



EUROPEAN COMMISSION
Employment, Social Affairs and Inclusion DG

Europe 2020: Employment Policies
Mobility and Employment Services

BUDGET HEADING 04.03.02.02

**EaSI - EURES – Cross-border partnerships and
support to cooperation on intra-EU mobility for
EEA countries**

CALL FOR PROPOSALS

VP/2015/008

Version April 2015

Given the likelihood of a large number of requests for information, you are asked not to contact us by telephone.

Questions should be sent by e-mail only to: EMPL-VP-2015-008@ec.europa.eu
To ensure a more rapid response, it would be helpful if applicants send their queries in English, French or German.

The English version of the call is the original.

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BUDGET HEADING 04.03.02.02

EaSI-EURES – Cross-border partnerships and support to cooperation on intra-EU mobility for EEA countries

1 INTRODUCTION

1.1 European Union Programme for Employment and Social Innovation ("EaSI")

The European Programme for Employment and Social Innovation "EaSI" 2014-2020¹ 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.

The call for proposals is issued in the context of the implementation of the 2015 annual work programme for grants and procurement for EaSI (EURES axis), which can be consulted at: <http://ec.europa.eu/social/main.jsp?catId=629&>

1.2 The EURES axis: promoting workers' geographical mobility and boosting employment opportunities

The EURES axis of the EaSI programme has the following general objectives:

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

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

¹ <http://ec.europa.eu/social/main.jsp?langId=en&catId=1081>

2 POLICY BACKGROUND

EURES (European Employment Services) was launched in 1993 as a network for co-operation between employment services of the Member States, their partners and the Commission to exchange information concerning vacancies and applications for employment, information on the state and trends of the labour market as well as information concerning living and working conditions. Its purpose is to facilitate mobility on the European labour market.

The two pillars of EURES are (a) the European Job Mobility Portal and (b) the human network of EURES Advisers.

The current legal base for the establishment of EURES is:

- Regulation (EU) No 492/2011 of the European Parliament and the Council of 15 April 2011 on freedom of movement for workers within the Union (codification (OJ L 141 of 27.05.2011, p. 1).
- Commission implementing Decision of 26 November 2012 (2012/733/EU) that entered into force on 1 January 2014

The Commission implementing Decision of November 2012 has given EURES a stronger focus on matching, placement and recruitment activities; it establishes a reporting cycle and opens the network to other actors.

Decision 2012/733/EU is complemented by the EURES charter endorsed by the EURES High Level Strategy Group in December 2013². The Charter provides guidance and standards for the implementation of the Decision, in particular:

- A framework for encouraging the introduction of new organisations within the network
- A programming and reporting cycle
- A EURES service catalogue
- A common understanding of the role played by the different actors in the network
- Procedures to set up a uniform system and common models for the exchange of labour market and mobility-related information within the EURES network.

Both documents constitute the basis for the so called EURES reform: re-establishment of the network in a more demand driven efficient and transparent framework, with increased focus on matching, placement and recruitment, increased capacity to plan and report on results of activities, new organisations in the network, increased pool of vacancies and better exchange of information among members of the network.

The re-established EURES network is composed of:

- The European Coordination Office (ECO, managed by the European Commission) that undertakes horizontal activities in support of the network, oversees compliance with the provisions of Chapter II of Regulation (EU) No 492/2011, organises the work of the EURES coordination group, monitors and evaluates EURES activity and analyses geographic and occupational mobility
- The National Coordination Offices (NCOs) that organise the work of the EURES network in the respective Member State and cooperates with the other National Coordination Offices and the European Coordination Office

² The High Level Strategy Group groups the heads of the Public Employment Services in Member States. It has been replaced in the Decision by the EURES Management Board.

- The EURES partners, public or private service providers in the field of employment appointed by the National Coordination Office, that provide the full range of EURES services: job matching and placement, recruitment (including pre-recruitment preparation and post-placement assistance) and provision of related information and advice
- The associated EURES partners, appointed by the National Coordination Offices, provide limited services under the supervision and responsibility of a EURES partner

Under the multiannual financial framework 2014-2020 EURES activities are funded as follows:

- National activities are funded through the national budgets, the European Social Fund or a combination of both;
- Horizontal activities such as coordination of the network, training programmes for EURES managers and advisors, the portal and its self-service tools, information and communication activities, targeted mobility schemes, mutual learning activities and cross-border partnerships are funded through the EURES axis of the EaSI programme

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

Recital 17 of the EaSI programme sets out as follows: "EURES ... should promote the better functioning of the labour markets by facilitating the voluntary transnational cross-border geographical mobility of workers, providing greater transparency on the labour market, ensuring the clearance of vacancies and applications for employment and supporting activities in the areas of placement, recruitment, advice and guidance services at national and cross-border level, thereby contributing to the objectives of Europe 2020. Member States should be encouraged to integrate EURES services, making them available in a "one-stop shop", where appropriate".

