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

EaSI: EURES and PROGRESS

Moblity Exchange programme for SME staff (MobiliseSME)

CALL FOR PROPOSALS

VP/2019/011

Any questions are to be sent by email to:
empl-vp-2019-011@ec.europa.eu

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

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

Applicants are invited to read the present document in conjunction with the Financial Guidelines for Applicants and the model Grant Agreement(s) published with this call as well as the financial rules applicable to the general budget of the Union and their rules of application:
http://ec.europa.eu/budget/biblio/documents/regulations/regulations_en.cfm

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1. INTRODUCTION – BACKGROUND

1.1. Programme/Legal base

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

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

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.

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 employers;
- 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.

The EURES axis under the EaSI programme contributes to the implementation of the objectives of EURES, as laid down in the EURES Regulation[3]. Consequently, this call for proposals will support the development of the EURES network and its activities in line with the standards and procedures established in this Regulation.

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

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

[3] Regulation (EU) No 2016/589 of the European Parliament and the Council of 13 April 2016 on a European network of employment services (EURES), workers' access to mobility services and the further integration of labour markets and amending Regulations (EU) No 492/2011 and (EU) No 1296/2013

The PROGRESS axis of EaSI helps the EU and its countries to improve policies in **three thematic sections**: (1) employment, in particular to fight youth unemployment; (2) social protection, social inclusion and the reduction and prevention of poverty; and (3) working conditions.

The PROGRESS axis has the following general objectives:

- Develop and disseminate high-quality comparative analytical knowledge.
- Facilitate effective and inclusive information-sharing, mutual learning and dialogue.
- Provide financial support to test social and labour market policy innovations.
- Provide organisations with financial support to increase their capacity to develop, promote and support the implementation of EU instruments and policies.

The 2019 annual work programme for grants and procurement for the European Union Programme for Employment and Social Innovation (EaSI) was published on 25 October 2018[4].

1.2. Policy background

President Juncker stressed in his political guidelines that this Commission will promote labour mobility not only as a right to free movement of workers, but also as an economic opportunity - especially in the face of persistent vacancies and skills mismatches and globalised economy challenge.

Member States and business communities in Member States have an interest in implementing appropriate mechanisms to address labour mismatches not only where there are skills shortages at national level (which entail linking national vacancies with the right talent from abroad), but also to reduce qualification or skill mismatches (through acquisition of skills for workers to ensure productivity and globally competitive companies).

For companies aiming at investing in their human resources by offering a European experience to their employees, the organisation of short term assignments or exchanges for learning purposes and career development is complex from a legal point of view and administratively burdensome. However, big companies usually have the means to overcome these barriers. They use this kind of short term secondments with their subsidiaries or other companies to benefit from EU and international dimension and to offer acquisition of skills and experience elsewhere. For medium and small sizes enterprises (hereafter SMEs) in particular, it is very difficult. Yet SMEs form a major part of the EU economy. As a result, the EU is not fully exploiting its potential in terms of reinforcement of human capital through exchanges, sharing of knowledge and cross fertilization.

The current EU initiatives focus on supporting the exercise of the individual right to free movement of workers and students (EU citizens). The existing EU initiatives supporting geographical labour mobility and in certain cases covering the transnational cost of mobility focus on decisions by individuals to move during an educational cycle or a professional transition and not on company needs.

- Clarification and completion of articulation of rights (Enforcement Directive on free movement of workers making information and legal advice tools available for migrant workers; recognition of qualifications, supplementary pension's rights).

[4] https://ec.europa.eu/social/BlobServlet?docId=20272&langId=en

- Labour market tools for jobseekers giving information on available job vacancies and associated services (EURES) and an interoperable labour market language (ESCO) aiming at improving job matching at EU level.
- Support mobility programmes for young students (Erasmus+), for entrepreneurs (Erasmus for entrepreneurs) or for young jobseekers (Your first EURES job).

There is also a regulatory framework for posting of workers, aiming at enabling companies to provide services by posting workers who are exercising a job for the same employer on the territory of another EU country.

