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European Commission

CALL FOR PROPOSALS
VP/2016/005

Cross-border partnerships and support to cooperation on intra-EU mobility for EEA countries and social partners

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

Any question should be sent by email to:
EMPL-VP-2016-005@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

Employment, Social Affairs and Inclusion

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1 Introduction

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

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

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

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

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

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 said regulation.

Recital 17 of the EaSI programme sets out as follows: "EURES … should promote the better functioning of the labour markets by facilitating the voluntary transnational cross-border

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 currently in the process of publication

geographical mobility of workers, providing greater transparency on the labour market, ensuring the clearance of vacancies and applications for employment and supporting activities in the areas of placement, recruitment, advice and guidance services at national and cross-border level, thereby contributing to the objectives of Europe 2020. Member States should be encouraged to integrate EURES services, making them available in a "one-stop shop", where appropriate".

1.2 Policy background

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

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

The legal base for EURES is:

- Regulation (EU) No 492/2011 of the European Parliament and the Council of 15 April 2011 on freedom of movement for workers within the Union (codification (OJ L 141 of 27.05.2011, p. 1); [4]

- Regulation (EU) No 2016/589 of the European Parliament and the Council on a European network of employment services (EURES), workers' access to mobility services and the further integration of labour markets (the EURES Regulation) and amending Regulations (EU) No 492/2011 and (EU) No 1296/2013.[5]

The EURES Regulation builds up on the results of the EURES reform and provides a comprehensive regulatory framework replacing Chapter II of Regulation 492/2011, Commission Decision 2012/733/EU and the 2013 EURES Charter. It lays emphasis on services to employers and job seekers including for frontier workers in cross-border regions, on transparency and exchange of labour market information between Member States.

The composition of the EURES network is:

- The European Coordination Office (ECO, managed by the European Commission) that undertakes horizontal activities in support of the network, oversees compliance with the EURES regulation, organises the work of the EURES coordination group, monitors and evaluates EURES activity and analyses geographic and occupational mobility;

- The National Coordination Offices (NCOs) that organise the work of the EURES network in the respective Member State and cooperate with the other National Coordination Offices and the European Coordination Office;

- The EURES members:

  i) public or private service providers in the field of employment appointed by the National Coordination Office following an admission procedure, that provide the full range of EURES services: job matching and placement, recruitment (including pre-recruitment preparation and post-placement assistance) and provision of related information and advice[6];

[4] http://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1461745909195&uri=CELEX:32011R0492
[5] http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=OJ:L:2016:107:TOC
[6] EURES members correspond to the "EURES partners" under the terminology of Commission implementing Decision 2012/733/EU

ii) The public employment services relevant for EURES activities that are appointed by Member States without admission procedure;

- The EURES partners, appointed by the National Coordination Offices following an admission procedure, provide support with clearance or support services to workers and employers[7].

In the text of this call reference is made to the EURES service catalogue when describing the scope and nature of services to be offered by the beneficiaries. The EURES service catalogue is defined in the 2013 EURES Charter, which is a guidance document under the Decision that will be repealed with the entry into force of the EURES Regulation. Nevertheless, for the purpose of this call and the projects to be selected under the call, the service catalogue can continue to serve as a guidance document and a source of inspiration.

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

- National activities are funded through the national budgets, the European Social Fund or a combination of both;

- Horizontal activities such as coordination of the network, training programmes for EURES managers and advisors, the portal and its self-service tools, information and communication activities, targeted mobility schemes, mutual learning activities and cross-border partnerships are funded through the EURES axis of the EaSI programme.

2 Objective(s) – Priorities - Types of Activity – Expected results

2.1 Objectives - Priorities

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

The call consists of four strands in line with the 2016 annual work programme for grants and procurement for EaSI:

i. The first strand will seek to support cross-border partnerships to implement EURES objectives;

ii. The second strand will seek to develop new forms of cooperation for the integration of the labour market in cross-border regions;

iii. The third strand will seek to facilitate labour mobility between the European Union and the EEA countries as well as to support the implementation and operation of the EURES network in the EEA countries;

iv. The fourth strand will seek to support closer cooperation of EURES members with social partners.