3 OBJECTIVES OF THE CALL AND TYPES OF ACTION

3.1 Objectives of the call

The overall objectives of the call are to promote workers' geographical mobility, to boost employment opportunities as well as support the implementation of the EURES reform.

The call consists of two strands in line with the 2015 annual work programme for grants and procurement for EaSI:

- i. The first strand will seek to support cross-border partnerships to implement EURES objectives
- ii. The second strand will seek to facilitate labour mobility between the European Union and the EEA countries as well as to support the implementation and operation of the EURES network in the EEA countries.

Measures to be financed under this call should be concrete and action oriented and carry a true added value in terms of making a difference where rolled out.

3.2 Types of actions

An application must only be dedicated to one of the strands presented below. If you wish to apply for more than one strand you should present separate applications.

3.2.1 Strand 1 "Cross-border partnerships"

This activity shall support cross-border partnerships to implement EURES objectives in view of the reform. The services provided by the cross-border partnerships shall contribute to fair mobility in the cross-border regions, the identification of mobility obstacles and the better functioning of cross-border labour markets, thus contributing to economic growth.

The cross-border partnership must be established based on actual needs in terms of mobility flows, economic activity and specific needs to be addressed such as skills mismatches in a particular border region.

Cross-border partnerships must focus primarily on providing services to frontier workers, i.e. EU citizens who reside in one EU country and work in another EU country.

Cross border partnerships must support activities under the following categories:

1. To offer, through the EURES advisers and other staff of the partnerships' member organisations, client services to actual and potential frontier workers by providing information and advice on job vacancies and job applications as well as on living and working conditions and other relevant information related to the labour market in the cross-border region, such as social security, taxation and labour law;
2. To offer, through the EURES advisers and other staff of the partnerships' member organisations, client services to employers by providing information and advice on recruiting (frontier) workers from the bordering Member States, on how to tap on the potential skills pool in the cross-border region, on how to draft and advertise job vacancies and job applications for the cross-border labour market and on how to develop a welcoming culture and integration policy for workers from the cross border region;
3. To facilitate the job matching, placement and recruitment process on the cross-border labour market and develop joint placement projects in line with the EURES reform;
4. To design and implement a one-stop-shop approach which combines and integrates different client services in each country of the cross-border region in question, thereby facilitating the access for clients to the services offered by the cross-border partnership; in particular cooperation with tax and social security authorities will be welcome, in complementarity to the EURES service catalogue and the approach adopted under the EURES reform for the countries concerned;
5. To provide new and specialised client services not available so far, or only partially available, thus contributing to filling the possible gaps of the EURES catalogue as regards specific services to which there is a demonstrated need in the cross border region (e.g. introduction of post-recruitment support, combination of training and placement, specific services for the placement of long-term unemployed, the young etc.);
6. To monitor and follow-up placements of (frontier) workers in the cross border region in order to analyse the quality of the job vacancies, the integration process of these workers, the socio-economic benefits of cross-border mobility for these workers, employers and the local community.

7. To monitor and report on mobility in the cross border region in general by providing concrete data on:
 - direction of mobility flows,
 - economic relevance of mobility flows in the cross border region,
 - sectors and occupations with higher mobility rates in the cross border region,
 - numbers of frontier workers and profile of the frontier worker in the cross border region (level of skills, education, age, gender),
 - number of other workers and profile of these workers in the cross border region
 - number of employers recruiting frontier workers,
 - examples of obstacles to mobility,
 - recommendations to eliminate the obstacles observed,
8. To develop and implement a more integrated cooperation between the cross-border partnership and authorities responsible for taxation, social security rights and application of labour legislation by establishing appropriate cooperation and referral mechanisms which will provide a more efficient and comprehensive service to employers and job seekers in this area in line with the EURES reform;
9. To contribute to and develop specific placement projects in cooperation with the local industry, in particular SMEs, which focus on employment and growth in the cross-border region.
10. To contribute to the implementation of Directive 2014/54/EU that establishes the creation of *"effective bodies with appropriate expertise in each Member State with competence to promote equal treatment, to analyse the problems faced by Union workers and members of their family, to study possible solutions and to provide specific assistance to them. The competence of those bodies should include, inter alia, the provision to Union workers and members of their family of independent legal and/or other assistance, such as the provision of legal advice on the application to them of the relevant Union and national rules on free movement of workers, of information about complaint procedures, and of help to protect the rights of workers and members of their family. It may also include assistance in legal proceedings"*³

The application must support at least five out of the 10 categories listed above and must cover at least activities 1 and 6, as well as one activity in the category of matching, placement and recruitment. The application must specify for each activity to which category from the list above it belongs.

