



CALL FOR PROPOSALS N° VP/2011/005

BUDGET LINE 04-04-01-01

Public Employment Services & Private Employment services working together PARES (PARTnerships between Employment Services)

In view of the large number of enquiries, please do not telephone.

Questions should be sent by e-mail only to: empl-vp-2011-005@ec.europa.eu

To ensure a more rapid response it is helpful if applicants send their queries in
English, French or German

The English version of the call is the original

1. Introduction

PROGRESS¹ is the EU employment and social solidarity programme, set up to provide financial support for the attainment of the European Union's objectives in employment, social affairs and equal opportunities as set out in the Social Agenda² as well as to the objectives of the Europe 2020 Strategy. This new strategy, which has a strong social dimension, aims at turning the EU into a smart, sustainable and inclusive economy delivering high levels of employment, productivity and social cohesion. The European Union needs coherent and complementary contributions from different policy strands, methods and instruments, including the PROGRESS programme, to support the Member States in delivering on the Europe 2020's goals

The PROGRESS mission is to strengthen the EU's contribution in support of Member States' commitments and efforts to create more and better jobs and to build a more cohesive society. To this effect, PROGRESS is instrumental in:

¹ Decision No 1672/2006/EC of the European Parliament and of the Council of 24 October 2006 establishing a Community Programme for Employment and Social Solidarity — Progress, JO L 315 of 15.11.2006

² Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions - Renewed social agenda: Opportunities, access and solidarity in 21st century Europe COM/2008/0412 final of 02.07.2008.

- Providing analysis and policy advice on PROGRESS policy areas;
- Monitoring and reporting on the implementation of EU legislation and policies in PROGRESS policy areas;
- Promoting policy transfer, learning and support among Member States on EU objectives and priorities; and
- Relaying the views of the stakeholders and society at large.

More specifically, PROGRESS supports:

- The implementation of the European Employment Strategy (section 1);
- The implementation of the open method of coordination in the field of social protection and inclusion (section 2);
- The improvement of the working environment and conditions including health and safety at work and reconciling work and family life (section 3);
- The effective implementation of the principle of non-discrimination and promotion of its mainstreaming in all EU policies (section 4);
- The effective implementation of the principle of gender equality and promotion of its mainstreaming in all EU policies (section 5).

The call for proposals is issued in the context of the implementation of the 2011 annual work plan which can be consulted at

<http://ec.europa.eu/social/main.jsp?catId=658&langId=fr>

2. Context and purpose of this call for proposal

An Agenda for new skills and jobs:

A European contribution towards full employment

Europe 2020 is the EU's growth strategy to develop a smart, sustainable and inclusive economy delivering high levels of employment, productivity and social cohesion. It has five ambitious headline targets - on employment, innovation, education, social inclusion and climate/energy - to be reached by 2020. To support the achievement of these targets the Commission presented seven flagship initiatives. 'An Agenda for New Skills and Jobs'³ is the key flagship initiative to help the EU reaching the objective of an employment rate of 75% for women and men aged 20-64 by 2020.⁴

This flagship initiative sets out 13 key actions with accompanying and preparatory measures in support of four key priorities:

- making Europe's labour markets function better by strengthening flexicurity;
- equipping people with the right skills for employment;
- improving job quality and working conditions; and
- supporting job creation.

³ COM(2010)682 final of 23.11.2010

⁴ Two other initiatives complement the "Agenda for new skills and jobs" flagship: 1. the 'New Skills for New Jobs' initiative launched in 2008 which sets out the Commission's agenda for better skills upgrading, anticipation and matching and will support the skills priority of the flagship; 2. the "Youth on the Move" flagship initiative which aims to help young people to gain the knowledge, skills and experience they need to make their first job a reality.

The Agenda initiates 'a new momentum for flexicurity' to further modernise labour markets, revisiting and adapting flexicurity policies to post-crisis context by strengthening the flexicurity components and implementation.. The objectives of this revision are to accelerate the pace of reform, reduce labour market segmentation, support gender equality and make transitions pay.

