EUROPEAN COMMISSION
Employment, Social Affairs and Inclusion DG

Social Affairs
Modernisation of Social Protection Systems

Call for proposals on social innovation and national reforms

Access to Social Protection and National Reform Support

EaSI

PROGRESS AXIS

Budget heading 04.03.02.01

CALL FOR PROPOSALS

VP/2018/003

Any questions should be sent by email to:
empl-vp-2018-003@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.

The **European Programme for Employment and Social Innovation "EaSI" 2014-2020**[2] 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.

Social innovation as promoted by the EaSI programme can help address social challenges – such as women's underrepresentation in the labour market - by providing better and innovative responses to identified social needs, in order to deliver better social outcomes.

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/contractors 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.

This call for proposal has been designed to seek synergies with activities funded under European Structural and Investment Funds and the European Fund for Strategic Investments.

1.2. Policy and economic background

On 26 April 2017, the Commission presented the European Pillar of Social Rights ('the Pillar'). The Pillar set out key principles and rights for a renewed process of upward convergence towards better working and living conditions, including work-life balance and the right to adequate social protection. It will serve as a compass for a renewed process of

[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

convergence towards better working and living conditions among participating member states. Delivering on the principles and rights defined under the Pillar is a joint responsibility of the EU institutions, Member States, social partners and other stakeholders. Many tools required to deliver on the Pillar are in the hands of local, regional and national authorities, social partners and the civil society at large.

One of the principles of the Pillar states that workers, and, under comparable conditions, the self-employed, have the right to adequate social protection regardless of the type and duration of their employment relationship. Together with the Pillar, the Commission published a consultation of social partners to explore ways of making sure that as many people as possible, including self-employed and gig-economy workers, are covered by social security.

In many Member States people in self-employment and people in non-standard employment are left without sufficient access to social protection benefits compared to workers in full-time open ended contracts. Even when access is formally granted, these groups are, in practice, frequently under-insured against social and health risks. The accumulated effects of such disparities in entitlements give rise to new inter- and intra-generational inequalities between those with full social rights and those without. Over time, it may also threaten the sustainability of our social protection systems.

A second risk of growing importance is posed by the lack of transferability of social protection rights, when people leave the employment where they were acquired, change employment status or change the country of employment. This lack of transferability may discourage people from exercising professional mobility or freedom of movement in the single market, or taking up entrepreneurship and creating their own jobs.

A third risk relates to the lack of transparency of such rights, given the insufficient opportunities to access user-friendly information and regulatory complexity. For instance, in the area of pensions the rights are accumulated over several decades in diverse schemes and often in different Member States, and lack of easily accessible information can seriously hamper the ability of individuals to plan their careers and accrue adequate benefits[3].

The current social protection systems across the EU were largely designed for a labour market and demographic situation that has fundamentally evolved since and continues to do so. Digitalisation and the changing world of work, ageing of population and the related constraints on public finances mean that significant parts of the labour force may struggle to achieve adequate social protection entitlements. Individualised entitlements not conditional on the economic status, better targeting of benefits and development of multi-pillar pension systems comprising public and supplementary schemes are some of the policy solutions that can help social protection systems adapt to the changing labour markets and population structures. Methodologically and technologically advanced analytical tools are vital to underpin the reform planning with sound analysis.

[3] Directive 2014/50/EU of the European Parliament and of the Council of 16 April 2014 on minimum requirements for enhancing worker mobility between Member States by improving the acquisition and preservation of supplementary pension rights and Directive (EU) 2016/2341 of the European Parliament and of the Council of 14 December 2016 on the activities and supervision of institutions for occupational retirement provision (IORPs) provide that both current and former scheme members have the right to information about the value and treatment of their rights. Former scheme members need to request for the information to be provided.

1.3. Main Purposes

This call for proposals [4]aims to support governmental and non-governmental actors, and social partners in delivering on the rights and principles set out in the Pillar through social innovation and national policy reforms as regards reconciling work and private life, promoting access to social protection and developing adequate social protection systems.

The present call for proposals is divided in two lots.

