



EUROPEAN COMMISSION
Employment, Social Affairs and Inclusion DG
Directorate D – Labour Mobility
Unit D.1 – Free movement of workers, EURES

EaSI - EURES

EURES Targeted Mobility Scheme (TMS)

CALL FOR PROPOSALS

VP/2020/009

**Any questions should be sent by email to:
empl-vp-2020-009@ec.europa.eu**

To ensure a rapid response to requests for information, applicants are invited to send their queries in English, where possible

This text is available in English, French and German. The English version is the original.

Applicants are invited to read the present document in conjunction with the Financial Guidelines for Applicants and the model Grant Agreement(s) published with this call as well as the financial rules applicable to the general budget of the Union and their rules of application:

http://ec.europa.eu/budget/biblio/documents/regulations/regulations_en.cfm

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1. INTRODUCTION – BACKGROUND

1.1. Programme/Legal base

This call for proposals is published under Regulation (EU) No 1296/2013 of the European Parliament and of the Council of 11 December 2013 on a European Union Programme for Employment and Social Innovation ("EaSI")¹ and amending Decision No 283/2010/EU establishing a European Progress Microfinance Facility for employment and social inclusion.

This call for proposals is financed under the **European Programme for Employment and Social Innovation "EaSI" 2014-2020**² which is a European-level financing instrument managed directly by the European Commission to contribute to the implementation of the Europe 2020 strategy, by providing financial support for the Union's objectives in terms of promoting a high level of quality and sustainable employment, guaranteeing adequate and decent social protection, combating social exclusion and poverty and improving working conditions.

The 2020 annual work programme for grants and procurement for the European Union Programme for Employment and Social Innovation (EaSI) was published on 30 October 2019³. It includes this call for proposals on targeted mobility scheme. The overall objective of this call is to ensure around 4 000 placements over the duration of the action in economic sectors with hard to fill vacancies.

1.2. Policy and economic background

Building on the work done in the past by the previous Commissions, President Ursula von der Leyen stressed in the Communication on "a Strong Social Europe for Just Transitions", published on 14.01.2020⁴, that the European Pillar of Social Rights is the European answer to improve equal opportunities and jobs for all, fair working condition, social protection and inclusion. This Commission promotes professional mobility, sustaining young and old people to have access to timely and tailor-made support, including training, to improve chances of getting a quality job or starting a business.

In accordance with the European Pillar of Social Rights⁵, that sets out key principles and rights essential for fair and well-functioning labour markets, this call for proposals is part of the purpose to build a more inclusive and sustainable growth model, with a view to stimulating investments, creating jobs, fostering social cohesion and fairer labour mobility.

¹ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:347:0238:0252:EN:PDF>

² <http://ec.europa.eu/social/main.jsp?langId=en&catId=1081>

³ <https://ec.europa.eu/social/main.jsp?advSearchKey=EaSIannualworkprogramme&mode=advancedSubmit&catId=22&policyArea=0&policyAreaSub=0&country=0&year=0>

⁴ Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions
https://ec.europa.eu/commission/presscorner/detail/en/fs_20_49

⁵ https://ec.europa.eu/commission/priorities/deeper-and-fairer-economic-and-monetary-union/european-pillar-social-rights_en

The action, as direct expression of the principle "Active support to employment" under the chapter I, "equal opportunities and access to the labour market" of the European Pillar of Social Rights, is aimed to fulfil people's needs, supporting and promoting the implementation of tailor-made employment services and innovative forms of work, that ensure quality working conditions, to foster the placement and integration of mobile workers in the host country(ies), combined with financial incentives.

Intra-EU labour mobility as promoted by this call for proposals can help to address labour market imbalances and improve labour market's efficiency. It can contribute to improving the allocation of resources and serve as an adjustment mechanism for unbalanced labour markets whilst enabling economies to cope better with economic shocks.

EURES⁶ (European Employment Services) is a network formed by public-private employment services and other partner organisations. The objective of the EURES network is to facilitate the free movement of workers within the European Economic Area (EEA) (the 28 members of the European Union, plus Norway, Liechtenstein and Iceland) and Switzerland, i.e. giving information and assistance to job seekers and employers on respectively the available job vacancies, job research and living and working conditions in Member States.

The Commission tested the Your First EURES Job (YFEJ) mobility scheme during three consecutive budget years (2011-2013) as a preparatory action. The scheme aimed to help young EU-28 citizens aged 18-30 to find a job, traineeship or apprenticeship in another Member State (remunerated, minimum 6 months contract). It also supported employers (SMEs with up to 250 employees) to find workers in another EU country for their hard-to-fill vacancies. The scheme combined the provision of information, recruitment, matching and placement services with EU financial support, based on a mix of simplified cost options and reimbursement of actual declared costs. The ex-post evaluation of the YFEJ preparatory action pinpointed the need to upscale the scheme and improve its operational capacity for gaining effectiveness and efficiency. As of 2014, YFEJ is continued as a Targeted Mobility Scheme under the EU Programme for Employment and Social Innovation⁷, covering the EU/EFTA countries (EU 28, Norway and Iceland) and the age group 18-35.

The examples and lessons learnt from YFEJ demonstrated the relevance of the scheme, notably its EU added value and complementarity with EURES. Therefore, built on the features of the YFEJ, a targeted mobility scheme "Reactivate"⁸ to help EU citizens aged at least 35 to find a job, traineeship or apprenticeship opportunity in another EU country, and to help employers find qualified workforce, was implemented. There have been three calls for proposals in 2016, 2017 and 2018.

Both YFEJ and Reactivate were created as inclusive schemes, playing the role of active labour measures aiming at improving access to intra-EU labour markets. The workers and employers have an opportunity to benefit from tailor-made employment support, acquire diversified knowledge and skills, learn new languages and strengthen their EU citizenship values.

In 2019 the action Targeted Mobility Scheme (TMS) was implemented to ensure the continuity and further development of two intra-EU job mobility schemes, "Your first EURES job" (YFEJ) and "Reactivate", providing support measures to jobseekers and

⁶ <http://eures.europa.eu>

⁷ <http://ec.europa.eu/social/main.jsp?catId=1081>

⁸ This is a Preparatory Action within the meaning of Article 54(2)(b) of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298, 26.10.2012, p. 1).

enhancing EURES potential as a job-matching and job placement tool thanks to the creation of partnerships involving different labour market organisations.

1.3. Main purposes

The EURES axis: promoting workers' geographical mobility on a fair basis and boosting employment opportunities

The aim of this axis is to strengthen EURES, the European job mobility network that provides information, guidance and recruitment/placement services to employers, workers, jobseekers and any citizen wishing to take advantage of freedom of movement for workers.

The EURES axis of the EaSI programme covers three thematic sections:

- Transparency of job vacancies, applications and any related information for jobseekers, workers and employers;
- Development of services for the recruitment and placing of workers in employment;
- Cross-border partnerships.

It has the following general objectives:

- Ensuring that job vacancies and applications and corresponding information and advice, as well as any related information, are made transparent for the potential applicants and the employers.
- Supporting the provision of EURES services for the recruitment and placing of workers in quality and sustainable employment through the clearance of job vacancies and applications. This support will cover all phases of placement, from pre-recruitment preparation to post-placement assistance.

The EURES axis may be used to finance actions to promote voluntary mobility of individuals in the Union, on a fair basis, and to remove mobility obstacles.

The EURES axis under the EaSI programme contributes to the implementation of the objectives of EURES, as laid down in the EURES Regulation. Consequently, this call for proposals will support the development of the EURES network and its activities in line with the standards and procedures established in this Regulation.