Ultimately, the main responsibility and instruments to achieve Europe2020 objectives rest with the Member States, in conformity with the Treaty and the subsidiarity principle. The Employment Guidelines⁵ emphasize the need for Member States to integrate the EU common principles of flexicurity⁶, enhance flexibility and security of their labour markets and implement active labour market policies as well as effective lifelong learning measures to address current and future demands in the labour market.

In the context of modern and increasingly dynamic labour markets, the successful implementation of flexicurity policies also has to address the issue of overall labour mobility and management of labour market transitions, including the need to revisit the role of all labour market actors. The policy concept "Making transitions pay" addresses these aspects.

Making transitions pay:

A European priority for career security⁷ in increasingly dynamic labour markets.

A policy of "making transitions pay" puts the emphasis on the quality of transitions seen from the angle of competences accumulation, long term consequences of training and placement decisions as well as of job and life quality. While such a policy may seem costly in the short term, it will bring positive economic and social implications in the longer term because it helps to improve labour market attachment and career progress of the individuals as well as the quality of the labour force.

Making transitions pay fosters a simultaneous and explicit management of all kind of transitions along a life cycle approach. It aims to simultaneously promote economic and individual career growth and make work pay in itself, independently of income support during career sequences out of traditional paid jobs. As a consequence, the management of transitions should not result in punctual matching to any simple job at a given moment in time but instead focus on sustainable moves over the life course⁸.

Making transitions pay goes beyond transitions from unemployment back to work which are in the focus of activation policies. It considers all main labour market related statuses (education and training, employment, unemployment, inactivity and retirement) encompassing the transitions between them:

- from school to vocational education/training, study or work (development of career management skills and informed choices),

⁵ COM(2010)193 final of 27.04.2010

⁶ Communication COM(2007) 359 final of 27/06/2007 "Towards Common Principles of Flexicurity"
<http://ec.europa.eu/social/main.jsp?catId=118&langId=en>

⁷ The concept of career security was introduced to the European HoPES meeting of Praha in June 2009 by Fons Leroy, Head of the Belgian Flemish PES.

⁸ Günther Schmid 2010 Schmid: "Beyond flexicurity; active securities for flexible employment relationships", draft contribution to the ETUI/AIAS/HIS and TRANSOC conference on alternative to flexicurity: new concepts and approaches, Madrid , May 2010.

- from education/training to work (preparing for effective job search),
- from job to job or unemployment to a new job (upwards mobility, labour market attachment),
- changing the job profile or work intensity within work (upwards mobility, change of working time) ,
- from inactivity to employment (employability and job search), (6) from employment to family tasks or retirement (labour market attachment) (

As main implementers or contributors to the implementation of most of the measures which make transitions pay, public employment services (PES) are in a unique position to act as transitions agencies. To become effective transitions agencies, making transitions pay, PES will need to be capable of reaching out to new clients as well as extending both their preventive and existing service provision, moving from managing unemployment to managing careers. Hence the joint commitment of relevant labour market stakeholders with PES, at all the levels where decisions concerning work and training are taken, is vital in the success of making transitions pay.

Therefore, with the objective to encourage a strategic dialogue at EU-level to make transitions pay and in order to strengthen the implementation mechanisms and support to Member States, the Commission decided to establish, as part of the "Agenda for new skills and jobs" flagship initiative, a partnership initiative, called PARES, between public, private and third sectors employment services.

PARES:

A Partnership between employment services to encourage a EU-level dialogue to make transitions pay

The end to the monopoly in the delivery of employment services has led to the emergence of a huge number and variety of service providers in the labour market. Apart from the traditional player, the public employment services, there are private and third sector employment services, municipalities, universities as well as voluntary and community organisations providing a broad range of client services⁹. The relations between these employment services are characterised very often by co-operation in various forms, increasingly by complementarities of services, as well as by strong competition for example in case of tendering procedures and contracting out.

In times of serious budgetary constraints and high unemployment the focus of PARES is on increased efficiency of publicly funded employment services delivered by public or private employment services and at the same time on high-quality service provision for different groups of clients. Well-structured partnerships between private and public providers combine the advantages of market forces with public social policy goals and can help reaching the EU2020 objectives.