To date there is no EU level scheme for people already in a job and wishing to experience cross border mobility in another company for a limited period of time while maintaining the contractual link with their employer[5].

This type of mobility is initiated either by companies wishing to reinforce the international competences of their staff and establish cross-border contacts or by the employee(s) striving to develop new skills in the framework of lifelong learning (i.e. to learn from the experience of a partner company and broaden the personal set of skills and competences).

A European cross border mobility experience could be particularly beneficiary for staff and companies exposed to work at European level, and more generally in order to acquire specific skills available in another company in another Member State and to reinforce transversal skills.

Such initiative could also complement EURES capacity and to support the mobility experience not only for people who are ready to take up a job in another country but also for those who are already employed and search for a short term mobility experience while keeping their job in the home country.

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

2.1. Objectives – Priorities

The general objective of the call is to support short term cross-border secondments for employees, managers and/or (co-) owners, in particular from small and medium companies. These secondments shall provide opportunities to develop skills and capacities in host companies ('learning objective'), as well as for companies to enhance their business either by establishing new contacts abroad, or by strengthening their already existing partnerships ('international business opportunity for SME').

Building on the successful pilot scheme "MobiliseSME" implemented between 2015 and 2017, this call for proposals aims at:

(1) enhancing a proper identification of the sending and hosting companies, including targeting sectors with a high international or cross-border activities and employees, managers and/or (co-)owners ready for secondment,

(2) further developing of the outreach and matching strategy, and

(3) enhancing mechanisms of co-operation and dissemination, engaging the employer organisations as facilitators, participating companies and employees and

[5] Some initiatives based on temporary assignment in a company exist at the national level, such as International volunteers in enterprise in France (Volontaires internationaux en entreprise (VIE))

(4) developing rules and procedures to make secondments beneficial for all parties involved.

The specific objective of this action is to give financial support to around 250 professionals identified for an exchange or a limited stay in another company.

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.

2.2. Type of actions

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

Mobility Exchange Programme for SME Staff (MobiliseSME)

The Commission aims to support action(s) of duration of 24 months consisting of the following components:

a) **Consultations, surveys and market research** to enhance a proper identification of the needs and obstacles on boths sides, of the sending and hosting companies, including targeting sectors with a high international or cross-border activities and employees, managers and/or (co-)owners ready for secondments.

b) **Developement of the outreach and matching strategy**, through enhancing mechanisms of co-operation and dissemination, engaging the employer organisations as facilitators, participating companies and employees. The action shall be based on support by associations representing enterprises (the applicants). Their task shall be to establish the infrastructure, roles and responsibilities of different participating parties and to help overcome the obstacle for the participating companies as defined above throughout the whole lifespan of the secondments process.

c) **Developing rules and procedures to make secondments beneficial for all parties involved.** This may include drafting a brief plan for the secondment, summarising the motivations of both sides, the learning objectives and clear description of the conditions and requirements. The secondments shall be built around a learning plan to be agreed on by the sender, host and employer before the exchange. It is foreseen that the seconded worker would reinforce the team of the hosting company and contribute to the daily work.

The action shall also elaborate on **the provision of administrative and financial support** to all actors as follows:

- The action is to be based on support by associations representing enterprises (the applicants). Their task shall be to establish the infrastructure, roles and responsibilities of different participating parties and to help overcome the obstacle for the participating companies as defined above throughout the whole lifespan of the secondments process.

- The duration of the secondment of the individual workers shall be between one to six months.

- The secondment will be partially supported by a financial contribution from the Union grant. The Union grant can cover travel costs related to taking up duties in

the host company or eventually for an interview if relevant, a part of expatriation costs and of integration costs, and where relevant, also a short language training. Based on the assumption that both the sending and hosting company benefit from this temporary assignment, the costs covering wages, social security including health insurance contributions and expatriation costs of the employee throughout his secondment shall be shared between both companies.

- The applicants shall propose a feasible design of the distribution of costs during the time of secondment between the companies.

