensive recruiting package, including:
  - a-** Assist employers in job/vacancy posting development
  - b-** Support Young candidates in the application process (including career guidance, information, etc.)
  - c-** Candidate sourcing and matching
  - d-** Complete CV and candidate screening
  - e-** Assessments (on top candidates): on site, in person or via skype or other chat preselection interviews
  - f-** Presentation of finale candidates
  - g-** Client Coaching & Interview Preparation via skype, workshop session
  - h-** Client Interview Debrief via skype or other chat
  - i-** Mentoring of young people in apprenticeship
- 2)** Assist in the delivery of preparatory training (direct delivery mechanism)
- 3)** Delivery of the social media campaigns as planned by the applicant organisation in coordination with the Province of Rome marketing team
  
- 4)** Maintenance of existing website [www.yourfirsteuresjob.eu](http://www.yourfirsteuresjob.eu), continual improvement and development of online tools in coordination with the Province of Rome marketing team  
Hire an external evaluator with at least of 2 years experience in evaluation of youth employment and mobility programmes. The evaluator tasks are: design monitoring (i.e.
- 5)** website questionnaires, staff questionnaires, young job seekers and employers questionnaires), analyse data provided by applicants and draft quarterly monitoring report and final evaluation report.  
Effective and prompt payments to target groups will be ensured by Capitale Lavoro which is allowed to make on line payments. This will ensure payment in 3 working days or less after check of relevant documents. Strict compliance to EU Commission guidelines will be observed.
- 6)**

## **LA SAPIENZA UNIVERSITA' DI ROMA**

### *CO-APPLICANT*

Contact point role for diffusion information to young people about Your First Eures Job and to extend communication activity through events job organized for helping workers in the job search

- 1)**

## **FUNDACIÓN INTRAS**

### *CO-APPLICANT*

- 1)** Fundacion Intras will act as contact point in Spain with the following tasks:
  - a-** To acquire, search and analyse the jobseekers/candidates in Spain
  - b-** To exchange information regarding these candidates and the bottleneck vacancies
  - c-** To be an intermediate organization in the matchmaking procedure
  - d-** To exchange and disseminate knowledge regarding youth (un)employment, the labour market and the strategic approach of it
  - e-** To organise information session, marketing events addressed to youth and employers, and contribute to social media marketing, information, and communication strategy
  - f-** To support and implement the action in its current network.

## **HUSCIE**

### *ASSOCIATE PARTNER*

As associate partner in an EU consortium of NGOs with an extensive network of regional

- 1) and local authorities and unions, HUSCIE will market the initiative among its network, in particular in ES, PT, SE, NL, IE, UK and DE

## **CJD**

### *CO-APPLICANT*

CJD will act as contact point in Germany with the following tasks

- a- To acquire, search and analyse the jobseekers/candidates in Germany
- b- To exchange information regarding these candidates and the bottleneck vacancies
- c- To be an intermediate organization in the matchmaking procedure
- d- To exchange and disseminate knowledge regarding youth (un)employment, the labour market and the strategic approach of it
- e- To organise information session, marketing events addressed to youth and employers, and contribute to social media marketing, information, and communication strategy
- f- To support and implement the action in its current network.

## **AGENZIA PIEMONTE LAVORO**

### *CO-APPLICANT*

- 1) Contact point role for diffusion information to young people about Your First Eures Job and to extend communication activity through events job organized by Piedmont Region within the project IOLAVORO of Piedmont Region for helping workers in the job search

## **WEKCENTER NEDERLAND B.V.**

### *ASSOCIATE PARTNER*

Wekcenter will act as contact point in Germany with the following tasks

- a- To acquire, search and analyse the jobseekers/candidates in Nederland
- b- To exchange information regarding these candidates and the bottleneck vacancies
- c- To be an intermediate organization in the matchmaking procedure
- d- To exchange and disseminate knowledge regarding youth (un)employment, the labour market and the strategic approach of it
- e- To organise information session, marketing events addressed to youth and employers, and contribute to social media marketing, information, and communication strategy
- f- To support and implement the action in its current network.

## **REGIONE LAZIO**

### *ASSOCIATE PARTNER*

- 1) To enhance active cooperation between YfEj - Province of Rome and EURES network, in particular
- a- To acquire, search and analyse the jobseekers/candidates in Nederland
- b- To exchange information regarding these candidates and the bottleneck vacancies
- c- To be an intermediate organization in the matchmaking procedure

- d-** To exchange and disseminate knowledge regarding youth (un)employment, the labour market and the strategic approach of it
- e-** To organise information session, marketing events addressed to youth and employers, and contribute to social media marketing, information, and communication strategy
- f-** To support and implement the action in its current network.