



EUROPEAN COMMISSION
Employment, Social Affairs and Inclusion DG
Directorate D
Unit D.1

European Union Programme for Employment and Social Innovation ("EaSI" – Progress Axis) 2014-2020

"Posting of workers: enhancing administrative cooperation and access to information"

CALL FOR PROPOSALS

VP/2020/007

**Questions should be sent by email to:
empl-vp-2020-007@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:
http://ec.europa.eu/budget/biblio/documents/regulations/regulations_en.cfm

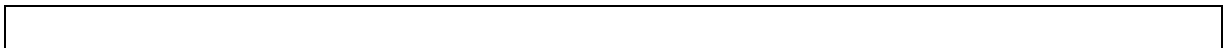


Table of Contents

1.	INTRODUCTION – BACKGROUND.....	- 2 -
1.1.	Programme/Legal base.....	- 2 -
1.2.	Policy and economic background.....	- 2 -
1.3.	Main Purposes.....	- 3 -
2.	OBJECTIVE(S) – PRIORITIES – TYPES OF ACTIONS - EXPECTED RESULTS.....	- 3 -
2.1.	General objectives - Priorities.....	- 3 -
2.2.	Description of the activities to be funded / Type of actions.....	- 4 -
2.3.	Expected partnerships and outputs/results - requirements.....	- 5 -
2.4.	Monitoring.....	- 5 -
3.	TIMETABLE.....	- 7 -
3.1.	Starting date and duration of the projects.....	- 7 -
4.	AVAILABLE BUDGET AND CO-FINANCING RATE.....	- 8 -
4.1.	Available Budget.....	- 8 -
4.2.	Co-financing rate.....	- 8 -
5.	ADMISSIBILITY REQUIREMENTS.....	- 8 -
6.	ELIGIBILITY CRITERIA.....	- 9 -
6.1.	Eligibility of the applicants (lead and co-applicants), affiliated entities and associate organisations.....	- 9 -
6.2.	Eligible activities.....	- 11 -
6.3.	Ineligible activities.....	- 12 -
7.	EXCLUSION CRITERIA.....	- 12 -
7.1.	Exclusion.....	- 12 -
7.2.	Remedial measures.....	- 14 -
7.3.	Rejection from the call for proposals.....	- 14 -
8.	SELECTION CRITERIA.....	- 15 -
8.1.	Financial capacity.....	- 15 -
8.2.	Operational capacity.....	- 17 -
9.	AWARD CRITERIA.....	- 17 -
10.	LEGAL COMMITMENTS.....	- 19 -
11.	PUBLICITY/SOURCES OF FUNDING.....	- 19 -
12.	DATA PROTECTION.....	- 21 -
12.1.	Before the grant agreement's signature.....	- 21 -
12.2.	Once the grant agreement is signed.....	- 21 -
13.	FINANCIAL PROVISIONS.....	- 22 -
14.	PROCEDURE FOR THE SUBMISSION OF PROPOSALS.....	- 23 -
15.	COMMUNICATION.....	- 24 -
16.	INSTRUCTIONS FOR THE PRESENTATION OF THE APPLICATION AND REQUIRED DOCUMENTS.....	- 25 -
16.1.	Instructions for the presentation of the application.....	- 25 -
16.2.	Required documents.....	- 26 -
	ANNEX I: FINANCIAL GUIDELINES FOR APPLICANTS.....	- 31 -
	ANNEX II: MODEL FOR TENDER SPECIFICATIONS FOR SUBCONTRACTING EXTERNAL EXPERTISE.....	- 32 -

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.

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The Annual work programme acting as financing decision [C\(2019\)7630](#) as adopted by the Commission on 30/10/2019.

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 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.