2. OBJECTIVE(S) – PRIORITIES – TYPES OF ACTIONS - EXPECTED RESULTS

2.1. Objectives – Priorities

Building on the aim of the European Pillar of Social Rights⁹, to serve as a guide towards efficient employment and social outcomes, the overall objective of this call for proposals is to ensure around 4 000 placements over the duration of the action in economic sectors with hard to fill vacancies.

The action being strongly result-oriented, it may contribute to: a) enhance the service catalogue of the EURES organisations; b) foster public-private partnerships and, c) address labour market needs in line with the bottom lines of the EURES reform; d)

⁹ https://ec.europa.eu/commission/priorities/deeper-and-fairer-economic-and-monetary-union/european-pillar-social-rights/european-pillar-social-rights-20-principles_en

improve the conditions for jobseekers and workers to exercise their right of freedom of movement across the EU and to address labour markets' imbalances and skills shortages.

Targeted Mobility Scheme (TMS), constitutes a European labour market activation measure, combining tailor-made recruitment, matching, training and placement services with financial incentives. The support measures may vary according to labour market needs but should at least include provisions for interviews in another Member State, relocation, linguistic training as well as work and country integration support. The end beneficiaries will be jobseekers and job changers, trainees and apprentices as well recruiting enterprises, including SMEs. Both individuals and enterprises may receive direct financial support in the form of targeted allowances. Placements may, inter alia, take place in the context of regional cross-border initiatives and/or projects dedicated to particular sector(s).

Applicant organisations are free to choose the activities, methods and tools etc. to implement their action, on condition that they indicate separate targets for measures offered for the young (aged from 18 to 35) and for 35+ job seekers as well as comply with the mandatory framework for the provision of assistance and financial support to target groups laid down in Annexes I and II. Both age groups (group from 18 to 35 years and group 35+ years) have to be covered in proposals submitted under this call; placement targets need to be indicated.

2.2. Description of the activities to be funded / Type of actions

The name of the action proposal must be (mandatory):

EURES targeted mobility scheme

Following the key principle "Equal opportunity and access to the labour market" of the European Pillar of Social Rights, the action aims at reaching two different target groups:

1. young people aged 18-35
2. the age group above of 35+ years

in order to find a job, traineeship or apprenticeship in another EU/EEA country.

The action targets the relieving of labour market imbalances and the filling of hard to fill vacancies as identified in national/EU labour market studies or data sources.

The activities will cover the provision of direct services to jobseekers or job changers and employers notably:

- information, recruitment, matching and placement;
- pre- and post-placement support to customers (e. g. profiling and pre-selection of candidates, language training or other training needs, mentoring support for trainees and apprentices).
- direct financial support to jobseekers (job interview, relocation trip costs, language trainings, recognition of qualifications and diplomas) to contribute to the costs borne by them and financial support to SMEs to implement an integration programme for the newly recruited candidate(s).

The actions which may be funded under this call shall support the implementation of the EURES TMS scheme, i.e. they will ensure the provision of customised employment services and include innovative working methods to foster the placement and integration of mobile workers in the host country(ies), combined with financial incentives.

To this end, the action supported by the projects shall have at least the six following components:

- 1) **Creation of a partnership**, involving as much as possible different labour market organisations dealing with specific work-integration fields and support to jobseekers (with a special focus on the most vulnerable: unemployed, long-term unemployed and people left behind in the labour market).
- 2) **Testing of cooperation arrangements in the partnership between EURES member/partner organisations and other labour market organisations, in particular private employment services**, as regards for instance the exchange of labour market information support services to workers or employers, to promote and raise awareness about the opportunities to gradually broaden the network in accordance with Article 11 and 12 of the EURES Regulation¹⁰.
- 3) **Provision of services** comprising at least labour market information and assistance with offers and vacancies, matching these with candidates and the preparation of the placement /recruitment in the Member States covered by the action.
- 4) In the context of the services indicated under 3) above, **provision of support measures and direct financial support** to both job seekers and employers (in particular SMEs) as laid down in Annex I.
- 5) Development of **post-placement support measures** (welcome and integration services) and other tailor-made support like coaching packs;
- 6) Development of services and support measures referred to under points 3 to 5 also for placement of candidates **in traineeships and/or apprenticeships in another country**¹¹ (notably for open-market traineeships) by applying tools at national level in combination with the tools made available by EURES. For those placements, applicant organisations could identify one or more economic sector(s) and/or country(ies) offering such vacancies and provide support services adapted to the specificity and needs of both candidates and employers. The scope of the action in terms of traineeship and apprenticeship placements could represent a small percentage of the overall number of expected placements.

Applicants shall submit proposals including **quantitative** targets focusing on:

— **Job placements**

and also on at least **one** of following types of placements, in measure of **minimum 5%**, of the total amount of placements:

— **Traineeships**¹²
— **Apprenticeships**

¹⁰ https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv%3AOJ.L_.2016.107.01.0001.01.ENG

¹¹ The EURES Regulation specifies that "*apprenticeships and traineeships should be covered under this regulation provided that successful applicants are subject to an employment relationship*"

¹² For placements in compliance with the requirements of the Quality Framework for Traineeships http://www.consilium.europa.eu/uedocs/cms_data/docs/pressdata/en/lsa/141424.pdf

The TMS basic requirements applicable to job or work-based placements are set out in section B.2 of Annex I. Applicants involved in the European Alliance for Apprenticeships¹³ could also explore the potential of the alliance signatory employer organisations to offer work-based opportunities for mobile candidates¹⁴.

Considering that the EURES TMS action shall support mitigation strategies in order to address labour market imbalance (vacancy bottlenecks and shortage of labour supply) the choice of the countries involved in the action as well as the economic sectors and occupations in which will be given priority by the action must be based on the analysis of the labour market situation and identification of labour shortages and surpluses in the Member States. The sources of evidence and the basis for this choice must be explained in the proposal (Description of the action document in SWIM on line platform¹⁵).

Role of applicants and other organisations

The lead applicant should ensure that the action covers the overall objectives and activities set out in sections 2.1 and 2.2 above, in compliance with Annex I. Co-applicants may be responsible for similar or complementary services only.

Applicant organisations should also be ready to provide information and support to nationals from other EU EFTA/EEA countries with no services or other facilities involved in this action.

2.3. Expected outputs/results

The actions will be quality-oriented and outcome-driven, i.e. they must offer quality work opportunities and employment services with a view to enhance the skills and employability of job/traineeship/apprenticeship seekers.

Applicants are free to choose the methods, tools, etc. to implement the action, provided they comply with the TMS Guidelines (Annex I). The overall objective of the 2020 call is to grant 3 to 4 projects to ensure up to 4000 (indicative)¹⁶ placements¹⁷ for mobile candidates in the EU EFTA/EEA countries, other than their country of residence.

Proposals submitted under this call shall clearly indicate the expected outcome in the area of placement (jobs, traineeships and/or apprenticeships), labour market integration services and individual support and/or training measures, with a separate target for the 18-35 and 35+ age groups. This information will be included in the "*Description of the action*" (SWIM application). The expected outcome must be quantified according to the relevant economic sectors and type of placement.

2.4. Monitoring

The beneficiaries of the projects shall monitor the action and make data available.