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

[7] EURES partners have a similar status to "EURES associated partners" according to Commission implementing Decision 2012/733/EU, however, unlike the former "EURES associated partners", EURES partners are not under the supervision of another entity

2.2 Description of the activities to be funded / Expected results

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

2.2.1 Strand 1 "Cross-border partnerships"

This strand shall support partnerships to implement EURES objectives as stated in the EURES regulation, improving the functioning, cohesion and integration of the cross-border labour markets and promoting voluntary geographical and occupational mobility in such regions. The cross-border partnership must be established based on actual needs in terms of mobility flows, economic activity and specific needs to be addressed such as skills mismatches in a particular border region.

Cross-border partnerships must focus primarily on providing multilingual services to frontier workers, i.e. EU citizens who reside in one EU country and work in another EU country and their employers and must fulfil the requirements of article 27 of the EURES regulation and, where possible the requirements of the whole chapter IV of the EURES Regulation.

Cross border partnerships must support activities under the following categories:

1. To offer, through EURES staff of the organisations participating in the partnership client services to actual and potential frontier workers by providing information and advice on job vacancies and job applications as well as on living and working conditions and other relevant information related to the labour market in the cross-border region, such as social security, taxation and labour law;

2. To offer, through the EURES staff of the organisations participating in the partnership client services to employers by providing information and advice on recruiting (frontier) workers from the bordering Member States, on how to tap on the potential skills pool in the cross-border region, on how to draft and advertise job vacancies and job applications for the cross-border labour market and on how to develop a welcoming culture and integration policy for workers from the cross border region;

3. To facilitate the job matching, placement and recruitment process on the cross-border labour market and develop joint placement projects;

4. To design and implement a one-stop-shop approach which combines and integrates different client services in each country of the cross-border region in question, thereby facilitating the access for clients to the services offered by the cross-border partnership; in particular cooperation with tax and social security authorities will be welcome, in complementarity to the EURES service catalogue and the initiatives of Member States in application of article 27.4 of the EURES Regulation;

5. To provide new and specialised client services not available so far, or only partially available, thus contributing to filling the possible gaps of the EURES service catalogue as regards specific services to which there is a demonstrated need in the cross-border region (e.g. introduction of post-recruitment support, combination of training and placement, specific services for the placement of long-term unemployed, the young etc.);

6. To monitor and follow-up placements of (frontier) workers in the cross-border region in order to analyse the quality of the job vacancies, the integration process of these workers, the socio-economic benefits of cross-border mobility for these workers, employers and the local community;

7. To monitor and report on mobility in the cross-border region in general by providing concrete data on:

    - direction of mobility flows,
    - economic relevance of mobility flows in the cross-border region,
    - sectors and occupations with higher mobility rates in the cross-border region,
    - numbers of frontier workers and profile of the frontier worker in the cross-border region (level of skills, education, age, gender),
    - number of other workers and profile of these workers in the cross-border region
    - number of employers recruiting frontier workers,
    - examples of obstacles to mobility,
    - recommendations to eliminate the obstacles observed;

8. To develop and implement a more integrated cooperation between the cross-border partnership and authorities responsible for taxation, social security rights and application of labour legislation by establishing appropriate cooperation and referral mechanisms which will provide a more efficient and comprehensive service to employers and job seekers in this area;

9. To contribute to and develop specific placement projects in cooperation with the local industry, in particular SMEs, which focus on employment and growth in the cross-border region;

10. To contribute to the implementation of Directive 2014/54/EU that establishes the creation of *"effective bodies with appropriate expertise in each Member State with competence to promote equal treatment, to analyse the problems faced by Union workers and members of their family, to study possible solutions and to provide specific assistance to them. The competence of those bodies should include, inter alia, the provision to Union workers and members of their family of independent legal and/or other assistance, such as the provision of legal advice on the application to them of the relevant Union and national rules on free movement of workers, of information about complaint procedures, and of help to protect the rights of workers and members of their family. It may also include assistance in legal proceedings"*[8].

The application must support at least five out of the 10 categories of activities listed above It is mandatory to include activities from categories 1,2 and 3. The application must specify for each activity to which category from the list above it belongs.

The application must include information on how the activities will be monitored and evaluated and how they will contribute to the overall objectives of EURES. Each activity must be linked with a results indicator as well as a specific target to be achieved during the action. In any case, the indicators should be specific, measurable, attainable, relevant and time-bound. **Existing monitoring and reporting tools for EURES, such as the monthly reports of current EURES Advisers, must be used**.

