Template for Transnational Co-operation Agreement (TCA)

Notes:

This template is optional. Where TCAs have already been drawn up in existing formats, a summary should be pasted in and the original appended. MAs using non-standard TCA formats should ensure that partner MAs accept this.

Identical copies of this TCA should be agreed and signed by all partners in a transnational partnership. Each partner should then append the TCA to their ESF funding application in their own country.

This TCA describes the joint transnational element to which the partners will contribute; it does not necessarily include any other activities which partners may carry out under their national funding agreements.

Remark:
An Excel template is available in the “ESF Transnationality” forum on the ESF Transnational Platform at:
https://ec.europa.eu/esf/transnationality/content/template-transnational-cooperation-agreement-tca

1. Description of transnational project

1.1 Name of transnational project: ADAPTATION AND IMPLEMENTATION OF SOCIAL INNOVATIONS FOR EMPLOYMENT OF MARGINALISED GROUPS THROUGH PUBLIC PROCUREMENT

1.2 Rationale and objectives:

- problem addressed, common interests, methodology;
  Marginalisation is a state in which individuals are living on the fringes of society because of their compromised or severely limited access to the resources and opportunities needed to participate in society and to live a decent life. Around 20-30 families in Botevgrad municipality experience a complex, mutually reinforcing mix of economic, social, health, educational, housing, legal disadvantage, as well as stigma. The municipal administration in Botevgrad endeavors to improve their status but needs different innovations, applicable at local level, for labour, health, educational, etc. inclusion of marginalized groups. The National Institute for Health and Welfare’s project targeting increase the employment possibilities for individuals far from the labour market by developing innovative ways to use social criteria in public procurement can provide this much needed social innovation to integrate or reintegrate marginalised Roma in the labour market.

- common transnational objectives of the partners;
  The common transnational objective is to learn how to create work placements, apprenticeships, working habits for people far from the labour market with very low education and professional experience by applying employment criteria in public procurement.
  To exchange experience during thematic workshops organised by the partner organisation;
  To enhance the capacity of municipal servants who are involved in the public procurement process from one side and those who are working with Roma community in Botevgrad (labour, health, educational mediators) how to tackle the recruitment challenge for people who are too far away from the labour market to access it by themselves.
To adapt and validate the use of social criteria in public procurement in order to integrate and re-integrate individuals into the labour market in Botевград.

To inform people in marginalized groups for newly opened opportunities based on the social criteria in public procurement;

To assess achieved results;

To disseminate positive as well negative results among ROMACT municipalities that are dedicated to improvement of participation of Roma communities as well as among other interested institutions and organization in Bulgaria.

- target group;
  Marginalised Roma groups; Employees who are involved in the public procurement process and in work with Roma community in Botевград municipality (labour, health, educational mediators).

- products, outputs and deliverables;
  1 team set up of experts for the common activities;
  2 study visits in Finland and Bulgaria;
  2 study visits’ reports;
  5 internet based working meetings (at least)
  5 minutes from the internet based working meetings;
  1 public procurement with use of social criteria adapted and validated (at least);
  1 report with results from the public procurement;
  4 informational meetings in different Roma neighbourhoods regarding newly opened labour opportunities (at least);
  1 report with assessed results;
  1 final workshop for dissemination the piloted social innovation among the national stakeholders in Bulgaria
  1 booklet (brochure) for presenting the social innovations of the partnership and the project results in Bulgarian and English.

- added value of the activities and planned results for each partner.
  established effective transnational partnership;
  gained new skills and tools for professionals working with public procurement and marginalised groups;
  extended opportunities for integration in the labour market for marginalised groups;
  disseminated results;

- incorporation of horizontal aspects (gender, CSR, …)
  In the preparation and implementation of the project proposal, we shall observe and apply all three horizontal principles:
  - Equal opportunities and non-discrimination;
  - Gender equality;
  - Sustainable Development.