1.2. Policy and economic background

A European Labour Authority (ELA) has been set up³ in 2019. This new EU body will focus on EU legislation in the fields of cross-border labour mobility and social security legislation, thus including the posting of workers. It will have the tasks of facilitate access to information to citizens and employers; facilitate cooperation and the exchange of information between Member States with a view to the consistent, efficient and effective application of Union law in the field of labour mobility; coordinate and support concerted and joint inspections; carry out analyses and risk assessments on issues of cross-border labour mobility; support Member States with capacity-building; support Member States in

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

² REGULATION (EU) No 1296/2013 <http://ec.europa.eu/social/main.jsp?langId=en&catId=1081>

³ OJ L 186, 11.7.2019, p. 21-56

tackling undeclared work; and mediate in disputes between Member States. The ELA work programme 2020 is available.⁴ Successful projects awarded a grant under this call for proposals may be invited to attend ELA meetings with a view to inform about their projects.

Some initiatives with the aim to promote administrative cooperation and mutual understanding and fund initiatives relating to the application and enforcement in practice of the applicable rules, have been carried out in the past under the Pilot Projects on "Working and Living Conditions of Posted Workers" (VP/2009/015 and VP/2010/011). A similar call to this one was launched during the last years (VP/2013/008, VP/2014/007, VP/2015/007, VP/2016/006, VP/2017/003 and VP/2018/011). Furthermore, a call for proposals for preparatory actions with a view to create information centres for migrant and posted workers was launched in 2013 (VP/2013/011) and 2014 (VP/2014/005). No similar call was launched from 2015 onwards.

1.3. Main Purposes

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The general aim of this Call for Proposals is to fund initiatives in order to enhance the implementation and correct application of Directive 96/71/EC and Directive (EU) 2018/957 amending Directive 96/71/EC concerning the posting of workers in the framework of the transnational provision of services, as well as the implementation of the Enforcement Directive 2014/67/EU⁵. Member States are to transpose Directive (EU) 2018/957 into national law by 30 July 2020 and apply the related measures no earlier than that date.

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

2.1. General objectives - Priorities

The European Pillar of Social Rights has set out key principles and rights for a renewed process of upward convergence towards i.e. fair working conditions in particular in the areas of secure and adaptable employment, wages, information about employment conditions and protection in case of dismissals, social dialogue and involvement of workers, etc. The general objective of this call for proposals is therefore contributing to the implementation of the key principles of the pillar in the area of posting of workers

The call intends to support the Commission and the Member States to understand existing and new challenges and develop initiatives in the field of posting of workers and a decent work agenda.

The proper functioning of administrative cooperation between Member States and improved access to information on applicable terms and conditions of employment and administrative requirements for companies in a transparent and accessible manner, are essential for the correct application, implementation and enforcement of the Directives.

In order to achieve the objective, it is intended with this call for proposals **to fund transnational cooperation initiatives (see section 6.2.a)** aiming at developing autonomous

⁴ <https://ela.europa.eu/>

⁵ OJ L 159, 28.5.2014, p. 11–31

and concrete initiatives by the relevant stakeholders involved in the context of posting with a significant and lasting impact on workers, companies and administrations.

The **specific objectives** of this call for proposals are the following:

- a) To promote transnational *cooperation* among competent public authorities and stakeholders, including the promotion of the use Internal Market Information⁶ (IMI) and sharing of information and best practices in this respect.
- b) To increase the accessibility, transparency and quality of the *information* concerning the terms and conditions of employment and/or of the administrative requirements to be respected, and/or of the existing practices in the Member States to *monitor and enforce* the provisions of the Posting of Workers directives;
- c) To promote the *evidence basis* through the collection and evaluation of original data, analysis and information specific to the posting process and posted workers' working conditions, including through the collaboration between universities across various disciplines, research centres and institutes, and stakeholders, in particular social partners.

