



Fundusze Europejskie
dla Mazowsza

Dofinansowane przez
Unię Europejską



Mazowsze.
serce Polski

**REGULATIONS FOR RECRUITMENT AND IMPLEMENTATION OF THE
PROJECT**

"Together We Can Do More"

Project Number: FEMA.08.04-IP.01-01KO/23

under the Program

European Funds for Mazovia 2021-2027

**Priority: European Funds for Active Integration and the Development
of Social and Health Services in Mazovia**

Activity 8.4: Socio-Professional Integration of Third-Country Nationals



§1 General Provisions

1. These regulations define the rules for recruitment and participation in the project "Together We Can Do More," implemented in the Mazowieckie Voivodeship under the Program "European Funds for Mazovia 2021-2027," Priority: "European Funds for Active Integration and the Development of Social and Health Services in Mazovia," Activity 8.4: Socio-Professional Integration of Third-Country Nationals.
2. The project "Together We Can Do More" is co-financed by the European Union from the European Social Fund Plus.
3. The project "Together We Can Do More" is implemented based on an agreement signed with the Mazowieckie Unit for the Implementation of EU Programs.
4. The Beneficiary of the Project is the Social Cooperative "Independence, Work, Activity," located at ul. Kołobrzaska 11, 07-410 Ostrołęka.
5. The project is implemented from January 1, 2025, to November 30, 2025.
6. The main goal of the project is to enhance the socio-economic integration of 40 Ukrainian citizens who, following the Russian Federation's aggression against Ukraine, were granted temporary protection and reside in the cities of Ostrołęka and Ostrów Mazowiecka as of December 31, 2024, by providing them with comprehensive advisory and training support.

§2 Recruitment to the Project

1. Recruitment will be conducted in accordance with the principle of gender equality and non-discrimination to ensure that potential Participants of the Project have equal access to the support offered, regardless of disability, religion, ethnic origin, etc.
2. Recruitment will be open and conducted in the Mazowieckie Voivodeship from January 1, 2025, to February 28, 2025.
3. A group of 40 adults (24 women and 16 men) will be recruited. Remaining candidates will form a reserve list and may be recruited in case of withdrawal by a project participant.



4. Recruitment documents required from candidates for Project Participants in the recruitment process:
 - a) Application form for the project, which will be available at the Beneficiary's office and electronically on the Cooperative's website.
 - b) Relevant documents confirming compliance with the formal criteria and preferences indicated in the Recruitment Form.
5. Recruitment documents must be delivered to the project office on working days between 8:00 AM and 3:00 PM send the originals by mail to the project office or submit the documents via email. If documents are sent by post (registered mail with return receipt), the date of receipt will be considered the date of confirmation of delivery to the project office. Recruitment documents submitted will not be returned.
6. Recruitment documents will be available at the project office on working days from 8:00 AM to 3:00 PM and for download on the Cooperative's website.
7. Applications that are incomplete and/or do not contain contact information for the Candidate, as well as those submitted after the recruitment period, will not be considered.
8. The recruitment process for the project will consist of the following stages:
 - a) **STAGE 1 – Formal evaluation using a binary method:**
 - i. At this stage, the Recruitment Committee will verify whether the recruitment documents submitted by the potential participant are complete and correctly filled out.
 - ii. Based on the submitted recruitment documents, the Recruitment Committee will verify whether each Candidate meets the formal criteria for participation in the project, i.e.:
9. Residents of the cities of Ostrołęka or Ostrów Mazowiecka.
10. Ukrainian citizens who, following the Russian Federation's aggression against Ukraine, were granted temporary protection.
11. **b) STAGE 2 – Content-based evaluation with scoring.** At this stage, the Recruitment Committee evaluates the applications based on the submitted recruitment documents according to criteria



relevant to the Target Group and the nature of the project, as well as meeting the following criteria specified in the Recruitment Form.