⁹ See ILO convention 181 art1. which defines private employment agencies as providers of labour market services: <http://actrav.itcilo.org/actrav-english/telearn/global/ilo/law/ilo181.htm>

PARES purpose is to bring together all employment services in order to improve the co-operation between them and to further define the fields in which they can deliver complementary services. Recently some EU Member States have started to further liberalise the provision of services to jobseekers and have extended the role of private actors in the delivery of public employment assistance programmes. PARES does not aim to further increase the competitive pressure among employment services. In fact it should focus on how the cooperation can be further improved and how the complementarity of their service offers can be further developed. PARES does not aim at changing/revising the regulatory framework for the provision of employment services.

PARES is an important accompanying measure in the Commission's flagship initiative "An agenda for new skills and jobs" to support flexicurity. It consists of three different but mutually reinforcing strands:

1. **The PARES - Strategic Dialogue** will provide a forum for exchanging and further conceptualizing good practices of co-operation and complementary service provision between employment services, and for jointly developing schemes for policy implementation and feedback to policy designers in order to support the EU2020 employment targets. A PARES launching conference will take place in autumn 2011, followed by more restricted set of dialogue events and a final dissemination event in 2012.
2. **WEESP is a Webtool for Evaluated Employment Services Practices.** It will include organisational practices, tools and ALMP measures related to service delivery for jobseekers and employers including those furthest from the labour market. Pre-condition for inclusion into the webtool will be an evidence-based internal and/or external evaluation of the tools, practices and measures. A tendering procedure for the establishment of WEESP will be launched in 2011 so that a first edition of WEESP should be available at the PARES dissemination conference in 2012.
3. **The PARES call for proposals** which is the subject of the present Terms of reference and is further detailed in the following sections.

3. Objective and scope of the PARES call for proposals

Objective and scope of proposals:

The main objective of this call for proposals is to encourage new forms of collaboration between employment services at EU level for the delivery of complementary services with a high standard of quality and efficiency.

In line with this general objective, the present call for proposals will support projects which involve at least two different types of partners from public, private or third sector employment services, and can involve education and training providers, NGOs,

welfare institutions, etc. to work together by relying on the specific strengths and expertise of each employment service. Partners can be of the same country.

Each project will clearly aim to achieve the two following technical objectives:

1. the development and delivery to the end users of specific employment service(s) by the mixed set of partners, with measurable pre-defined outcome;
2. the provision of analytical and methodological findings related to the form of the partnership between the co-operating employment services experienced during the service(s) delivery above, with success and failure factors.

A. Outcome-based service(s) delivery

The task for service(s) development and delivery needs to consist of innovative solutions where different types of employment services work together in order to provide high quality services in a cost-efficient way.

The type of partners to be involved in the collaboration action should comprise the relevant mix of organisations according to the services to be delivered. The settings should have the potential for future self-sustainability once the project has ended.

The task is "outcome" driven, which means that not only a service is developed but it is also implemented and delivered to the end users so that the ultimate measurement of the success is possible. Proposals submitted under this call need to clearly indicate the expected outcome for example in the area of placement/integration services, may be after individual support and/or training measures. The expected outcome must be quantified in terms of placement/integration numbers. The partnership of employment services is free to choose its methods, tools, etc. on how to implement the measures.

The services to be developed are those which support labour market transitions of the most vulnerable groups of people. For this call for proposal, the services to be developed as a priority are measures to increase employability in combination with subsequent placement services. The target groups to be considered are from most vulnerable groups of people and will support in priority:

- long term unemployed people and their transition into work;
- low skilled workers and their transition from one occupation to another

Other possible services could target single mothers, immigrant and ethnic groups to be supported in their transitions into the labour market.

An example of a service development may be to increase the employability of 50 non qualified job seekers to get a sustainable job in the social care sector and integrate as many of these jobseekers as possible into the labour market.

B. Experience-based findings task

While the delivery of the chosen services is the ultimate outcome of the proposed project, an equally important expected achievement will be the capacity to spell out success and failure factors and parameters for improvements with regards to the experiencing of the partnering. These methodological findings of the forms in which employment services are co-operating by combining their respective strengths and expertise are the second expected outcome of the project.