In this framework, the applicants shall propose and test the modalities and potential design of an efficient and effective administrative, legal and finance support model.

Following the internal evaluation of the project, the applicants shall formulate the lessons learned, conclusions and recommendations for the future.

The action shall include awareness and dissemination measures, involving the creation of concrete tools to share and diffuse knowledge (website, leaflets, video-based products, conferences, seminars, etc.).

2.3. Expected outputs/results

Applicants are free to choose the methods, tools, etc. to implement the action, provided they comply with the Financial Guidelines (Annex I). The overall objective of the 2019 call is to grant 1 to 2 projects to ensure around between 250 and 300 secondements for mobile candidates in the EU EFTA/EEA countries, other than their country of residence.

Proposals submitted under this call shall clearly indicate the expected outcome in the area of secondments, integration services and individual support and/or training measures. This information will be included in the "*Description of the action*" (SWIM application).

2.4. Monitoring

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

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

The Commission, with the support of an external contractor, will monitor regularly the EaSI Programme. Therefore, beneficiaries will have to transmit qualitative and quantitative monitoring data on the results of the activities. These will include the extent to which the principles of equality between women and men has been applied, as well as how anti-discrimination considerations, including accessibility issues, have been addressed through the activities. Related templates are attached or will be provided.

In setting up the action, beneficiaries must foresee the necessary funding for monitoring and reporting to the Commission. 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 including to an external contractor responsible for the monitoring of the EaSI programme. Beneficiaries shall 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 shall 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.

The Commission will follow the implementation of the MobiliseSME scheme and promote networking among the project beneficiaries. To that end, maximum four meetings will be held with the Commission in Brussels or another Member State (one meeting every six months). The purpose is to provide guidance and take stock of progress made.

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

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.

3. TIMETABLE

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

	Stages	Date or period
a)	Publication of the call	24 June 2019
b)	Deadline for questions and requests for clarification	03 September 2019
c)	Deadline for submitting proposals	17 September 2019 Swim, Courier and Post: 24:00 Brussels' time (CET) Hand deliveries: 16:00 Brussels' time (CET)
d)	Evaluation period (indicative)	From September to October 2019
e)	Information to applicants (indicative)	October 2019
f)	Signature of the grant agreements (indicative)	Q4 2019
g)	Starting date of the action (indicative)	Q4 2019

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

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

The indicative duration of the project is expected to be 24 months.

4. AVAILABLE BUDGET AND CO-FINANCING RATE

4.1. Available Budget [and Grant Amounts]

The total budget earmarked for the EU co-financing of projects under this call is estimated at EUR 2,050,000. The Commission expects to fund 1 to 2 projects.

The Commission reserves the right not to distribute all the funds available or to increase the call budget to fund more actions, including from any reserve list that may be established, should additional budget be made available at a later stage. The Commission reserves the right to increase the amount of the funds and distribute them to proposals admitted in the reserve list, if available. This top-up is limited to 20% of the initial budget of the call.

4.2. Co-financing rate

Under this call for proposals, the EU grant may not exceed 95% of the total eligible costs of the action. The applicants must guarantee their co-financing of the remaining amount covered by the applicants' own resources or from sources other than the European Union budget[6].

5. ADMISSIBILITY REQUIREMENTS

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

- Applications (meaning, the application form, including budget and description of the action including work plan) must be submitted using the electronic submission system available at https://webgate.ec.europa.eu/swim, and by sending a signed, printed version of the complete application form by post or courier service (one original dossier and one copy; see section 12).

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

Applicants are encouraged to submit their project proposal in English, in order to facilitate the treatment of the proposals and speed up the evaluation process. It is to be

[6] Letters of commitment are required from any third party providing financial contributions to the eligible costs of the action (see section 14, checklist, point 5).

noted, however, that proposals submitted in any of the official languages of the EU will be accepted. In this case, applications shall be accompanied by an executive summary in English (see section 14, checklist).

