



"GRECO – Green Economy Career Orientation"

Green Workforce Adaptation Methodology

Youth Workers package

Table of contents

1 Introduction	3
2 Objectives	4
3 GWfA Methodology – key components	4
4 Annexes	5
4.1 Template for desk analysis of natural resources and opportunities for green economy endeavors and careers	5
4.2 Template for presentation of the key public policies related to the green economy	5
4.3 Guiding questionnaire for interviews with green job providers	5
4.4 Guiding questionnaire for interviews with green job workers	5
4.5 Guidelines for the implementation of local projects	5
4.6 Guidelines - template for reporting about local projects	5

1 Introduction

Dear reader,

The toolkit in front of you has been developed by the GRECO project. GRECO project, abbreviated by Green Economy Career Orientation, is a transnational initiative developed and implemented by an international consortium consisting of 6 partners, located in 5 European countries: Denmark, Italy, Slovenia, Greece and Serbia. The project is financially supported by the European Commission, within the framework of the Erasmus+ program. The coordinating organization is Cirka cph ApS, from Denmark, and partners are: People of 2050, from Denmark; CESIE, from Italy; Smart Idea, from Slovenia; Business Development Center Kragujevac, from Serbia; and Rezos Brands, from Greece.

The aim of the GRECO project is to promote sustainable local economic development by providing career guidance in the green economy and creating concrete job opportunities for youth. The project aims to identify and disseminate best practices, improve capacities of youth workers and educators for green jobs career guidance, and engage with stakeholders in the green economy to enhance the employability of youth. Ultimately, the project seeks to foster the growth of a sustainable and inclusive green economy in Europe.

As part of the GRECO project, this document is intended to serve as a comprehensive toolkit for youth workers, providing guidance on both the implementation of local projects and reporting. By local projects, GRECO means comprehensive research projects conducted in local contexts, aimed at having a better understanding of the national context with regards to the green economy and green labor markets. The methodology developed is designed to support youth workers, career practitioners, and educators who provide career guidance and counseling services to young people. Within the framework of the GRECO project, selected youth workers, who completed the GRECO [e-training](#), will have the opportunity to put this methodology into practice.

The methodology developed is expected to increase youth workers' capacities and resources for surveying local green jobs opportunities and needs of local green job providers in order to adjust the GRECO training to the local context. The aim is to equip youth workers with proper tools to explore and better understand the potential of the local green economy for employment, as a basis for proper, data-based career orientation and counseling.

Local projects will be the opportunity not only to apply, and test developed Methodology, yet to collect updated locally relevant information on green jobs providers' needs. It enables youth workers to further build and upgrade their competencies developed through the GRECO training.

2 Objectives

General objective of GWfA Methodology is to increase the capacities of youth workers for:

- Surveying and identification of opportunities for local green jobs;
- Surveying and identification of needs of green jobs providers and;
- Adapting the GRECO training program developed to the local context.

Expected result: Increased ability of youth workers to analyse local context and needs, to provide accurate, data-based information to young persons seeking employment in the green economy.

3 GWfA Methodology – key components

GRECO GWfA Methodology package consists of several tools – instruments, to enable youth workers to properly conduct local practical projects, aimed at exploring and getting to know better the situation and context in their own countries with respect to green economy and green job opportunities.

Local projects – surveys are consisted of two components:

- **Component one – desk analysis of:**
 - A) local environment and natural resources,
 - B) local and national policies addressing green economy
- **Component two – interviews with:**
 - A) local green jobs providers, to explore their needs, in terms of green skills and competences, and
 - B) local green job workers, in terms of better understanding of their jobs

The basis for implementing both components of local surveys is developed GWfA Methodology, consisted of 6 instruments (templates, questionnaires, guidelines):

1. Template for analysis of natural resources and opportunities for green economy endeavours and careers,
2. Template for presentation of the key public policies related to the green economy,
3. Guiding questionnaire for interviews with green job providers,
4. Guiding questionnaire for interviews with green job workers,
5. Guidelines for the implementation of local projects, and
6. Guidelines - template for reporting about local projects.

Below are all the instruments listed above.

4 Annexes

4.1 Template for desk analysis of natural resources and opportunities for green economy endeavors and careers

4.2 Template for presentation of the key public policies related to the green economy

4.3 Guiding questionnaire for interviews with green job providers

4.4 Guiding questionnaire for interviews with green job workers

4.5 Guidelines for the implementation of local projects

4.6 Guidelines - template for reporting about local projects



"GRECO – Green Economy Career Orientation"

Green Workforce Adaptation Methodology

Youth Workers package

4.1 Annex – Template for analysis of natural resources and opportunities for green economy endeavors and career

Country: [Insert Name of Country]

Area: [Insert Name of your Area]

Authors:

Date:

Goal: The goal of this analysis is to provide a comprehensive overview of the natural resources and environmental characteristics of your local area, with the aim of identifying opportunities for green economy development and job creation. As part of this exercise, you will gather information on the availability and management of local natural resources, assess environmental challenges, and explore potential sectors where green economy initiatives could thrive. By analyzing key sectors such as renewable energy, sustainable agriculture, eco-tourism, and waste management, you will identify career opportunities for local youth and propose strategies for fostering sustainable economic growth.

Key Sections:

1. Introduction to the local area and context (max 300 words)

Objective: Introduce the local area and provide an overview of the socio-economic and environmental context.

- **Guiding Questions:**

- What are the key geographical and environmental characteristics of the area?
 - What is the current socio-economic situation of the local population?
 - What are the key industries or economic activities currently driving the local economy?
-

2. Overview of key local natural resources (max 300 words)

Objective: Identify and briefly describe the main natural resources available in the region, with an emphasis on those that hold the greatest potential for green economy activities.

- **Guiding Questions:**

- What are the most abundant natural resources in the area? (e.g., water bodies, forests, wind, solar potential, minerals, agricultural land, etc.)
- How are these resources currently being utilized? (Are they underused, overexploited, or sustainably managed?)
- Are there any protected areas or biodiversity hotspots? What role do these play in the local environment and economy?
- What are the main challenges in managing or accessing these resources?

- **Examples of resources to consider:**

- Water (lakes, rivers, wetlands)
- Forests and timber resources
- Protected natural areas (e.g., national parks, conservation zones)
- Renewable energy resources (wind, solar, hydro)
- Agricultural land and sustainable farming practices

3. Environmental specificities and challenges (max 400 words)

Objective: Identify environmental characteristics and challenges that may impact or provide opportunities for green economy development. Highlight the main environmental issues that could either hinder or support green economy development, including possible solutions to these challenges.

- **Guiding Questions:**

- What are the main environmental challenges in the area? (e.g. pollution, waste—plastics, electric, metal, paper, etc.- , deforestation, water scarcity, soil erosion)
 - Are there specific environmental risks (e.g., climate change, natural disasters) that affect local livelihoods or resource availability?
 - How can these environmental challenges be turned into opportunities for green economy development?
 - Are there local traditions or practices of environmental conservation that could be integrated into green jobs?
-

4. Opportunities for Green Economy development (max 300 words)

Objective: Explore opportunities for green economy growth based on the local natural resources and environmental conditions. Identify the sectors with the highest potential for green job creation and sustainable economic growth. Outline how local resources could be utilized more efficiently in these sectors.

- **Guiding Questions:**

- Which sectors of the green economy have the most potential for development in this area? (e.g., renewable energy, sustainable agriculture, eco-tourism, waste management)
 - How can local natural resources be better used for sustainable economic activities?
 - What are the opportunities for creating green jobs in the area?
-

5. Mapping key Green Job providers (Companies and Organizations) (max 400 words)

Objective: Identify key companies and organizations that are potential green job providers in the region.

- **Guiding Questions-Examples:**

- What companies or organizations in the local area are already working in green economy sectors? (e.g., waste management, renewable energy, organic farming, sustainable forestry, eco-tourism)
 - Are there any public institutions or NGOs involved in environmental protection and sustainable development that could contribute to green job creation?
 - How are these organizations contributing to the development of green skills and careers in the area?
 - What type of green jobs are currently available, and what skills are required for these jobs?
-

6. Green Skills and Training Needs (max 300 words)

Objective: Identify the skills and training required to support green job creation and prepare the local workforce for green careers.

- **Guiding Questions-Examples:**

- What skills are required for the most promising green economy sectors in this area? (e.g., renewable energy installation, sustainable agriculture techniques, eco-tourism management)
 - What training programs or educational opportunities are available locally to help youth acquire these green skills?
 - Are there any gaps in skills development that need to be addressed? How can these gaps be filled?
-

7. Potential for Green Job Creation and Career Opportunities (max 250 words)

Objective: Summarize the potential for green job creation and long-term career opportunities based on the identified resources and market conditions. Present a list of key organizations, companies, or institutions already involved in green economy sectors. Outline the essential skills required for green jobs in the area and highlight any gaps in training or educational programs that need to be addressed.

- **Guiding Questions-Examples:**

- What are the most promising sectors for green job creation in this region?
 - How can local resources and green economy initiatives contribute to creating sustainable, long-term employment opportunities for youth?
 - What are the potential barriers to green job creation, and how can they be overcome?
-

8. Recommendations for Green Economy Development (max 100 words)

Objective: Provide practical recommendations for engaging local communities and youth in green economy activities, forming partnerships between stakeholders, and addressing barriers to green job creation. Ensure that these recommendations are realistic and grounded in the resources and capabilities of the area.

- **Guiding Questions-Examples:**

- How can local youth and communities be engaged in green economy activities?
 - What partnerships (e.g., between government, NGOs, businesses) could be formed to support green job creation and green economy development?
-

9. Conclusion (max 200 words)

- Summarize the **key strengths and opportunities for green economy development** in the area, along with the potential for creating green jobs and fostering sustainable economic growth.

10. Sources:

Please list the sources you used in this analysis, including reports, articles, data from local stakeholders, or other relevant materials that supported your research and conclusions.

To fill in the reference list and sources, please follow the next rules:

- For web page resources: author, title of page, Web address or URL, and date of access.
- For books: author, title, place of publication, publisher, and publication year.

For articles: author, title of article, title of journal, volume, issue, date, page numbers.