Based on the day-to-day delivery of the service(s), the project will consider actively the organisational and business model arrangements and the common and complementary elements of the service delivery process. It will analyse from its experience what are the building blocks for a successful cooperation of employment services.

Of course these success factors will be put in perspective with contextual requirements such as the level of quality of service(s) expected, the budgetary constraints, the self-sustainability of the delivery business model, the cooperation versus competition issues, the fields of action with most successful common work or complementary intervention, etc.

Information dissemination and networking

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.

Hence, each proposed project is expected to be flexible and adaptive to arrange for a real exchange and sharing of experiences not only amongst partners, but also with other projects awarded from this call for proposals and within the overall PARES initiative. Each project is expected to maintain strong and active relationship with the other two strands of the PARES initiative so that the service(s) developed will be exposed and disseminated through the WEESP web repository of PARES good practices; and the analytical findings, the experienced success and failure factors will be disseminated to the PARES strategic dialogue forum (see section 2 above) and might be presented at one of the PARES stakeholders conferences. .

The proposals must therefore plan for a dedicated effort for exchange and sharing of experiences, and communication and dissemination of the projects' results. At final stage, the Beneficiary will be required to provide details about how and to whom the results, best practices and findings have been disseminated and how interested parties have been involved in the project.

Participation

The present call for proposals will be financed by the PROGRESS Programme, budget heading 04 04 01 01, and is open to all PROGRESS participating countries:

EU Member States, EFTA/EEA countries (Norway, Iceland, Liechtenstein), EU candidate countries (Croatia, the former Yugoslav Republic of Macedonia, Turkey) and potential candidate countries (Serbia).

The application should be submitted by a single applicant. The applicant will sign the grant agreement with the Commission, receive and manage the grant from the Commission and be responsible for the implementation and reporting to the Commission on the progress of the overall project, as well as ensuring on-going monitoring and evaluation. The Commission will only deal with the applicant organisation.

Concerning the partners, their effective contribution, their role and resources, including the amount of their financial contribution, must be clearly described in the project application.

Proposal project description

The edition of a proposal will be made using application forms which are automatically provided via the use of the submission tool called SWIM (see practical modalities in section 10 below). While some forms have mandatory structures, others are to be attached and are either administrative documents or free format text description documents. (Section 13 below provides a checklist of the required documents for a complete application file.)

Two important free format documents are the "description of the action" and the "detailed work-programme" of the project proposed.

These two documents will serve the purpose of specifying in more details some of the information provided in the SWIM application form and adding to these other complementary information which will be used to assess the proposal following the criteria presented in the next sections below.

It is proposed to develop this information according to the following structure:

- **description of the action** (see section 13, check-list, point 16): includes the needs analysis of the chosen target group(s), the specific objectives, and the detailed expected quantified outcome(s) of the service(s) to be delivered and tangible outcome of the experience-based findings (as described in section 3 above) and the partners involved. It will also include a detailed plan for communication and dissemination. In relation with the award criteria detailed in section 6 below, this document will provide information on the "relevance of the proposal to the call objectives" and on the "European added value and potential impact and multiplier effect of the action proposed"

- **work-programme of the project, timetable and budget estimation breakdown** (see section 13, check-list, point 17): presents the methodology of the proposed work, the consistency of the activities with the set objectives, the main tasks description, including information on dissemination activities and targeted audiences, the role allocation to partners and the coherence with a proposed work timetable and budget breakdown. In relation with the award criteria detailed in section 6 below, this

document will provide information on the "methodology of the proposed work" and on the "cost/efficiency of the operation".

The following sections 4 to section 6 provide the criteria that will be used to process proposals submitted to this call. Each proposal received will be assessed:

- first against eligibility criteria listed in section 4 below,
- second, only if eligible, against selection criteria presented in section 5 below,
- third, only if the proposal passed the selection criteria, the proposal will be assessed comparatively to the other proposals according to award criteria described in section 6 below.

