

BUDGET HEADING 04.03 02 01

**CALL FOR PROPOSALS
VP/2016/006**

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

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

*Any questions should be sent by e-mail to:
EMPL-VP-2016-006@ec.europa.eu*

*To ensure a more rapid response, applicants are invited to send their queries in English,
French or German.*

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

*Applicants are invited to read the present document in conjunction with the Financial
Guidelines for Applicants for 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

1.1 Programme/Legal base

This call for proposals is financed by the **European Union Programme for Employment and Social Innovation "EaSI" 2014-2020¹** which is a European-level financing instrument managed directly by the European Commission to contribute to the implementation of the Europe 2020 strategy, by providing financial support for the Union's objectives in terms of promoting a high level of quality and sustainable employment, guaranteeing adequate and decent social protection, combating social exclusion and poverty and improving working conditions.

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

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

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

The call for proposals is issued in the context of the implementation of the 2016 annual work programme for grants and procurement for EaSI (Progress axis), which can be consulted at: <http://ec.europa.eu/social/main.jsp?catId=1082&langId=en>

1.2 General background and policy context

The general aim of this Call for Proposals is to fund initiatives in order to enhance the implementation and correct application of Directive 96/71/EC² concerning the posting of workers in the framework of the transnational provision of services, as well as the implementation of the Enforcement Directive 2014/67/EU³.

The Commission is currently providing the Member States with technical assistance in the process of transposing the Enforcement Directive. The deadline for the transposition expires on 18 June 2016.

Some initiatives with the aim to promote administrative cooperation and mutual understanding and fund initiatives relating to the application and enforcement in practice of the applicable rules, have been carried out in the past under the Pilot Projects on "Working and Living Conditions of Posted Workers" (VP/2009/015 and VP/2010/011). A similar call to this one was launched during the last years (VP/2013/008, VP/2014/007, and VP/2015/007).

Furthermore, a call for proposals for preparatory actions with a view to create information centres for migrant and posted workers was launched in 2013 (VP/2013/011) and 2014 (VP/2014/005). No similar call was launched in 2015.

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

² OJ No L 18, 21.01.97, p. 1

³ <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32014L0067>

2 Objectives, types of action and expected outputs

2.1 General objectives

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

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

The general objectives are to 1) further improve transnational administrative cooperation between national competent bodies and social partners involved in the monitoring and correct application of the Posting of Workers Directive and its Enforcement Directive and 2) increase mutual trust among stakeholders, including promoting common actions between social partners at different levels, exchanges of relevant officials and training, as well as 3) enhancing the evidence basis, both of qualitative and quantitative nature, and evaluation of original information and data concerning various dimensions of posting of workers .

In order to achieve the objective, it is intended with this call for proposals **to fund transnational cooperation initiatives covering at least 7 eligible countries.**

2.2 Specific objectives

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

- a) To promote transnational *cooperation* among public authorities and stakeholders, including the promotion of the use of IMI and sharing experiences and best practices in this respect.
- b) To increase the accessibility, transparency and quality of the *information* concerning the terms and conditions of employment to be respected and the existing practises in the Member States to monitor and enforce the provisions of the Posting of Workers Directive;
- c) To promote the evidence basis through the collection and evaluation of original data, analysis and information specific to the posting process, including through the collaboration between universities across various disciplines, research centres and institutes, and stakeholders.

2.3 Types of action

The following actions may be co-financed:

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

- c) *Knowledge*: development of joint research projects on different dimensions of the posting of workers in the context of the transnational provision of services and dissemination of results through targeted publication strategies, both in the scientific domain as well as in the specialised and general press.

Applicants must tackle at least two out of the aforementioned types of action in their proposal⁴.

2.4 Expected outputs - Requirement for an adequate communication and information 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 awarded applicants 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.

2.5 Monitoring

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

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

3 Timetable, starting date and duration of the projects

Submission deadline: 28 June 2016
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3.1 Timetable

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

Stages	Date or indicative period
Publication of the call	April 2016
Deadline for submitting applications	28 June 2016
Evaluation period	July/August 2016
Information to applicants	September 2016
Signature of grant agreement	October/November 2016
Starting date of the action	As from January 2017

⁴ Applicants are required to align their proposed actions with activities on administrative cooperation in the field of posting necessary for social security coordination under the Regulation (EC) No 883/2004 and Regulation (EC) No 987/2009 in order to avoid overlaps with activities in this field.