Important Considerations for Youth Workers

- **Time Management:** Focus on the most promising natural resources and opportunities in your region. Prioritize sections that are most relevant to your area's needs, as you may not have time to cover every aspect in detail.
- **Local Engagement:** Make sure to involve local stakeholders, such as environmental organizations, businesses, and educational institutions. Their insights and data will strengthen your analysis and help ground it in the realities of your community.
- **Feasibility:** Suggest focusing on realistic, actionable recommendations based on available resources and time constraints.

Guidelines for answering the questions and writing the analysis

- **Clarity and Conciseness:** Keep your answers and writing clear and concise, avoiding overly technical jargon.
- **Evidence-Based Insights:** Support findings with data from desk research and interviews.
- **Visual Aids:** Use charts, graphs, or tables to illustrate data, where helpful.



"GRECO – Green Economy Career Orientation"

Green Workforce Adaptation Methodology

Youth Workers package

4.2 Annex – Template for presentation of key public policies analysis related to the green economy

Note for the youth workers: By conducting this policy analysis, you, as youth workers, will:

- *Learn about and critically analyze current public policies and programs in your country related, directly or indirectly, to green economy development and green jobs creation in your country. These policies can be for example: waste management strategy, or agriculture development strategy, or energy efficiency program, ...*
- *Identify strengths and opportunities within the policy framework in respect to green economy development and green jobs creation.*
- *Examine how identified policies create potential for green economy development and green jobs creation.*
- *Prepare yourself better for supporting greater involvement of youth into green economy development in your country.*

Country: [Insert Name of Country]

Date: [Insert Date of Analysis]

Authors:

I Executive summary (200 to 300 words)

Note for the youth workers: the executive summary should be written in the end, once all other sections of the analysis are completed. It should provide a reader with a brief overview of the whole document, of the whole analysis. As such, this one pager should provide answers to the following questions.

Guiding questions:

- **The objective of the analysis:** Provide in brief the purpose of the analysis. Why is the analysis taken and what should be the result, outcome of the analysis, what should be determined? Why is this analysis relevant for this practical project?
- **Key findings:** provide the summary of key conclusions of the analysis in terms of green career orientation. What are the key policies and regulations which can support and facilitate growth of the green economy, and thus generate opportunities for green job creation?
- **Conclusions:** provide the list of main conclusions in terms of counselling youth in relation to green career perspectives in your country.

II Introduction (max 300 words)

Note for the youth workers: Introduction is the section of the analysis whose purpose is to introduce the topic of the analysis and its context, the objective of the analysis and methodology applied. Follow the guiding questions below and prepare the introduction: one paragraph covering first three bullets, and separate paragraphs for 4th and 5th bullet.

Guiding questions:

- Why are green economy development and green jobs creation important in addressing environmental challenges and promoting sustainable development in your country?
- What is the main rationale for youth involvement in the green economy?
- Why should youth be the key stakeholders and future leaders in shaping sustainable development of their communities?
- What is the purpose of this analysis? What should be explored, determined?
- Which methodology is used for the analysis? How did you conduct the analysis?

III Policy and regulatory framework

Note for the youth workers: In this section relevant national policies and available programs (financial instruments) in your country should be presented. These policies and programs should be related to environmental protection, energy, climate, sustainable agriculture, economic development, tourism, All these policies create grounds and potential for green economy development and creation of green jobs. Once you conduct research and explore the policies and laws, maximum 3 key policies to be presented, and maximum 3 programs (financial instruments) which could be interesting to youth as an opportunity for business/career. Follow the guiding questions below and create two sub sections, as presented below.

III-1 Overview of relevant Public Policies

Guiding questions:

- Which are 3 national policies, strategies, action plans, related to environmental protection, energy, climate, sustainable agriculture. *Example can be waste management strategy or agriculture development strategy, ...?*

Provide the list with the exact full title of the policy and the timeframe of the policy (*example: Integrated national energy and climate plan of Republic of Serbia, for the period up to 2030*)

III-2 Overview of available Programs (financial instruments)

Guiding questions:

- What are the available programs (financial instruments) which are supporting green transition, environment protection, climate change, renewable energy, ecology, energy efficiency? (examples: EU for Green Agenda in Serbia, implemented by UNDP)

III-3 Detailed presentation of key policies

(Note to youth workers: select and present 3 key policies mapped and listed above. To present each policy, please use the questions below)

Maximum 300 words per policy to describe.

Title of the policy 1

General analysis

1. What is the priority goal of the policy?
2. Who are the key stakeholders affected by this policy?
3. What are the expected objectives?
4. What are the measures planned to achieve the expected objectives?

Economic Impact

1. How can this policy affect green economic growth and development?
2. How can it impact green job creation? Provide details in terms of the types of green jobs which can be required thanks to this policy.

Social Impact

1. How can this policy affect different demographic groups and different education levels?
2. What are the potential impacts on green education and workforce development?

Title of the policy 2

General analysis

1. What is the priority goal of the policy?
2. Who are the key stakeholders affected by this policy?
3. What are the expected objectives?
4. What are the measures planned to achieve the expected objectives?

Economic Impact

3. How can this policy affect green economic growth and development?
4. How can it impact green job creation? Provide details in terms of the types of green jobs which can be required thanks to this policy.

Social Impact

3. How can this policy affect different demographic groups and different education levels?
4. What are the potential impacts on green education and workforce development?

Title of the policy 3

General analysis

1. What is the priority goal of the policy?
2. Who are the key stakeholders affected by this policy?
3. What are the expected objectives?
4. What are the measures planned to achieve the expected objectives?

Economic Impact

5. How can this policy affect green economic growth and development?
6. How can it impact green job creation? Provide details in terms of the types of green jobs which can be required thanks to this policy.

Social Impact

5. How can this policy affect different demographic groups and different education levels?
6. What are the potential impacts on green education and workforce development?

III-4 Description of available funding programs

Note for youth workers: in this section you should present – describe 3 available funding programs for green initiatives, you mapped and listed above, in the section III-2. For the presentation of each program follow the questions below.

Maximum 250 words per program to describe.

Program 1

- What is the objective of the program?
- Who are the target groups – beneficiaries of the program? Who can apply?

- What kind of support does this program offer?
- How does this program affect green jobs creation?

Program 2

- What is the objective of the program?
- Who are the target groups – beneficiaries of the program? Who can apply?
- What kind of support does this program offer?
- How does this program affect green jobs creation?

Program 3

- What is the objective of the program?
- Who are the target groups – beneficiaries of the program? Who can apply?
- What kind of support does this program offer?
- How does this program affect green jobs creation?

IV Key findings and conclusions (300 to 400 words)

Note to youth workers: in this section you should provide key findings and conclusions from the analysis. This conclusion should refer to the impact that analyzed policies and programs have or can have on the green economy and green jobs creation. Please, follow the question below to write this section.

Guiding questions:

- Based on the mapped and analyzed policies, does your country stimulate green economy growth?
- What sectors of the green economy have significant opportunities for growth, based on the policies and programs analyzed? *For example, if there are policies for subsidizing installing solar energy plants or solar panels in private houses, then it can be concluded that the sector of the green economy related to solar energy production has strong potential for growth.*
- What green jobs do you recognize, based on the analysis, as the jobs with the greatest potential for development - with the greatest demand in the market?
- What green skills do you recognize are/will be demanded by the workforce in your country, based on the policy analysis?
- Are there policies and programs directly talking about green jobs, i.e employment policies?

V Sources

Note to youth workers:

To fill in the list of policy documents reviewed, please use the following rules:

- Title of the policy, Web address or URL link to the policy

To fill in the reference list and sources, please follow the next rules:

- For web page resources: author, title of page, Web address or URL, and date of access.
- For books: author, title, place of publication, publisher, and publication year.
- For articles: author, title of article, title of journal, volume, issue, date, page numbers.

- Detailed list of policy documents reviewed.
- List all references and sources used in the analysis

Guidelines for answering the questions and writing the analysis.

- **Clarity and Conciseness:** Keep your answers and writing clear and concise, avoiding overly technical jargon.
- **Evidence-Based Insights:** Support findings with data from desk research and interviews.
- **Visual Aids:** Use charts, graphs, or tables to illustrate data, where helpful.



<https://greco-project.org/>



"GRECO – Green Economy Career Orientation"

Green Workforce Adaptation Methodology

Youth Workers package

4.3 Annex – Guiding questionnaire for interviews with Green Job Providers

This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein. Project Number: 2023-1-ID KA220-YOU-3BDB3E74



<https://greco-project.org/>

Guidelines for Youth Workers

Interview Duration

Expected time: 45-60 minutes per interview for optimal time and quality

Implementation Guidelines

1. Preparation

- Schedule interviews for at least one week in advance
- Send overview of topics to be discussed beforehand
- Research the company's green initiatives before the interview
- Prepare any recording equipment or note-taking materials

2. Interview Methods (in order of preference)

- In-person interviews (best for building relationships and getting detailed responses)
- Video calls (good alternative when in-person isn't possible)
- Phone calls (acceptable for follow-ups or with time-constrained respondents)
- Email surveys (last resort, use only if other methods aren't possible)

3. Best Practices

- Begin with a brief introduction to the GRECO project
- Explain how the information will be used
- Ask permission to take notes or record
- Follow the question structure but allow for a natural conversation flow
- Keep track of time while ensuring all essential topics are covered
- End by asking about the possibility of future contact

Overview

As part of Work Package 4 (WP4), we will develop a comprehensive questionnaire for interviewing green job providers. This tool will be essential for understanding local green employment opportunities and skill requirements, enabling youth workers to better guide young people toward green careers.