Moreover, the evaluation of the activities must contribute, wherever appropriate, to the exchange of information between Member States and to the EURES programming cycle in accordance with chapter V of the EURES regulation.

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

The activities must include a communication and dissemination plan and shall contribute to the general objectives of the EURES communications strategy 2015-2020[9].

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

[9] The communications strategy is available in the EURES extranet.

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

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

2.2.2 Strand 2 "Support to the development of new cross-border partnerships"

This strand shall support experimentation for the development of new cross-border partnerships to be tested for one year. It has to be understood as an "incubator" for cross-border cooperation in labour market related issues that will allow new projects to get off the ground and help them to explore the possibility to develop viable EURES cross-border services. If a project shows viability and added value, it may continue to apply for EU support but applications will have to be made under strand 1 in future calls for proposals. Financial support under this strand is only possible once.

Projects under strand 2 shall target cooperation in border regions that are not currently covered by cross-border partnerships[10]. If the geographical cover of the proposal is the same as in an existing cross-border partnership, the services and approaches must clearly be different to justify support for two projects in the same region. Applications must provide the necessary details in this respect.

Projects under strand 2 may experiment with the composition of the partnership or they may experiment with new approaches: either new services or new ways of delivering services already being part of the service catalogue.

The type of activity that could be envisaged are:

1. Promote the development of cross-border apprenticeship and traineeship schemes or the development of cross-border exchange of offers under national schemes, combined with matching and placement services and its follow-up;

2. Provide career guidance services for young job seekers and job changers;

3. Design schemes fostering the mobility of professionals in order to upskill workforce in the border region (e.g through exchange schemes of workers employed in border regions);

4. Provide specialised mobility plans for jobseekers including profile setting, matching services, pre-recruitment training and post-recruitment follow-up;

[10] For the list of the cross-border partnerships currently financed under the EaSI programme see: https://ec.europa.eu/eures/public/en/eures-in-cross-border-regions?lang=en&app=0.7.1p2-build-0&pageCode=cross_border#/list

5. Support employers and employers' organisations to develop new ways of sharing information and maximising the potential of the cross-border labour market (e.g. through digitalisation, creation of mixed cross-border teams offering multilingual services, etc);

6. Provide data that can contribute to the fight against undeclared work taking into account the specific context of the cross-border labour market;

This list only provides some examples but other activities could be envisaged under this strand.

The application must include information on how the activities will be monitored and evaluated. An assessment of the viability and potential of the project for long-term development as well as the lessons learnt during its implementation must be provided at the end of the action.

The expected results are:

- Blueprints for possible new cross-border partnerships or a wider scope of existing cross border partnerships;
- new ways of supporting cross-border labour markets;
- increased awareness of the potential benefits of worker mobility for border regions;
- increased opportunities for job seekers to access the labour market;
- increased opportunities for employers to fill in bottleneck vacancies and to tap on new skills and expertise;
- testing ground for placement and matching of apprentices and trainees at cross-border level;
- testing ground for new cooperation between private and public employment services;
- contribution and support to fair worker mobility in border regions.

2.2.3 Strand 3 "Support to cooperation on intra-EU mobility in the EEA countries"

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

Proposals must support activities under the following categories:

1. To coordinate EURES activities at national level and participate in the coordination meetings of the EURES network;

2. To support the implementation of the EURES regulation and, in particular, to contribute to the EURES programming cycle and the exchange of information between Member States;

3. To implement the EURES activity plan 2017;

4. To facilitate the job matching and placement from and to EEA countries;

5. To offer, through the EURES advisers and other staff of the EEA employment services, client services to actual and potential mobile jobseekers and their employers by providing and exchanging information and advice on job vacancies and job applications as well as on living and working conditions and other relevant information related to the labour market in the EU and EEA countries, such as social security, taxation and labour law;

6. To cooperate with other EURES countries in joint projects such as targeted recruitment events;

7. To provide new and specialised services not available so far, or only partially available, thus, contributing to filling the possible gaps of the EURES catalogue of services provided in the region (e.g. post-recruitment support, cross-border projects, combination of training and placement, specific services for the placement of long-term unemployed, etc.);

8. To improve the visibility and awareness of EURES in the EEA countries;

9. To produce and implement a national information campaign to inform jobseekers, workers and employers on the opportunities offered by European labour markets.