The European Commission will monitor the action at two different levels:

a) For the EaSI programme

The Commission, with the support of an external contractor, will monitor regularly the EaSI Programme. Therefore, beneficiaries will have to transmit qualitative and

¹³ <http://ec.europa.eu/social/main.jsp?catId=1147>

¹⁴ See also CSR Europe and European Pact for Youth <http://www.csreurope.org/benefit-our-eu-expertise>

¹⁵ http://ec.europa.eu/employment_social/calls/pdf/swim_manual_en.pdf

¹⁶ The cost per placement may vary according to recruitment needs. The average cost was estimated at ca. EUR 3300 per work placement for the 18-35 age group and at ca. EUR 4500 per placement for the 35+.

¹⁷ Filling of a vacancy (job, traineeship or apprenticeship) from the perspective of the sending country

quantitative monitoring data on the results of the activities. These will include the extent to which the principles of equality between women and men has been applied, as well as how anti-discrimination considerations, including accessibility issues, have been addressed through the activities.

The Commission will monitor the action for the EaSI programme through the information provided in the specific Annex to the Grant Agreement. The reporting template is published on the respective EaSI call page <https://ec.europa.eu/social/main.jsp?catId=629&langId=en>.

- b) For EURES through the new EURES performance measurement system. **The reporting of the co-financed activities must contribute, wherever appropriate, to the exchange of information between Member States and to the EURES programming cycle in accordance with chapter V of the EURES Regulation¹⁸.**

In setting up the action, beneficiaries must foresee the necessary funding for monitoring and reporting to the Commission.

For events, it is important to get from participants their specific consent by a statement or by a clear affirmative action for processing and transferring their personal data to an external contractor responsible for the monitoring of the EaSI programme. Beneficiaries/contractors should therefore inform all participants via a Privacy Statement that is not only published online, but is also provided individually to each participant (e.g. as part of the email where the beneficiary/contractor first contacts the individual concerned) that the Commission/external contractor would be processing their personal data. Beneficiaries/contractors have to be able to demonstrate that consent was obtained subject to conditions of Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data (i.e. keep a record that shows how the consent was obtained and whether it was valid) and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data.

A model privacy statement is available on the Europa website of the EaSI programme: <https://ec.europa.eu/social/main.jsp?catId=1081&langId=en&furtherCalls=yes&callType=2>

The Commission will follow the implementation of the EURES TMS scheme as whole and promote networking among the project beneficiaries. To that end, a maximum of four meetings will be held with the Commission in Brussels or another Member State (one meeting every six months). The purpose is to provide guidance and take stock of progress made. The lead applicant must nominate the project coordinator and will participate in the networking meetings with the Commission.

Lead applicants may also be invited to other ad hoc meetings or events during the lifetime of the action. These venues can be an opportunity for raising awareness to the action and disseminating information. The estimated budget should include provisions for participation in the monitoring and reporting activities and meetings above as well as in, at least, two EU level events. In setting up the action, beneficiaries must foresee the necessary funding for monitoring and reporting to the Commission.

¹⁸ <https://publications.europa.eu/en/publication-detail/-/publication/a311abfd-0857-11e6-b713-01aa75ed71a1/language-en>

2.5. General requirements for the activities to be funded under EaSI

The EaSI Programme shall, in all its axes and actions, aim to:

- (a) pay particular attention to vulnerable groups, such as young people;
- (b) promote equality between women and men,
- (c) combat discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation;
- (d) promote a high-level of quality and sustainable employment, guarantee adequate and decent social protection, combat long-term unemployment and fight against poverty and social exclusion.

Hence, in designing, implementing and reporting on the activity, beneficiaries must address the issues noted above and will be required to provide detail, in the final activity report on the steps and achievements made towards addressing those aims.

3. TIMETABLE

The indicative timetable for this call for proposals is as follows:

	Stages	Date or period
a)	Publication of the call	28 May 2020
b)	Deadline for questions and requests for clarification	13 August 2020
c)	Deadline for submitting proposals	26 August 2020 Swim, Courier and Post: 24:00 Brussels' time (CET) Hand deliveries 16:00 Brussels' time (CET) ¹⁹
d)	Evaluation period (indicative)	September 2020
e)	Information to applicants (indicative)	November 2020
f)	Signature of the grant agreements (indicative)	December 2020
g)	Starting date of the action (indicative)	January 2021

3.1. Starting date and duration of the projects

The actual starting date of the action will either be the first day following the date when the last of the two parties signs the grant agreement, the first day of the month following the date when the last of the two parties signs or a date agreed upon between the parties.

¹⁹ This option is not privileged in case the Coronavirus crisis lasts until this date.

Applicants should note that if their project is selected, they may receive the grant agreement after the start date of the action that they have indicatively set in the application form. It is therefore advisable to number the months in the work programme instead of indicating the name of the month.

Any expenditure incurred before the signature of the Grant Agreement may be considered eligible but it will be at the applicant's risk if the applicant cannot demonstrate the imperative need for starting the action prior to signature of the agreement.

The indicative duration of the project should be 24 months.

4. AVAILABLE BUDGET AND CO-FINANCING RATE

4.1. Available Budget [and Grant Amounts]

The total budget earmarked for the EU co-financing of projects under this call is estimated at EUR 14,973,768.

The EU grant requested should indicatively be between EUR 2,000,000 and 4,000,000, thus the Commission expects to fund 3 to 4 proposals.

The Commission reserves the right not to distribute all the funds available.

The Commission reserves the right to increase the amount of the funds, if available, and distribute them to proposals admitted in the possible reserve list. This top-up is limited to 20% of the initial budget of the call.

4.2. Co-financing rate

Under this call for proposals, the EU grant may not exceed 95% of the total eligible costs of the action. The applicants must guarantee their co-financing of the remaining amount covered by the applicants' own resources or from sources other than the European Union budget²⁰.

5. ADMISSIBILITY REQUIREMENTS

- Applications must be sent no later than the deadline for submission referred to in section 3.
- Applications (meaning, the application form, including budget and description of the action including work plan) must be submitted using the electronic submission system available at <https://webgate.ec.europa.eu/swim>, and by sending a signed, printed version of the complete application form by post or courier service (one original dossier and one copy; see section 14).

Failure to comply with the above requirements may lead to the rejection of the application.

Applicants are encouraged to submit their project proposal in English, in order to facilitate the treatment of the proposals and speed up the evaluation process. It should be noted, however, that proposals submitted in any of the official languages of the EU will be accepted. In this case, applications should be accompanied by an executive summary in English (see section 16.2, checklist).

²⁰ Letters of commitment are required from any third party providing financial contributions to the eligible costs of the action (see section 16.2 checklist).

6. ELIGIBILITY CRITERIA

6.1. Eligibility of the applicants (lead and co-applicant(s))²¹

Please be aware that eligibility criteria must be complied with for the entire duration of the grant.

For British Applicants: Please be aware that following the entry into force of the EU-UK Withdrawal Agreement²² on 1 February 2020 and in particular Articles 127(6)²³, 137²⁴ and 138²⁵, the references to natural or legal persons residing or established in a Member State of the European Union are to be understood as including natural or legal persons residing or established in the United Kingdom. UK residents and entities are therefore eligible to participate under this call.²⁶

a) Place of establishment

Legal entities properly established and registered in the following countries are eligible as lead applicants and co-applicants:

- EU Member States
- Iceland and Norway in accordance with the EEA Agreement²⁷;

b) Type of entities

To be eligible, **lead applicants** must be:

- EURES National Coordination Offices, EURES members or EURES partners which are placed in organisations whose main mission is to ensure the provision of employment and placement services to jobseekers, job changers, trainee/apprentice candidates and employers covering jobs and/or work-based trainings. Those services must include information, recruitment, matching and pre- and post-placement support.