<https://greco-project.org/>

Objectives

- Create a structured interview guide to gather detailed information about green job opportunities
- Identify current and future skill requirements in the green economy
- Understand barriers and challenges in green employment
- Map growth potential in different green sectors

Core Question Categories

Core question category	Topics
1. Company Profile & Green Activities	<ul style="list-style-type: none">● Nature of green business activities● Types of green products or services offered● Size of green operations within the organization● Current number of green jobs
2. Job Roles & Requirements	<ul style="list-style-type: none">● Specific green positions available● Required qualifications and certifications● Essential technical skills● Important soft skills● Previous experience requirements● Digital competency needs
3. Employment Conditions	<ul style="list-style-type: none">● Types of contracts offered● Salary ranges● Career Progression Opportunities● Training and development provided● Work environment (office/field/remote)
4. Market & Growth	<ul style="list-style-type: none">● Growth plans in green sectors● Expected hiring needs● Emerging green job roles● Industry trends affecting employment● Local market conditions
5. Recruitment & Skills Gap	<ul style="list-style-type: none">● Current recruitment challenges● Missing skills in job applicants● Hard-to-fill positions● Most valued qualifications

This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein. Project Number: 2023-1-ID KA220-YOU-3BDB3E74



<https://greco-project.org/>

	<ul style="list-style-type: none">• Competition for skilled workers
6. Support & Training	<ul style="list-style-type: none">• Internal training programs• Partnerships with educational institutions• Apprenticeship opportunities• Mentoring programs• Support for new employees
7. Future Outlook	<ul style="list-style-type: none">• Anticipated changes in skill requirements• Emerging technologies affecting jobs• Future growth areas• Planned green initiatives• Expected industry developments

Expected Outcomes

The questionnaire will provide:

- A clear understanding of the local green job market needs
- Detailed insight into required skills and qualifications
- Information about growth sectors and future opportunities
- Knowledge of barriers to employment
- Data to inform training program development

Integration into Methodology

The questionnaire:

- Forms part of the Green Workforce Adaptation Methodology
- Guides youth workers in gathering market intelligence
- Help align training with employer needs
- Supports evidence-based career guidance
- Enables local market adaptation of training programs



<https://greco-project.org/>

Green Economy Career Orientation Questionnaire for Job Providers

1. Company Profile & Green Activities

Nature of Business Activities

- Could you describe your organization's primary activities within the green economy?

Green Products or Services

- What specific green products or services does your company offer?

Proportion of Green Operations

- On a scale of 1 to 100%, what proportion of your organization's operations is dedicated to green initiatives? [0-100%]

Number of Green Roles

- How many employees are currently engaged in green roles within your company?
 - 1-10
 - 11-50
 - 51-100
 - More than 100
- Do you have any sustainability certifications (e.g., ISO 14001, B Corp)? If yes, please specify
- Do you have any comments you would like to add to this section?

2. Job Roles & Requirements

Available Positions

- What specific green job roles are currently available or anticipated in your organization?
- Please outline the key responsibilities associated with these roles.

Qualifications and Certifications

- Do you require specific certifications for green job roles?
 - Yes
 - No

This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein. Project Number: 2023-1-ID KA220-YOU-3BDB3E74



<https://greco-project.org/>

Technical Skill Importance

- How important are technical skills for green job roles?
 - 1: Not important
 - 2: Slightly important
 - 3: Moderately important
 - 4: Important
 - 5: Very important

Soft Skills Importance

- Rate the importance of soft skills (e.g., communication, teamwork) for green job roles.
 - 1: Not important
 - 2: Slightly important
 - 3: Moderately important
 - 4: Important
 - 5: Very important

Experience Requirement

- Is prior experience in the green sector necessary for your applicants?
 - Yes
 - No
- If yes, what is the minimum experience required?
 - Less than 1 year
 - 1-3 years
 - 3-5 years
 - More than 5 years

Digital Competency

- How would you rate the level of digital competency needed for these roles?
 - 1: Basic
 - 2: Intermediate
 - 3: Advanced
 - 4: Expert
 - Do you have any comments you would like to add to this section?
-



<https://greco-project.org/>

3. Employment Conditions

Contract Types Offered

- What types of employment contracts are offered for green roles? (Select all that apply)
 - Full-time
 - Part-time
 - Temporary
 - Freelance
 - Internships

Monthly Gross Salary Ranges:

- What is the typical salary range for green roles?

For Entry-level Blue-Green Collar Positions (vocational/technical qualifications):

- Entry level: Below €1,200
- Entry level: €1,200 to €1,800 per month
- Entry level: Above €1,800

For Experienced Blue-Green Collar Positions (vocational/technical qualifications):

- Experienced: Below €1,800
- Experienced: €1,800 to €2,500 per month
- Experienced: Above €2,500

For Entry-level White-Green Collar Positions (higher education qualifications):

- Entry level: Below €2,000
- Entry level: €2,000 to €2,800 per month
- Entry level: Above €2,800

For Experienced White-Green Collar Positions (higher education qualifications):

- Experienced: Below €2,800
- Experienced: €2,800 to €4,500 per month
- Experienced: Above €2,800

Career Development

- What opportunities for career progression exist within your organization for green roles?
- Do you offer training and development programs to support employee growth?

Work Environment

This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein. Project Number: 2023-1-ID KA220-YOU-3BDB3E74



<https://greco-project.org/>

- What is the primary work environment for these positions?
 - Office-based
 - Fieldwork
 - Remote
 - Hybrid
 - Do you offer any additional benefits for green roles, such as transport subsidies for eco-friendly commuting?
 - Do you have any comments you would like to add to this section?
-

4. Market & Growth

Expansion Plans

- Does your organization have plans to expand its green operations in the near future? If so, which areas do you expect growth in?

Growth Expectations

- How likely are you to expand your green operations in the next 2-3 years?
 - 1: Very unlikely
 - 2: Unlikely
 - 3: Neutral
 - 4: Likely
 - 5: Very likely

Hiring Projections

- What are your expected hiring needs for green roles over the next few years?
- Are there emerging green job roles you foresee becoming important?

Industry Trends Impact

- How much are current industry trends affecting your recruitment practices?
 - 1: Not at all
 - 2: Slightly
 - 3: Moderately
 - 4: Significantly
 - 5: Very significantly
- How do you anticipate that changes in regulations or government policies related to sustainability and the green economy will affect your growth plans and hiring for green jobs?



<https://greco-project.org/>

- Do you have any comments you would like to add to this section?
-

5. Recruitment & Skills Gap

Recruitment Challenges

- To what extent do you face challenges in recruiting for green roles?
 - 1: No challenges
 - 2: Few challenges
 - 3: Moderate challenges
 - 4: Significant challenges
 - 5: Extreme challenges

Skills Shortages

- How common are skill shortages among applicants for green jobs?
 - 1: Rare
 - 2: Occasional
 - 3: Moderate
 - 4: Frequent
 - 5: Very frequent

Skills Most in Demand

- Which skills do you find most lacking among candidates for green roles?
- How do these skill gaps impact your organization's operations?

Competitive Hiring Environment

- How competitive is the job market for skilled green workers?
 - 1: Not competitive
 - 2: Slightly competitive
 - 3: Moderately competitive
 - 4: Competitive
 - 5: Very competitive
 - Do you have any comments you would like to add to this section?
-

6. Support & Training

Internal Training Programs



<https://greco-project.org/>

- Does your organization provide internal training programs for green roles?
 - Yes
 - No

Educational Partnerships

- Are you currently collaborating with educational institutions for talent development?
 - Yes
 - No

Apprenticeship Opportunities

- Do you provide apprenticeships or internship opportunities in green sectors?
 - Yes
 - No

Mentoring and Onboarding

- Do you have mentoring programs to support new employees in green roles?
- What onboarding processes are in place to integrate new hires effectively?

External Training Opportunities

- Are there external training opportunities in your country for green role positions you need in your company?
 - Available formal education programs (universities, vocational schools)
 - Non-formal training opportunities (certifications, short courses)
 - On-the-job learning requirements
 - Gaps in current training provision
 - Recognition of qualifications across borders
 - None
 - Other: _____

Kommentiert [1]: I think this should be deleted. I have noticed this during translation.

7. Future Outlook

Changing Skill Requirements

- How significantly do you expect skill requirements for green roles to change over the next 5-10 years?
 - 1: Not at all
 - 2: Slightly
 - 3: Moderately



<https://greco-project.org/>

- 4: Significantly
- 5: Extremely

Impact of Emerging Technologies

- How much do you anticipate emerging technologies will influence green job roles?
 - 1: Not at all
 - 2: Slightly
 - 3: Moderately
 - 4: Significantly
 - 5: Extremely

Future Growth Areas

- Which areas within the green economy do you predict will offer the most significant growth opportunities?
- Are there specific initiatives your organization is planning to undertake to capitalize on these opportunities?

Industry Developments

- What upcoming developments in the green sector do you believe will impact employment and skills needs?
 - How is your organization preparing for these changes?
 - Do you have any comments you would like to add to this section?
-



<https://greco-project.org/>



"GRECO – Green Economy Career Orientation"

Green Workforce Adaptation Methodology

Youth Workers package

4.4 Annex – Guiding Questionnaire for interviews with Green Job Workers

This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein. Project Number: 2023-1-ID KA220-YOU-3BDB3E74



<https://greco-project.org/>

Guidelines for Youth Workers

Interview duration:

45-60 minutes per interview to ensure comprehensive yet concise discussions that capture the participant's insights while respecting their time.

Preparation

1. **Schedule in Advance:**
 - Arrange interviews at least one week prior to ensure availability and allow participants adequate preparation time.
2. **Share an Overview:**
 - Provide participants with a summary of the interview topics beforehand, highlighting the key areas of discussion.
3. **Research Participants and Roles:**
 - Gather background information about the participant's green job role, organization, and any relevant initiatives they're involved in.
4. **Prepare Tools:**
 - Ensure recording devices (if permitted) and note-taking materials are ready. Test any equipment to avoid technical issues during the interview.

Interview Methods (in order of preference)

1. **In-person interviews:**
 - Ideal for establishing rapport and encouraging detailed, open responses.
 - Allows for observing non-verbal cues that might provide additional insights.
2. **Video calls:**
 - A great alternative when face-to-face interviews are not feasible.
 - Maintains a personal connection while being more flexible for scheduling.
- **Phone calls:**
 - Suitable for follow-ups or when time constraints prevent longer discussions.
 - Limited in observing non-verbal communication but still effective for collecting verbal insights.
- **Email surveys:**
 - Use as a last resort if other methods are not possible.
 - Best for gathering straightforward, written responses to specific questions.