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

The following actions may be co-financed:

- a) *Cooperation*: developing new or improving existing exchanges, peer reviews and/or training programmes (for example joint visits, joint inspections, short training actions) between officials of competent public authorities and/or between relevant social partners and stakeholders in the contexts of monitoring the compliance with and enforcement of the applicable rules in relation to posted workers, and/or of administrative cooperation and mutual assistance, including the use of the Internal Market Information System (IMI).
- b) *Information*: developing and improving online platforms for the collection and dissemination of quality, user-friendly, and specific information targeted at workers and/or undertakings with respect to the working conditions applicable to posted workers, the procedures and conditions to be respected by undertakings in different Member States, and other relevant information for the posting of workers in the context of the provision of cross-border services.
- c) *Evidence*: development of joint research projects on different dimensions of the posting of workers in the context of the transnational provision of services and dissemination of results through targeted publication strategies, both in the scientific domain as well as in the specialised and general press.

The three type of actions are mutually exclusive. Applications should focus on one of the above-mentioned three strands in their proposal⁷.

⁶ https://ec.europa.eu/internal_market/imi-net/index_en.htm

⁷ Applicants are required to align their proposed actions with activities on administrative cooperation in the field of posting necessary for social security coordination under the Regulation (EC) No 883/2004 and Regulation (EC) No 987/2009 in order to avoid overlaps with activities in this field. Any such activities

2.3. Expected partnerships and outputs/results - requirements

The scope of this Call is to support actions that bear a lasting impact on national administrations, companies and/or workers, beyond the duration of the action.

In order to cater for a more significant impact of the actions, the composition of the network will be carefully evaluated. In particular, **priority will be given to projects based on consortia with one or more of the following characteristics:** (a) **involving a balanced and justified distribution of partners established in sending and receiving countries** in the context of a specific flow of posted workers; (b) enabling a **sector-specific focus** of the action.

For the different types of actions as outlined under 2.2, the following minimum requirements in terms of composition of the consortia and representation of different types of organisations shall apply:

- Participation of both social partners (worker and employers' organisations) and competent public authorities regarding the specific objective indicated in 2.1.a;
- Participation of both social partners (worker and employers' organisations) and competent public authorities, or research institutes and social partners and/or other stakeholders and/or public authorities regarding the specific objective indicated in 2.1.b
- Participation of research institutes in the consortium regarding the specific objective indicated in 2.1.c

Moreover, in light of the newly established European Labour Authority ,and in order to cater for a lasting impact of the action, the projects are expected to deliver outputs that ensure either the sustainability of the same action by the partners in the project or its potential transferability to other Member States or organisations, including the European Labour Authority in the future.

The **proposals must therefore include:** a) a **(set of) tangible deliverables** to be produced as the final output of the action (e.g. information fiches, reports, a website) that are suitable for sustained use, transferability or as a continued learning resource; and b) a **plan for communication and dissemination of the projects' results** specifying the targeted audience that will follow up and / or use these deliverables beyond the duration of the action.

At final report stage, the awarded applicants will be required to provide details about the deliverables produced, including links to the website (if any), copies of the information, research, report material, topics discussed during meetings, about how and to whom the results, best practices and findings have been disseminated, about and how interested parties have been involved in the project.

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

should be indicated in section D.3 of the SWIM application form or in the document n° 12 in the checklist (see section 16)

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.

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>

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 also 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>

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

	Stages	Date or period
a)	Publication of the call	29/04/2020
b)	Deadline for questions and requests for clarification	16/07/2020
c)	Deadline for submitting applications	30/07/2020 Swim, Courier and Post : 24:00 Brussels' time (CET) Hand deliveries 16:00 Brussels' time (CET) ⁸
d)	Evaluation period (indicative)	August-October 2020
e)	Information to applicants (indicative)	October-November 2020
f)	Signature of the grant agreements (indicative)	November-December 2020
[g)	Starting date of the action (indicative)	At the latest 01 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.

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 actual month or the date.

No expenditure can be incurred before the date of submission of the application. Any expenditure incurred before the signature of the Grant Agreement may be considered eligible but it will be at the applicant's risk.

Indeed, an action grant may be awarded for an action, which has already begun only where the applicant can demonstrate in the grant application the need to start the action before the grant agreement is signed.

The project's duration is expected to be, indicatively, between twelve (12) months and eighteen (18). The action shall **start at the latest from 1 January 2021**.