3.2 Starting date and duration of the projects

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

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

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

The start date of the project shall be set as of 1 January 2017 and the duration should indicatively be between twelve and twenty-four months. Applicants must clearly indicate and justify in their proposal the duration of the project which should duly reflected in the budget assigned for the action.

4 Available Budget and Co-financing Rate

4.1 Available Budget

Following the adoption of the 2016 Financing Decision for the EaSI⁵ programme, the **total indicative amount** earmarked for this call for proposals is **EUR 2,700,000**. The Commission reserves the right not to distribute all the funds available.

The present call requires applicants to ensure a broad geographical coverage and the set-up of sizeable consortia. Thus, and for illustrative purposes, the Commission thus expects to award 4 – 5 grants.

4.2 Co-financing rate applicable

Under this call for proposals, the European Commission may finance up to 80% of the total eligible cost of the action. The applicants must guarantee their co-financing of the remaining amount covered by the applicants' own resources or from other sources other than the European Union budget⁶.

5 Admissibility Requirements

- Applications must be sent no later than the deadline for submitting applications referred to in section 3;
- Applications must be submitted using the electronic submission system available at <https://webgate.ec.europa.eu/swim>, and by sending a signed, printed version of the application form and its annexes by post or courier service (see section 12).

Failure to comply with those requirements will lead to the rejection of the application.

Applicants are encouraged to submit their project proposal in English, French or German in order to facilitate the treatment of the proposals and speed up the evaluation process. It should be noted, however, that proposals in all official languages of the EU will be accepted. In this case, applications should be accompanied by an executive summary in English, French or German (see Annex I, point 3).

⁵ EaSI work programme 2016 serving as Financing Decision C(2016)844 of 16 February 2016

⁶ Letters of commitment are required from co-applicants, affiliated entities and any third party providing a financial contribution to the eligible costs of the action (see Annex I, point 12).

6 Exclusion criteria

Applicants (lead and co-applicants) must sign a declaration on their honour certifying that they are not in one of the situations referred to in article 106(1) and 107.1(b) and (c) of the Financial Regulation concerning exclusion and rejection from the procedure respectively, using the relevant form attached to the application form available at <https://webgate.ec.europa.eu/swim/external/displayWelcome.do>.

The same exclusion criteria apply to any affiliated entities.

7 Eligibility criteria

7.1 Eligible applicants (lead and co-applicants) and affiliated entities⁷

a) Place of establishment

Eligible applicants (lead and co-applicants) must be properly constituted and registered legal entities, having their registered office established in one of the following countries⁸:

- one of the Member States of the European Union;
- Iceland and Norway in accordance with the EEA Agreement;
- Albania, the Former Yugoslav Republic of Macedonia, Montenegro, Serbia and Turkey⁹
- In derogation from the requirement with regard to legal entities and pursuant to Article 131 of the Financial Regulation, the organisations of social partners without legal personality under the applicable national law are also eligible provided that the conditions of the Financial Regulation related thereto are met¹⁰.

b) Type of entities

Eligible applicants (lead and co-applicants) must fall in one of the following categories:

- public authorities;
- social partners organisations;
- international organisations;
- non-profit organisations (private or public);
- research centres/institutes;
- higher education establishments and civil society organisations.

⁷ See section 2 of the Financial Guidelines for definitions.

⁸ In derogation from this requirement, international organisations whose registered headquarters are outside the eligible countries are also eligible.

⁹ Other candidate and potential candidate countries, would also participate in accordance with the general principles and the general terms and conditions laid down in the framework agreements concluded with them on their participation in Union programmes. However, it is not yet confirmed, therefore applicants and co-applicants from those countries should check with the secretariat of the call (VP/2016/006) their eligibility.

¹⁰ For organisations without legal personality, a signed letter of the legal representative certifying his/her capacity to undertake legal obligations on behalf of the organisation must be submitted (see Annex I, point 6).

c) Consortia

Eligible applicants must act in a consortium¹¹ composed of a minimum of 4 organisations established in **at least four different** EU28 Member States or other EaSI-Progress participating countries as indicated above (i.e. lead applicant and at least 3 co-applicants established in at least four different countries).

d) Affiliated entities

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

7.2 Eligible activities

a) Geographical Location

To be eligible, actions must demonstrate that they will be covering at least 7 EaSI participating countries (see point 7.1); e.g. coverage through a study, reach-out for communication activities, etc.

b) Types of activities

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

c) Core activities

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

- Project Management

7.3 Ineligible activities

Financial support to third parties as defined in point 3 of the Financial Guidelines is not eligible under this call.