To be eligible, co-applicants must be:

- EURES member organisations (i.e. National Coordination Offices, EURES Members and Partners),
- Public or private labour market actors (including the third sector) providing the same services as lead applicants and/or complementary customer-oriented services in other expertise fields such as information, training, education, career guidance, mentoring, legal advice, integration support or other equivalent.

²¹ See section 2 of the Financial Guidelines for definitions

²² Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community

²³ Art 127 (6) Unless otherwise provided in this Agreement, during the transition period, any reference to Member States in the Union law applicable pursuant to paragraph 1, including as implemented and applied by Member States, shall be understood as including the United Kingdom (extract).

²⁴ Art. 137. The United Kingdom's participation in the implementation of the Union programmes and activities in 2019 and 2020 (extract)

²⁵ Art. 138 Union law applicable after 31 December 2020 in relation to the United Kingdom's participation in the implementation of the Union programmes and activities committed under the MFF 2014-2020 or previous financial perspectives (extract)

²⁶ On the basis of the Withdrawal Agreement, the United Kingdom is to be treated as if it was a Member State during and after the transition period for actions which implement Union programmes and activities committed under the current Multiannual Financial Framework (2014-2020)

²⁷ Switzerland participates at its own cost particularly in certain EURES activities. Swiss organisations cannot submit proposals under the EaSI EURES calls but may participate as associate organisations.

- Social partner organisation at European²⁸, national or regional level (in application of Article 197 2 (c) of the Financial Regulation, social partner organisations without legal personality are also eligible provided that the conditions of the Financial Regulation related thereto are met²⁹);

c) Consortia³⁰

Only consortia are eligible. They must be composed of a minimum of two organisations (i.e. lead applicant and at least one co-applicant) established in at least two different EaSI-EURES participating countries.

At least two of these organisations per Consortium must be EURES Member/Partner organisations.

d) Affiliated entities

Legal entities having a legal or capital link with applicants, which is neither limited to the action nor established for the sole purpose of its implementation and which satisfy the eligibility criteria, may take part in the action as affiliated entities, and may declare eligible costs.

For that purpose, applicants shall identify such affiliated entities in the application form

e) Associate organisations

An associate organisation can participate in the action but may not declare eligible costs. These organisations will not be a party of the grant agreement concluded with the Commission. Their role must be explained in the description of the action.

Conditions for rejection

If the lead applicant is considered not to be eligible, the application will be rejected.

If a co-applicant is considered not to be eligible, this co-applicant will be removed from the consortium. The related activities and the forecasted costs will be removed as well from the proposal. The eligibility of the modified consortium will then be re-evaluated without the said co-applicant's activities and costs. If the application is accepted for funding, the Commission would propose to award the funds with the necessary corrections and request a revised work plan and budget from the applicant to be adapted as appropriate.

²⁸ These include the European social partner organisations that are consulted in accordance with Article 154 TFEU (an up-to-date list of these organisations can be found under "List of consulted organisations" on webpage <http://ec.europa.eu/social/main.jsp?catId=329&langId=en>), as well as other European-level social partner organisations that are not included in this list, but who are for example involved in the preparation and launch of European social dialogue at sector level

²⁹ For organisations without legal personality, a signed letter of the legal representative certifying his/her capacity to undertake legal obligations on behalf of the organisation must be submitted (see checklist point 7).

³⁰ Letters of mandate, authorising the lead applicant to submit the proposal and to sign any Grant Agreement on their behalf must be submitted by each co-applicant.

6.2. Eligible activities

a) Geographical Location

The Consortia shall demonstrate that the proposed activities are fully carried out in the EU Member States or EaSI-EURES participating countries and ensure the implementation of the action in at least five different eligible countries (see section 6.1)³¹.

b) Types of activities

The grant will finance the activities indicated in section 2.2 of this call text and in Annex I.

c) Core activities

The following activities are considered to be core activities and may not be subcontracted:

- Project coordination and management

d) Financial Support to third parties

Financial support to third parties as defined in point 3 of the Financial Guidelines **is eligible under this call** provided that the overall amount allocated to this type of support **does not exceed EUR 30 000 per third party** (see also section 16.1.3 and Annex I, part D, 3.2.6).

In such cases, the applications must include an exhaustive list of the types of activities for which a third party may receive financial support

For further details on the rules and ceilings governing financial support to third parties (i.e. job/traineeship/apprenticeship seekers and employers), please refer to Annex I.

6.3. Ineligible activities

The following types of activities are not eligible for EU funding:

- Volunteers' work is accepted as an activity but volunteers' costs in the meaning of art 181(8) and 190 (2) of the Financial Regulation are not eligible for reimbursement.

³¹In accordance with the entry into force of the EU-UK Withdrawal Agreement on 1 February 2020, the EU and the UK have jointly agreed on a transition period, currently planned to last until 31 December 2020, in which it will be business as usual for citizens, consumers, businesses, investors, students and researchers, for instance, in both the EU and the United Kingdom. During the transition period and until the closure of the Multiannual Financial Framework 2014-2020 programme, UK beneficiaries remain eligible. Activities carried out in the UK would also remain eligible until the closure of the Multiannual Financial Framework 2014-2020, provided that those activities (i.e. those related to free-movement of workers) would remain covered by the EU law after the end of the transition period. If free movement is not maintained afterwards, the actions shall be implemented in the EU Member States/ EaSI-EURES participating countries covered by EU law.

7. EXCLUSION CRITERIA`

Applicants (lead applicant and each co-applicant) must sign a declaration on their honour signed in their name (and on behalf of their respective affiliated entities, should they be part of the application), certifying that they are not in one of the situations referred to in article 136 and 141 of the Financial Regulation concerning exclusion and rejection from the procedure respectively, using the relevant form attached to the application form available at <https://webgate.ec.europa.eu/swim/external/displayWelcome.do>.

7.1. Exclusion

The authorising officer shall exclude an applicant from participating in call for proposals procedures where:

- (a) the applicant is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended, or it is in any analogous situation arising from a similar procedure provided for under EU or national laws or regulations;
- (b) it has been established by a final judgment or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- (c) it has been established by a final judgment or a final administrative decision that the applicant is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful intent or gross negligence, including, in particular, any of the following:
 - (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the performance of a contract, a grant agreement or a grant decision;
 - (ii) entering into agreement with other applicants with the aim of distorting competition;
 - (iii) violating intellectual property rights;
 - (iv) attempting to influence the decision-making process of the [Commission] [Agency] during the award procedure;
 - (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;
- (d) it has been established by a final judgment that the applicant is guilty of any of the following:
 - (i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 of the European Parliament and of the Council and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;
 - (ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in the applicable law;
 - (iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;

- (iv) money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;
 - (v) terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;
 - (vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;
- (e) the applicant has shown significant deficiencies in complying with main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;
- (f) it has been established by a final judgment or final administrative decision that the applicant has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;
- (g) It has been established by a final judgement or final administrative decision that the applicant has created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business;
- (h) it has been established by a final judgement or final administrative decision that an entity has been created with the intent referred to in point (g);
- (i) for the situations referred to in points (c) to (h) above, the applicant is subject to:
- (i) facts established in the context of audits or investigations carried out by European Public Prosecutor's Office after its establishment, the Court of Auditors, the European Anti-Fraud Office or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;
 - (ii) non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
 - (iii) facts referred to in decisions of persons or entities being entrusted with EU budget implementation tasks;
 - (iv) information transmitted by Member States implementing Union funds;
 - (v) decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; or
 - (vi) decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

7.2. Remedial measures

If an applicant declares one of the situations of exclusion listed above it must indicate the measures it had taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to correct the conduct and prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant

documentary evidence that illustrates the remedial measures taken must be provided in annex to the declaration. This does not apply for situations referred in point (d) of section 7.1.