⁸ This option is not privileged in case the Coronavirus crisis lasts until this date.

4. AVAILABLE BUDGET AND CO-FINANCING RATE

4.1. Available Budget

The total budget earmarked for the EU co-financing of projects under this call is estimated at 3.390.860 EUR.

This amount is subject to the availability of the appropriations provided for in the draft Commission budget for 2020 after the adoption of the budget for 2020 by the budgetary authority or provided for in the provisional twelfths.

For illustrative purposes, the Commission expects to fund 5-8 grants.

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

The EU grant requested should indicatively be between EUR 250.000 and EUR 600.000.

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 of the budget 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 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 sources other than the European Union budget⁹.

Although, International Organisations¹⁰ may be entitled to different co-financing provisions under their bilateral agreements with the EU, it must be noted that the rule of the Call will prevail for proposals submitted by an International Organisation.

5. ADMISSIBILITY REQUIREMENTS

- Applications must be sent no later than the deadline for submission referred to in section 3(c)
- Applications (meaning, the application form, including budget, description of the action and 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 (including all documents specified in the check-list) by post or courier service (one original dossier and one copy; see section 14).

⁹ Letters of commitment are required from any third party providing financial contributions to the eligible costs of the action (see checklist, point 4).

¹⁰ According to the meaning of Article 156 of the Financial Regulation (EU, Euratom) 2018/1046

Failure to comply with one of 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 checklist point 2).

6. ELIGIBILITY CRITERIA

6.1. Eligibility of the applicants (lead and co-applicants), affiliated entities¹¹ and associate organisations¹²

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 Agreement¹³ on 1 February 2020 and in particular Articles 127(6)¹⁴, 137¹⁵ and 138¹⁶, 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.¹⁷

a) Place of establishment

Legal entities properly established and registered in the following countries¹⁸ are eligible as lead applicant and co-applicants:

¹¹ See section 2 of the Financial Guidelines for definitions.

¹² See section 2 of the Financial Guidelines for definitions

¹³ Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community.

¹⁴ 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*).

¹⁵ Art. 137. The United Kingdom's participation in the implementation of the Union programmes and activities in 2019 and 2020 (*extract*)

¹⁶ 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*)

¹⁷ 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)

¹⁸ In derogation from this requirement, international organisations whose registered headquarters are outside the eligible countries of the Legal Basis and the Call are also eligible.

- EU Member States
- Iceland and Norway in accordance with the EEA Agreement;
- Albania, North Macedonia, Montenegro, Serbia and Turkey¹⁹

Organisations established in countries other than those listed above may participate in the project as "associate organisations" provided their participation serves the aim of the action and exclusively on a no-cost basis, i.e. they cannot be responsible for carrying out project activities for which they incur costs. For example, it will not be possible to organise events or activities in countries not listed above. However, expenses for participants from organisations in non-EaSI Progress participating countries may be included in the budget (see section 4.2.2.2 of the Financial Guidelines published with this call).

b) Type of entities

To be eligible, lead applicants, co-applicants and affiliated entities must fall in one of the following categories:

- Public authorities;
- International organisations;
- Non-profit organisations (private or public);
- Research centres/institutes;
- Higher education establishments;
- Civil society organisations ;
- social partner organisation at European²⁰, national or regional level (in application of Article 197 of the Financial Regulation, social partner organisations without legal personality are also eligible provided that the conditions of the Financial Regulation related thereto are met²¹).

c) Consortia²²

To be eligible, actions must:

- have the involvement of the lead applicant and co-applicants established in at least three different EU Member States, or other eligible EaSI-Progress participating countries (see point 6.1.a) above), i.e. lead applicant and at least 3 co-applicants.

For the purpose of reaching the threshold of applicants or co-applicants based in four different Member States or other eligible EaSI-Progress participating countries, European-level organisations such as a European confederation of national associations (e.g. a

¹⁹ 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 (007) their eligibility.

²⁰ 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.