Lot "Access to social protection" should fund activities that test, develop and implement innovative actions to facilitate the access to individual information on social protection entitlements, with the purpose of facilitating labour market transitions and enabling people to manage their careers better.

Lot "National reform support" will support national authorities in preparing policy reforms to ensure access to adequate rights in social protection regardless the form of employment, as envisaged by the Pillar. Forward-looking, evidence-based reforms are called for to modernise social protection systems and enable them to face challenges such as digitalisation and changing world of work, ageing of population and the capacity of welfare states to absorb economic shocks.

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

2.1. Objectives – Priorities

The objectives of these lots are:

- to facilitate access to individualised information about social protection rights and entitlements;
- to facilitate professional and geographical mobility of the economically active population;
- to support the modernisation of social protection systems enabling them to respond to such challenges as digitalisation, the changing world of work, ageing of population and the capacity to withstand economic shocks.

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

All activities to be funded under these lots shall:

- build up the main actors' capacity to implement the innovative actions;

- demonstrate a long-term vision;

4 The present call for proposals refers to the Financing Decision C(2017)8347 and it is part of a 3-lot action on social innovation and national reforms. Lot 1 "Innovative Work-Life balance Strategies to facilitate reconciliation of professional and caring responsibilities" is the object of a separate call for proposals.

- be sustainable beyond the grant period;

- be supported by a robust and documented evaluation method and validation mechanisms;

- include mechanisms for transfer/replication.

Proposed actions should be creative and propose innovative measures whilst building on existing good practice where relevant.

Lot "Access to social protection"

Activities to be funded under this Lot should test, develop and implement innovative actions to facilitate the access to information on social protection entitlements for people with diverse careers and employment statuses throughout their working life.

The following activities could be foreseen:

- Development of web-based tools providing individualised information on social protection entitlements in a Member State:
  - the accounts should aim to provide as exhaustive an overview as possible on the entitlements to social protection benefits and services available to the individual under the national social protection system;
  - in particular, the information should enable individuals to follow their entitlements irrespective of changes in the their economic status, such as between dependant employment and self-employment;
- Development of web-based cross-border pension tracking services that help mobile workers follow their pension rights accrued in different Member States and pension schemes in the course of their career. In particular, the activities to be funded under this call should include:
  - implementation of the pilot stage of the tracking service, covering at least five EU Members States or other EaSI participating countries and offers functionality allowing users to find their former supplementary pension funds in the participating countries.
  - development of a long-term strategy for the full roll-out of the tracking service. The technical design should allow for a subsequent upgrade to a broader geographical scope and functionality, including access to individual pension information and benefit projections. The strategy should equally focus on making the tracking service financially self-sustainable after full roll-out. The implementation of the full tracking service would not be covered by the present Call for proposals.
- Development of other innovative actions to improve awareness of the individual social protection entitlements and facilitate professional transitions and/or geographical mobility of the working population.

Lot "National reform support"

Activities to be funded under this Lot should support preparation of national reforms in the area of social protection, such as improving access for people in non-standard work or self-employment, modelling reforms needs and developing integrated pension systems aimed at providing adequate income replacement in retirement.

The following activities could be foreseen:

- Development of social policy modelling tools to analyse the social risks, needs and outcomes under different scenarios, such as microsimulation tools, aimed at designing evidence-based social protection reforms; adapting models used in other EU countries (or at EU level) and adapting own models to yield comparable results to other EU countries would be also be eligible for support;
- Planning and preparation of social protection reforms, including but not limited to:
  - reforms aimed to improve the social protection of people in non-standard work or self-employment; and to ensure continuity of social protection entitlements throughout changes in the career (with a focus on one branch of social protection or several branches).
  - integrated development of public and supplementary pension schemes, aimed to ensure broad coverage by the different pillars of the pension system and adequate combined income replacement levels for the retired population.

Activities common to both lots

The following types of supporting activities could also be foreseen in any of the lots:

- Fostering of knowledge and experience- sharing between different Member States and/or companies including:
  - surveys and studies;
  - data collection;
  - development of guidelines and practical tools;
  - seminars.