4. Exclusion and Eligibility criteria

Exclusion and eligibility of applicants

- Applicants must be in conformity with Articles 93(1), 94 and 96(2)(a) of the Financial Regulation;
- Applicants must be legal persons properly constituted and registered in one of the EU Member States or other PROGRESS participating countries;
- Eligible applicants must be public, private or third sector organisations whose main mission is the provision of employment services to jobseekers or job changers;
- The action should encourage public, private and third sector employment services, education and training providers, NGOs, welfare institutions, etc. to work together. To be eligible the action must include active partners from PROGRESS participating countries and from at least two different types: public, private or third sector. Applicant and partners can be from the same country.

Eligibility of proposals

Grant applications must be made in writing, using the standard application forms. The application must be submitted electronically online with the SWIM application and by post in 3 hard copies (1 original and 2 copies) and must be sent by the deadline indicated in section 9 below.

The application must not benefit from other EU funding.

It must comply with the European Union co-financing percentage of maximum **80%** of the total eligible costs and with the rules of start dates and duration of the project defined in section 8 below.

The application must be complete and include all the documents indicated in the checklist (Section 13).

Proposals which do not comply with the above criteria are not eligible and will be rejected.

5. Selection criteria

Only organisations with the necessary financial and operational capacity to carry out the actions may be awarded a grant.

6.1 Operational capacity

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

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

- A list of the main projects carried out in the last three years relating to the objective of the call. In the case of work done for the Commission, applicants must also indicate the reference number of the contract and the department for which the contract was performed (see section 13, check-list, point 9);
- The curriculum vitae of the proposed project manager/co-ordinator and the persons who will perform the main tasks (see section 13, check-list, point 10);
- A declaration of the project manager/co-ordinator certifying the competence of the team to carry out the required tasks (see section 13, check-list point 11);
- In the case of proposals from partnerships: written confirmation from each partner that they are willing to participate in the project and briefly describing their role (see section 13, check-list point 12);

6.2 Financial capacity

The applicant must have access to solid and adequate funding to maintain its activities for the period of the action and to help finance it as necessary.

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

- Declaration on honour (includes financial capacity to carry out the activity – see section 13, check-list, point 3);
- The applicant must provide proof of turnover in the last financial year at least equivalent to 100% of the grant requested. (see section 13, check-list, point 13);

- Annual balance sheets and profit and loss accounts available from the last financial year (see section 13, checklist, point 14).

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

Proposals which do not comply with the above selection criteria will be rejected.

6. Award criteria

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

► Relevance of the proposal to the call objectives (max 10 points)

Particular attention will be paid to:

- Policy understanding and direct relevance of the proposal to Europe2020, the European Employment Strategy and the PARES initiative.
- Mixed nature of partners involved from public, private or third sector employment services, education and training providers, NGOs, welfare institutions, etc. to work together.
- The degree to which the proposal addresses the call technical objectives providing as set out in section 3: A: outcome-based employment service(s) delivery and B: Provision of experience-based findings

► European added value and potential impact and multiplier effect of the action proposed (max 10 points)

Particular attention will be paid to:

- Potential for sustainability of the collaborative service delivery once funding has ended.
- Potential for multiplier effect towards an increased number of mixed collaborative approaches to deliver employment services through results transfer (transferability) within WEESP and PARES strategic dialogue platform and to national, regional, local levels or to other existing networks.
- Potential impact of the outcome-based service(s) delivered

► Methodology of the proposed work (max 10 points)

Particular attention will be paid to:

- Clarity and quality of the description of the action proposed through the needs analysis of the chosen target group(s), the specific objectives, and the detailed expected quantified outcome(s) of the service(s) to be delivered and tangible outcome of the experience-based findings as described in section 3 above.
- Clarity, quality and coherence of the work programme and timetable description with the description of the action.

- Quality and coherence of the proposed partnership regarding the involvement, role and tasks distribution among the partners.
- Quality of the monitoring and final evaluation of the project on top of the specific relationship of exchange with WEESP and the PARES strategic dialogue platform.

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

Particular attention will be paid to:

- Clarity and quality of the estimated budget description and coherence with the work programme.
- Adequacy of resources allocated to the project (human and financial) in relation to the work foreseen.
- The degree to which the level of outcome and the expected methodological findings of the project are proportionate to the amount of the grant requested.