²¹ 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 section 16, checklist point 4).

²² Letters of mandate, authorising the lead applicant to submit the proposal and to sign the Grant Agreement on their behalf must be submitted by each co-applicant.

European trade union), will be considered in relation to their country of establishment. Therefore, a project involving as an applicant a European association or a legally constituted consortium legally established, for example, in Belgium will need to involve organisations from three additional Member States or other eligible EaSI-Progress participating countries, in order to be eligible.

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 shall be described in the description of the action.

Conditions of rejections

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.

6.2. Eligible activities

a) Geographical Location

To be eligible, activities must be carried out in minimum three EaSI-participating countries (see point 6.1 a), which may also be different from those where the applicant organisations are established.

This applies equally to activities carried out by International Organisations. However, in duly justified circumstances, project management costs incurred in the headquarters of International Organisations established outside the EU Member States or outside the candidate countries/EaSI countries (see Section 6.1 a) could be considered eligible.

b) Types of activities

- The grant will finance inter alia the activities indicated in section 2.3.

c) Core activities

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

- Project management

(d) Financial Support to third parties

Not applicable, see section 6.3.

6.3. Ineligible activities

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

- Financial support to third parties as defined in point 3 of the Financial Guidelines.
- Lobbying.
- Voluntary work's costs in the meaning of art 181(8) and 190 (2) of the Financial Regulation.

7. EXCLUSION CRITERIA

Applicant(s) (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 which 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 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 affiliated entities of the applicant. These affiliated entities must therefore, be specified 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) For applicants whose grant is (\leq 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 5 "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);

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.

- Annual balance sheets and profit and loss accounts for the last financial year available (see checklist point 13);
- 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.

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.

- **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 prefinancing and the annual total revenue**. For each (co)-applicant the share of the 1st prefinancing 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

- **Formula in the case of single applicant and each applicant in case of consortia:** 1st prefinancing corresponding to that applicant/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

Lead applicants and each co-applicant must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action. In particular, applicants must have:

- A strong track record of competence and experience in the fields of free movement of workers or labour mobility in the last three years, listing implemented projects, their budgets (minimum of EUR 50 000) and scope: number of partners (minimum three) and countries involved (minimum two countries) as well as budgets, as well as partners involved;
- The necessary operational resources (technical, management) to carry out the action.

The operational capacity of the lead 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 projects relating to the subject of the call carried out in the last three years (see checklist point 12);
- The CVs of the proposed project co-ordinator and of the persons who will perform the main tasks, showing all their relevant professional experience, their proficiency in English at the level of C1 or C2²³ and their current employer(s) (see checklist point 11).

Declaration on honour signed by the legal representative (including operational capacity to carry out the activity) (see checklist point 3).

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-applicant²⁴. In addition, the foreseen activities and costs of the non-selected co-applicant will be removed from the granted budget. If the application is selected, the work plan and budget will have to be adapted.

9. AWARD CRITERIA

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

1. Award criterion: Relevance of the proposal to the call objectives, in particular:

(Maximum score: 20 points)

Particular attention will be paid to:

- The coherence between the objective(s) of the action and the general and specific objective(s) of the call for proposals;
- The action is focused on one of the three types of action indicated under 2.2 (cooperation, information, evidence);

²³ See: www.europass.cedefop.europa.eu

²⁴ This includes a re-evaluation of the eligibility of the modified consortium.

- The extent to which the geographical scope of the action covers at least 4 EaSI countries and its justification. Coverage of more than 4 countries will be considered as an added value for the proposal;
- The target groups and the degree to which the proposal facilitates cooperation between different stakeholders.