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

The application must include information on how the activities will be monitored and evaluated and how they will contribute to the overall objectives of EURES. Each activity must be linked with a results indicator as well as a specific target to be achieved during the action. In any case, the indicators should be specific, measurable, attainable, relevant and time-bound. **Existing monitoring and reporting tools for EURES, such as the monthly reports of EURES Advisers, must be used**.

Moreover, the evaluation of the activities must contribute, wherever appropriate, to the exchange of information between Member States and the EURES programming cycle in accordance with chapter V of the EURES regulation.

The activities proposed must show complementarity with other labour market initiatives in the EEA countries and show added value for the intra-EU/EEA labour mobility.

The activities must include a communication and dissemination plan and shall contribute to the general objectives of the EURES communications strategy 2015-2020.

The expected results are:

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

2.2.4 Strand 4 "Support to cooperation on intra-EU mobility for social partners"

This activity shall support the social partners represented in the Advisory Committee on free movement for ensuring close cooperation between the Member States in matters concerning the freedom of movement of workers and their employment, in accordance with Article 21 of Regulation (EU) No 492/2011 and to coordinate the social partners' activities within EURES.

Proposals must support at least five of the eight activities listed below:

1. To ensure a constant flow and exchange of information by direct and regular contacts between social partner organisations at local, regional, national and European level on matters related to EURES;

2. To participate in the coordination meetings of the EURES network;

3. To develop specific communication and information material on EURES and intra-EU labour mobility for the benefit of the EURES network in line with the communication strategies and plans developed by the network;

4. To organise events bringing together representatives of employers' organisations, trade unions, public and private employment services and public authorities to exchange information and best practices on labour mobility in border regions;

5. To organise events bringing together representatives of employers' organisations, trade unions, public and private employment services and public authorities to exchange information and best practices on how to foster the inclusion of EU mobile citizens;

6. To organise a conference on the situation of frontier workers in the EU/EEA countries;

7. To produce reports, analysis and communication and information material as a follow-up of the events organised;

8. To support and coordinate the development of new services for jobseekers and employers to be provided by social partners which are EURES members or EURES partners in the context of chapter V of the EURES regulation;

Training activities for EURES advisers and other staff of social partners which can be covered by the EURES training programme under the EU budget are not eligible under this strand.

The application must include information on how the activities will be monitored and evaluated and how they will contribute to the overall objectives of EURES. Each activity must be linked with a results indicator as well as a specific target to be achieved during the action. In any case, the indicators should be specific, measurable, attainable, relevant and time-bound.

The activities proposed must show complementarity with other labour market initiatives of social partners and show added value for EURES activities.

The activities must include a communication and dissemination plan and shall contribute to the general objectives of the EURES communications strategy 2015-2020.

The expected results are:

- Improved quality of the EURES services provided by social partners' organisations directly involved as EURES members or partners;
- Improved coordination of the social partner activities in the EURES network and their contribution;
- Stronger involvement of national, regional and local employers organisations and trade unions in EURES;
- Improved visibility of EURES in the general communication and information activities of social partner organisations and promotion of the use of EURES among their members;
- Improved practical cooperation between employers and worker organisations at national level as regards labour mobility;
- Obstacles to mobility identified;
- Improved functioning of the cross-border labour markets;

- Promotion of voluntary labour mobility on a fair basis within the EU, including in cross-border regions.

2.3 Monitoring

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

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

3 Timetable

Submission deadline: 8 July 2016

Stages	Date or indicative period
Publication of the call	May 2016
Deadline for submitting applications	8 July 2016
Evaluation period	July/August 2016
Information to applicants	September 2016
Signature of grant agreement	October/November 2016
Starting date of the action	January 2017

3.1 Starting date and duration of 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.

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 indicative duration of projects should be 12 months, starting as from 1 January 2017.