6. ELIGIBILITY CRITERIA

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

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

a) Place of establishment

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

- EU Member States
- Iceland and Norway in accordance with the EEA Agreement[8];
- Albania, Republic of North Macedonia[9], Montenegro, Serbia and Turkey[10]

Lead applicants must be Associations representing employers' interests at national, regional or local level or employers' organisations established at European Union level.

Co-applicant(s) must be private or public organisations, including social partners[11], at national, regional or local level, providing the same services as lead applicants and/or complementary customer-oriented services in other support fields such as information, training, education, career guidance, mentoring, legal advice, integration support or other equivalent.

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

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

[9] Until February 2019 named former Yugoslav Republic of Macedonia.

[10] 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 shall check their eligibility with the secretariat of the call.

[11] Social partners without legal personality under the applicable national law are also eligible provided that the conditions of the Financial Regulation related thereto are met (Art. 196 of the Financial Regulation).

Consortia[12]

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

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

If a co-applicant is considered not to be eligible, this organisation will be removed from the consortium and the eligibility of the modified consortium will be re-evaluated. In addition, the costs that are allocated to a non-eligible co-applicant will be removed from the budget. If the modified consortium is still eligible, the application will be evaluated on that basis. If the application is accepted for funding, the work plan will have to be adapted as appropriate.

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.

6.2. Eligible activities

a) Geographical Location

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

b) Types of activities

The grant will finance the activities indicated in section 2.2 of this call.

c) Core activities

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

- Project coordination and management

d) Financial Support to third parties

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

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

7. EXCLUSION CRITERIA

7.1. Exclusion

Applicant(s) (applicant or lead applicant and each co-applicant) must sign a declaration on their honour signed in their name (and on behalf of the 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.

7.2. 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 Article 136; or

b) has misrepresented the information required as a condition for participating in the procedure or has failed to supply this information; or

c) was previously involved in the preparation of calls for proposals documents used in the award procedure where this entails breach of the principle of equality of treatment including a distortion of competition that cannot be remedied otherwise.

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

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

8. SELECTION CRITERIA

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

8.1. Financial capacity

The lead applicant and each co-applicant must have access to solid and adequate funding to maintain 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.

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:

- Declaration on honour (including financial capacity to carry out the activity) (see section 14, checklist);
- Annual balance sheets and profit and loss accounts for the last financial year available (see section 14, checklist);
- Summary balance sheet and profit and loss accounts using the template provided in SWIM and signed by the legal representative (see section 14, checklist).

- information on the financial capacity provided by the applicant and in particular the information provided in section "Financial Resources" of the SWIM application form
- For grants exceeding *EUR 750 000* per beneficiary or affiliated entity*,* an audit report produced by an approved external auditor certifying the accounts for the last two financial years available where such an audit report is available or whenever a statutory audit report is required by Union or national law. If the audit report is not available AND a statutory report is not required by law, a self-declaration signed by the applicant's authorized representative certifying the validity of its accounts for the last financial year available. (see section 14, checklist).

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

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

If the 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 or several co-applicants are considered not to have a strong financial capacity, the Commission will also take into account any other relevant information on the financial capacity provided by the applicant and in particular the information provided in section "Financial Resources" of the SWIM application form.

After this further analysis, the Commission will take various proportional measures depending on the level of weaknesses identified, which may be to:

1. reject the whole application;
2. remove the co-applicant from the consortium and re-evaluate the proposal without this co-applicant;
3. propose a grant agreement without pre-financing;
4. propose a grant agreement with a pre-financing paid in several instalments;
5. propose a grant agreement with pre-financing payment(s) covered by (a) financial guarantee(s);
6. propose a grant agreement with joint financial liability of 2 or more applicants/co-applicants;
7. propose a grant agreement with a mix of the measures 4, 5 and 6.

In the case of mitigating measure 5, the Commission may request a pre-financing guarantee for up to the same amount as the pre-financing in order to limit the financial risks linked to the pre-financing payment.

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

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

8.2. Operational capacity

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

- a track record of competence and experience in the field of the type of action proposed
- the necessary operational resources (technical, management) to carry out the action.