1.3 Work programme and working methodology:

- planned transnational activities;
  1. Bulgarian team consisting of municipal servants who are involved in the public procurement process, labour, health, educational mediators, working with Roma community in Botевград, two external experts and a translator will take part in the workshop Social innovations through responsible procurement processes held in spring 2019 in Helsinki;
  2. Exchange of information regarding activities in Helsinki with focus to Roma population from one side, and from another Botевград experience in Roma integration, based on the ROMACT methodology, as well as The National Institute for Health and Welfare (THL) researches in the field;
  3. Internet based working meetings;
  4. Elaboration and dissemination of a booklet (brochure) for presenting the social innovations of the partnership and the project results in Bulgarian and English;
5. Information regarding all activities on the website of Botevgrad Municipality, ROMACT and SIEPP-project website;
6. Finnish team of national and municipal servants who are involved in developing responsible and sustainable procurement processes will conduct a study visit to Bulgaria to learn from Botevgrad experience in Roma integration and discuss the possibilities of public procurement in this field.
- methodology for sharing information, results and working tools; Effective methodology for sharing information, results and working tools is a critical element of good transnational partnership. It will support informed and timely decision making, ongoing learning and accountability for achieving results. It will be covered with high quality digital tools and platforms for online workshops and meetings, as well as with study visits.
- time schedule for milestones, outcomes and events.
  1 team set up of experts for the common activities – January 2019;
  2 study visits in Finland and Bulgaria – Spring 2019 & Autumn 2019;
  5 internet based working meetings (at least) – January 2019, April 2019, June 2019, September 2019, December 2019;
  1 public procurement with use of social criteria adapted and validated (at least) – September 2019;
  1 report with results from the public procurement – December 2019;
  4 informational meetings in different Roma neighbourhoods regarding newly opened labour opportunities (at least) – August – December 2019;
  1 report with assessed results – January – March 2020;
  1 final workshop for dissemination the piloted social innovation among the national stakeholders in Bulgaria – April – May 2020;
  1 booklet (brochure) for presenting the social innovations of the partnership and the project results in Bulgarian and English – June 2020.
- dissemination strategy
  The implementation of dissemination strategy will be based on the evaluation of achieved results in terms of the applicability of its innovative elements. Achieved results from the project implementation will be shared among stakeholders in the publications on the website, during the final workshop, in a booklet, etc.
- evaluation
  The evaluation of achieved results will follow the logical link between the items, specified in the Application Form and its actual implementation. The focus of the evaluation will be the feasibility of social innovation, based on the following parameters:
  - Follow up of achieved goals and the results of the project, as well as their relation to meeting the needs of the target group;
  - Particularities in the implementation of the planned activities and their relation to the objectives and the achieved results of the project;
  - Efficiency and effectiveness of projected costs and expenses in terms of objectives, activities and results achieved.

1.4 Organisation and decision-making:
- contribution and responsibilities of each partner;

  The National Institute for Health and Welfare (THL) is responsible for organising the thematic workshop, as well as to exchange information regarding carried out public procurements with employment criteria in City of Helsinki and Vantaa, activities in Helsinki with focus to Roma population, as well as THL’s researches in the field;

  The Botevgrad municipality is responsible to adapt and validate the use of social criteria in public procurement in order to integrate and re-integrate individuals into the labour
market in Botevgrad; to inform people in marginalized groups for newly opened opportunities based on the social criteria in public procurement; to organise the assessment of achieved results; to disseminate positive as well negative results.

- role and tasks relating to the co-ordination of the TCA;
  The team meetings will be initiated and organised by both partners;
  Each partner is responsible for the organisation of its own study visit – participants, flight tickets, accommodation, preparation of a list of questions/topics that will be of their interest during the visit, etc. The visitors also provides feedback and contribution to the study visit’s programme; The host organisation assists with information on the logistic;
  For visit reports are responsible both partners;

  The National Institute for Health and Welfare (THL) is responsible for organising the thematic workshop, as well as to exchange information regarding carried out public procurements with employment criteria in City of Helsinki and Vantaa, activities in Helsinki with focus to Roma population, as well as THL’s researches in the field;

  The final workshop is organised by Botevgrad municipality.