Compulsory activities to be included in the application are:

- a **comprehensive monitoring and evaluation plan**[5] of the intervention including a clear and fully developed methodology identifying relevant results and outcome indicators;

The evaluation component of the plan shall include:

- Outcome evaluation addressing results that can be attributed to the project, as well as the extent to which the project has satisfied its objectives.
- Process evaluation addressing how the project was conducted in terms of consistency and design with the stated plan of action and the effectiveness of the various activities within the plan in accordance with the policy relevance.

Evaluations may be conducted by an internal staff member, an evaluation firm or both.

[5] Examples of the different impact evaluation methods to be used are available here https://crie.jrc.ec.europa.eu/
See also:
-"The Electronic Toolkit of the MIREIA e-Inclusion Intermediary Actors Impact Assessment Framework" http://is.jrc.ec.europa.eu/pages/EAP/eInclusion/MIREIAeI2.html
-"Methodological framework to assess the social and economic impact of ICT-enabled social innovation initiatives" http://is.jrc.ec.europa.eu/pages/EAP/documents/IESI_D2_i-FRAME-V1.0_JRC-IPTS_DRAFT_V1.0-20150630.pdf

- the organisation of **at least one coordination meeting** with all members of the consortium;
- a detailed **dissemination plan** to promote at EU level the results of the action, including a dissemination event.

2.3. Expected outputs/results

Lot "Access to social protection"

The successful applicants will be expected to have:

- developed and launched online tools helping people to obtain individualised information on their entitlements to social protection benefits and services; or
- developed, established and launched the pilot stage of a cross-border tracking service for pensions, covering at least five Member States and offering functionality that allows users to find their former pension fund, and prepared a detailed technical proposal for the full roll-out of the tracking service; or
- developed and launched other innovative actions to improve awareness of social protection entitlements throughout the working life.

Lot "National reform support"

The successful applicants will be expected to have:

- developed new or adapted existing modelling tools to model social protection needs and support evidence-based reforms; or
- developed reform concepts with a view to modernising social protection systems.

2.4. Monitoring

The Commission, with the support of an external contractor, will monitor regularly the EaSI Programme. Therefore, beneficiaries/contractors will have to transmit qualitative and 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. Related templates are attached or will be provided.

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

3. TIMETABLE

Submission deadline: 18 May 2018

Stages	Date or period
Publication of the call	February 2018
Deadline for submitting proposals	18 May 2018
Evaluation period (indicative)	May 2018- July 2018
Information to applicants (indicative)	August 2018
Signature of the grant agreement (indicative)	September 2018

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.

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 will be at the applicant's risk. No expenditure can be incurred before the date of submission.

Indicative duration of the entire project should be between 30 and 36 months.

4. AVAILABLE BUDGET AND CO-FINANCING RATE

4.1. Available Budget

The budget earmarked for Lot "Access to social protection" is EUR 5.000.000. The Commission expects to fund 3-4 proposals in this Lot.

The budget earmarked for Lot "National reform support" is EUR 5.000.000. The Commission expects to fund 3-4 proposals in this Lot.

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

The Commission reserves the right to increase the amount of the funds and distribute them to proposals admitted in the reserve list, if available.

4.2. Co-financing rate

Under this call for proposals, the EU grant may not exceed 80 % 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 other sources other than the European Union budget[6].

[6] Letters of commitment are required from co-applicants and any third party providing financial contributions to the eligible costs of the action (see section 15, checklist point 5).

5. ADMISSIBILITY REQUIREMENTS

- Applications must be sent no later than the deadline for submission referred to in section 3.

- Applications 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 application form and its annexes by post or courier service (see section 13)

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 in all official languages of the EU will be accepted. In this case, applications should be accompanied by an executive summary in English (checklist point 3).

The applications should clearly specify which of the two Lots of the present Call the proposed action refers to.