The scope and nature of the activities envisaged in the applications must be presented and described in terms of the EURES catalogue of services provided for in the EURES Charter. This will facilitate reporting by the cross-border partnerships that is coherent with reporting made by other EURES organisations on the reform.

However, if the activities go beyond the catalogue, in particular if some of the organisations in the cross-border partnership are not EURES (Associated) partners, they must be considered as complementary services under the Decision and as such described in more detail.

³ Whereas 17 of Directive 2014/54/EU of the European Parliament and of the Council of 16 April 2014 on measures facilitating the exercise of rights conferred on workers in the context of freedom of movement for workers.

The application must include information on how the activities will be monitored and evaluated and how they will contribute to the reform of EURES. Each activity must be linked with a results indicator as well as a specific target to be achieved during the action. In as far as possible the indicators recommended in the EURES charter (section 3.5) should be used. In any case, the indicators should be specific, measurable, attainable, relevant and time-bound. To a maximum extent, existing monitoring and reporting tools, such as the monthly reports of EURES Advisers, must be used. For staff financed under this call, use of these tools is mandatory.

Moreover, the evaluation of the activities must contribute, wherever appropriate, to the activity report to be drawn up by the NCOs in accordance with Commission implementing decision 2012/733/EU and the EURES Charter and they must specify the indicators to be used.

The activities proposed must show complementarity with other initiatives in the cross border region and show added value as opposed to the EURES activities undertaken at national level.

The results of activities pursued by cross-border partnership under this call are expected to be:

- Increase in the number of placements in the cross-border region;
- Increase in the employment opportunities in the cross-border region;
- Increased awareness on living and working conditions and on the benefits of mobility on the part of potential jobseekers;
- Increased awareness on the cross-border labour market potential of the pool of EU workers in the cross-border region on the part of the employers;
- Increased cooperation between the organisations participating in the cross-border partnership and public authorities involved or linked to mobility such as public employment services, tax authorities, social security authorities;
- Increased cooperation between public and private employment services as well as other actors active in the cross-border labour market: trade unions, employer organisations, sectorial organisations, education and training institutions, chambers of commerce, etc.;
- Increased visibility of EURES and improved awareness of the EURES reform;
- Proposal for concrete solutions to reduce or eliminate the obstacles to the freedom of movement of workers in the cross-border areas;
- A more integrated use of labour market tools in the cross-border region;
- Improved satisfaction by job seekers and /or employer of the client services made available by the cross-border partnership.

The composition of the partnership:

A cross border partnership is typically a consortium of different entities to implement clearly defined objectives for the promotion of labour mobility on both sides of a common border. It may comprise public employment services (national, regional or local), private employment services, trade unions, employer organisations, regional or local authorities, training and education institutions, third sector organisations and other relevant actors on the cross border labour market.

The main actors in the partnership are the EURES NCOs, EURES partners and EURES associated partners. However, the partnership should have a sufficient variety of actors in order to deliver a comprehensive set of services in support of labour mobility in the cross border regions. The partnership should have partners from at least two neighbouring Member States/EEA countries with a direct land or sea border. For the eligibility requirements on the composition of the consortium, please refer to section 4 below.

3.2.2 Strand 2 "Support to cooperation on intra-EU mobility in the EEA countries"

This strand shall support the implementation of Union law on facilitating intra-EU labour mobility in the EEA countries and shall support the work of the EURES network in the EEA countries.