This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein. Project Number: 2023-1-ID KA220-YOU-3BDB3E74



<https://greco-project.org/>

3. Best Practices

- **Introduction to the project:**
 - o Begin the interview by providing a concise overview of the **Development Plan** and its connection to Work Package 4.
 - o Explain how the insights gathered will help guide young people towards green careers.
- **Transparency:**
 - o Clearly outline how the information will be used and stored to ensure ethical compliance.
 - o Obtain explicit permission to record the interview or take detailed notes.
- **Structure with flexibility:**
 - o Follow the questionnaire structure but allow the conversation to flow naturally. Encourage elaboration where participants seem passionate or knowledgeable.
- **Time management:**
 - o Keep track of the interview duration, ensuring all core areas (e.g., worker profile, skills, challenges) are covered without rushing.
- **Close with gratitude and future contact:**
 - o Conclude by thanking participants for their time and insights.
 - o Inquire about their willingness to participate in follow-up discussions or share additional resources.

Kommentiert [1]: I think this should be reformulated. I noticed during translation. I would say: Begin the interview by providing concise information about the purpose of the interview and its relation to the project.

Overview

As part of Work Package 4 (WP4), this comprehensive questionnaire was developed for interviewing green job workers. This tool is essential in gathering insights into workers' experiences, perspectives, and skill development needs, helping youth workers to better understand the realities of green employment. The insights will guide young people in identifying practical pathways to green careers and understanding what is needed to succeed in the green economy.

Objectives

- Create a structured interview guide to gather detailed information about green job opportunities
- Gather detailed information on job roles, responsibilities, and required skills
- Understand green job workers' perspectives on their training needs and skill gaps
- Identify challenges and barriers faced by green job workers
- Capture insights on career progression, work environment, and job satisfaction

This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein. Project Number: 2023-1-ID KA220-YOU-3BDB3E74



<https://greco-project.org/>

Core Question Categories

Core question categories	Topics
1. Worker Profile & Current Role	<ul style="list-style-type: none">○ Background and experience in the Green Economy○ Specific job roles and responsibilities○ Key technical and soft skills utilized
2. Job Requirements & Competency	<ul style="list-style-type: none">○ Required qualifications and certifications○ Assessment of skill requirements and digital competency level○ Areas where additional training would be beneficial
3. Employment Conditions & Satisfaction	<ul style="list-style-type: none">○ Contract type, salary range, and benefits○ Work environment (e.g., office, field, remote)○ Job satisfaction and career growth opportunities
4. Training & Skill Development	<ul style="list-style-type: none">○ Access to training and development resources○ Support from employer (mentorship, internal training)○ Perception of skill gaps and desired training areas
5. Career Outlook & Industry Trends	<ul style="list-style-type: none">○ Future job prospects and emerging roles○ Anticipated changes in required skills○ Impact of industry trends on green job roles
6. Challenges & Recommendations	<ul style="list-style-type: none">○ Barriers to employment or career progression○ Suggestions for improving the green job environment○ Advice for young people considering a green career



<https://greco-project.org/>

Green Economy Career Orientation Questionnaire for Job Workers

1. Worker Profile & Current Role

Current Position

- Could you describe your current position, tasks and responsibilities within your organization?
- How long have you been working in this role?

Job Background

- What initially attracted you to work in the green economy?
- Did you previously work in a different sector? If so, how does this role compare to your previous work?
- Has the job that you are doing in the green economy evolved over time? If so, in what ways?
- What is your educational background?
(e.g., high school diploma, vocational training, university degree, etc.)
- Where or how did you learn to become a [specific role, e.g., wind turbine technician]?
Please specify.
 - Formal education (e.g., university or technical school):
 - Non-formal training (e.g., courses, workshops):.....
 - On-the-job training:.....
 - Self-taught:.....
 - Other (please specify).....

Skills in Use

- What **technical skills** are most important in your role?
(Open-ended or multiple-choice, e.g., data analysis, equipment handling, renewable energy systems, etc.)
- What **soft skills** (e.g., communication, teamwork, problem-solving) are particularly valuable for performing your job effectively?
- What **specific knowledge** do you need to have to perform your job successfully?
(environmental regulations, scientific principles, market trends in green industries, etc.)
- What **attitudes or behaviors** are essential for success in your role?
(e.g., respecting safety and health protocols, attention to detail, adaptability, environmental commitment, etc.)



<https://greco-project.org/>

2. Job Requirements & Competency

Qualifications and Certifications

- What specific qualifications or certifications were required for your role?
- Have you already had these certificates, or did you obtain them for this job?

Technical Skill Proficiency

- On a scale of 1-5, how critical are technical skills to perform your job effectively?
 - 1: Not important
 - 2: Slightly important
 - 3: Moderately important
 - 4: Important
 - 5: Very important

Digital Skills Level

- How would you rate your required level of digital competency in this role?
 - 1: Basic
 - 2: Intermediate
 - 3: Advanced
 - 4: Expert

3. Employment Conditions & Satisfaction

Contract Type

- What type of contract are you employed under?
 - Full-time
 - Part-time
 - Temporary
 - Freelance
 - Internship

Salary Range & Benefits

- What is the typical monthly gross salary for the job you perform in the green economy?
 - Less than €1,500
 - €1,500 - €3,300
 - €3,300 - €5,000
 - More than €5,000



<https://greco-project.org/>

Work environment

- What type of work environment do you currently work in?
 - Office
 - Fieldwork
 - Remote
 - Hybrid

Job Satisfaction

- What aspects of your job in the green economy do you enjoy the most? (meaningful work, environmental impact, teamwork, opportunities for growth, etc.)
- Are your current job conditions aligned with environmental and sustainable ethics? In what way?

Career Development Opportunities

- **What career progression opportunities are available in your field?**
- **What additional skills are important to learn or develop in your field of work to advance your career in the green economy?**
(technical skills, project management, leadership, etc.)
- **What types of training or educational resources are typically available in your country for your role in the green economy? Please specify.**
 - Formal education programs (e.g., university degrees, certifications):.....
 - Non-formal training opportunities (e.g., workshops, online courses):.....
 - On-the-job learning and mentorship:.....
 - Other (please specify):.....
- **Which of the following skill development methods do you find most effective in your field? Please, specify why.**
 - Formal education:.....
 - Non-formal training:.....
 - On-the-job training:.....
 - Self-learning resources:.....

This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein. Project Number: 2023-1-ID KA220-YOU-3BDB3E74



<https://greco-project.org/>

4. Training & Skill Development

Access to Training

- Does your employer offer training or professional development resources?
- How effective are these resources in helping you advance in your role?

Additional Training Needs

- Are there any specific skills or certifications you feel would improve your performance?
- Do you receive sufficient support for learning new technologies or methods in the green economy?

Mentorship and Onboarding

- Was there a mentoring or onboarding process when you joined your role?
- How helpful has mentorship been in your professional development?

5. Career Outlook & Industry Trends

Job Prospects

- How much is your job in demand in the green economy labor market?

Industry Trends Impact

- How much do industry trends (e.g., digitalization, new green regulations) impact your work?
 - 1: Not at all
 - 2: Slightly
 - 3: Moderately
 - 4: Significantly
 - 5: Very significantly

Future Skill Requirements

- Do you anticipate any major changes in skill requirements for roles in your field?
- How prepared do you feel for these changes?

6. Challenges & Recommendations

Employment Barriers

- What challenges or barriers have you encountered in your role or industry?
- Do you think there are common misconceptions about working in green jobs?



<https://greco-project.org/>

Improvement Suggestions

- Are there any improvements you would recommend making green jobs more accessible or attractive?
- What advice would you give young people interested in a green career?

Final Reflections

- How do you view the future of green employment overall?
- Do you have any final comments or insights you'd like to share?



"GRECO – Green Economy Career Orientation"

Green Workforce Adaptation Methodology

Youth Workers package

4.5 Annex – Guidelines for the implementation of local projects

Introduction

Welcome to the **Guidelines for the Implementation of Local Green Economy Projects**. This document is designed to assist you, as youth workers, in successfully conducting practical projects as part of the GRECO initiative.

Firstly, let us tell you about our initiative. The main initiative, GRECO: Green Economy Career Orientation, has a clear and impactful goal: to provide youth workers with the knowledge and skills necessary to be successful career guides for young people to succeed in green careers, raise awareness and understanding of the green economy and its potential for employability and job creation among young people, and address the challenges and barriers young people may face when pursuing green careers in the green economy. GRECO (Green Economy Career Orientation) is a collaborative effort co-funded by the European Union under the Erasmus+ program. Erasmus+ supports projects that promote education, training, youth, and sport in Europe, aiming to foster innovation, cooperation, and the exchange of good practices. This initiative involves six partner organizations: two from Denmark and one each from Italy, Serbia, Slovenia, and Greece. Together, these organizations bring a diverse set of perspectives and expertise to the table.

As part of GRECO, the **Green Workforce Adaptation (GWfA) Methodology** is at the core of the local projects that youth workers will be conducting. The GWfA methodology consists of tools and strategies aimed at helping youth workers and stakeholders navigate the green economy's evolving workforce demands. The local projects you will be involved in, including conducting desk analyses and interviews with green job workers and providers, are designed to apply and test this methodology. By doing so, you will gain valuable insights into local green job creation, required competencies, and the challenges faced in adapting to the green economy.

This document provides the essential guidelines for youth workers to successfully carry out these local projects, using the GWfA methodology to explore and assess green job opportunities and challenges in your region.