6. ELIGIBILITY CRITERIA

Please be aware that eligibility criteria must be complied with for the entire duration of the grant. If the United Kingdom withdraws from the EU during the grant period without concluding an agreement with the EU ensuring in particular that British applicants continue to be eligible, British beneficiaries will cease to receive EU funding (while continuing, where possible, to participate) or be required to leave the project on the basis of Article II.7.2.1(a) (for mono-beneficiary) and Article II.17.3.1(a) (multi-beneficiary) of the grant agreement"

6.1. Eligibility of the applicants (lead and co-applicants)[7]

a) Place of establishment

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

- EU Member States;
- Iceland and Norway in accordance with the EEA Agreement;
- Albania, the Former Yugoslav Republic of Macedonia, Montenegro, Serbia and Turkey[8].

b) Type of entities

Lead or sole applicant must be the competent national public authority, such as the ministry responsible for social protection, or a public agency expressly mandated in writing by the competent national authority to assume responsibility for the implementation of the action.

Co-applicants must be public bodies, for profit or non-profit-making private entities.

[7] See section 2 of the Financial Guidelines for definitions.

[8] Other candidate and potential candidate countries would also participate in accordance with the general principles and the general terms and conditions laid down in the framework agreements concluded with them on their participation in Union programmes. However, it is not yet confirmed, therefore applicants and co-applicants from those countries should check with the secretariat of the call (empl-vp-2018-003@ec.europa.eu) their eligibility.

c) Consortia[9]

The actions may involve consortia.

d) Affiliated entities

Affiliated entities are not eligible under this call.

6.2. Eligible activities

a) Geographical Location

To be eligible, actions must be fully carried out in eligible participating EaSI countries (see section 6.1)

b) Types of activities

The grant will finance, inter alia, the activities indicated in section 2.2.

c) Core activities

The project management and coordination of the activities are considered to be core activities and may not be subcontracted.

In case of consortia, coordination activities shall be performed by the lead applicant.

6.3. Ineligible activities

In addition to the ineligible costs specified in section 4.2.4 of the Financial Guidelines, the following types of activities are not eligible for EU funding under this Call:

- lobbying
- acquisition of immovable property and/or vehicles
- building construction.

7. EXCLUSION CRITERIA

Applicants (lead and co-applicants) must sign a declaration on their honour certifying that they are not in one of the situations referred to in article 106(1) and 107.1(b) and (c) 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.

9 Letters of mandate, authorising the lead applicant to submit the proposal and to sign any Grant Agreement on their behalf must be submitted from each co-applicant. Letters of commitment must be submitted from each co-applicant, certifying that they are willing to participate in the project with a brief description of their role and indicating any financial contribution where applicable (see section 15, checklist points 5 and 6. Letters of commitment are also required from any associate organisations (participation on a no-cost basis and no financial contribution).

8. SELECTION CRITERIA

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

8.1. Financial capacity

Applicants (lead and co-applicant(s)) must have access to solid and adequate funding to maintain their activities for the period of the action and to help finance it as necessary.

The ratio between the total assets in the applicant's (lead and co-applicant(s)) balance sheet and the total budget of the project or the part of the project budget for which that organisation is responsible according to the budget in the application form would be considered strong if it is equal or greater than 0.70.

The verification of financial capacity will not apply to public bodies.

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

- Declaration on honour (including financial capacity to carry out the activity) (see section 15, checklist point 4);
- Annual balance sheets and profit and loss accounts for the last financial year available (see section 15, checklist point 18);
- Summary balance sheet and profit and loss accounts using the template provided in SWIM (see section 12) and signed by the legal representative (see section 15, checklist point 19).
- For grants exceeding EUR 750 000, an audit report produced by an approved external auditor certifying the accounts for the last financial year available (see section 15, checklist point 20*)*.

In addition the Commission will take into account any other relevant information on financial capacity provided by the applicant and in particular the information provided in section F.2 of the SWIM application form.

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

If a co-applicant or several co-applicants are considered not to have a strong financial capacity, the Commission may decide on various proportional steps depending on the level of weakness identified, to:

  - reject the whole application;
  - remove the co-applicant from the consortium and re-evaluate the proposal without this co-applicant;
  - propose a grant agreement without pre-financing;
  - propose a grant agreement with a pre-financing paid in several instalments;
  - propose a grant agreement with pre-financing payment(s) covered by (a) financial guarantee(s);
  - propose a grant agreement with joint financial liability of 2 or more applicants,

and inform all applicants accordingly.