The categories of actions that could be envisaged are:

1. To facilitate the job matching and placement from and to EEA countries;
2. To offer, through the EURES advisers and other staff of the EEA employment services, client services to actual and potential mobile jobseekers and their employers by providing and exchanging information and advice on job vacancies and job applications as well as on living and working conditions and other relevant information related to the labour market in the EU and EEA countries, such as social security, taxation and labour law;
3. To provide new and specialised services not available so far, or only partially available, thus, contributing to filling the possible gaps of the EURES catalogue of services provided in the region (e.g. post-recruitment support, cross-border projects, combination of training and placement, specific services for the placement of long-term unemployed, etc.);
4. To improve the visibility and awareness of EURES in the EEA countries;
5. To produce and implement a national information campaign to inform jobseekers, workers and employers on the opportunities offered by European labour markets;
6. To contribute to and develop projects in cooperation with the local industry, in particular SMEs, with focus on employment and growth;
7. To coordinate EURES activities at national level and participate in the coordination meetings of the EURES network.

The application must support at least four of the seven activities listed above and must cover at least one activity in the category of information provision and one activity in the category of matching, placement and recruitment.

The scope and nature of the activities envisaged in the applications must be presented and described in terms of the EURES catalogue of services provided for in the EURES Charter. However, if the activities go beyond the catalogue, in particular if some of the organisations are not EURES (Associated) partners, they must be considered as complementary services under the Decision and as such described in more detail.

The application must include information on how the activities will be monitored and evaluated and how they will contribute to the reform of EURES. For each activity there must be an indicator of success and a specific target to be achieved during the action. In as far as possible the indicators recommended in the EURES charter (section 3.5) should be used. In any case, the indicators should be specific, measurable, attainable, relevant and time-bound. As much as possible existing monitoring and reporting tools, such as the monthly reports of EURES Advisers, must be used. For staff financed under this call, use of these tools is mandatory.

Moreover, the evaluation of the activities must contribute, wherever appropriate, to the activity report to be drawn up by the National Coordination Offices in accordance with Commission implementing decision 2012/733/EU and the EURES Charter and they must specify the indicators to be used.

The activities proposed must show complementarity with other initiatives to promote labour mobility in the EEA countries.

The expected results are:

- Increase in the number of placements in the intra EU-EEA labour market;
- Increased awareness on living and working conditions and on the benefits of mobility on the part of jobseekers potentially interested in intra EU-EEA mobility;
- Increased awareness on the intra EU-EEA labour market potential on the part of the employers;
- Increased cooperation among public authorities involved or linked to mobility: public employment services, tax authorities, social security authorities;
- Increased cooperation between public and private employment services as well as other actors active in the EU-EEA labour market: trade unions, employer organisations, sectorial organisations, education and training institutions, chambers of commerce, etc;
- Increase the visibility of EURES and awareness of the EURES reform;
- Proposal for concrete solutions to reduce or eliminate the obstacles to the freedom of movement of workers to and from EEA;
- High level of satisfaction of users of the EURES services.

4 EVALUATION CRITERIA

Exclusion criteria

Applicants must not be in one of the situations referred to in Articles 106(1), and 107 to 109 of the Financial Regulation⁴. The situations referred to include: bankruptcy, compulsory winding-up, being under court administration, in an arrangement with creditors or any other similar proceedings, convictions of professional misconduct, non-fulfilment of social security or tax payment obligations, convictions of fraud, corruption, involvement in a criminal organisation or any other illegal activity, declared in serious breach of contract in relation to activities funded by the Union budget, subject to conflict of interest and guilty of misrepresentation in supplying the required information.

⁴ Council Regulation (EC, Euratom) No 966/2012 of 25 October 2012 (OJ L298, 26 October 2012); http://ec.europa.eu/budget/biblio/documents/regulations/regulations_en.cfm.

Eligibility criteria

Eligibility of applicants

To be eligible, applicants must:

- Be legal persons properly constituted and registered in one of the EU Member States or EEA countries, in accordance with the EEA Agreement (Iceland and Norway);⁵
- Fulfil the requirements set forth in Regulation (EU) No 492/2011 of the EP and of the Council of 5 April 2011 on freedom of movement for workers within the Union and the Commission Implementing Decision 2012/733/EU, which means that the applicants must comply with the rules, standards and procedures established in these documents, such as the principle to provide free services to job seekers, to provide job vacancies and CV's in accordance with the uniform system for the EURES portal and to provide information to the National Coordination Office for the programming and reporting cycle;
- In application of Article 131 of the Financial Regulation, social partner organisations without legal personality are also eligible provided that the conditions of the Financial Regulation related thereto are met;⁶
- **For strand 1** lead applicants must be the relevant EURES NCOs as designated in accordance with Commission Decision 2012/733/EU and/or the public employment service(s) of the regions involved with the endorsement of the National Coordination Office;
- **For strand 2** lead applicants must be the EURES NCOs of Norway and Iceland;