4 Available Budget and Co-Financing Rate

4.1 Available budget

Following the adoption of the 2016 Financing Decision for the EaSI[11] programme, the **total budget** earmarked for the EU co-financing of projects under this call is estimated at **EUR 4,650,000** and is to be allocated, indicatively, depending on the quality of the proposals, as follows:

[11] EaSI work programme 2016 serving as Financing Decision C(2016)844 of 16 February 2016

For **strand 1** "Cross-border partnerships" EUR 3,800,000
For **strand 2** "Support to the development of new cross-border partnerships", EUR 300,000
For **strand 3** "Support to cooperation on intra-EU mobility in the EEA countries" EUR 400,000
For **strand 4** "Support to cooperation on intra-EU mobility for social partners" EUR 150,000

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

4.2 Co-financing rate applicable

Under this call for proposals, the EU grant may not exceed 90 % of the total eligible costs of the action. The applicants must guarantee their co-financing of the remaining amount covered by the applicants' own resources or from other sources other than the European Union budget[12].

5 Admissibility requirements

5.1 Admissibility criteria

- 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/external/displayWelcome.do, 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 however be noted that proposals in all official languages of the EU will be accepted.

6 Eligibility Criteria

6.1 Eligibility of the applicants (lead and co-applicants) and affiliated entities[13]

6.1.1 Legal requirements – <u>all strands</u>

To be eligible, lead and co applicants must:

- Fulfil the requirements set forth in Regulation (EU) No 492/2011 of the EP and of the Council of 5 April 2011 on freedom of movement for workers within the Union

- Regulation (EU) No 2016/589 of the European Parliament and the Council 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[14]

which means that the applicants must comply with the rules, standards and procedures established in these documents, such as the principle to provide free services to job seekers, to provide job vacancies and CV's in accordance with the uniform system for the EURES portal and to provide information to the National Coordination Office for the programming and reporting cycle. Applicants declare their compliance by signing the declaration of honour (see Annex I, point 4).

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[12] Letters of commitment are required from co-applicants, any affiliated entity and any third party providing financial contributions to the eligible costs of the action (see annex I, checklist point 13).

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

[14] and replacing Commission Decision 2012/733/EU

6.1.2 Place of establishment– all strands

Legal entities properly established and registered in the following countries are eligible as lead applicant and/or co-applicants (see the particular requirements for each strand in 6.1.3):

- EU Member States;
- Iceland and Norway in accordance with the EEA Agreement[15].

6.1.3 Type of entities

a) Types of entities - strand 1

To be eligible, lead applicants must be:

- the relevant National EURES Coordination Office(s) as designated in accordance with Regulation (EU) 2016/589[16] or the EURES member(s) or partner(s)[17] of the regions involved with the endorsement of its National Coordination Office (see footnote 6 and 7)

To be eligible, co-applicants must fall in one of the categories listed below:

- the EURES member(s)/partners(s) of the regions involved
- social partner organisations at European[18], national or regional level (in application of Article 131 of the Financial Regulation, social partner organisations without legal personality are also eligible provided that the conditions of the Financial Regulation related thereto are met[19]);
- public or private employment services
- third sector organisations
- other relevant actors active on the EU/EEA labour market, including European Groupings of Territorial Cooperation

b) Type of entities – strand 2

To be eligible, applicants (lead and co-applicants) must fall in one of the categories listed below:

- the relevant National EURES Coordination Office(s) as designated in accordance with Regulation (EU) 2016/589[20]
- the EURES member(s)/partners(s) of the regions involved

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15 The Helvetic Confederation 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

16 and as laid down previously in Commission implementing Decision 2012/733/EU

17 Or organisations that fulfil the role of EURES members and EURES partners until an admission system is in place (3 years after the date of entry into force of the EURES regulation at the latest) according to Article 40 of the EURES regulation

18 These include the European social partner organisations that are consulted in accordance with Article 154 TFEU (an up-to-date list of these organisations can be found under "List of consulted organisations" on webpage http://ec.europa.eu/social/main.jsp?catId=329&langId=en), as well as other European-level social partner organisations that are not included in this list, but who are for example involved in the preparation and launch of European social dialogue at sector level.

19 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 7).

20 and as laid down previously in Commission implementing Decision 2012/733/EU

- social partner organisation at European, national or regional level (in application of Article 131 of the Financial Regulation, social partner organisations without legal personality are also eligible provided that the conditions of the Financial Regulation related thereto are met);

- public or private employment services

- third sector organisations

- other relevant actors active on the EU/EEA labour market including European Groupings of Territorial Cooperation

c) Types of entities – strand 3

To be eligible, lead applicants must be

- the National EURES Coordination Offices of Norway and Iceland.