2. Award criterion: Quality of the methodology and of the activities proposed:
(Maximum score: 30 points)

Particular attention will be paid to:

- i. The degree of specificity in the description of the substance of the planned activities and of their purpose in relation to the objectives of the project;
- ii. A clear and justified rationale for the composition of the consortium in relation to the target, including, i.e.:
 1. a balanced distribution of partners established in sending and receiving countries in the context of a specific flow of posted workers;
 2. a sector-specific focus of the action, in particular regarding the specific objective indicated in 2.1.b;
 3. a comprehensive and adequate representation of the different types of organisations and stakeholders as outlined in 2.3.,
 - A clear definition of the roles for the tasks among the organisations and a distribution of the roles appropriate to the mandate of the organisations concerned;
 - The degree of innovativeness of the substantive output with respect to existing programmes, facilities, tools or studies, including in the context of a particular geographical area or trans-national economic sector.

Comprehensiveness, clarity and expected effectiveness of the plan for communication and dissemination of the projects' results, including a specification on the targeted audience that may follow up and / or use the produced deliverables beyond the duration of the action;

3. Award criterion: Impact and cost efficiency of the proposal:

(Maximum score: 30 points).

Particular attention will be paid to:

- Added value of the proposed substantive deliverables in the area of posting in general and of its outcomes on the clearly identified target group.
- Its transferability to other Member States or organisations in the future, or at least to provide a learning resource for other stakeholders concerned.
- The degree to which the proposed activities are compatible with the objectives and the mission of the European Labour Authority.
- Cost efficiency of the activities proposed.

4. Award criterion: Measures to ensure sustainability and sustainable development

(Maximum score: 20points)

Particular attention will be paid to:

- The potential for or the proposed methods to ensure long-term sustainability of the deliverables by the organisations or its outcomes on the target group.
- The extent to which the proposed activities contribute to the sustainable development, by promoting, for example, sustainable mobility or more sustainable food systems.

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 maximum total mark.**

10. 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/partner, 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/partner, or the coordinator for 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 must carefully read the whole agreement before signing and returning the copies to the Commission.

The model Grant Agreement is published on the Europa website: <http://ec.europa.eu/social/main.jsp?catId=629&langId=en>.

There is no alternative to this/these model(s) in the context of this call. In specific cases, international agreements conditions may apply (except for the co-financing requirement).

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 Commission²⁵

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 EU²⁶:

- 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 level²⁷ if he/she is domiciled within the EU or equivalent if domiciled outside the EU
- 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.

²⁵ Articles 38 & 189 FR

²⁶ Article 189 2. FR

²⁷ 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.

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) 2018/1046²⁸. For more information see the Privacy Statement on: http://ec.europa.eu/budget/library/explained/management/protecting/privacy_statement_eds_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) 2016/679²⁹.

Any personal data included in the Agreement must be processed by the Commission in accordance with Regulation (EU) No 2018/1725³⁰.

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 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.

²⁸ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1046>

²⁹ 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

³⁰ 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

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>.

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/EU³¹ or contracting entities within the meaning of Directive 2014/25/EU³² 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 or final 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;

³¹ 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)

³² 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. [To assist applicants, a model for tender specifications is included in Annex II to this call]. 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 specified 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 c).

The SWIM electronic application form is available until midnight (Brussels time) on the day of the submission deadline. Since the applicants must first submit the form electronically, and then print, blue ink 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 blue ink signed and sent in duplicate (one marked "original" and one marked "copy"), including all documents listed in section 16 and the Checklist, by the deadline set in section 3 c), 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 <u>(NOT TO BE OPENED BY CENTRAL MAIL SERVICES)</u> Call for proposals VP/2020/007 – DG EMPL CAD J-27 00/120 B-1049 Bruxelles - BELGIUM</p>
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Evidence of posting or express courier deposit slip must 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 c) at the following address:

European Commission
Service central de réception du courrier
(NOT TO BE OPENED BY CENTRAL MAIL SERVICES)
Call for proposals VP/2020/007 – 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 explicitly requested in writing by the European Commission.

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

15. COMMUNICATION

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.

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-2020-007@ec.europa.eu

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

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 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 updates and modifications regularly during the submission period.

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.

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

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

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-2020-007@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 shall include inter alia the description of the activities to be funded / type of actions indicated in section 2.2 above in the description of the action, the work plan and foresee the corresponding expenditure in the budget estimate.