Eligibility of applications

To be eligible, applications must:

- Be submitted by the deadline indicated in section 6.1;
- Be submitted on-line before being printed, and sent in 2 copies as a paper application duly signed (one original dossier and one copy of all submitted documents). Please see section 7.1 and 7.2 for further details on the submission of the application;
- Be complete and include all **the documents indicated in the checklist listed in annex I.**

Eligibility of proposals

- **Proposals under strand 1 must represent at least two neighbouring Member States concerned in line with Article 15(1) (b) of Regulation 492/2011**, as the decision to establish this kind of structures is up to the Member States. Proposals must have at least one lead applicant and one co-applicant. Co-applicants must be EURES partners and/or EURES associated partners in accordance with Commission implementing decision

⁵ Liechtenstein is not participating in the EaSI programme and the Swiss Confederation participates in a very limited way. Therefore, under this call, organisations from the Swiss Confederation can participate as associate organisations only (see section 2 of Financial Guidelines for definition).

⁶ In application of article 131 of the Financial Regulation, social partner organisations without legal personality are also eligible provided that the conditions of the Financial Regulation related thereto are met. By social partners, we understand:

- (i) European social partner organisations currently consulted in accordance with Article 154 TFEU6.
- (ii) European-level social partner organisations not covered in (i) above, for example those involved in the preparation and launch of European social dialogue at sectorial level.
- (iii) National or regional social partner organisations, as long as the project is part of a European approach.

2012/733/EU. In addition, eligible proposals may include also social partners, private employment services, third sector organisations, labour market organisations or other relevant actors active on the EU labour market (public and private) including European Groupings of Territorial Cooperation which can be involved as co-applicants, affiliated entities⁷ or associate organisations⁸.

Proposals awarded a grant under strand 1 will have a multi-beneficiary grant agreement.

Proposals under strand 2 may be submitted either by one single applicant or by a consortium of several applicants giving way to either a mono-beneficiary or a multi-beneficiary grant agreement. In case of a multi-beneficiary grant agreement, co-applicants may be EURES partners and/or associated partners from those countries. In addition, eligible proposals may include also social partners, private employment services, third sector organisations, labour market organisations or other relevant actors active on the national labour market (public and private) which can be involved as co-applicants, affiliated entities or associate organisations.

4.1 Selection criteria

The applicant and co-applicants 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 awarded a grant.

4.2 Financial capacity

Financial capacity to carry out the action: the applicant must have access to solid and adequate funding to maintain its activities for the period of the action and to help finance it as necessary.⁹

The financial capacity of the applicant must be confirmed by the provision in the proposal of the following items:

- Declaration on honour (see checklist in annex I);
- The annual balance sheet and profit and loss accounts available from the last financial year (see checklist in annex I).

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

4.3 Operational capacity

Operational capacity to complete the proposed action: the applicant must have the operational resources (technical, management) and the professional skills and qualifications needed to successfully complete the proposed action, as well as the ability to implement it. The applicant must have a strong track record of competence and experience in the area and in particular in the type of action proposed.

⁷ Affiliated entities are legal entities which have a specific relationship with a beneficiary (e.g.; a regional branch of a trade union). On that basis, they can incur eligible costs for the action covered by the grant under certain conditions.

⁸ Associate organisations may participate in the action on a no-cost basis. They will not be party to the grant agreement concluded with the Commission.

⁹ The financial capacity of the applicant (lead and co-applicants) is assessed based on the analysis of the supporting documents listed in the check list in annex I and by calculating the ratio between the total assets in the applicant's balance sheet and the part of the total budget of the project for which that organisation is responsible according to the budget in the application form (the ratio should be greater than 0.70). In addition, the Commission may take into account any other relevant information on financial capacity provided by the applicant.