With consideration of the budget available for this call for proposal, the proposals with highest assessment scores will be selected for award of a grant.

7. Financial conditions

The total available budget for this call is **EUR 1.500.000**. The Commission expects to finance maximum five projects.

The European Union's financial contribution will not exceed **80% of the total eligible costs** of the activities involved. Sources of co-financing can be public or private.

8. Start date and duration of projects

The projects should start after signature of grant agreements, expected within six months of the date of submission. Duration of each project is maximum 18 months.

9. Date for submission

The proposals must be submitted electronically online **and** sent by post in 3 hard copies (1 original and 2 copies) to the Commission **not later than 17/08/2011**.

10. Practical modalities

Information related to this call for proposals are accessible from the following website: <http://ec.europa.eu/social/main.jsp?catId=630&langId=en>

Applicants are invited to submit their project proposal preferably in **English, French or German**, in order to facilitate the treatment of the proposals and carry the

evaluation through as quickly as possible. However, it should be noted that proposals in other EU Community languages will be accepted.

Questions can also be sent by e-mail to empl-vp-2011-005@ec.europa.eu

For the submission of a proposal, the Internet Web application SWIM must be used. SWIM enables you to introduce, edit and submit a grant application. SWIM will provide you with an application form which must be filled in online and will request you to upload compulsory documents and annexes.

You can access SWIM at the following web site:

<https://webgate.ec.europa.eu/swim/displayWelcome.do>

Before starting, please read carefully the SWIM "User's guide", which you will find at the top of the page when you enter in the SWIM application ("Help on SWIM").

As mentioned in section 9 above, applications must be submitted electronically with the SWIM facility and also by post in 3 hard copies (1 original and 2 copies) , including all requested supporting documents as indicated in the checklist hereunder (see Section 13).

Note that the electronic submission via SWIM must be executed before you can print the final version of the application and no further changes to the application will be possible after that.

The hard copies must be sent to the addresses cited below **by 17/08/2011** (their submission date will be taken as the date of dispatch, as evidenced by the postmark or the express courier receipt date).

Proposals submitted after that date will not be eligible.

a) by post : postal address:

European Commission
Employment, Social Affairs and Inclusion DG
Unit C4-Employment Services, EURES – Call for proposals VP/2011/005
Archives-Courier service J27 0/115
B-1049 Brussels (Belgium)

b) or by personal delivery (direct or through any authorised representative of the applicant, including private messenger service etc.) against a signed receipt from the Commission's central mail service by **16.00 hours on 17/08/2011** at the latest to the following address:

European Commission
Employment, Social Affairs and Inclusion DG
Unit C4-Employment Services, EURES – Call for proposals VP/2011/005
Central Courier Service
Avenue du Bourget, 1
1140 Evere (Belgium)

Failure to submit the application through SWIM **and** by post by **17/08/2011** will cause the ineligibility of the request for subsidy. Complementary documents sent by post, by fax or by electronic mail after the deadlines mentioned above will not be

considered for evaluation. Please do make sure that the **full set of the application form and all accompanying documents originals, dated and signed**, as listed in section 13 below, are included in your sending by post by the closing date.

Incomplete, unsigned application forms, hand-written forms and those sent by fax, will not be taken into consideration.

The **Financial Guidelines for Applicants** annexed to the present call for proposals provide more detailed information for the applicants, especially as regards guidelines for presenting the proposal's provisional budget along with the rules governing which categories of expenditure are eligible and which are not.

The information contained herein 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 that have been set for the call.

11. PROGRESS guide on how the activities shall be carried out

a) Requirements on how the activities shall be carried out:

The PROGRESS Programme aims to promote gender mainstreaming in all its five policy sections and supported activities. Consequently, the Beneficiary shall take the necessary steps to ensure that:

- Gender equality issues are taken into account when relevant for the drafting of the proposal by paying attention to the situation and needs of women and men;
- Implementation of proposed activities includes a perspective informed by a systematic consideration of the gender dimension;
- Performance monitoring includes the collection and gathering of data disaggregated by sex when needed;
- Its proposed team and/or staff respects the gender balance at all levels.