12. Stages 1 and 2 will result in the selection of a group of 40 adults. Qualified participants will be notified by phone/email or post, depending on their preferences.
13. In case of withdrawal from the project by submitting a resignation statement or failing to attend at least 100% of individually implemented project activities and 80% of group activities, the Participant will be removed from the list of Project Participants (exceptions include justified absences due to reasons beyond the Participant's control). If a Participant resigns or is removed, individuals from the reserve list will be recruited to participate in the project. A recruitment protocol will be prepared along with lists of individuals selected for project participation. The lists will be available at the project office.
14. The qualification of Participants will be conducted by the Recruitment Committee, consisting of the Project Coordinator and a project specialist.
15. In disputed situations (where the above criteria are met and the same number of points is scored), the order of applications will determine selection.
16. Candidates who qualify for the project will sign a participation agreement.
17. No appeals are allowed against the assessment conducted by the Recruitment Committee (evaluation of submitted recruitment documentation and scoring assessment).

§3 Support Provided Under the Project

1. Each Participant in the Project will undergo a comprehensive support process, i.e., they will be required to participate in all forms of support specified for them in the Individual Action Plan (IAP).
2. The following activities will be implemented under the project:
 - Identification of recipients' needs
 - Civic and legal counseling



- Psychological support
- Professional training
- Polish language course
- Job placement services

Conditions for starting participation in specific forms of support:

- Development of the Individual Action Plan (IAP);
- Referral to participate in the activity;
- Selection of an appropriate scope of support based on the diagnosis of needs and capabilities.

Conditions for completing individual forms of support:

- 100% attendance.

Conditions for completing group forms of support:

- At least 80% attendance.

§4 Organization of Support Provided in the Project

1. All forms of support will be delivered in the cities covered by the project, as close as possible to the Participants' places of residence.
2. The Project Beneficiary reserves the right to make changes to the schedule of classes and training sessions as well as their locations. Participants will be informed of any changes in a timely manner. Each Participant must confirm their attendance at each session with a handwritten signature and acknowledge receipt of the training materials provided in the project, as well as certificates of completion for individual activities.
3. As part of the project, Participants will receive:
 - a) Free support from specialists;
 - b) Training materials;
 - c) Refreshments (for sessions lasting more than 4 hours a day) and a hot meal (for sessions lasting more than 6 hours a day);



d) Training stipends and internship stipends for participation in training and professional internships.

§5 Rights and Obligations of Project Participants

1. Project Participants are required to:
 - o Regularly, punctually, and actively participate in classes;
 - o Confirm attendance each time on the attendance list, individual support cards, and complete monitoring surveys and tests (to verify progress in learning) related to project implementation and monitoring of its later results.
2. Participants must inform the Project Beneficiary promptly of any events that may disrupt or prevent their continued participation in the project.
3. Participants are required to take part in all forms of support provided in the project.
4. Participants must attend at least 100% of individually implemented project activities and at least 80% of group activities; otherwise, they will be removed from the list of Participants (exceptions include justified absences).
5. Participants must take part in surveys conducted by the Project Beneficiary.
6. Each Participant has the right to withdraw from the project under the terms specified in §6.

§6 Withdrawal from the Project

1. In the case of withdrawal from the project, the Participant must immediately submit a written statement to the Project Beneficiary (in person, by email, or via post).
2. Withdrawal from the project is only possible in justified cases and requires a written statement specifying the reason, submitted within 7 days from the occurrence of the reason necessitating withdrawal. Such withdrawal is permitted and accepted only for personal or professional reasons (e.g., illness, employment, or other significant reasons accepted by the Project Coordinator). Reasons for withdrawal must be provided along with a certificate or other appropriate document from a relevant institution (e.g., a medical certificate).
3. The Project Beneficiary reserves the right to remove a Participant from the project in the event



of a violation of these regulations.

4. In the event of withdrawal or removal of a Participant, their place will be taken by the first person on the reserve list of the same gender.
5. In the case of an unjustified withdrawal, the Project Beneficiary may demand the return of training materials and/or the reimbursement of benefits received by the Participant.

§7 Final Provisions

1. Project Participants are required to comply with the rules of these Regulations.
2. Matters not regulated by these Regulations will be resolved by the Project Beneficiary.
3. The Regulations are available at the project office and on the Cooperative's website.
4. These Regulations come into effect on February 21, 2025. The Project Beneficiary reserves the right to make changes to the project regulations. The current version of the Regulations will be posted on the project's website.