This call for proposals is intended to finance specific transnational cooperation projects. Therefore grants are not intended to finance the normal operation or meetings of bodies representing management or labour (the social partners); they are intended only to cover additional expenditure linked directly to projects.

Only proposals which comply with the requirements of the above eligibility and exclusion criteria will be considered for further evaluation.

8 Selection criteria

Applicants (lead 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.

¹¹ Letters of mandate, authorising the lead applicant to submit the proposal and to sign any Grant Agreement on their behalf must be submitted from each co-applicant. In addition, letters of commitment must be submitted from each co-applicant and affiliated entity, certifying that they are willing to participate in the project with a brief description of their role and indicating any financial contribution where applicable (see Annex I, points 5 and 13. Letters of commitment are also required from any associate organisations (no financial contribution).

8.1 Financial capacity

Applicants (lead and co-applicants) 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 financial capacity of the applicant (lead and co-applicant) is assessed based on the analysis of the relevant supporting documents listed in Annex I, points 16, 17, 20.

The verification of the financial capacity does not apply to public bodies or international organisations.

8.2 Operational capacity

Applicants 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. Applicants must have a strong track record of competence and experience in the field and in particular in the type of action proposed. In this context, applicants must as a minimum:

- Have demonstrable experience of having already carried out projects in the fields of free movement of workers or labour mobility or any other related field in the last three years

The operational capacity of the applicant (lead and co-applicant) is assessed based on the analysis of the relevant supporting documents listed in Annex I, points 18 and 19.

If the lead applicant is considered not to have the required financial or operational capacity, the application as a whole will be rejected. If a co-applicant is considered not to have the required financial or operational capacity, this co-applicant will be removed from the consortium and the application will be evaluated without this co-applicant¹². In addition, the costs that are allocated to the non-selected co-applicant will be removed from the budget. If the application is accepted, the work programme will have to be adapted as appropriate.

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

9 Award criteria

Proposals which fulfil the eligibility and selection criteria indicated above will be assessed according to the following award criteria:

- i. The extent to which the action meets the objectives of this call for proposals;
- ii. The extent to which the action has a genuine transnational dimension;
- iii. The quality of the consortium, in particular,
 - the degree of involvement and commitment at the application stage of the stakeholders in the action (meaning the lead applicant, co-applicants, and any affiliated entities);
 - the consistency between the composition of the consortium and the aim of the action.
- iv. The cost-effectiveness of the action, in particular in terms of

¹² This includes a re-evaluation of the eligibility of the modified consortium.

- Consistency between expected costs, objective of the action and envisaged activities;
 - Appropriateness of staff costs with respect to the type of envisaged activity.
- V. The overall quality, clarity and comprehensiveness of the proposal, including the budgetary aspects and the arrangements to publicise the action, including aspects related to the European Union funding, and dissemination methods envisaged.

When assessing the proposals according to the above-mentioned award criteria, the following method will be applied:

- Applications with an individual score below 50% for one criterion will not be considered for award.
- Applications with an average overall score of less than 70% will not be considered for award.
- Taking account of the budget available for this call for proposals, the proposals with a total score above 70% will be awarded in a descending order according to their merit.

10 Legal commitments

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

The 2 copies of the original agreement must be signed by the beneficiary, or the coordinator in the case of multi-beneficiary grant agreements, and returned to the Commission immediately. The Commission will sign it last.

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

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

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

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.

10.1 Sources of Funding

In addition to the obligations with regard to visibility of Union funding foreseen in the General conditions to the grant agreement, beneficiaries must acknowledge in writing that the project has been supported by the European Union Programme for Employment and Social Innovation ("EaSI") 2014-2020. In practice, all products (publications, brochures, press releases, videos, CDs, posters and banners, and especially those associated with conferences, seminars and information campaigns) must state the following:

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

The European emblem must appear on every publication or other material produced. Please see:

http://ec.europa.eu/dgs/communication/services/visual_identity/pdf/use-emblem_en.pdf

Every publication must include the following:

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

11 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>.