Applicants must provide evidence of their operational (technical, management) capacity by producing:

- A list of the main projects carried out, if any, in the last three years relating to the subject of the call (see checklist annex I);
- The curriculum vitae of the person responsible for managing the action and the persons who will perform the main tasks (see checklist annex I);
- Declaration on honour (see checklist annex I);

4.4 Award criteria

The proposals which fulfil the eligibility and selection criteria will be assessed according to the award criteria and related key questions that follow:

- **Relevance of the proposal to the call objectives (max. 35 points)**
 - i. The degree to which the proposal effectively meets the priorities and the objectives of the call and contains any mandatory elements as described in this call, such as the number or nature of the activities to be carried out, the target group(s) for the activities, the number of partners involved or the support to the implementation of the EURES reform (20 points)
 - ii. The mobility flows (inward/outward mobility) to be supported and the reasons underlying the choices made for support measures(s) (10 points)
 - iii. The degree to which obstacles to mobility and possible solutions is addressed in particular in the cross-border regions (5 points)
- **Quality of the methodology and of the activities proposed (max. 25 points)**
 - iv. The detailed description of the tasks, responsibilities, resources and management tools of the applicant organisations (lead and co-applicants) (10 points)
 - v. The diversity and complementarity of the co-applicants in case of a consortium, in particular the participation and active involvement of social partners in each Member State and the participation of private employment services (10 points)
 - vi. The innovativeness of the proposal in terms of methodology and use of resources (5 points)
- **Impact of the proposal (max. 20 points)**
 - vii. The extent to which the proposal is likely to contribute to the overall expected number of placements in other Member States (10 points)
 - viii. The outreach strategy and customer-oriented approach by the applicant organisation (lead and co-applicants) to mobilise the target groups (5 points)
 - ix. The degree to which the action creates synergies with other complementary initiatives in the field of labour mobility and/or support for frontier workers in border regions financed by the EU (e.g. through the European Social Fund or the European Regional Development Fund) or by national means (5 points)

➤ **Visibility of the proposed activities (max. 10 points)**

- x. The degree to which the communication channels used have a multiplier effect and are adapted to the target groups (5 points)
- xi. The methodology proposed for disseminating the results of the action (5 points)

➤ **The cost / efficiency of the operation (max. 10 points)**

- xii. The degree to which the level of output and impact of the project is proportional to the amount of the requested grant (5 points)
- xiii. Coherence of the overall budget breakdown (5 points)

With consideration to the budget available for this call for proposals, the proposals with the highest evaluation scores will be selected for award, **on condition that they reach at least 70 of the maximum 100 award points.**

5 TIMETABLE

Stages	Date or indicative period
Publication of the call	April 2015
Deadline for submitting applications	30 June 2015
Evaluation period	July-September 2015
Information to applicants	October 2015
Signature of grant agreement	November 2015
Starting date of the action	January 2016

6 AVAILABLE BUDGETARY ALLOCATION FOR THIS CALL FOR PROPOSALS

6.1 Budget available

Subject to the adoption of the 2015 Financing Decision for the EaSI programme, the total indicative amount available for this call for proposals is EUR 4.418.140 and is to be allocated, indicatively, depending on the quality of the proposals as follows:

For **strand 1** "Cross-border partnerships" EUR 4.018.140

For **strand 2** "Support to cooperation on intra-EU mobility in the EEA countries" EUR 400.000

The Contracting Authority reserves the right not to distribute all the funds available.

6.2 Co-financing rate

Under this call for proposals, the European Commission may finance up to 90% of the total eligible cost of the action. Contributions in kind (i.e. contributions for which no financial flow can be traced in the written accounts like unpaid charity work by a private individual or corporate body, etc.) will not be taken into account.

Applications which request a grant of more than 90% of the total eligible cost will not be eligible.

7 DATE FOR SUBMISSION OF GRANT APPLICATIONS AND DURATION OF ACTIONS

7.1 Submission of the applications

Applications must be submitted electronically using the SWIM application (see section 8.1 below) and sent by post to the European Commission by the deadline for submission indicated below, preferably in English, French, or German language. However, it should be noted that applications in other EU language will be accepted.

The deadline for the submission of complete applications is **30 June 2015**

7.2 Start date and duration of projects

The start date of the project is 1st January 2016 and the duration is twelve months. Costs cannot be incurred beyond 31 December 2016.

8 PRACTICAL PROCEDURES

8.1 Where can the application form be found?

The compulsory on-line grant application form is an electronic form which must be filled in by using the Internet Web system "SWIM" at the following internet address:

<https://webgate.ec.europa.eu/swim/external/displayWelcome.do?lang=en>

This system allows the introduction, edition, validation, printing and submission of the grant application form. Once the application is submitted electronically, a print out of an exemplar has to be signed by the legal representative submitting the proposal and be sent to the Commission as indicated below. After submission of the application electronically no changes are possible.

Please note that the submission must be done both electronically and on paper. The paper version must contain the originals (signed documents, whenever a signature is requested for a particular document).

At the above quoted web site other requested forms and other useful documents can be found.