7.3. Rejection from the call for proposals

The Commission shall not award a grant to an applicant who:

- a. is in an exclusion situation established in accordance with Section 7.1; or
- b. has misrepresented the information required as a condition for participating in the procedure or has failed to supply this information; or
- c. was previously involved in the preparation of calls for proposals documents used in the award procedure where this entails breach of the principle of equality of treatment including a distortion of competition that cannot be remedied otherwise.

The same exclusion criteria apply to any affiliated entities, which must, therefore, be included in the above-mentioned declaration(s).

Administrative sanctions may be imposed on applicants, or affiliated entities where applicable, who are guilty of misrepresentation if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

8. SELECTION CRITERIA

The lead applicant and each co-applicant must have the financial and operational capacity to complete the activities for which funding is requested. Only organisations with the necessary financial and operational capacity may be considered for a grant.

8.1. Financial capacity

The lead applicant and each co-applicant must have access to solid funding (i.e. be considered as having a strong financial capacity) to maintain its/their activities for the period of the action and to help finance it as necessary.

The verification of financial capacity will NOT apply to public bodies and to international organisations.

The lead applicant's and each co-applicant's financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

a) Low value grants (for applicants whose grant is ≤ EUR 60 000):

- Declaration on honour only (see checklist point 3).

The Commission may nevertheless request further information or documents at any stage of the procedure to proceed with verifications and take various proportional measures depending on the level of weaknesses identified. Mitigating measure 3 "bank guarantee" may not be applied for low value grants.

b) For applicants whose grant is > EUR 60 000:

- Declaration on honour including declaration on financial capacity to carry out the activity (see checklist point 3);
- annual balance sheets and profit and loss accounts for the last two financial year available (see checklist point 12);
- for newly created entities: the business plan might replace the above documents;
- information on the financial capacity provided by the applicant and in particular the information provided in section "Financial Resources" of the SWIM application form.

Where applicable, the Commission may nevertheless request further information at any stage of the procedure, proceed to further verifications and take various proportional measures depending on the level of weaknesses identified.

c) Grants for an action > EUR 750 000

- the information and supporting documents mentioned in point b) above and
- an audit report produced by an approved external auditor certifying the accounts for the last two financial years available where such an audit report is available or whenever a statutory audit report is required by Union or national law.

If the audit report is not available AND a statutory report is not required by law, a self-declaration signed by the applicant's authorized representative certifying the validity of its accounts for the last financial year available (see checklist, point 13).

In the event of an application grouping several applicants (consortium), the above thresholds apply to each applicant not to the consortium as a whole.

The financial capacity will be evaluated on the basis of the following two ratios:

- A **first ratio** between the total **assets** in the applicants' balance sheet and **the part of the project budget** for which that organisation is responsible for according to the budget in the application form (lead and co-applicants). The (co)applicant is considered to have a strong financial capacity when the ratio is equal or greater than 0.70.

- | |
|---|
| <ul style="list-style-type: none">- Formula in the case of single applicant: own assets/total cost of the action > 0.70- Formula for each applicant in the case of consortia: applicant's own assets/part of the budget of the action corresponding to that applicant > 0.70 |
|---|

- A **second ratio** between the **1st pre-financing** and the **annual total revenue**. For each (co)-applicant the share of the 1st pre-financing is equal to his share in the total estimated budget. The co-applicant is considered to have a strong financial capacity when the ratio is equal or lower than 0.70

- | |
|--|
| <ul style="list-style-type: none">- Formula in the case of single applicant and each applicant in case of consortia: $\frac{1^{\text{st}} \text{ pre-financing corresponding to that applicant}}{\text{annual total revenue per applicant}} < 0.70$ |
|--|

If as a result of the application of the two ratios, an applicant or co-applicant is found not to be strong on one of the two ratios while being strong on the other one, then it will be considered as not having a strong capacity.

If the single applicant or lead applicant is considered not to have a strong financial capacity, the application as a whole will be rejected.

If a co-applicant is considered not to have a strong financial capacity, the case will be further analysed; this may include among others a re-evaluation of the application without the co-applicant and the foreseen activities and costs for the concerned co-applicant. If, after this re-evaluation, the application is selected without the said activities, the work plan and costs will have to be adapted.

If, after this re-evaluation, the application cannot be selected e.g. because the eligibility criteria are not fulfilled anymore, the Commission **may** propose various proportional **mitigating measures**:

1. propose a Grant Agreement without pre-financing;
2. propose a Grant Agreement with a pre-financing paid in several instalments;
3. propose a Grant Agreement with 1st or total pre-financing payment(s) covered by (a) financial guarantee(s);
4. propose a Grant Agreement with joint financial liability of 2 or more applicants;
5. propose a Grant Agreement with a mix of the previous measures 2, 3 and 4.

In the case of mitigating measure 3, the Commission may request a pre-financing guarantee for up to the same amount as the 1st or total pre-financing depending on the financial weakness, in order to limit the financial risks linked to the pre-financing payment (not applicable for low value grants).

The financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the EU Member States. When the beneficiary is established in a third country, the Commission may agree that a bank or financial institution established in that third country may provide the guarantee if it considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State. Amounts blocked in bank accounts shall not be accepted as financial guarantees.

The guarantee shall be released as the pre-financing is cleared against the payment of the balance, in accordance with the conditions laid down in the grant agreement.

8.2. Operational capacity

Applicants (lead applicant and each co-applicants) must have the professional competencies as well as appropriate qualifications necessary to complete the proposed work programme. In particular, applicants must have:

- a track record of competence and experience in the field of the type of action proposed. In this regard, the applicants must demonstrate to have properly carried out projects relating the subject of the present call.
- the necessary operational resources (technical, management) to carry out the action.

The operational capacity of the applicant and co-applicant(s) to complete the proposed action must be confirmed by the submission of the following supporting documents:

- A list of the main project(s) relating to the subject of the call carried out in the last three years - notably, in promoting equal opportunities and access to the labour market, improving the conditions for jobseekers and workers to exercise their right of freedom of movement across the EU and addressing labour markets' imbalances and skills shortages -, with minimum one successfully implemented project with at least two Member States involved (see section 16.2, checklist);
- The CVs of the proposed project co-ordinator and of the persons who will perform the main tasks showing all their relevant professional experience. The project co-ordinator must have minimum three years of professional experience in a cross-border project (see section 16.2, checklist);
- Declaration on honour signed by the legal representative (including operational capacity to carry out the activity) (see section 16.2, checklist).

If the lead applicant is considered not to have the required operational capacity, the application as a whole will be rejected. If a co-applicant is considered not to have the required operational capacity, this co-applicant will be removed from the consortium and the application will be evaluated without this co-applicant³². In addition, the costs that are allocated to the non-selected co-applicant will be removed from the granted budget. If the application is selected, without the said activities the work plan and costs will have to be adapted.