8.2. Operational capacity

Applicant's (lead and co-applicant(s)) must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action. In particular, applicants must have:

- The necessary operational resources (technical, management) to carry out the action.

The operational capacity of the applicant (lead and co-applicant) to complete the proposed action must be confirmed by the submission in the proposal of the following:

- A list of the main projects relating to the subject of the call carried out in the last three years (see section 15, checklist point 17);
- The CVs of the proposed project co-ordinator and of the persons who will perform the main tasks, showing all their relevant professional experience (see section 15, checklist point 15);
- Declaration on honour signed by the legal representative (including operational capacity to carry out the activity) (see section 15, checklist point 4).

If the sole or 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-applicant[10]. In addition, the costs that are allocated to the non-selected co-applicant will be removed from the budget. If the application is accepted, the work programme may have to be slightly adjusted.

9. AWARD CRITERIA

The proposals which fulfil the eligibility and selection criteria will be assessed according to the following award criteria:

1. **Relevance to purpose, objectives and priorities of the call (20 points)**

   This criterion measures the extent to which the project promotes the development and testing of innovative strategies, aimed at:

   Lot "Access to Social Protection": improving awareness about social protection entitlements through providing access to online information about social protection entitlements for people in non-standard or self-employment, improving access to pension information for mobile workers or otherwise improving awareness of social protection entitlements throughout the career.

   Lot "National Reform Support": modernising social protection systems to respond to the needs of the changing populations and labour markets, in particular, through enabling evidence-based reforms by use of modelling tools or preparing forward-

[10] This includes a re-evaluation of the eligibility of the modified consortium.

looking reforms, such as improving the coverage and adequacy of social protection for various economic statuses or the adequacy of pensions through integrated development of multi-pillar pension systems.

2. Overall design of the action (15 points)

This criterion refers to the consistency of the overall design of the action, the intervention logic and the analysis of the problems involved. It also measures the extent to which the action is feasible and consistent in relation to the objectives and expected outcomes. This criterion relates also to the extent to which the specific activities envisaged as part of the intervention are concrete and have a practical dimension, how thorough, precise and easy to understand they are.

Where applicable, the relevance of the consortium to the proposed project as well as the role and responsibility of their members will be assessed under this criterion.

3. Methodology, activities and expected outcomes (15 points)

This criterion will measure the extent to which the activities and means proposed are appropriate and consistent with the expected outcomes, and are sufficiently and clearly detailed. The evaluation will measure the extent to which the expected outcomes are realistic and defined in measurable terms and the proposal contains clear quantitative and qualitative outcomes. The organisation and methodology of the proposal and its work plan will be assessed under this criterion. The adequacy of the communication and dissemination plan will also be assessed under this criterion.

4. Appropriateness of the impact/outcomes evaluation method (15 points)

This criterion measures the extent to which the proposal includes a sound and detailed impact evaluation method that is suitable for its purposes and appropriate to provide evidence and to determine the expected outcomes. The accuracy of the evaluation methodology, the relevance of indicators, and the monitoring elements will be assessed under this criterion.

5. Sustainability of the project (20 points)

This criterion measures the extent to which the proposed intervention is sustainable beyond the grant period and in particular whether financial means are envisaged to pursue the action. The evaluation will assess whether the proposed short-term and long-term strategy is appropriate to ensure the continuation of the project's objectives, activities and efforts to achieve the desired outcomes. The transferability of the intervention and the extent to which the proposed intervention could be implemented on a larger scale will be assessed under this criterion.

6. Cost-efficiency of the proposal (15 points)

The cost-efficiency of the proposal means whether the costs of the proposed action are adequate to the activities and proportionate to the expected results. The assessment of the proposal under this criterion includes:

- The adequacy of the human and financial resources to the planned activities;

- The clarity and pertinence of the allocation of tasks and managerial responsibility;
- The overall clarity and completeness of the budget.

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

- **the total score reaches at least 70% of the maximum possible mark;**
- **the score for each criterion is at least 50% of the maximum possible mark for that criterion.**

10. EVALUATION PROCEDURE

The composition of applications is detailed under section 15.