Equally, needs of disabled people shall be duly acknowledged and met while implementing the proposed activities. This will ensure in particular that where the Beneficiary organises training sessions and conferences, issues publications or develops dedicated websites, people with disabilities will have equal access to the facilities or the services provided.

Finally, the Contracting Authority encourages the Beneficiary to promote equal employment opportunities for all its staff and team. This entails that the Beneficiary is encouraged to foster an appropriate mix of people, whatever their ethnic origin, religion, age, and ability.

The Beneficiary will be required to detail in its final activity report the steps and achievements made towards meeting these contractual requirements.

b) Publicity and information requirements

In accordance with the General conditions, all beneficiaries are under the obligation to acknowledge that the present activity has received funding from the Union in all documents and media produced, in particular final delivered outputs, related reports, brochures, press releases, videos, software, etc, including at conferences or seminars. In the context of the European Union Programme for Employment and Social Solidarity – PROGRESS, the following formulation shall be used:

This (publication, conference, training session etc) is supported by the European Union Programme for Employment and Social Solidarity - PROGRESS (2007-2013).

This programme is implemented by the European Commission. It was established to financially support the implementation of the objectives of the European Union in the employment, social affairs and equal opportunities area, and thereby contribute to the achievement of the Europe 2020 Strategy goals in these fields.

The seven-year Programme targets all stakeholders who can help shape the development of appropriate and effective employment and social legislation and policies, across the EU-27, EFTA-EEA and EU candidate and pre-candidate countries.

For more information see: <http://ec.europa.eu/progress>

For publications it is also necessary to include the following reference: "The information contained in this publication does not necessarily reflect the position or opinion of the European Commission".

With regard to publication and any communication plan linked to the present activity, the Beneficiary will insert the European Union logo and mention the European Commission as the Contracting Authority in every publication or related material developed under the present grant agreement.

12. PROGRESS reporting requirements

PROGRESS is implemented through a results-based management - RBM.

The Strategic Framework, developed in collaboration with the Member States, social partners and civil society organisations, sets out the intervention logic for PROGRESS-related expenditure and defines PROGRESS' mandate and its long-term and immediate outcomes. It is supplemented by performance measures which serve to determine the extent to which PROGRESS has delivered the expected results. See in Annex the overview of PROGRESS performance measurement framework. For more information on the strategic framework, please visit PROGRESS website <http://ec.europa.eu/social/main.jsp?catId=659&langId=en>.

The Commission regularly monitors the effect of PROGRESS-supported initiatives and considers how they contribute to PROGRESS outcomes as defined in the Strategic Framework. In this context, the Beneficiary will be asked to dedicatedly work in close cooperation with the Commission and/or persons authorised by it to define the expected contribution and the set of performance measures which this contribution will be assessed against. As a direct contribution to the PROGRESS Annual Performance Monitoring Report, the Beneficiary will be asked to submit a short quantitative questionnaire on the outputs produced over the course of a given

calendar year. At the end of the action, the Beneficiary will also be asked to report on its own performance to the Commission and/or persons authorised by it against a template which will be annexed to the grant agreement.

Information on partners in PROGRESS-funded projects

In order to increase the visibility of transnational partnerships established under PROGRESS and to facilitate networking between organisations involved in actions covered by PROGRESS grants, the Commission intends to publish the name and address of partners in PROGRESS-funded projects together with the name and address of the beneficiary, the reference of the call for proposals and the title and description of the project. To that purpose, the Beneficiary will be asked to seek the partners' agreement to authorise the Commission to publish this data. This written agreement should be included in the letters of commitment sent to the Commission with the application form.

13. Checklist of the required documents to accompany your application

Once the application and its annexes have been submitted **electronically in SWIM**, please send the following documents **in triplicate** (one original + two copies) following the deadline expressed in section 9 above and including all the documents listed and described in the table below.

NOTE:

The electronic form must be electronically submitted in SWIM **before** you can print the final version. After the electronic submission no further changes to the application are possible.

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

- Follow the order of documents as listed in the checklist below;
- Print the documents double-sided, where possible;
- Use only 2-hole folders (please do not bind or glue).