Specific procurement procedures:

Where the value of a foreseen procurement contract for contracting external expertise exceeds EUR 60 000, in addition to the rules indicated in the Financial Guidelines for applicants, the following shall apply:

- the applicant must provide with the grant application a copy of the draft tender specifications. To assist applicants, a model for tender specifications is included in Annex III to this call. The draft tender specifications should be submitted in English, French or German.

12 Procedure for the submission of proposals

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

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

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

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

The hard copy of the proposal must be duly signed and sent in TWO copies (one marked "original" and one marked "copy"), including all documents listed in Annex I, by the deadline (the postmark or the express courier receipt date serving as proof) to the following address:

<p style="text-align: center;">European Commission Call for proposals VP/2016/006 – DG EMPL.D1 (Free movement of workers, EURES) J-27 – 05/050 B-1049 Bruxelles – BELGIUM</p>
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Please send your proposal by registered post, express courier service or by hand delivery only. Proof of posting or express courier receipt should be kept as it could be requested by the European Commission in cases of doubt regarding the date of submission.

Hand-delivered proposals must be received by the European Commission on the date of the deadline for submission as indicated in section 3 at the following address:

European Commission
Service central de réception du courrier
Call for proposals VP/2016/006 – DG EMPL.D.1
Avenue du Bourget, 1
B-1140 Evere

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

This department is open from 08:00 to 17:00 from Monday to Thursday and from 08:00 to 16:00 on Fridays. It is closed on Saturdays, Sundays and on Commission holidays. For security reasons, hand deliveries (including courier services) are not accepted in other Commission buildings.

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

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

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

13 Communication

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

All enquiries must be made by e-mail only to:
empl-vp-2016-006@ec.europa.eu
For any technical problems please contact: empl-swim-support@ec.europa.eu

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

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

Replies will be given no later than 5 days before the deadline for submission of proposals. To ensure equal treatment of applicants, the Commission will not give a prior opinion on the eligibility of applicants, 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>.

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

No modification to the proposal is allowed once the deadline for submission has elapsed. If there is a need to clarify certain aspects or to correct clerical mistakes, the Commission may contact the applicant for this purpose during the evaluation process.

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.

14 Required Documents

The table in annex includes the documents that must be provided on submission of the proposal. It also indicates where originals are required. We recommend that applicants use the table as a checklist in order to verify compliance with all requirements.

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

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

14.1 Presentation of the application

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).

14.2 How to present the description of the action

The description of the action must be written using the **template available in SWIM**. All the information related to the description of the action must be presented in one single document. No other document is required. 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 7.2(c) of the call cannot be subcontracted.

ANNEX I: Checklist of documents to be submitted

The table below includes the documents that must be provided 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 or international organisations. 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 organisation/ 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/2016/006/xxxx)	✓	--	--	--	✓	<input type="checkbox"/>
2	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"/>
3	Executive summary (Executive summary in EN/FR/DE (maximum 2 pages) in free format (only if applicable – see chapter 5	✓					<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/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. Exclusively in the case of social partner organisations without legal personality : a signed letter of the legal representative certifying his/her capacity to undertake legal obligations on behalf of the organisation.	✓	✓	---	---	✓	<input type="checkbox"/>
8	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/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	Draft tender specifications	In case of subcontracting for external expertise where the value of the contracts exceeds EUR 60 000, a copy of the draft tender specifications must be submitted. A model is included in Annex III of this call. The draft tender specifications should be submitted in English, French or German.	✓					<input type="checkbox"/>
15	Budget explanation for the project	This is a separate free-format document in addition to the budget section of the on-line application form and it must also be submitted electronically in annex to the on-line application form. The original must be identical to the electronic version of the budget explanation. The budget explanation must provide additional information to explain and justify items of the proposed budget. It should in particular explain: how the number of working days of staff involved in the implementation of the action has been fixed; how average travel costs were calculated; unless this is self-explanatory, how costs of services and administration costs were defined. The Commission may request applicants to submit additional justifications of proposed eligible costs during the evaluation procedure.	✓					<input type="checkbox"/>
16	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"/>
17	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"/>
18	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.. The CVs should indicate clearly the current employer.	✓	✓	✓	--	--	<input type="checkbox"/>
19	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..	✓	✓	✓	--	--	<input type="checkbox"/>
20	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"/>

ANNEX II: Financial guidelines for applicants

FINANCIAL GUIDELINES FOR APPLICANTS

Annex II is available on the call website:

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

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