To be eligible, any co-applicants must fall in one of the categories listed below:

- EURES member(s)/partners(s) from Norway or Iceland

- social partner organisation at European, national or regional level (in application of Article 131 of the Financial Regulation, social partner organisations without legal personality are also eligible provided that the conditions of the Financial Regulation related thereto are met);

- public or private employment services

- third sector organisations

- other relevant actors active on the EU/EEA labour market including European Groupings of Territorial Cooperation

d) Types of entities – strand 4

Applicants (lead and co-applicants) must be social partners at European level represented in the Advisory Committee on Free Movement of Workers.

6.1.4 Consortia[21]

a) Consortia - strands 1 and 2

To be eligible, actions must:

- Represent at least two neighbouring Member States, i.e. proposals must have the involvement of the lead applicant and at least one EURES member or partner established in a neighbouring Member State as co-applicant. In addition, the consortium can also involve other types of eligible entities as indicated for each strand in section 6.1.3.

b) Consortia – strands 3 and 4

Proposals under strand 3 and 4 may be submitted either by one single applicant or by a consortium of several applicants (lead and co-applicant(s)).

21 Letters of mandate, authorising the lead applicant to submit the proposal and to sign any Grant Agreement on their behalf must be submitted from each co-applicant. Letters of commitment must be submitted from each co-applicant, 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, checklist, points 5 and 13). Letters of commitment are also required from any associate organisations (participation on a no-cost basis and no financial contribution).

6.1.5 Affiliated entities – all strands

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 (all strands)

a) Geographical Location

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

b) Types of activities

The grant will finance the activities indicated in section 2.2.

c) Core activities

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

- Project coordination and management

6.3 Ineligible activities

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

7 Exclusion criteria

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

The same exclusion criteria apply to any affiliated entities.

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

8 Selection Criteria

The 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 considered for a grant.

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 verification of financial capacity will not apply to public bodies.

The applicants' (lead and co-applicants) 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 annex I, checklist point 4);

- Annual balance sheets and profit and loss accounts for the last financial year available (see annex I, checklist point 14);

- Summary balance sheet and profit and loss accounts using the template provided in SWIM and signed by the legal representative (see annex I, checklist point 15).

8.2 Operational capacity

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

- Carried out projects relating to the subject of the call in the last three years;

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

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

- A list of the main projects relating to the subject of the call carried out in the last three years (see annex I, checklist point 17);

- The CVs of the proposed project co-ordinator and of the persons who will perform the main tasks, showing all their relevant professional experience (see annex I, checklist point 16);

If the sole or 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-applicant[22]. 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:

- ✓ **Relevance of the proposal to the call objectives (max. 35 points)**

  i. The degree to which the proposal effectively meets the priorities and the objectives of the call and contains any mandatory elements as described in this call, such as the number or nature of the activities to be carried out, the target group(s) for the activities or the support to the implementation of the EURES regulation (20 points)

  ii. The mobility flows (inward/outward mobility) to be supported and the reasons underlying the choices made for support measures(s) (10 points)

  iii. The degree to which obstacles to mobility and possible solutions is addressed in particular in the cross-border regions (5 points)

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

- ✓ **Quality of the methodology and of the activities proposed (max. 25 points)**

  i. The clear and comprehensive description of the tasks, responsibilities, resources and management tools of the applicant organisations (10 points)

  ii. The roles and distribution of work among co-applicants in case of a consortium, in particular the active role of social partners in each Member State and, if applicable of private employment services; the allocation of resources for the implementation of the planned activities within the applicant organisation in case of sole applicants (10 points)

  iii. The innovativeness of the proposal in terms of methodology (5 points)

- ✓ **Impact of the proposal (max. 20 points)**

  i. The extent to which the proposal is likely to contribute to the overall expected number of placements in other Member States and have long-lasting results (10 points)

  ii. The outreach strategy and customer-oriented approach by the applicant organisation to mobilise the target groups (5 points)

  iii. The degree to which the action creates synergies with other complementary initiatives in the field of labour mobility and/or support for frontier workers in border regions financed by the EU (e.g. through the European Social Fund or the European Regional Development Fund) or by national means (5 points)

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

  i. The degree to which the communication channels used have a multiplier effect and are adapted to the target groups (5 points)

  ii. The methodology proposed for disseminating the results of the action (5 points)

- ✓ **The cost-efficiency of the operation (max. 10 points)**

  i. The degree to which the level of output and impact of the project is proportional to the amount of the requested grant (5 points)

  ii. Coherence of the overall budget breakdown (5 points)

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

- the total score reaches at least 70% of the maximum possible mark (100 points).