Table of contents

Introduction	2
I Local Project Objectives:	4
II Practical Information	4
III Timeline of the Project Implementation	5
IV Support and Mentoring	6
V Overview of Developed Tools/ Instruments	7
VI Step-by-Step Guidelines for Implementing the Local Green Economy Project	7
Step 1: Preparation Phase (March 2025)	7
Step 2: Desk Analysis of Natural Resources and Policies (April 2025)	8
Step 3: Interim Session (Mid-May 2025)	8
Step 4: Interview Phase (May to June 2025)	9
Step 5: Data Processing (June 2025)	10
Step 6: Final Sessions (June 2025)	10
Step 7: Drafting Reports (June 2025)	10
Step 8: Reviewing of the Draft Reports and Feedback (Early July 2025)	11
Step 9: Finalizing Reports (July 2025)	11
Step 10: Final Report Submission (July 2025)	11
Step 11: Final Feedback on Report (August 2025)	12
VII Key Milestones & Dates:	12
VIII: Step-by-Step Guide for Conducting Interviews and Desk Analysis	13
1. Step-by-Step Guide for Interviewing Green Job Providers	13
2. Step-by-Step Guide for Interviewing Green Job Workers	17
3. Step-by-Step Guide for Conducting the Natural Resource Analysis and Green Economy Opportunities	20
4. Step-by-Step Guide for Presentation of key Public Policies Related to Green Transition and Green Economy	24

I Local Project Objectives:

The primary objectives of this project are as follows:

- **Test the Developed Survey Methodology:** This project will help you assess how effective the developed survey methodology is in practice. The results will offer valuable feedback on whether these tools provide actionable insights for understanding local green job opportunities and environmental policies.
- **Enhance Youth Workers' Competencies:** This project offers you the chance to put into practice the skills and knowledge you've gained from the online holistic training (<https://greco-project.org/course/>). You'll strengthen your analytical, research, and communication abilities, specifically within the context of the green economy, and gain real-world experience.
- **Deliver Outputs/Products:** As part of the project, you'll be expected to produce the following deliverables:
 - **Desk Analyses** of natural resources and policies in their countries.
 - **Interviews** with two green job workers and two green job providers to explore the local green job market.
 - A **Comprehensive Report** that includes the findings from desk analyses and interviews, as well as a description of the green jobs analyzed, their tasks, and the competencies required for these jobs.

II Practical Information

This section provides general practical information about how the project will be organized:

- **Team Formation:** You will collaborate in teams of two, with each team working in your own country. Together, you'll conduct desk analyses, interviews, and compile a report. Clear and regular communication within your team will be key to dividing responsibilities efficiently, tracking tasks and deadlines, and supporting each other throughout the project.
- **Expectations from Youth Workers:** As a youth worker, you are expected to:
 1. Conduct desk analyses of natural resources and green economy policies in your country.
 2. Interview two green job workers and two green job providers to gain insights into the local green job market.
 3. Compile all your findings into a comprehensive report, summarizing the data, interviews, and key insights.
- **Support from Local Organizations:** You will have three sessions with your local organization to support you during the project: an **introductory session**, an **interim session**, and a **final session**. These sessions are designed to provide guidance and ensure that you're making steady progress. However, if you need additional help, don't hesitate to reach out to your local organization for assistance—whether it's for organizing interviews, accessing data, or tackling any challenges along the way.

- **Step-by-Step Guide:** A detailed step-by-step guide has been provided to help you navigate each phase of the project. This guide will give you clear instructions on what actions you should take at each stage, the objectives to focus on, important dates to keep in mind, and detailed steps to ensure that you stay on track and make effective progress throughout the project.
- **Proposed Deadlines:** The dates provided in this guide are general deadlines to help you stay on track. You will be given the exact, specific deadlines by your local organization for each phase of the project. These deadlines will be communicated to you directly by your local team.

III Timeline of the Project Implementation

The project will be conducted over several months, with specific milestones to ensure that the work stays on track. The key dates are as follows:

<p>March 2025: Project Preparation and Introductory Sessions You will participate in introductory online sessions to learn about the project’s objectives, tools, and expectations.</p>
<p>March 2025 – May 2025: Project Implementation Period with Ongoing Support During this period, you will implement your project by conducting desk analyses and interviews.</p>
<p>April/May 2025: Interim Sessions You will join interim online sessions to follow up on your progress, discuss any challenges, and receive ongoing support.</p>
<p>April/May 2025: Project Implementation Period with Ongoing Support</p>
<p>Start of June 2025: Final Sessions Final online sessions will be held to review your project work and prepare for report submission.</p>
<p>June 2025: Drafting Reports You will begin drafting your report based on your findings.</p>
<p>End of June 2025: Report Draft Submission You will submit your draft report for review.</p>

Early July 2025: Reviewing of the Draft Reports and Feedback

Partnering organizations will review your draft reports and provide you with feedback.

July 2025: Finalizing Reports and Report Submission

You will finalize your reports by implementing the feedback you have received.

August 2025: Final Feedback

Final feedback will be given on your completed reports.

IV Support and Mentoring

Throughout the project, you will receive mentoring support to help you succeed in your tasks. The support structure is as follows:

- **Introductory Session:** Before you begin the project, there will be an introductory session to familiarize you with the project objectives, methodology, and tools. This session will give you the opportunity to ask questions, clarify any uncertainties, and prepare for the upcoming tasks.
- **Interim Session:** During the project, an interim session will be scheduled to check your progress, address any challenges, and provide feedback on your initial work. This session will ensure you're on track and give you the chance to ask for additional guidance if needed.
- **Final Session:** After the project is completed, a final session will be held to discuss your experience and findings, review the project work, and help you prepare for drafting your reports. This session will provide an opportunity to reflect on the work done, address any final questions, and ensure you are ready to compile your findings into a comprehensive report.

Mentoring support will be available to you throughout the process, and you are encouraged to reach out for assistance whenever you need it. The mentoring sessions are designed to help you navigate any challenges, clarify tasks, and provide guidance as you progress through the project.

V Overview of Developed Tools/ Instruments

The following tools have been developed to assist you in navigating the project implementation:

1. **Template for Analysis of Natural Resources and Opportunities for green economy endeavors and career:** This tool is designed to guide you in analyzing your country's natural

resources and environmental factors, helping you understand the context of the green economy.

2. **Template for the presentation of key public policies related to green economy:** This template will help you analyze key policies and regulations related to the green economy in your country, providing insight into the governmental framework that impacts green jobs.
3. **Guiding questionnaire for interviews with Green Job Workers:** A structured set of questions for you to use when interviewing green job workers. This will help you understand their roles, tasks, skills required, and the challenges they face within the green economy.
4. **Guiding questionnaire for interviews with Green Job Providers:** This tool is for interviewing companies or organizations that offer green jobs. It's designed to help you gather information on the local green job market, the demand for green skills, and the future potential for green job creation.

VI Step-by-Step Guidelines for Implementing the Local Green Economy Project

Step 1: Preparation Phase (March 2025)

- **Action:** Attend the Introductory Session
- **Objective:** Gain a comprehensive understanding of the project implementation structure, the project's goals, methodology, and tools to ensure successful participation and effective execution of each phase.
- **Date:** March 2025 (specific date will be provided by your local organization)
- **Instructions:**
 - Actively engage in the introductory session by carefully listening to explanations about the project's implementation structure, objectives, and responsibilities.
 - Prepare in advance by reviewing any pre-session materials provided.
 - Ask questions to clarify your understanding of key aspects, such as goals, timelines, and deliverables.
 - Familiarize yourself with the templates and tools to be used throughout the project, including analysis templates and questionnaires.
 - Reflect on potential challenges or uncertainties you might face and discuss them during the session to receive practical advice.
 - Plan your schedule thoughtfully, ensuring you allocate adequate time for each phase of the project according to the timeline.

Step 2: Desk Analysis of Natural Resources and Policies (April 2025)

- **Action 1:** Conduct Desk Analysis of Natural Resources
- **Objective:** Identify local natural resources, assess environmental challenges, and explore opportunities for green economy development and job creation through actionable strategies and stakeholder engagement.
- **Date:** April 2025 (specific date will be provided by your local organization)
- **Instructions:**
 - Use the Template for Analysis of Natural Resources.
 - In Part VIII, you will find a step-by-step guide on how to approach and conduct this part of the local project.
 - Gather data from reliable sources (government reports, environmental organizations, etc.).
 - Identify key resources like renewable energy, waste management, and any relevant natural assets.
 - If you have any questions, confusion, or doubts at any point during the project implementation, don't hesitate to reach out to your local organization.
- **Action 2:** Conduct Desk Analysis of Existing Policies
- **Objective:** Review national or regional policies that support or hinder green job creation.
- **Date:** April 2025 (1st to 30th)
- **Instructions:**
 - Use the Template for presentation of key public policies related to green economy
 - In Part VIII, you will find a step-by-step guide on how to approach and conduct this part of the local project.
 - Assess policies such as environmental regulations, sustainability frameworks, and job creation strategies.
 - Cross-reference with recent reports to ensure the accuracy of your findings.
 - If you have any questions, confusion, or doubts at any point during the project implementation, don't hesitate to reach out to your local organization

Step 3: Interim Session (Mid-May 2025)

- **Action:** Attend the Interim Session
- **Objective:** Present updates on the current state of your work, discuss challenges, and refine strategies with guidance from mentors.
- **Date:** Mid-May 2025 (specific date will be provided by your local organization)
- **Instructions:**
 - Prepare an update on the current state of your work, summarizing your desk analysis findings and progress.
 - Ask questions to clarify anything you are uncertain about.
 - Use the session to clarify expectations for the next phases of the project.
 - List any challenges or issues you have encountered and discuss them to receive support and advice.

Step 4: Interview Phase (May to June 2025)

- **Action 1:** Conduct Interviews with Green Job Workers
- **Objective:** Gather insights into local green job roles, required skills, and challenges faced by workers.
- **Date:** May 2025 (specific date will be provided by your local organization)
- **Instructions:**
 - Use the Guiding questionnaire for interviews with Green Job Workers.
 - In Part VIII, you will find a step-by-step guide on how to approach and conduct this part of the local project.
 - Interview two green job workers (e.g., renewable energy technician, environmental consultant).
 - Focus on understanding the tasks, competencies, and challenges they experience in their roles.
 - If you have any questions, confusion, or doubts at any point during the project implementation, don't hesitate to reach out to your local organization.
 - Depending on the forms of the interview you decide to use:
 - **If you conduct an in-person interview:** Record the interview (with permission) and **transcribe** it carefully afterward.
 - **If the interview is online (video/voice):** Record the interview (with permission) and **transcribe** it or use transcription tools.
 - **If the interview is written:** Conduct the interview via email or chat and **organize** the responses into a clear transcript.

- **Action 2:** Conduct Interviews with Green Job Providers
- **Objective:** Understand the demand for green jobs and the qualifications needed for these roles.
- **Date:** May 2025 (specific date will be provided by your local organization)
- **Instructions:**
 - Use the Guiding questionnaire for interviews with Green Job Providers.
 - In Part VIII, you will find a step-by-step guide on how to approach and conduct this part of the local project.
 - Interview two companies/organizations (e.g., solar energy company, waste management organization).
 - Explore the local green job market, skill requirements, and future job growth potential.
 - If you have any questions, confusion, or doubts at any point during the project implementation, don't hesitate to reach out to your local organization
 - Depending on the forms of the interview you decide to use:
 - **If you conduct an in-person interview:** Record the interview (with permission) and **transcribe** it carefully afterward.