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

- *A list of the main project(s) relating to the subject of the call carried out in the last three years*, with minimum one successfully implemented project with at least two Member States involved.
  (see section 14, checklist);
- The CVs of the proposed project co-ordinator and of the persons who will perform the main tasks showing all their relevant professional experience. The project co-ordinator must have minimum five years of professional experience in a cross-border project. (see section 14, checklist);
- Declaration on honour signed by the legal representative (including operational capacity to carry out the activity) (see section 14, checklist).

If the lead applicant is considered not to have the required operational capacity, the application as a whole will be rejected. If a co-applicant is considered not to have the required operational capacity, this co-applicant will be removed from the consortium and the application will be evaluated without this co-applicant[13]. In addition, the costs that are allocated to the non-selected co-applicant will be removed from the granted budget. If the application is selected, the work programme may have to be slightly adjusted.

Only proposals which comply with the requirements of the above operational selection criteria will be considered for further evaluation.

9. AWARD CRITERIA

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

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

- The degree to which the proposal meets the priorities, objectives and action components identified in section 2.2 of the call.
- The extent to which the proposal provides an explanation how specific sectors or categories of companies and secondments will be given priority and the strategy to make adjustments over the life cycle of the project in light of the evolution of the sectoral markets, labour market needs and the needs of candidates for secondments.
- The degree to which the specificity of secondments and of SMEs is duly taken into consideration.
- The adequacy of the package of services for target groups (candidates for secondment, hosting and sending companies), combining training, quality and well-

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

being measures and items of direct financial support, in light of the objectives of the call.

B. Quality of the methodology and the proposed activities (max. 30 points)

- Clarity and consistency of the proposed action.
- The detailed description of the tasks, responsibilities, resources and management tools of the consortium (lead and co-applicants).
- The extent to which the methodology and proposed activities are adequate to ensure an efficient delivery of services to the target groups.
- The detailed description how the proposed action leads to learning and career development of seconded persons
- The methods and procedures for securing effective and prompt direct financial support for target groups (seconded persons, hosting and sending employers), for monitoring expenditure and ensuring sound financial management.
- The measures to ensure adequate quality control of secondments and activities in general as well as the measures to ensure the adequate monitoring of activities. The proposal shall also indicate the risks that can be encountered and the corresponding mitigation measures.
- The consistency of the planned timetable for activities.

C. Expected impact of the proposal (max. 15 points)

- The added value, sectoral and geographical coverage, transnational dimension and expected impact of the action at both national and EU level.
- The degree to which applicant organisations (lead and co-applicants) managing other European actions e.g. EURES or other EU programmes can capitalise on existing resources to boost the success of the action.

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

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

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

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

Applications will be ranked according to the total score awarded. Taking into account the available budget, the proposals with the highest total scores will be recommended for award, **on condition that: the total score reaches at least 70% of the total (100) available points and at least 50% of the total available points per sub-award criterion (points 9 A–E).**

10. LEGAL COMMITMENTS

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

The 2 copies of the original agreement shall be signed by the beneficiary, or the coordinator in the case of multi-beneficiary Grant Agreements, and returned to the Commission immediately. The Commission will sign them last.

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

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

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

10.1. Sources of Funding

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

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

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

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 text of the 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.

11. DATA PROTECTION

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) 2018/1046[14]. For more information see the Privacy Statement on: *http://ec.europa.eu/budget/library/explained/management/protecting/privacy_statement_edes_en.pdf*

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) 2016/67915.
Any personal data included in the Agreement must be processed by the Commission in accordance with Regulation (EU) No 2018/1725[16].

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.