The applications will be examined and assessed by an evaluation committee with the possible assistance of external experts following the below procedure:

I. Assessment of the eligibility and exclusion criteria

If the examination of the application reveals that it does not meet the eligibility and exclusion criteria stated in sections 6 and 7, the application will be rejected on this sole basis.

II. Assessment of the selection criteria

The pre-selected applications will be evaluated against the selection criteria (i.e. financial and operational capacity of the applicants (see section 8)) and only those which satisfy these criteria will be further assessed.

III. Assessment of the application against the award criteria

The application will be assessed against award criteria (see section 9):

Award criteria assessment		**Maximum Score**
1.	Relevance to the purpose, objectives and priorities of the call	**20**
2.	Overall design of the action	**15**
3.	Methodology, activities and expected outcomes	**15**
4.	Appropriateness of the impact/outcomes evaluation method	**15**
5.	Sustainability of the project	**20**
6.	Cost-efficiency of the proposal	**15**
Total		*100*

Applications must score **at least 50%** of the maximum possible points for each criterion and **70% in total**. Applications will be ranked according to the total score awarded. Taking into account the available budget, only the **proposals with the highest total scores in each lot** will be recommended for award.

11. LEGAL COMMITMENTS

In the event of a grant being awarded by the Commission, a grant agreement, drawn up in euro 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 2 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 it last.

The grant agreement may include corrections and deletion of ineligible costs or activities made by the Commission – therefore the applicant should carefully read the whole agreement and the budget and work programme sections in particular, before signing and returning the copies to the Commission.

The applicable model Grant Agreement is published on the Europa website under the relevant call: http://ec.europa.eu/social/main.jsp?catId=629&langId=en. There is no alternative to this model agreement in the context of this call.

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

11.1. Sources of Funding

In addition to the obligations with regard to visibility of Union funding foreseen in the General conditions to the grant agreement, beneficiaries 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, xxx) 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

Every publication must include the following:

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

12. 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.

13. 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, before the deadline set in section 3 above.

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 2 copies (one marked “original” and 1 marked “copy”), including all documents listed in section 15, by the deadline (the postmark or the express courier receipt date serving as proof) to the following address:

European Commission
NOT TO BE OPENED BY CENTRAL MAIL SERVICE
Call for proposals VP/2018/003 – DG EMPL.C2
J-27 – 01/240
B-1049 Bruxelles - BELGIUM

Please send your proposal by registered post, express courier service or by hand delivery only. Proof of posting or express courier receipt should be kept as it could be requested by the European Commission in cases of doubt regarding the date of submission.

Hand-delivered proposals must be received by the European Commission before 4 p.m. on the date of the deadline for submission as indicated in section 3(b) at the following address:

European Commission
Service central de réception du courrier
NOT TO BE OPENED BY CENTRAL MAIL SERVICE
Call for proposals VP/2018/003 – DG EMPL.C2
Avenue du Bourget, 1
B-1140 Evere

At that time the European Commission's Mail Service will provide a signed receipt which should be conserved as proof 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.

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 taken into consideration.

14. 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.

All enquiries must be made by e-mail only to: **empl-vp-2018-003@ec.europa.eu** For any technical problems please contact: empl-swim-support@ec.europa.eu

Questions may be sent by to the above address no later than 10 days before the deadline for the submission of proposals.

The Commission has no obligation to provide clarifications to questions received after this date.

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, 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.

The Commission may, on its own initiative, inform interested parties of any error, inaccuracy, omission or clerical error in the text of the call for proposals on the mentioned Europa website. It is therefore advisable to consult the above mentioned website regularly in order to be informed of the questions and answers published.

No modification to the proposal is allowed once the deadline for submission has elapsed. If there is a need to clarify certain aspects or to correct clerical mistakes, the Commission may contact the applicant for this purpose during the evaluation process. This is normally done by e-mail. It is entirely the responsibility of applicants to ensure that all contact information provided is accurate and functioning. 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-2018-003@ec.europa.eu .

All communication regarding the 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 beneficiaries.

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

15.1. Instructions for the presentation of the application

The application comprises an application form including the budget, a description of the action and workplan plus a series of other required documents (see section 15.2).