- **If the interview is online (video/voice):** Record the interview (with permission) and **transcribe** it or use transcription tools.
- **If the interview is written:** Conduct the interview via email or chat and **organize** the responses into a clear transcript.

Step 5: Data Processing (June 2025)

- **Action:** Process the Data Collected
- **Objective:** Organize and analyze the information from the desk analysis and interviews.
- **Date:** June 2025 (specific date will be provided by your local organization)
- **Instructions:**
 - Review all data carefully.
 - Ensure all key data from your research and interviews is organized and ready to be included in the report.

Step 6: Final Sessions (June 2025)

- **Action:** Join the final online session to review your project progress and prepare for report drafting.
- **Objective:** To review your project work, clarify any remaining questions, and prepare for the report drafting phase.
- **Date:** Start of June 2025 (Specific date will be provided by your local organization)
- **Instructions:**
 - Bring your desk analysis findings, interview notes, and any draft sections of your report.
 - Use the session to ask any final questions about the report structure, writing process, or data presentation.
 - Based on feedback, adjust your approach to drafting the report to make sure it's aligned with project expectations.

Step 7: Drafting Reports (June 2025)

- **Action:** Begin drafting your report based on the findings from your desk analysis and interviews.
- **Objective:** To compile and structure your findings into a comprehensive report that clearly presents your analysis, insights, and recommendations.
- **Date:** June 2025 (Specific date will be provided by your local organization)
- **Instructions:**
 - Ensure your report follows the correct structure: Use our *Reporting Template for Local Project* to guide you. The report should include the following sections: Cover Page, Executive Summary, Introduction, Analysis and Findings (Desk Analysis, Interview Insights), Opportunities and Recommendations, Conclusion, and Appendices.

- Keep the report clear and concise, avoiding overly technical jargon.
- Support your findings with data from desk research and interviews.
- Use charts, graphs, or tables to illustrate data where helpful.
- Ensure confidentiality and secure permissions when referencing interview content.
- Provide realistic and practical suggestions based on your analysis.

Step 8: Reviewing of the Draft Reports and Feedback (Early July 2025)

- **Action:** Review Draft Reports and Provide Feedback
- **Objective:** Partnering organizations will review your draft reports and provide you with feedback.
- **Date:** Early July 2025 (specific date will be provided by your local organization)
- **Instructions:**
 - Carefully review the feedback provided by your local organization.
 - Ask for clarification if any part of the feedback is unclear.

Step 9: Finalizing Reports (July 2025)

- **Action:** Finalize Your Report
- **Objective:** Implement the feedback and finalize your report.
- **Date:** July 2025 (specific date will be provided by your local organization)
- **Instructions:**
 - Revise your report based on the feedback received.
 - Ensure that all suggestions and corrections are incorporated to improve the quality and clarity of the report.

Step 10: Final Report Submission (July 2025)

- **Objective:** To submit your completed report to your local organization for final review and approval.
- **Date:** July 2025 (Specific date will be provided by your local organization)
- **Action:** Submit your finalized report for review.
- **Instructions:**
 - Make sure your report includes all required sections and is free from any errors.
 - Ensure your report follows the correct structure as outlined in the *Template for reporting about local projects*.
 - Submit the report by the deadline provided by your local organization.
 - After submitting, confirm that your report has been received by your local organization.

Step 11: Final Feedback on Report (August 2025)

- **Objective:** To receive detailed feedback on your final report to refine and improve the quality of the final output.
- **Date:** August 2025 (Specific date will be provided by your local organization)
- **Action:** Review the feedback provided on your final report and make any necessary revisions.
- **Instructions:**
 - Go through the final feedback you receive from your local organization or mentors, noting areas for improvement or clarification.
 - Take the time to reflect on the suggestions made and how they can enhance the quality of your report.
 - If additional changes are recommended, make necessary revisions to improve your report's clarity, accuracy, and presentation.
 - If you have any questions about the feedback, don't hesitate to reach out to your local organization for further clarification.

VII Key Milestones & Dates:

Introductory Session, Date: March 2025 (LTTA in Parta will serve as a platform for introduction into the process, with a possibility to schedule additional meeting with youth workers after the LTTA, if there were more things to discuss and agree on)

Desk Analysis of Natural Resources and Policies, Date: April 2025 (specific date to be announced)

Interim Session Date: Mid-May 2025 (specific date to be announced)

Interview Phase (Green Job Workers and Providers), Date: May to June 2025 (specific dates to be announced)

Data Processing Date: June 2025 (specific date to be announced)

Final Sessions, Date: Start of June 2025 (specific date to be announced)

Drafting Reports, Date: June 2025 (specific date to be announced)

Reviewing Draft Reports and Feedback, Date: Early July 2025 (specific date to be announced)

Finalizing Reports, Date: July 2025 (specific date to be announced)

Final Report Submission, Date: July 2025 (specific date to be announced)

Final Feedback on Report, Date: August 2025 (specific date to be announced)

VIII: Step-by-Step Guide for Conducting Interviews and Desk Analysis

Below you will find detailed step-by-step guides designed to help you conduct interviews with green job providers, green job workers, and carry out desk analysis on natural resources and policies related to green jobs.

1. Step-by-Step Guide for Interviewing Green Job Providers

Step 1: Research Potential Green Job Providers

Action: Identify and research green job providers that align with the project's goals and objectives.

Instructions:

- **Where to Look:** Use LinkedIn, company websites, industry-specific directories, and local sustainability networks. Attend events such as green job fairs, eco-friendly business conferences, and community gatherings focused on green industries and employment.
 - **Ensure Relevance:** Focus on organizations actively involved in the green sector and providing job opportunities that align with the project's goal of preparing youth for green careers.
-

Step 2: Craft an Outreach Email/Message

Action: Write a professional and personalized email to request an interview.

Instructions:

- **Subject Line:**
 - Use a clear and professional subject line, such as: *"Interview Request: Exploring Green Job Opportunities for Youth Career Development."*
 - Keep it concise and relevant to capture the recipient's attention.
- **Body of the Email:**
 - **Introduction:** Start with a polite introduction. Briefly introduce yourself, your role, and the purpose of your outreach. Explain that you are conducting research to gather insights on green job roles, required skills, and growth opportunities to help prepare young people for careers in the green economy.
 - **Explain the GRECO Project:** Provide a brief overview of the GRECO project and its focus.
 - **Highlight the Benefits:** Emphasize how participating in the interview will benefit the company. Explain that their insights will help shape local career development efforts, support sustainability initiatives, and align training programs with the skills and qualifications employers need in the green sector.

- **Interview Duration and Flexibility:** Politely request a 45–60-minute interview and offer flexible dates and times to accommodate their schedule. This shows respect for their time and flexibility.
- **Interview Formats:** Offer multiple formats for the interview (in-person, video call, phone call), depending on the company’s preference and convenience.
- **Prepare in Advance:** Mention that you can share the list of questions in advance to give them ample time to prepare.
- **Personalize:** Add a personal touch by referencing specific green initiatives or sustainability certifications the company holds. Show that you’ve done your research and are genuinely interested in their work.
- **Data Use:** Be transparent about how the data from the interview will be used to support the GRECO project.

Closing Paragraph:

- Conclude the email by thanking the recipient for their time and consideration. Express your enthusiasm for the opportunity to speak with them and reinforce how valuable their insights will be for the project.
- **Sign-off:** Close with a professional closing and include your name, role, and contact details.

• General:

- **Professional Tone:** Maintain a respectful, polite, and professional tone throughout the email. Keep the language clear and concise. A well-written and courteous email reflects your professionalism and sets the tone for a productive interview.

Step 3: Send the Email and Wait for a Response

Action: Send your outreach email and wait for a reply.

Instructions:

• Send the Email:

- Once your email is ready, send it to the appropriate contact (e.g., HR, Sustainability Manager, or another relevant role within the company). Double-check that the contact information is accurate.
- After sending it, allow 3-5 business days for a response. This gives the recipient time to review and respond thoughtfully.

• Follow Up (If Necessary):

- If you don’t receive a response within one week, send a polite and professional follow-up email.
- If you still don’t hear back after a second email, consider researching and reaching out to other green job providers. Not every company may be able to participate, so it's important

to keep exploring alternative contacts to ensure you gather enough information for your project.

Step 4: Schedule the Interview

Action: Confirm the interview time, format, and details.

Instructions:

• **Confirm Time and Format:**

- Once the green job provider agrees to the interview, confirm a time that works for both parties. If needed, suggest multiple time slots to offer flexibility.
- Ask about their preferred interview format (in-person, phone, or video call) and provide options that suit their convenience.
- Send a calendar invite with the interview details and a reminder 24 hours prior to ensure both parties are prepared, and the interview goes smoothly.

• **Clarify Interview Structure:**

- Confirm the interview will last around 45-60 minutes and outline the main areas of focus (green job roles, skills needs, career growth).

• **Send Questions (If agreed):**

- If you've agreed to send the questions in advance, make sure to do so promptly to give the interviewee time to prepare.

• **Request Permission to Record and Take Notes:**

- Politely ask if it's okay to record the interview and explain how recording or note-taking will help ensure an accurate and productive discussion.
-

Step 5: Prepare for the Interview

Action: Get ready to conduct a professional interview.

Instructions:

• **Use the Guiding Questionnaire for Green Job Providers:**

- Refer to the **Guiding Questionnaire** for Green Job Providers, which includes core question categories and specific questions to ask.
- While it's fine to customize the questions based on the company or sector, use the questionnaire as your main framework to ensure consistency and coverage of key areas.

• **Other Preparations:**

- For virtual interviews, test your **internet connection, audio, and video equipment** in advance to ensure everything works smoothly.
-

Step 6: Conduct the Interview

Action: Carry out the interview professionally while ensuring it flows naturally.

Instructions:

• Introduction:

- Begin with a brief introduction of yourself and your role. Clearly explain that the purpose of the interview is to gather insights for **youth career guidance** and contribute to the **GRECO initiative**.
- Confirm the interview will last **45-60 minutes** and briefly outline the key topics (the company's green initiatives, job opportunities, skills needs).