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

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

Beneficiaries selected for a grant may be invited to attend events organised by the European Commission (in Brussels, on average 2 meeting per year of the project implementation, to be attended by max. 2 project coordinators/managers) or the European Labour Authority (in Bratislava, 1 meeting, to be attended by 1 project coordinator/manager) in relation to this Call for Proposals. It is, therefore, recommended to include a provision for travel and accommodation costs for attendance at such events in the application budget.

16.2. Required documents

The table in annex includes the documents that must 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). It also indicates where originals are required. We recommend that applicants use this 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 must 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.**

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 and international organisations. All the listed documents must be provided in SWIM.

	Document	Specification and content	The document must be provided by each				Originally signed?	Checkbox
			Lead applicant	Co-applicant	Affiliated entity	Organisation/third		
1	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 14. <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	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/2020/007/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 explain the nature of the organisation's involvement and specify the amount of any funding provided (for 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-	Affiliated entities are required to provide proof of the legal and/or capital link with the single applicant, lead applicant or co-applicant.	--	--	✓	--	--	<input type="checkbox"/>

	applicant							
7	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). 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.	✓	✓	--	--	--	<input type="checkbox"/>
8	Statutes	The articles of association/statutes or equivalent proving the eligibility of the organisation.	✓	✓	--	--	--	<input type="checkbox"/>
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, French or German. See Section V.	✓	--	--	--	--	<input type="checkbox"/>
10	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.	✓	--	--	--	--	<input type="checkbox"/>
11	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 of the proposed project co-ordinator and of the persons who will perform the main tasks, showing all their relevant professional experience, their proficiency in English at the level of C1 or C2 ³³ . The CVs must indicate clearly the current employer.	✓	✓	✓	--	--	<input type="checkbox"/>
12	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, including in particular projects in the fields of free movement of workers or labour mobility: their budgets (minimum of EUR 50 000) and scope: number of partners (mimumum three) and	✓	✓	✓	--	--	<input type="checkbox"/>

³³ See: www.europass.cedefop.europa.eu

		countries involved (minimum two countries); (section D.3) – free format]							
13	Balance sheet & profit and loss accounts	The most recent balance sheet and profit & loss accounts, including assets and liabilities, specifying the currency used. (not applicable to applicants to receive grants below 60,000.00 EUR)	✓	✓	--	--	--	--	□
14	Draft tender specifications	In case of subcontracting for external expertise where the value of the contracts exceeds EUR 60 000, a copy of the draft tender specifications must be submitted. A model is included in Annex II of this call.	✓						

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.

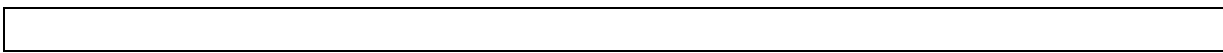
No.	Document	Specification and content	The document must be provided by each				Originally signed?
			Lead applicant	Co-applicant	Affiliated entity	Organisation/	
1	Legal entity form	The template is available in SWIM and online (http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm) 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: MODEL FOR TENDER SPECIFICATIONS FOR SUBCONTRACTING
EXTERNAL EXPERTISE**

Tender Specifications –

- 1. Background
- 2. Purpose of the Contract
- 3. Tasks to be performed by the Contractor
 - 3.1. Description of tasks
 - 3.2. Guidance and indications on tasks execution and methodology
- 4. Expertise required
- 5. Time schedule and reporting
- 6. Payments and standard contract
- 7. Price
- 8. Selection criteria related to the financial and technical capacity of the bidders
- 9. Award criteria related to the quality of the bids received

The contract will be awarded to the tenderer whose offer represents the best value for money - taking into account the following criteria:

.....
.....
.....

It should be noted that the contract will not be awarded to a tenderer who receives less than [70%] on the Award Criteria.

- 10. Content and presentation of the bids
 - 10.1. Content of the bids
 - 10.2. Presentation of the bids]