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.

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.

a) Specific procurement procedures

Where the value of a foreseen procurement contract for subcontracting 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 to this call. The draft tender specifications should be submitted in English, French or German.

b) Limitation of staff costs

For all categories of applicants, the costs for personnel cannot exceed 80% of the total eligible direct costs of the grant agreement. The staff cost related to the project manager[23] cannot exceed 25% of the total eligible staff expenditure.

[23] The project manager is the person in charge of coordinating the partners and the activities of the partnership or the activities of a single applicant and acts as a contact person between the lead applicant and the Commission. In point A.3 of the electronic application form this person is referred to as "person responsible for managing the action"

c) Meetings

After the signature of the grant agreements the project coordinators of the beneficiaries will be invited to an information meeting either in Brussels or at the premises of a beneficiary. Applicants willing to host such a meeting must indicate it in the description of the action and include the relevant costs (venue, catering) in the budget of the action. A second meeting may 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.

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 three (3) copies (one marked "original" and two 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:

European Commission
Call for proposals VP/2016/005
DG EMPL.D.1
Office address: J-27 – 05/050
B-1049 Bruxelles
BELGIUM

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

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

European Commission
Call for proposals VP/2016/005
DG EMPL.D.1
Service central de réception du courrier
Avenue du Bourget, 1
1140 Evere
BELGIUM

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

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

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

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

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-2016-005@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 Instructions for the presentation of the application Required Documents

14.1 Instructions for the presentation of the application

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 6.2(c) of the call cannot be subcontracted.

14.2 Required documents

The table in annex I 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**.

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).

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. 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/2016/005/xxxx)	✓	--	--	--	✓	☐
2	Letter from the EURES NCO	This letter of support to your application must bear the original signature of the Head of the relevant National Coordination Office. *Note: The letter is only required for strand 1*	✓	--	--	--	✓	☐
3	Signed SWIM application form submitted online	The SWIM application form submitted online must be printed and bear the original signature of the authorised legal representative. *Note: the online form must be electronically submitted before printing. After electronic submission, no further changes to the application are permitted.*	✓	--	--	--	✓	☐
4	Declaration on honour*	The template is available in SWIM and must be written on the official letterhead of the organisation, bearing the original signature of the authorised legal representative.	✓	✓	--	--	✓	☐
5	Letter of 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.	--	✓	--	--	✓	☐
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	Legal entity form*	The template is available in SWIM and online (http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm) and must be duly signed by the legal representative. 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	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).	✓	✓	--	--	--	☐
9	Statutes	The articles of association/statutes or equivalent proving the eligibility of the organisation.	✓	✓	--	--	--	☐
10	VAT certificate	A document showing the identification number for tax purposes or the VAT number, if applicable.	✓	✓	--	--	--	☐
11	Financial identification form*	The template is available in SWIM and online (http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm) and must be duly signed by the account holder.	✓	--	--	--	✓	☐
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.	✓	--	--	--	--	☐
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.	--	✓	✓	✓	✓	☐
14	Balance sheet & profit and loss accounts	The most recent balance sheet and profit & loss accounts, including assets and liabilities, specifying the currency used.	✓	✓	--	--	--	☐
15	Simplified balance sheet & profit and loss accounts	The template is available in SWIM and must be signed by the authorised legal representative	✓	✓	--	---	✓	☐
16	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.	✓	✓	✓	--	--	☐
17	List of main projects	A list of the main projects carried out, if any, in the last three years relating to the subject of the call **other than those already indicated** in the SWIM online application form..	✓	✓	✓	--	--	☐
18	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.	✓	✓	--	--	--	☐
19	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 XX of this call. The draft tender specifications should be submitted in English, French or German.	✓					

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

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 – ……

1. Background

2. Purpose of the Contract

3. Tasks to be performed by the Contractor

3.1. Description of tasks

3.2. Guidance and indications on tasks execution and methodology

4. Expertise required

5. Time schedule and reporting

6. Payments and standard contract

7. Price

8. Selection criteria

9. Award criteria

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

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

10. Content and presentation of the bids

10.1. Content of the bids

10.2. Presentation of the bids]