9. AWARD CRITERIA

The proposals which fulfil the eligibility and operational capacity criteria will be assessed on the basis of the following award criteria:

A. Relevance of the proposal to the call (max. 25 points)

- The degree to which the proposal meets the six components to the action identified in section 2.2 of the call and
- The degree to which the proposals meets the minimum requirements for ensuring compliance with the Implementing Guidelines set out in Annex I.
- The extent to which the proposal provides an explanation how specific economic sectors and categories of vacancies will be given priority, how the equal coverage of several identified sectors will be ensured, as well as the strategy to make adjustments over the life cycle of the project in light of the evolution of labour market needs and target audiences
- The degree to which the specificity of traineeships and/or apprenticeships is duly taken into consideration, ensuring at least one of these mentioned type of placements reaches minimum 5% of the total amount of placements.
- The compliance of the package of services for target groups (jobseekers 18-35, 35+ and priority vulnerable sub-groups), combining activation measures and items of direct financial support, in light of the objectives of the call.

B. Quality of the methodology and the proposed activities (max. 25 points)

- The detailed description of the tasks, responsibilities, resources and management tools of the consortium (lead and co-applicants).
- The extent to which the methodology and proposed activities are adequate, with a view to ensuring an efficient delivery of services to the target groups.
- The degree to which organisations which are not part of the EURES network provide an added value in their role and contribution to the action
- The methods and procedures for securing effective and prompt direct financial support for identified target groups, for monitoring expenditure and ensuring sound financial management.
- The measures to ensure adequate quality control of vacancies and activities in general as well as the measures to ensure the adequate monitoring of activities. The proposal should also indicate the risks that can be encountered and the corresponding mitigation measures.
- The consistency of the planned timetable for activities.

C. Expected impact of the proposal (max. 20 points)

- The added value, geographical coverage, transnational dimension and expected impact of the action at both national and EU level.
- The extent to which the proposal is likely to contribute to the overall expected number of work placements (be them jobs and work-based training opportunities)

³² This includes a re-evaluation of the eligibility of the modified consortium.

in other Member States, in the light of the composition of the consortia and the resources allocated to the action. The estimate should be justified.

- The degree to which applicant organisations (lead and co-applicants) managing other European actions e.g. EURES or other EU programmes can capitalise on existing resources to boost the success of the action.

D. Visibility of the action (max. 10 points)

- The outreach strategy and customer-oriented approach by the consortium to mobilise the target groups.
- The suitability of the information and communication activities (including online information and social media).
- The appropriateness of the activities involving evaluation of the action and the exploitation and dissemination of its results.

E. The cost-effectiveness of the operation (max. 20 points)

- Coherence of the overall budget breakdown.
- Clarity and consistency of the estimated budget description and justification of costs.
- The degree to which the level of output and impact of the project is proportional to the amount of the requested grant.

Applications will be ranked according to the total score awarded. Taking into account the available budget, the proposals with the highest total scores will be recommended for award, **on condition that:**

- **the total score reaches at least 70% of the total (100) available points and**
- **the score for each criterion (A-E) is at least 50% of the maximum mark for that criterion.**

10. LEGAL COMMITMENTS

In the event of a grant being awarded by the Commission, a Grant Agreement, drawn up in euros and detailing the conditions and level of funding, will be sent to the beneficiary, or to the coordinator in the case of multi-beneficiary Grant Agreements.

The two copies of the original agreement must be signed by the beneficiary, or the coordinator in the case of multi-beneficiary Grant Agreements, and returned to the Commission immediately. The Commission will sign them last.

The Commission may have made relevant corrections and deletion of ineligible costs or activities in the Grant Agreement sent to the applicant – therefore the applicant should carefully read the whole agreement before signing and returning the copies to the Commission.

The applicable model Grant Agreement is published on the Europa website under the relevant call: <https://ec.europa.eu/social/main.jsp?catId=629&langId=en>. There is no alternative to this model in the context of this call. In specific cases, international agreements conditions may apply.

Please note that the award of a grant does not establish an entitlement for subsequent years.

11. PUBLICITY/SOURCES OF FUNDING

By the beneficiaries

Beneficiaries/contractors must acknowledge in writing that the project has been supported by the European Union Programme for Employment and Social Innovation ("EaSI") 2014-2020. In practice, all products (publications, brochures, press releases, videos, CDs, posters and banners, and especially those associated with conferences, seminars and information campaigns) must state the following:

"This (publication, conference, video, etc.) has received financial support from the European Union Programme for Employment and Social Innovation "EaSI" (2014-2020). For further information please consult: <http://ec.europa.eu/social/easi>"

The European emblem must appear on every publication or other material produced. Please see: http://ec.europa.eu/dgs/communication/services/visual_identity/pdf/use-emblem_en.pdf

When displayed in association with another name or logo, the name and emblem of the European Commission must have appropriate prominence

Any communication or publication by the beneficiary/ies related to the action, in any form and using any means, including the Internet, shall indicate that it reflects only the author's view and that the Commission is not responsible for any use that may be made of the information it contains.

Every publication must therefore include the following:

"The information contained in this publication does not necessarily reflect the official position of the European Commission"

In addition to these minimum requirements, references specified in the present call for proposals must also be specified.

If these requirements are not fully complied with, the beneficiary's grant may be reduced in accordance with the provisions of the grant agreement.

By the Commission³³

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, all information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

By signing the grant agreement for an action, the beneficiary/ies authorises the Commission to publish the following information in any form and medium, including via the Internet site of the EU³⁴:

- name of the beneficiary
- address/es of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level³⁵ if he/she is domiciled within the EU or equivalent if domiciled outside the EU

³³ Articles 38 & 189 FR

³⁴ Article 189 2. FR

- subject of the grant,
- amount awarded

With a view to disseminating all results obtained and outputs delivered under the grant agreement, the Executive Summary sent with the Implementation Report will be posted on the website of the Directorate-General for Employment, Social Affairs and Inclusion.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

12. DATA PROTECTION

12.1 Before the grant agreement's signature:

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EU) 2018/1725. Unless indicated otherwise, the applicant's replies to the questions and any personal data requested that are required to evaluate the application in accordance with the call for proposal, will be processed solely for that purpose by the Head of Unit F.4 – Programme Management and Implementation, DG Employment, Social Affairs and Inclusion. Details concerning the processing of your personal data are available on the privacy statement at : https://ec.europa.eu/info/data-protection-public-procurement-procedures_en.

Personal data may be registered in the Early Detection and Exclusion System by the Commission, should the beneficiary be in one of the situations mentioned in Articles 136 and 141 of Regulation (EU, Euratom) 2018/1046³⁶. For more information see the Privacy Statement on: http://ec.europa.eu/budget/library/explained/management/protecting/privacy_statement_edes_en.pdf

12.2 Once the grant agreement is signed

Beneficiaries must process personal data in compliance with the applicable EU and national law on data protection in accordance with the Regulation (EU) 2016/679³⁷

Any personal data included in the Agreement must be processed by the Commission in accordance with Regulation (EU) No 2018/1725³⁸.

Such data must be processed by the data controller identified in Article I.7.1 solely for implementing, managing and monitoring the Agreement or to protect the financial

³⁵ Commission Regulation (EC) No 105/2007 of 1 February 2007 amending the annexes to Regulation (EC) No 1059/2003 of the European Parliament and of the Council on the establishment of a common classification of territorial units for statistics (NUTS), OJ L39, 10.2.2007, p.1.

³⁶ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1046>

³⁷ Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC, OJ L 119, 4.5.2016, p. 1, https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L_.2016.119.01.0001.01.ENG

³⁸ Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC

interests of the EU, including checks, audits and investigations in accordance with Article II.27.

Please refer to Article II.7. of the General Conditions of the model grant agreements.