8.2 Where does the application need to be sent?

Please send your covering letter of application, together with all the other documents listed in the checklist (annex I) as originals, as well as **one copy of all of these documents by the submission deadline indicated above**, to the following address:

*Call for proposals – VP/2015/008
European Commission – DG EMPL/C3
J-27 05/051
1049 Brussels
Belgium*

Please send your application by registered mail or express courier service only and keep proof of the date of sending (the date of the post office stamp or express courier receipt will be considered as proof of the date of sending). Any applications sent by other means (for example fax) or to other addresses will be rejected.

Hand-delivered applications must be received by the European Commission at the latest by 16.00h on the last day for submission. The **only address for hand deliveries** of documents to the European Commission is: **Avenue du Bourget 1, B-1140 Evere, Belgium**¹⁰. Proof of delivery is a signed receipt from the Commission's central courier service stamped with the date of the last day for submission or earlier.

Please note that the SWIM electronic application form is available until midnight on the day of the submission deadline. However, as candidates must first submit the form electronically, and then print, sign and send it by post 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.**

Regarding the presentation of the application file, applicants are requested to:

- follow the order of documents as listed in the checklist in annex I;
- print the documents double-sided, where possible;
- only use 2-hole folders. **Please do not bind or glue the dossiers** (stapling is acceptable).

The application must comprise at least one copy along with the original.

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

Applications that are not complete will not be examined by the evaluation committee. Please refer to the check list in annex I and make sure that all the necessary documents for all the co-applicants and affiliated entities are included in the application!

ALL ENQUIRIES MUST BE MADE BY E-MAIL ONLY TO:

EMPL-VP-2015-008@ec.europa.eu

- PLEASE DO NOT TELEPHONE –

Questions may be sent by to the above address no later than 5 days before the deadline for the submission of proposals.

The Contracting Authority 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 Contracting Authority cannot give a prior opinion on the eligibility of applicants, or affiliated entity (ies), an action or specific activities.

No individual replies to questions will be sent but all questions together with the answers and other important notices in the course of the submission period, will be published on the DG Employment website: <http://ec.europa.eu/social/main.jsp?catId=630&langId=en>. It is therefore advisable to consult the above mentioned website regularly in order to be informed of the questions and answers published.

8.3 How to present the description of the action

The description of the action must be done using the template available in SWIM. No other document is required. This template includes the information that was contained in the description of the action and the work programme in previous calls for proposals.

¹⁰ http://ec.europa.eu/contact/mailling_en.htm

8.4 What next? Accepted and rejected applications

Applications will be examined by an Evaluation Committee.

The European Commission will notify applicants when the evaluation procedure will be finished. Requests concerning the progress of dossiers sent prior to the end of the evaluation procedure will not be answered.

Rejected applications

Unsuccessful applicants will receive a letter stating the reasons of refusal.

Selected applications

Successful applicants will be notified and subsequently will receive two original copies of the grant agreement¹¹ for acceptance and signature. Both these copies must be sent back to the Commission, which will then return one to the applicant once they have been signed by both parties.

The grant agreement may include changes 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 financial guidelines for applicants (annex II) explain in greater detail other important considerations concerning agreements governing the award of grants.

After the signature of the grant agreements the project coordinators of the beneficiaries will be invited to an **information meeting in Brussels**. A second meeting will be scheduled at the end of the activity in preparation of the final reports. Applicants have to include the travel expenses for these two meetings in their budget for the action.

9 EASI- ADDITIONAL CONDITIONS

9.1 Publicity and information requirements

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, 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:

¹¹ See section 6 of Annex II – Financial Guidelines for Applicants.

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

9.2 Reporting requirements

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 addition, beneficiaries will be asked to provide specific information and/or indicators related to EURES. Related templates are attached or will be provided.

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

9.3 Communication and dissemination plan

Adequate communication and dissemination of results is essential in ensuring the EU added value of the action and its sustainability after the funding has ended. Information-giving and awareness raising are key activities to ensure that other interested parties benefit from the project and can create new opportunities to extend it or develop new partnerships. The proposals must therefore include a detailed plan for communication and dissemination of the projects' results. In particular, such a plan must include information on dissemination activities and targeted audiences.

At final report stage, the beneficiary will be required to provide details about how and to whom the results, best practices and findings have been disseminated and how interested parties have been involved in the project.