	<i>Document</i>	<i>Check</i>
1	Free format: Letter of application , <u>original, duly signed and dated by the legal representative of the applicant organisation</u> . The letter should be with the letterhead of the organisation, should quote the reference of the proposal number to the call VP/2011/005/xxx and <u>should present the main mission of the applicant and of the partners</u> for the provision of employment services, <u>and their type</u> (public/private/third sector) so as to demonstrate eligibility of the proposal.	<input type="checkbox"/>
2	Print-out of the online SWIM Application form (https://webgate.ec.europa.eu/swim) duly completed, <u>original</u> dated and <u>signed by the legal representative</u> of the applicant organisation.	<input type="checkbox"/>
3	Print-out of SWIM Annex : Declaration on honour /declaration by the applicant attesting compliance with Articles 93(1), 94 and 96(2)a of the Financial Regulation and financial and operational capacity, etc. duly filled in, <u>original</u> dated and <u>signed by the legal representative</u> of the applicant organisation.	<input type="checkbox"/>
4	Print-out of SWIM Annex : Legal entity form : <u>original</u> duly filled in and <u>signed by the legal representative</u> of the applicant organisation.	<input type="checkbox"/>
5	Copy of the official registration certificate or any other official document attesting to the legal establishment of the organisation (not necessary for public bodies).	<input type="checkbox"/>
6	Copy of articles of association/statutes or equivalent , proving the eligibility of the applicant organisation	<input type="checkbox"/>
7	Copy of a document confirming the applicant's tax or VAT number, if applicable.	<input type="checkbox"/>

	<i>Document</i>	<i>Check</i>
8	Print-out SWIM Annex: Financial identification form duly filled in, <u>original</u> dated and <u>signed</u> by the applicant organisation account <u>holder</u> and either bearing the bank stamp and signature of the bank representative or with a copy of a recent bank statement attached.	<input type="checkbox"/>
9	Free format: A list of the main projects carried out in the last three years relating to the objective of the call to demonstrate operational capacity of the proposal. In the case of work done for the Commission, applicants must also indicate the reference number of the contract and the department for which the contract was performed.	<input type="checkbox"/>
10	Free format: CVs (educational and professional qualifications) and job specification of the proposed project manager/coordinator and of persons who will perform the main tasks, with a brief description of their outputs related to the subject of the proposal..	<input type="checkbox"/>
11	Free format: Declaration of the project manager/coordinator certifying the competence of the team to carry out the required tasks and demonstrating operational capacity, original, dated and signed.	<input type="checkbox"/>
12	Print-out of SWIM Annex(es) (one per organisation) : Letters of commitment from the applicant and from each partner in the project: <u>original(s) signed</u> by the legal representative(s) of the organisation(s), specifying the amount of the cash contribution and the specific tasks to be undertaken by this organisation as well as the agreement "that the Commission publishes the name and address of the partner together with the name and address of the beneficiary, the reference of the call for proposals and the title and description of the project" (see section 12).	<input type="checkbox"/>
13	Free format: The proof of turnover such as a letter <u>original</u> , dated and <u>signed</u> by the <u>legal representative</u> of the applicant organisation which mentions the amount of the turnover in the last financial year and states that it is at least equivalent to 100% of the grant requested (<i>not necessary for public bodies</i>).	<input type="checkbox"/>
14	Copy of Annual balance sheet and profit and loss accounts for the last financial year, duly dated and signed by the legal representative of the applicant organisation (<i>not necessary for public bodies</i>).	<input type="checkbox"/>
15	For grant requests over € 500.000,00 or for organisations subject to statutory audit of their annual accounts, an external audit report produced by an approved auditor, certifying the last accounting exercise.	<input type="checkbox"/>
16	Free format SWIM annex : Description of the action	<input type="checkbox"/>
17	Free format SWIM annex : Detailed Work Programme of the project	<input type="checkbox"/>
18	print-out of SWIM annex: Contract for implementing the action in case of subcontracting where the value of the external contract exceeds EUR 5000	<input type="checkbox"/>
19	Free format: any additional/optionnal annexes which you may wish to add.	<input type="checkbox"/>