• Ask Permission to Record or Take Notes:

- Politely ask again: "Would it be okay if I record this interview for reference, or would you prefer I take notes instead?"
- If they agree to recording, quickly check that the audio and video are working properly.
- Reassure them that the information will be used to help align training programs with industry needs and further support the GRECO initiative.

• Follow the Questionnaire:

- Use the **Guiding Questionnaire** as your main framework but allow for a conversational flow.
- Allow the interviewee to share additional insights beyond the specific questions. Ensure you cover key areas like **company profile, job roles, skills gaps, growth projections, and training programs**.

• Keep Track of Time:

- Be mindful of the time (aim for 45-60 minutes) but be flexible if important points are still being shared. Ensure all critical topics are covered.

• Wrapping Up:

- **Thank the Interviewee:** At the end of the interview, thank them for their time and valuable insights.
- **Ask for Future Contact:** Before concluding, ask if it's okay to reach out for any follow-up questions or clarifications.

Step 7: Post-Interview Actions

Action: Review, send a thank-you note, and organize interview findings.

Instructions:

• Review Notes or Recording:

- Immediately after the interview, review your notes or recording to ensure all key insights are captured accurately.

- Fill in any gaps while the conversation is still fresh in your mind.

- **Send a Thank-You Email:**

- Send a thank-you email to express your appreciation for their time and insights.
 - Organize your notes or recording,
-

2. Step-by-Step Guide for Interviewing Green Job Workers

Step 1: Research Potential Green Job Workers

Action: Identify and research green job workers who align with the project’s goals and objectives.

Instructions:

- **Where to Look:** Use LinkedIn, company websites, industry-specific directories, and local sustainability networks. Attend green job fairs, community sustainability events, or workshops where green job workers may gather or share their experiences.
 - **Ensure Relevance:** Focus on workers who are actively involved in the green economy and hold roles related to environmental sustainability, renewable energy, green technologies, or other eco-focused sectors. Look for individuals whose experiences will help prepare youth for green job opportunities and provide insights into the skills and career paths needed in the green economy.
-

Step 2: Craft an Outreach Email/Message

Action: Write a professional and personalized email to request an interview.

Instructions:

- **Subject Line:** Use a clear and professional subject line, such as: “Interview Request: Exploring Green Job Worker Experiences for Youth Career Development.”
- **Body of the Email:**
 - **Introduction:** Introduce yourself, your role, and the purpose of your outreach. Mention that you are conducting research to understand green job worker roles, skill requirements, and career development to help prepare young people for careers in the green economy.
 - **Explain the GRECO Project:** Provide a brief overview of the GRECO project.
 - **Highlight the Benefits:** Explain how their participation will contribute to shaping youth career development efforts, supporting sustainability goals, and ensuring that training programs align with the skills green job sectors require.
 - **Interview Duration and Flexibility:** Politely request a 45–60-minute interview, offering flexible dates and times to accommodate their schedule.

- **Interview Formats:** Offer multiple formats for the interview (in-person, video call, phone call) to suit their preferences.
- **Send Questions in Advance:** Mention that you can send the list of questions ahead of time if they wish to prepare.
- **Data Use:** Be transparent about how the data from the interview will be used in the GRECO initiative.

Closing Paragraph:

- Conclude the email by thanking the recipient for their time and consideration. Express your enthusiasm for the opportunity to speak with them and reinforce how valuable their insights will be for the project.
 - **Sign-off:**
Close with a professional closing and include your name, role, and contact details.
-

Step 3: Send the Email and Wait for a Response

Action: Send your outreach email and wait for a reply.

Instructions:

- **Send the Email:**

Once you've written and reviewed your email, send it to the appropriate contact (e.g., the worker or their supervisor). Make sure to double-check the contact details to ensure it's directed to the right person.

- - **Wait for a Response:**
Allow 3-5 business days for a response. This gives them time to review the request and respond thoughtfully.
 - **Follow Up (If Necessary):**
If you don't receive a response within a week, send a polite follow-up email. For example:
"I'm just following up on my earlier email regarding the interview request. I'd appreciate the opportunity to discuss your experiences in green jobs and how they relate to youth career development."
 - If you still don't hear back after the second email, consider reaching out to other green job workers. Not all workers may be available, so exploring other contacts will help ensure you gather enough insights for your project.
-

Step 4: Schedule the Interview

Action: Confirm the interview time, format, and details.

Instructions:

- **Confirm Time and Format:** Once they agree to the interview, confirm the time that works for both parties. If needed, suggest multiple time slots to offer flexibility. Ask about their preferred interview format (in-person, phone, or video call).
 - **Send a Calendar Invite:** After confirming the time and format, send a calendar invite with the interview details. Make sure to set a reminder 24 hours prior to the interview.
 - **Clarify Interview Structure:** Confirm that the interview will last 45-60 minutes and provide an outline of the focus areas, such as the worker's role, skill requirements, and career development opportunities in the green economy.
 - **Send Questions (If agreed):** If you've agreed to send the list of questions beforehand, ensure they are sent promptly to allow time for preparation.
 - **Request Permission to Record or Take Notes:** Politely ask if it's okay to record the interview and explain why you would like to record it for accurate note-taking and future reference.
-

Step 5: Prepare for the Interview

Action: Prepare to conduct a professional interview.

Instructions:

- **Use the Guiding Questionnaire for Green Job Workers:** Refer to the **Guiding Questionnaire for Green Job Workers**, which outlines core question categories and specific questions designed to gather comprehensive insights. You can adapt the questions to the worker's specific role or sector, but always use the questionnaire as your primary framework to ensure consistency.
 - **Outline the Interview Structure:** Outline the interview to make sure you stay on track. This includes starting with introductions, then covering key topics such as the worker's role, skills needed, training opportunities, and insights on youth career preparation.
 - **Other Preparations:** Ensure your equipment works properly, especially for virtual interviews (internet, audio, video)
-

Step 6: Conduct the Interview

Action: Carry out the interview professionally while ensuring it flows naturally.

Instructions:

- **Introduction:** Start by introducing yourself and explaining that the interview is part of the **GRECO project**, aiming to gather insights for youth career development in green industries. Confirm that the interview will last 45-60 minutes and briefly outline the key discussion topics.
 - **Permission to Record or Take Notes:** Even if you mentioned it earlier, ask again for permission to record or take notes. This shows respect for their preferences. “Would it be okay if I record this interview for reference, or would you prefer I take notes instead?” If recording is allowed, double-check that everything works smoothly.
 - **Follow the Guiding Questionnaire:** Use the **Guiding Questionnaire for Green Job Workers** to guide your conversation. Stay flexible to allow the interviewee to share additional insights while ensuring you cover all essential topics like job roles, skill gaps, career growth, and training needs.
 - **Keep Track of Time:** Stay mindful of time, aiming for 45-60 minutes. If key insights are still being shared, allow flexibility to dive deeper into important points.
-

Step 7: Post-Interview Actions

Action: Review, send a thank-you note, and organize interview findings.

Instructions:

- **Review Notes or Recording:** Review your notes or recording immediately after the interview to ensure key points are captured. Fill in any gaps while the conversation is still fresh.
 - **Send a Thank-You Email:** Within 24 hours of the interview, send a thank-you email to express gratitude for their time and insights.
 - **Organize and Submit Data:** Organize your notes or recording and prepare the data for submission.
-

3. Step-by-Step Guide for Conducting the Natural Resource Analysis and Green Economy Opportunities

Step 1: Review the Template and Understand the Objective

Action: Familiarize yourself with the template and understand the overall goal of the analysis.

Instructions:

- **Review the entire Template** to understand the structure and what each section is asking for. The template covers the socio-economic context, natural resources, environmental

challenges, opportunities for green economy development, green job mapping, and recommendations for the future.

- **Understand the Objective:** The goal is to create a comprehensive analysis of the natural resources and environmental characteristics of your region, identify opportunities for green economy development, and propose green jobs for local youth.
-

Step 2: Gather Preliminary Information About the Local Area

Action: Start collecting basic data about the local geography, climate, socio-economic conditions, and key industries.

Instructions:

- **Research Geography and Climate:** Identify the key geographical features of the area (e.g., rivers, forests, mountains) and understand the local climate (e.g., rainfall, temperature, renewable energy potential like solar or wind).
 - **Understand Socio-Economic Context:** Look into key industries driving the economy (agriculture, tourism, etc.), employment trends, and social factors (e.g., unemployment rates, poverty).
 - **Locate Relevant Reports and Data:** Find studies or reports that highlight the environmental state, natural resources (water, minerals, forests), and existing green initiatives at both national and local levels.
-

Step 3: Define the Scope of the Analysis

Action: Decide which sectors of the green economy to focus on and prioritize research efforts.

Instructions:

- **Select Priority Sectors:** Choose the green economy sectors most relevant to your area based on available natural resources and environmental challenges. For example:
 - **Renewable Energy** (solar, wind, hydro)
 - **Sustainable Agriculture** (organic farming, regenerative agriculture)
 - **Eco-Tourism** (tourism related to biodiversity and conservation)
 - **Waste Management** (recycling, composting, waste-to-energy)
 - **Focus on Local Opportunities:** Align your analysis with the sectors that present the most potential for green job creation in your region.
-

Step 4: Identify Key Stakeholders and Data Sources

Action: Identify the key stakeholders and resources that will provide insights for your analysis.

Instructions:

- **Stakeholders to Consider:**
 - Local **businesses that already** work in green economy sectors.
 - **Environmental NGOs** involved in conservation, renewable energy, or eco-tourism.
 - **Government bodies** that manage natural resources and sustainable development.
 - **Educational institutions** that provide green skills training or related research.
 - **Data Sources:** Look for:
 - Government or NGO reports on local resources, energy, and environmental assessments.
 - Academic papers or studies about the local impact of green initiatives or resource management.
-

Step 5: Conduct Research and Data Collection

Action: Collect all necessary data to fill out the template sections.