10 ANNEX I: CHECKLIST OF DOCUMENTS TO BE SUBMITTED

The table below includes the documents that must be provided for the application to be eligible 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 marked with * 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 partner/ third party		
1	Official cover letter of the application	This letter must quote the reference of the call for proposals, be originally signed by the authorised representative and include the proposal reference number generated by SWIM (e.g. VP/2015/008/xxxx)	✓	--	--	--	✓	<input type="checkbox"/>
2	Letter from the EURES NCO	This letter of support to your application must bear the original signature of the Head of the relevant National Coordination Office. <i>Note: The letter is only required if you are a regional/local public employment service)</i>	✓	--	--	--	✓	<input type="checkbox"/>
3	Signed SWIM application form submitted online	The SWIM application form submitted online must be printed and bear the original signature of the authorised legal representative. <i>Note: the online form must be electronically submitted before printing. After electronic submission, no further changes to the application are permitted.</i>	✓	--	--	--	✓	<input type="checkbox"/>
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.	✓	✓	--	--	✓	<input type="checkbox"/>
5	Letter of mandate*	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.	--	✓	--	--	✓	<input type="checkbox"/>
6	Legal/capital link with lead or co-applicant*	Affiliated entities are required to provide proof of the legal and/or capital link with the lead or co-applicant.	--	--	✓	--	---	<input type="checkbox"/>
7	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 by the legal representative.	✓	✓	---	---	✓	<input type="checkbox"/>
8	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).	✓	✓	--	--	--	<input type="checkbox"/>
9	Statutes	The articles of association/statutes or equivalent proving the eligibility of the organisation.	✓	✓	--	--	--	<input type="checkbox"/>
10	VAT certificate	A document showing the identification number for tax purposes or the VAT number, if applicable.	✓	✓	--	--	--	<input type="checkbox"/>
11	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 by the account holder.	✓	--	--	--	✓	<input type="checkbox"/>
12	Description of the action*	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 document should be submitted in English, French or German.	✓	--	--	--	--	<input type="checkbox"/>
13	Letters 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.	--	✓	✓	✓	✓	<input type="checkbox"/>
14	Contracts for implementing the action*	The template is available in SWIM. Only if applicable: In case of subcontracting for external expertise where the value of external contracts exceeds EUR 5 000, detailed information on the reasons and tasks to be subcontracted and about the selection procedure of the subcontractor must be included (English, French or German). Organisations wishing to recruit the services of external experts for an amount above EUR 60 000 must provide, in addition, a copy of the draft tender specifications. A model is included in Annex III of this call. The draft tender specifications should be submitted in English, French or German.	✓	✓	✓	--	--	<input type="checkbox"/>
15	Balance sheet & profit and loss accounts	The most recent balance sheet and profit & loss accounts, including assets and liabilities, specifying the currency used.	✓	✓	--	--	--	<input type="checkbox"/>
16	Simplified balance sheet & profit and loss accounts	The template is available in SWIM and must be signed by the authorised legal representative	✓	✓	--	---	✓	<input type="checkbox"/>
17	Curricula vitae of key staff	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 (named under "Management/Coordination" under "Heading 1 – Staff costs" of the budget in the on-line application form). The CVs should indicate clearly the current employer.	✓	✓	✓	--	--	<input type="checkbox"/>
18	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 and other than those already indicated in the SWIM online application form..	✓	✓	✓	--	--	<input type="checkbox"/>
19	Audit report	For grant requests of 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.	✓	✓	--	--	--	<input type="checkbox"/>

Several documents, which are marked in checklist annexed to the call, must be provided as originally signed papers. However, these documents may exceptionally be submitted as copies only (being signed), provided that they only concern co-applicants, affiliated entities and associate partners. The originals must nevertheless be forwarded to the Commission without any delay once you receive them. **Please note that documents to be provided by the lead applicant must in any case be provided in their original version.**

FINANCIAL GUIDELINES FOR APPLICANTS

Annex II is available on the call website:

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

**12 ANNEX III: MODEL FOR TENDER SPECIFICATIONS FOR
SUBCONTRACTING EXTERNAL EXPERTISE**

Tender Specifications –

Background

Purpose of the Contract

Tasks to be performed by the Contractor

Description of tasks

Guidance and indications on tasks execution and methodology

Expertise required

Time schedule and reporting

Payments and standard contract

Price

Selection criteria

Award criteria

(option 1)

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.

(option 2)

The contract will be awarded to the tenderer whose offer represents the lowest price.

Content and presentation of the bids

Content of the bids

Presentation of the bids