  The content of the booklet is responsibility of the Bulgarian team, but the THL provides feedback; Printing of the booklet is responsibility of Botevgrad municipality. Each will be responsible for dissemination of the booklet.

- arrangements for decision-making;
  Any other matter not covered by this agreement, the partners shall arrange through discussions and decision made by consensus.

- working language(s).
  English.
1.5 Budget for transnational work (please analyse the budget by activity and by partner, in €)

<table>
<thead>
<tr>
<th>Partner-project names&lt;sup&gt;1&lt;/sup&gt;</th>
<th>Adaptation and Implementation of Social Innovations for Employment of Marginalised Groups through Public Procurement</th>
<th>Social Innovations and Employment Through Public Procurement</th>
<th>[please include a column for each project]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partner-project TPIs&lt;sup&gt;2&lt;/sup&gt;</td>
<td>TPI-1715</td>
<td>TPI-211</td>
<td></td>
</tr>
<tr>
<td>Activity&lt;sup&gt;3&lt;/sup&gt;</td>
<td>Budget</td>
<td>Budget</td>
<td>Total budget</td>
</tr>
<tr>
<td>Activity 1 Study visit in Helsinki</td>
<td>19 000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity 2 Thematic workshop in Helsinki</td>
<td>1000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity 3 Study visit in Bulgaria</td>
<td>3000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity 4 Dissemination of results</td>
<td>5 000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total&lt;sup&gt;4&lt;/sup&gt;</td>
<td>24000</td>
<td>4000</td>
<td>28000</td>
</tr>
</tbody>
</table>

Where the project is working with simplified cost options, this should be explained and appropriate detail given, e.g. the total amount.

2. Signatures of partners

Each partner undertakes to carry out the tasks and fulfil the duties set out above as part of the transnational project, on the condition that they are granted ESF funding set out in 1.6 above.

If for whatever reason any of the partners is not granted this support, this TCA must be amended or cancelled. Subject to the agreement of their respective Managing Authorities, the resulting 'orphan' partners may amend the TCA, optionally including new partners, and explore with their Managing Authorities how the grant contracts can be amended.

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<sup>1</sup> Indicate the name of each project which is partner in the TCA.

<sup>2</sup> Indicate the TPI number (Transnational Project Identifier), which is the identification number of the partner project in the ESF partner database.

Please replace [indicate the number] by the TPI number of the partner project in the ESF partner database.

<sup>3</sup> List the main activities in the transnational work programme, such as: study visits, peer reviews, material preparation, piloting, training, translation, dissemination, evaluation etc.

Please replace [Name of Activity 1] by the proper activity name.

Add as many lines as needed.

<sup>4</sup> if you added activity lines or partner-project columns, make sure that the grand-total includse all the intermediate lines/columns.
Signed by all the partners:

2.1 Partner 1:
Name of organisation: Botevgrad Municipality
Address: 13 "Osvobozhdenie" Sq.
Website: www.botevgrad.bg
Signed by legally authorised representative: [signature]
Place and date of signature: town of Botevgrad, 30.04.2018
Name of representative: Gavalyugov Ivan Aleksandrov
Position of representative: Mayor
Telephone: 00359723 66608
E-mail: obshtina@botevgrad.org

2.2 Partner 2:
Name of organisation: National Institute for Health and Welfare (THL)
Address: Mannerheimintie 166, 00270 Helsinki, Finland
Website: www.thl.fi
Signed by legally authorised representative: [signature]
Place and date of signature: 9.5.2018
Name of representative: Ville Grönberg
Position of representative: Leader of the Unit
Telephone: +358 295247130
E-mail: ville.gronberg@thl.fi

[Repeat this section for all partners]