13. FINANCIAL PROVISIONS

Details on financial provisions are laid out in the Financial Guidelines for Applicants and the model Grant Agreement, both published on the Europa website under the relevant call: <http://ec.europa.eu/social/main.jsp?catId=629&langId=en>.

The above mentioned documents, together with Annex I (TMS Implementing Guide) to the present call for proposals provide more details for the applicant organisations, especially guidelines for presenting the proposals' provisional budget along with the rules governing which categories of expenditure are eligible and which are not.

a) Implementation contracts/subcontracting

Where the implementation of the action requires the award of procurement contracts (implementation contracts are intended to cover the purchase of services and/or goods, equipment etc. and are **necessary for the implementation of the action**), the beneficiary may award the contract in accordance with its usual purchasing practices provided that the contract is awarded to the tender offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests.

The beneficiary must clearly document the tendering procedure and retain the documentation in the event of an audit.

Entities acting in their capacity as contracting authorities within the meaning of Directive 2014/24/EU³⁹ or contracting entities within the meaning of Directive 2014/25/EU⁴⁰ must comply with the applicable national public procurement rules.

Beneficiaries may also subcontract **tasks forming part of the action**. If they do so, they must ensure that, in addition to the above-mentioned conditions for "implementing contracts" including best value for money and absence of conflicts of interests, the following conditions are also complied with:

- a) subcontracting does not cover core tasks / activities (see 6.2 c) of the action;
- b) recourse to subcontracting is justified because of the nature of the action and what is necessary for its implementation;
- c) the estimated costs of the subcontracting are clearly identifiable in the estimated budget;
- d) any recourse to subcontracting, if not provided for in description of the action, is communicated by the beneficiary and approved by the Commission. The Commission may grant approval:
 - (i) before any recourse to subcontracting, if the beneficiaries requests an amendment
 - (ii) after recourse to subcontracting if the subcontracting:
 - is specifically justified in the interim technical report and
 - does not entail changes to the grant agreement which would call into question the decision awarding the grant or be contrary to the equal treatment of applicants;

³⁹ Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC (OJ L 94, 28.3.2014, p. 65-242)

⁴⁰ Directive 2014/25/EU of the European Parliament and of the Council of 26 February 2014 on procurement by entities operating in the water, energy, transport and postal services sectors and repealing Directive 2004/17/EC (OJ L 94, 28.3.2014, p. 243-374)

- e) the beneficiaries ensure that certain conditions applicable to beneficiaries, enumerated in the grant agreement (e.g. visibility, confidentiality, etc.), are also applicable to the subcontractors.

If the value of a procurement contract (implementation contract or subcontracting) exceeds EUR 60 000, in addition to the rules indicated in the Financial Guidelines for applicants, the following shall apply:

- the applicant must provide with the grant application a copy of the draft tender specifications. The draft tender specifications should be submitted in English.

This requirement does not apply to public authorities which are already governed by a system of public procurement rules.

14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

The procedure to submit proposals electronically is explained in point 14 of the "Financial Guidelines for Applicants". Before starting, please read carefully the SWIM user manual:

http://ec.europa.eu/employment_social/calls/pdf/swim_manual_en.pdf

Once the application form is filled in, applicants must submit it both electronically and in hard copy, by the deadline set in section 3.

The SWIM electronic application form is available until midnight on the day of the submission deadline. Since the applicants must first submit the form electronically, and then print, sign and send it by post service or hand delivery by the submission deadline, it is the **applicant's responsibility to ensure that the appropriate postal or courier services are locally available on the day of the deadline**.

The hard copy of the proposal must be duly signed and sent in two sets (one marked "original" and marked "copy"), including all documents listed in section 14, by the deadline set in section 3, either by registered post, express courier service or hand delivery.

Address for registered post or express courier service:

<p style="text-align: center;">European Commission (NOT TO BE OPENED BY CENTRAL MAIL SERVICES) Call for proposals VP/2020/009 – DG EMPL CAD J-27 00/120 B-1049 Bruxelles - BELGIUM</p>

Evidence of posting or express courier deposit slip should be kept as it could be requested by the European Commission in cases of doubt regarding the date of submission.

- a) registered post evidence: postmark
b) express courier service evidence: deposit slip of express courier service

Hand-delivered proposals must be received by the European Commission by 4 p.m. (Brussels time) of the date indicated in section 3 at the following address:

European Commission
Service central de réception du courrier
(NOT TO BE OPENED BY CENTRAL MAIL SERVICES)
Call for proposals VP/2020/009 – DG EMPL.D1
Avenue du Bourget, 1
B-1140 Evere

At that time the European Commission's Central Mail Service will provide a signed and dated proof of receipt which should be conserved as evidence of delivery.

If an applicant submits more than one proposal, each proposal must be submitted separately.

Additional documents sent by post, by fax or by electronic mail after the deadlines mentioned above will not be considered for evaluation unless requested by the European Commission (see section 13).

The applicant's attention is also drawn to the fact that incomplete or unsigned forms, hand-written forms and those sent by fax or e-mail will not be accepted.

15. COMMUNICATION

The information contained in the present call document together with the Financial Guidelines for Applicants provides all the information you require to submit an application. Please read it carefully before doing so, paying particular attention to the priorities of the present call.

The Commission may, on its own initiative, inform the public of any, error, inaccuracy, omission or clerical error in the text of the call for proposals on the mentioned Europa website.

The Commission therefore advises you to consult this website regularly in order to be informed of updates and of the questions and answers published. It is the applicant's responsibility to check for updates and modifications regularly during the submission period.

At the request of the applicant, the Commission may provide additional information solely for the purpose of clarifying the nature of the call.

Contacts between the Commission and potential applicants can only take place in certain circumstances and under the following conditions only:

Before the final date for submission of proposals

Any requests for additional information must be made by e-mail only to the coordinates stated below.

All enquiries must be made by e-mail only to:

empl-vp-2020-009@ec.europa.eu

For any technical problems please contact: empl-swim-support@ec.europa.eu

The Commission has no obligation to reply to requests for additional information received after the deadline for questions and clarifications set in Section 3(b).

Replies will be given no later than 5 days before the deadline for submission of proposals. To ensure equal treatment of applicants, the Commission will not give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities.

No individual replies to questions will be sent but all questions together with the answers and other important notices will be published (FAQ in EN) at regular intervals on the Europa website under the relevant call:

<http://ec.europa.eu/social/main.jsp?catId=629&langId=en>.

After the deadline for submission of proposals

No modification to the proposal is allowed once the deadline for submission has elapsed.

If clarification is requested or if obvious clerical errors in the proposal need to be corrected, the Commission may contact the applicant by email provided that the terms of the proposal are not modified as a result.

It is the applicant's responsibility to provide a valid e-mail address and contact details and to check this e-mail address regularly. In case of any change of contact details, please send an e-mail with the application VP reference and the new contact details to (**empl-vp-2020-009@ec.europa.eu**).

In the case of consortia, all communication regarding an application will be done with the lead applicant only, unless there are specific reasons to do otherwise.

Applicants will be informed in writing about the results of the selection process. Unsuccessful applicants will be informed of the reasons for rejection. No information regarding the award procedure will be disclosed until the notification letters have been sent to the applicants.

16. INSTRUCTIONS FOR THE PRESENTATION OF THE APPLICATION AND REQUIRED DOCUMENTS

16.1. Instructions for the presentation of the application

The application comprises an application form including the budget, a description of the action and work plan plus a series of other required documents (see section 16.2).