The proposal shall indicate which Lot of the call the proposed action refers to.

The description of the action and workplan must be written using the template available in SWIM. All the information related to the description of the action and the workplan must be presented in one single document.

Proposals shall include inter alia the mandatory activities indicated under section 2.2 in the description of the action, the workplan and foresee the corresponding expenditure in the budget estimate.

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.

15.2. Required documents

The table in annex includes the documents that should be provided on submission of the proposal. It also indicates where originals are required. 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.

At the submission of the application, **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 will be rejected for lack of administrative compliance**.

Application file will be composed of all required documents mentioned in the checklist below. The following items will be clearly identified:

- the application form
- the description of the action and the work plan
- the budget

- the budget explanation.

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

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. Documents are obligatorily to be attached online in SWIM as well.

No.	Document	Specification and content	The document must be provided by each				Originally signed?	Checkbox
			Lead applicant	Co-applicant	Affiliated entity	Associate organisation/ third party		
1	Official cover letter of the application	This letter must quote the reference of the call for proposals, be originally signed and dated by the authorised representative and include the proposal reference number generated by SWIM (e.g. VP/2018/003/xxxx) – free format	✓	--	--	--	✓	☐
2	Signed SWIM application form submitted online + hard copies	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 13. *Note: the online form must be electronically submitted before printing. After electronic submission, no further changes to the proposal are permitted.*	✓	--	--	--	✓	☐
3	Executive summary (if necessary)	Executive summary in EN (maximum 2 pages) – free format	✓	--	--	--	--	☐
4	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.	✓	✓	--	--	✓	☐
5	Letter of commitment	The template is available in SWIM and must explain the nature of the organisation's involvement and specify the amount of any funding provided. The letter must be written on the official letterhead of the organisation and bear the original signature of the legal representative.	--	✓		✓	✓	☐
6	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.	--	✓	--	--	✓	☐
7	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.	--	--		--	--	☐
8	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.	✓	✓	--	--	✓	☐
9	Proof of registration	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).	✓	✓	--	--	--	☐
10	Statutes	The articles of association/statutes or equivalent proving the eligibility of the organisation.	✓	✓	--	--	--	☐
11	VAT certificate	A document showing the identification number for tax purposes or the VAT number, if applicable.	✓	✓	--	--	--	☐
12	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 account holder and bearing the bank stamp and signature of the bank representative (or a copy of recent bank statement attached).	✓	--	--	--	✓	☐
13	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. The document should be submitted in English.	✓	--	--	--	--	☐
14	Budget Explanation for the project	This is a separate free-format document in addition to the budget section of the on-line application form and it must also be submitted electronically in annex to the on-line application form. The paper version must be	✓	--	--	--	--	☐

		identical to the electronic version of the budget explanation. The budget explanation must provide additional information to explain and justify items of the proposed budget. It should in particular explain: how the number of working days of staff involved in the implementation of the action has been fixed; how average travel costs were calculated; unless this is self-explanatory, how costs of services and administration costs were defined. The Commission may request applicants to submit additional justifications of proposed eligible costs during the evaluation procedure.]						
15	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.	✓	✓		--	--	☐
16	Mandate by the competent national authority	A letter of the competent national authority, such as the ministry responsible for social protection, expressly mandating the applicant to assume responsibility for the implementation of the action (to be provided only if the lead or sole applicant is not the competent national authority)	✓	--	--	--	--	☐
17	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	✓	**--**	**--**	--	--	☐
18	Balance sheet & profit and loss accounts	The most recent balance sheet and profit & loss accounts, including assets and liabilities, specifying the currency used.	✓	✓	--	--	--	☐
19	Summary balance sheet & profit and loss accounts	The template is available in SWIM and must be signed by the authorised legal representative	✓	✓	--	---	✓	☐
20	Audit report	For grant requests exceeding EUR 750,000: an external audit report produced by an approved auditor, certifying the accounts for the last financial year available. The threshold applies to each co-applicant in line with their share of the action budget. The report should be submitted in English, French or German.	✓	✓	--	--	--	☐

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&callId=422&furtherCalls=yes