12. FINANCIAL PROVISIONS

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

[14] https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1046

[15] 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

[16] 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. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

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

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

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

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

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

Address for registered post or express courier service:

European Commission

(NOT TO BE OPENED BY CENTRAL MAIL SERVICES)

Call for proposals VP/2019/011 – DG EMPL

CAD J-27 00/120

B-1049 Bruxelles - BELGIUM

Evidence of posting or express courier deposit slip shall 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. of the date indicated in section 3 at the following address:

European Commission

Service central de réception du courrier

(NOT TO BE OPENED BY CENTRAL MAIL SERVICES)

Call for proposals VP/2019/011 – 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 shall be conserved as evidence of delivery.

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

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

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

14. 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-2019-011@ec.europa.eu

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

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

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

No individual replies to questions will be sent but all questions together with the answers and other important notices will be published (FAQ in EN) at regular intervals on the Europa website under the relevant call:
http://ec.europa.eu/social/main.jsp?catId=629&langId=en.

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.

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

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 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-2019-011@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 beneficiaries.

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

15.1. Instructions for the presentation of the application

The application comprises an application form including the budget, a description of the action and work plan plus a series of other required documents (see section 14.2).

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 mandatory activities in the description of the action and the work plan and foresee the corresponding expenditure in the budget estimate.

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

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

15.2. Required documents

The table below includes the documents that shall be provided, including the documents mentioned in 15.1. Except for Legal entity form, VAT Certificate and Financial identification form which can be submitted later only for successful applications, please note that all other documents are necessary either for the admissibility (see section 5) or for the analysis of the eligibility (see section 6) or selection criteria (see section 8). We recommend that applicants use the table as a **checklist** in order to verify compliance with all requirements.

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

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

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

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

1) follow the order of documents as listed in the checklist (and attach a ticked checklist as below to the proposal);
2) print the documents double-sided;

3) use 2-hole folders (do not bind or glue; stapling is acceptable).

CHECKLIST for required documents at application stage

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

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

7	Proof of registration[17]	A certificate of official registration or other official document attesting the establishment of the entity (for public bodies: the law, decree, decision etc. establishing the entity). [Exclusively in the case of **social partner organisations without legal personality**: a signed letter of the legal representative certifying his/her capacity to undertake legal obligations on behalf of the organisation.]	✓	✓	--	--	--	☐
8	Statutes[18]	The articles of association/statutes or equivalent proving the eligibility of the organisation.	✓	✓	--	--	--	☐
9	Description of the action and work plan*	The template is available in SWIM which must be duly completed and submitted electronically together with the online submission form and on paper as well. The paper version must be identical to the electronic version of the detailed work programme. Applicants are encouraged to submit the document submitted in English. See Section V.	✓	--	--	--	--	☐
10	Curricula vitae of key staff	**Detailed CVs of the person responsible for managing the action** (named in section A.3 of the online application form) and **the persons who will perform the main tasks**. The CVs should indicate clearly the current employer.	✓	✓	✓	--	--	☐
11	List of main projects	A list of the main projects carried out, if any, in the last three years relating to the subject of the call **other than those already indicated** in the SWIM online application form (section D.3) – free format]	✓	✓	✓	--	--	☐
12	Balance sheet & profit and loss accounts	The most recent balance sheet and profit & loss accounts, including assets and liabilities, specifying the currency used.	✓	✓	--	--	--	☐
13	Summary balance sheet & profit and loss accounts	The template is available in SWIM and must be signed by the authorised legal representative]	✓	✓	--	---	✓	☐
14	Audit report	For action grant requests of EUR 750,000 or more: an external audit report produced by an approved auditor, certifying the accounts for the last financial year available where such an audit report is available or whenever a statutory audit report is required by Union or national law. If the audit report is not available AND a statutory report is not required by law,a self-declaration signed by the applicant's authorized representative certifying the valididty of its accounts for the last financial year available.. The threshold applies to each co-applicant in line with their share of the action budget. Applicants are encouraged to submit the report in English, French or German.See Section V.	✓	✓	--	--	--	☐

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

[18] Idem

CHECKLIST for required documents for the proposals selected for funding

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

No.	Document	Specification and content	The document must be provided by each				Originally signed?
			Lead applicant	Co-applicant	Affiliated entity	Associated organisation/ third	
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 account holder 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