The description of the action and work plan must be written using the template available in SWIM. All the information related to the description of the action and the work plan must be presented in one single document. The budget must be presented using the application form in SWIM.

Proposals should include inter alia the mandatory activities in the description of the action and the work plan and foresee the corresponding expenditure in the budget estimate.

In the description of the action, the role of all applicants, any affiliated entities and any associate organisations must be clearly explained.

In case of subcontracting any tasks comprising part of the action (see the Financial Guidelines), the description of the action must provide details on the tasks to be subcontracted and the reasons for doing so and these tasks must be clearly identified in the budget. Core tasks as defined in section 6.2(c) of the call cannot be subcontracted.

16.2. Required documents

The table below includes the documents that should be provided, including the documents mentioned in 16.1. Except for Legal entity form, VAT Certificate and Financial identification form which can be submitted later only for successful applications. Please note that all other documents are necessary either for the admissibility (see section 5) or for the analysis of the eligibility (see section 6) or selection criteria (see section 8). We recommend that applicants use the table as a **checklist** in order to verify compliance with all requirements.

While some information must be supplied using the templates available in the SWIM, other documents may need to be completed and/or attached electronically, usually either administrative documents or free format text descriptions. The SWIM application indicates in each section where SWIM templates should be used as well as which and where free format documents can be uploaded electronically.

Copies of the signed originals will be accepted for most of the documents to be submitted by the co-applicants. However, the lead applicant shall keep the original signed versions for its records, because **originals** may have to be submitted for certain documents at a later stage. **If the lead applicant fails to submit these original documents within the deadline given by the Commission, the proposal may be rejected for lack of administrative compliance.**

Please note that documents to be provided by the lead applicant must in any case be provided in their original version.

Regarding the compilation of the application file, it is recommended to:

- 1) follow the order of documents as listed in the checklist (and attach a ticked checklist as below to the proposal);
- 2) print the documents double-sided;
- 3) use 2-hole folders (do not bind or glue; stapling is acceptable).

CHECKLIST for required documents at application stage

This table includes the documents that must be provided for the proposal and where originals are required. We strongly recommend using the table as a checklist in order to verify compliance with all requirements. **Notes:** highlighted documents do not need to be provided by public entities. All the documents marked with * must be provided in SWIM as well as in paper form..

No.	Document	Specification and content	The document must be provided by each				Originally signed?	Checkbox
			Lead applicant	Co-applicant	Affiliated entity	third party		
1	Signed SWIM application form submitted online + one hard copy	The SWIM application form submitted online must be printed and dated and signed by the authorised legal representative and send by hard copies as foreseen in Section 12. <i>Note: the online form must be electronically submitted before printing. After electronic submission, no further changes to the proposal are permitted.</i>	✓	--	--	--	✓	<input type="checkbox"/>
2	Executive summary (if necessary)	Executive summary in EN (maximum 2 pages) – free format	✓	--	--	--	--	<input type="checkbox"/>
3	Declaration on honour*	The template is available in SWIM and must be written on the official letterhead of the organisation, bearing the original signature of the authorised legal representative and include the application's reference number generated by SWIM (VP/2017/0XX/XXXX). This declaration must also cover any affiliated entity. Where applicable, the relevant documentary evidence which illustrates the remedial measures taken for applicants who declared one of the situations of exclusion listed in the declaration. <i>Copies of the original signed declaration of co-applicants are accepted at the submission of the application; originals to be submitted upon request.</i>	✓	✓	--	--	✓	<input type="checkbox"/>
4	Letter of commitment*	The template is available in SWIM and must specify the amount of any funding provided by third parties. The letter must be written on the official letterhead of the organisation and bear the original signature of the legal representative. <i>Copies of the original signed letters of commitment are accepted at the submission of the application; originals to be submitted upon request.</i>	--	--		✓	✓	<input type="checkbox"/>
5	Letter of mandate*	The template is available in SWIM and must be written on the official letterhead of the organisation, dated and signed by the authorised legal representative.	--	✓	--	--	✓	<input type="checkbox"/>
6	Legal/capital link with lead or co-applicant*	Affiliated entities are required to provide proof of the legal and/or capital link with the lead or co-applicant.	--	--	✓	--	--	<input type="checkbox"/>

7	Proof of registration ⁴¹	A certificate of official registration or other official document attesting the establishment of the entity (for public bodies: the law, decree, decision etc. establishing the entity). Exclusively in the case of social partner organisations without legal personality : a signed letter of the legal representative certifying his/her capacity to undertake legal obligations on behalf of the organisation.	✓	✓	--	--	--	□
8	Statutes ⁴²	The articles of association/statutes or equivalent proving the eligibility of the organisation.	✓	✓	--	--	--	□
9	Description of the action and work plan*	The template is available in SWIM which must be duly completed and submitted electronically together with the online submission form and on paper as well. The paper version must be identical to the electronic version of the detailed work programme. Applicants are encouraged to submit the document in English. See Section 5.	✓	--	--	--	--	□
10	Curricula vitae of key staff	Detailed CVs of the person responsible for managing the action (named in section A.3 of the online application form) and the persons who will perform the main tasks . The CVs should indicate clearly the current employer.	✓	✓	✓	--	--	□
11	List of main projects	A list of the main projects carried out, if any, in the last three years relating to the subject of the call other than those already indicated in the SWIM online application form (section D.3) – free format	✓	✓	✓	--	--	□
12	Balance sheet & profit and loss accounts	The most recent balance sheet and profit & loss accounts (two years) including assets and liabilities, specifying the currency used (not applicable to applicants to receive grants below 60,000.00 EUR).	✓	✓	--	--	--	□
13	Audit report	For action grant requests of EUR 750,000 or more: an external audit report produced by an approved auditor, certifying the accounts for the last financial year available where such an audit report is available or whenever a statutory audit report is required by Union or national law. If the audit report is not available AND a statutory report is not required by law a self-declaration signed by the applicant's authorized representative certifying the validity of its accounts for the last financial year available. The threshold applies to each co-applicant in line with their share of the action budget. Applicants are encouraged to submit the report in English, French or German. See Section 5.	✓	✓	--	--	--	□

⁴¹ If the applicant (lead or co-applicant) has signed a grant agreement with DG EMPL within 12 months prior to submitting the application and there has been no modification of their legal status in the meantime, they may provide the grant agreement reference number in the "Description of the Action" template instead (e.g. VS/2018/XXXX)

⁴² Idem

CHECKLIST for required documents for the proposals selected for funding

This table includes the documents that must be provided for the proposals selected for funding and where originals are required.

No.	Document	Specification and content	The document must be provided by each				Originally signed?
			Lead applicant	Co-applicant	Affiliated entity	Other organisation/individual	
1	Legal entity form	The template is available in SWIM and online (http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm) and must be duly signed and dated by the legal representative.	✓	✓	--	--	✓
2	VAT certificate	A document showing the identification number for tax purposes or the VAT number, if applicable.	✓	✓	--	--	--
3	Financial identification form	The template is available in SWIM and online (http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm) and must be duly signed and dated by the <u>account holder</u> and bearing the bank stamp and signature of the bank representative (or a copy of recent bank statement attached).	✓	--	--	--	✓

ANNEX I: FINANCIAL GUIDELINES FOR APPLICANTS

Annex I is available on the Europa website under the relevant call:

<http://ec.europa.eu/social/main.jsp?catId=629&langId=en>

ANNEX II: TMS IMPLEMENTING GUIDE

Annex II is available on the Europa website under the relevant call:

<http://ec.europa.eu/social/main.jsp?catId=629&langId=en>