Instructions:

- **Research Key Natural Resources:**
 - Assess the most abundant natural resources in your region (e.g., water bodies, forests, solar and wind potential).
 - Investigate how these resources are being utilized or managed (e.g., overexploited, sustainably used).
 - **Assess Environmental Challenges:** Identify key environmental issues (e.g., pollution, soil erosion, water scarcity) and the potential for overcoming these challenges through green economy solutions.
 - **Gather Data from Reports:** Collect environmental impact assessments, natural resource inventories, or data on local energy consumption.
-

Step 6: Write the Analysis Sections

Action: Begin writing the sections of the template based on the research you've gathered.

Instructions:

- **Introduction to the Local Area** (300 words max):
 - Provide a brief overview of the region's geography, climate, socio-economic situation, and current industries.
- **Overview of Key Local Natural Resources** (300 words max):
 - Identify and describe the natural resources in your area, focusing on those with the greatest potential for green economy activities.
- **Environmental Specificities and Challenges** (400 words max):

- Describe the main environmental challenges in the region and explore how these can be turned into opportunities for green economy development.
 - **Opportunities for Green Economy Development** (300 words max):
 - Identify sectors with the most potential for green job creation. Consider how local resources can be better utilized for sustainable economic activities.
 - **Mapping Key Green Job Providers** (400 words max):
 - List the companies, NGOs, and public institutions involved in green economy sectors. Identify the types of green jobs they offer, and the skills required.
 - **Green Skills and Training Needs** (300 words max):
 - Identify what skills are needed for green economy sectors and explore existing training programs or gaps in skills development.
 - **Potential for Green Job Creation and Career Opportunities** (250 words max):
 - Summarize the potential for green job creation based on your findings, highlighting the main sectors and career opportunities.
 - **Recommendations for Green Economy Development** (100 words max):
 - Provide actionable recommendations for supporting green job creation and engaging local communities in green economy initiatives.
-

Step 7: Make Recommendations for Green Economy Development

Action: Based on your analysis, create realistic recommendations for engaging youth and stakeholders in green economy activities.

Instructions:

- **Provide Actionable Recommendations:** Suggest ways to engage local communities and youth in green economy activities, considering the region's available resources and existing challenges.
 - **Propose Stakeholder Partnerships:** Identify key partnerships (government, businesses, NGOs) that could help develop green jobs and green economy sectors.
-

Step 8: Write the Conclusion

Action: Summarize your findings and conclude with key insights.

Instructions:

- **Summarize Key Insights:** Provide a final overview of the main strengths and opportunities for green economy development in your area. Focus on green job potential and how local natural resources can foster sustainable economic growth.
-

Step 9: Review and Finalize the document

Action: Review the analysis and refine the content.

Instructions:

- **Check for Consistency:** Ensure that all sections of the template are filled out correctly and that the analysis flows logically.
 - **Revise for Clarity:** Make sure your recommendations are practical, clear, and aligned with the local context.
 - **Proofread:** Check for any grammatical errors, inconsistencies, or missing information.
 - Ensure that the report is formatted according to the guidelines provided.
 - Include all necessary references to data sources and stakeholder input.
-

4. Step-by-Step Guide for Presentation of key Public Policies Related to Green Transition and Green Economy

Step 1: Review the Template and Understand the Objective

Action: Familiarize yourself with the template and understand the overall purpose of the analysis.

Instructions:

- **Review the Entire Template** to understand its structure, key sections, and the specific focus areas (green economy, green jobs, public policies, etc.).
 - **Clarify the Objective:** The goal of this analysis is to examine existing public policies related to the green economy and green job creation in your country. By critically analyzing these policies, you will assess how they contribute to sustainable development and the creation of green jobs, while also identifying opportunities for youth involvement in the green economy.
-

Step 2: Write Introduction

Action: Introduce the context, purpose, and methodology of the analysis.

Instructions:

1. **Start with the significance of the green economy:** Explain why green economy development and green job creation are important in addressing environmental challenges in your country.
2. **Discuss the role of youth:** Justify why youth should be involved in shaping the green economy and its sustainable future.
3. **Explain the purpose of the analysis:** Clearly define what you are aiming to explore, determine, or uncover through this analysis.

4. **Mention the methodology:** Briefly outline the methods you used for this analysis (e.g., policy review, research, consultations).
-

Step 3: Policy and Regulatory Framework

Action: Present and analyze key national policies and programs that support the green economy and green jobs.

Instructions:

1. **Overview of national policies (III-1):**

- Identify 3 key policies related to environmental protection, energy, climate, sustainable agriculture, etc. List their titles and timeframes.

2. **Overview of available programs (III-2):**

- Identify 3 funding programs or financial instruments that support green initiatives, climate action, renewable energy, etc.

3. **Detailed analysis of policies (III-3):**

- For each of the 3 key policies identified:
 - **General analysis:** Describe the policy's goal, stakeholders, expected objectives, and measures.
 - **Economic impact:** Assess how the policy supports green economic growth and job creation, mentioning specific types of green jobs.
 - **Social impact:** Analyze how the policy affects different demographic groups and education levels, and its impact on workforce development.
-

Step 4: Description of Available Funding Programs

Action: Describe key funding programs available to support green initiatives and green job creation.

Instructions:

1. **Identify and describe 3 funding programs:**

- For each program, answer the following:
 - **Objective:** What is the program's goal?
 - **Target groups:** Who are the beneficiaries? Who can apply?
 - **Support offered:** What kind of financial or technical support does the program provide?
 - **Impact on green job creation:** Explain how this program contributes to creating green jobs.
-

Step 5: Key Findings and Conclusions

Action: Draw key conclusions based on your analysis, focusing on green economy growth and green job creation.

Instructions:

1. **Summarize your findings:** Analyze whether your country's policies stimulate green economy growth.
 2. **Identify sectors with potential:** Point out which sectors of the green economy have significant growth potential based on the analyzed policies and programs.
 3. **Highlight key green jobs:** Based on your analysis, identify the green jobs with the greatest potential for development and market demand.
 4. **Identify green skills:** Mention which green skills are in demand or expected to be in demand in your country.
 5. **Check for employment policies:** Review whether any policies directly mention or target green jobs and employment.
-

Step 6: Executive Summary

Action: Provide a concise summary of the entire document. Write this at the end, after completing all sections of the analysis.

Instructions:

1. **State the purpose of the analysis:** Explain the goal and why this analysis was conducted (what you aim to determine or discover).
 2. **Key findings:** Summarize the main conclusions about green career opportunities, highlighting the relevant policies that promote green jobs and the green economy.
 3. **Conclusions:** List the key insights about youth career counseling related to the green economy in your country, based on your findings.
-

Step 7: Add References and Appendices

Action: Complete the appendices and references.

Instructions:

- **List Policy Documents:** Include a list of all the policies and programs reviewed, with URLs or full access information.
- **Provide a Reference List:** Include all sources used, formatted correctly (websites, articles, books, etc.).

Step 8: Review and Finalize the document

Action: Review the entire report to ensure it's clear and complete.

Instructions:

- **Check for Consistency:** Ensure the analysis flows logically and clearly.
- **Refine Your Conclusions:** Make sure the recommendations are actionable and based on solid findings.
- **Proofread:** Correct any grammatical or factual errors.



"GRECO – Green Economy Career Orientation"

Green Workforce Adaptation Methodology

Youth Workers package

4.6 Annex – Guidelines - template for reporting about local projects

Title of the Report

Project Name:

Country and Local Area:

Author(s):

Date of Submission:

Period of project implementation:

1. Executive Summary (200-300 words)

Provide a brief overview of the report, including:

- Objectives of the analysis.
 - Key findings from the desk research and interviews.
 - Main conclusions and recommendations.
-

2. Introduction (300 words max)

- **Objective of the Report:** State the purpose of the project and its relevance to green economy development.
 - **Methodology:** Describe how the data was collected, including desk research and interviews.
 - **Contextual Background:** Provide a brief overview of the socio-economic and environmental context. (Short opinion of the importance of having this investigation done at the local level by following the guiding questions like: What value this project brings in the environmental context? What challenges and opportunities do you see in the socio-economic spectrum?)
-

3. Analysis and Findings

3.1 Desk Analysis (500-1000 words)

Summarize findings from the desk research, covering:

- **Natural Resources:** Key resources, their usage, and management challenges.
- **Policy and Programs Overview:** Key policies and programs supporting green economy development.
- **Environmental Challenges:** Main issues impacting the local area.

3.2 Interview Insights (500-1000 words)

Dates of interviews conduction

- Green Job providers:
- Green Job workers:

Compile and synthesize insights and findings from interviews, addressing:

- **Green Job Providers** (*using Questionnaires template as a reference*):
 - Nature of green business activities.
 - Green job roles and qualifications, expected hiring needs.
 - Employment conditions and future outlook.
 - **Green Job Workers** (*using Questionnaires template as a reference*):
 - Current roles, responsibilities, and required skills/qualifications/competences.
 - Job satisfaction and career development opportunities.
 - Training needs and challenges faced.
-

4. Opportunities and Recommendations (500-1000 words)

4.1 Opportunities for Green Economy Development

- Identify high-potential sectors and related jobs demanded/to be demanded in the market (e.g., renewable energy, eco-tourism, sustainable agriculture).
- Suggest ways to leverage local resources for green job creation.

4.2 Skills and Training Needs

- Highlight skills gaps identified during the project (through desk analysis and interviews).
- Recommend training programs or initiatives to bridge these gaps.

4.3 Policy and Partnership Recommendations

- Propose partnerships between stakeholders (government, NGOs, businesses).
 - Recommend policy adjustments or initiatives to support green career orientation of youth.
-

4. Conclusion (200 words max)

- Summarize key strengths, opportunities, and potential barriers for development of green economy in (add country of residence).
 - Provide final reflections on the local area's readiness for green economy development.
-

5 Appendices

Please, include additional documents (e.g. desk analysis) created during your project, if you refer to them in the report.

Guidelines for Reporting

1. **Clarity and Conciseness:** Keep the report clear and concise, avoiding overly technical jargon.
 2. **Evidence-Based Insights:** Support findings with data from desk research and interviews.
 3. **Visual Aids:** Use charts, graphs, or tables to illustrate data, where helpful.
 4. **Ethical Considerations:** Ensure confidentiality and secure permissions when referencing interview content.
 5. **Actionable Recommendations:** Provide realistic and practical suggestions based on the analysis.
-