

CALL FOR PROPOSALS VP/2016/011

Preparatory Action: "**REACTIVATE**" Intra-EU job mobility scheme for unemployed 35+

*Any questions shall be sent by email to:
empl-vp-2016-011@ec.europa.eu*

This text is available in English, French and German. The English version is the original. To ensure a rapid response to requests for information, applicants are invited to send their queries in English where possible.

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

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1. INTRODUCTION - BACKGROUND

1.1. Programme/Legal base

This call covers a Preparatory Action requested by the European Parliament within the meaning of Article 54(2)(b) of Regulation (EU, EURATOM) 2015/1929 of the European Parliament and of the Council of 28 October 2015 amending Regulation (EU, EURATOM) No 966/2012 on the financial rules applicable to the general budget of the Union.

The preparatory action is called "Reactivate" and is aimed to test an intra-EU labour market activation measure to support the inclusion of EU unemployed citizens aged 35+ in the labour market.

1.2. Background

Since the outbreak of the financial and economic crisis, unemployment has been particularly high among young people and long-term unemployed in most EU Member States leading to a sharp deterioration in their labour market. The age group over 35 has also been severely touched by the crisis and the job destruction, in particular those affected by lay-offs as a consequence of business downsizing, industrial decline, globalisation and delocalisation of manufacturing activities.

Many workers, with strong skills based on work experience, find themselves excluded from the labour market given the lack of job opportunities in their regions or countries. Other long-term unemployed people generally characterised by low employability and/or multiple disadvantages have also been strongly affected e.g. workers with low or redundant skills or qualifications, young people and older workers (>50 years old), persons with disabilities and disadvantaged minorities.

Those cohorts are often supported through national active labour market measures (e.g. vocational training and re-skilling, self-employment schemes, etc.) but their chances of faster work inclusion depend often on both their participation in national learning/training programmes and the job opportunities available in a limited geographical job market. There are many vacancies across Europe that remain unfilled due to skills shortages; yet the potential of intra-EU labour mobility, combined with up-skilling and inclusion measures to help unemployed adults, remains under-exploited.

In the light of the above, the European Parliament proposed a new intra-EU job mobility scheme called "Reactivate", in the form of a preparatory action. The scheme aims to support unemployed citizens in the 35+ age group, including long-term unemployed, to help them finding a job, traineeship or apprenticeship with at least 6 month duration in another Member State.

Building on the features of the "Your first EURES job" (YFEJ) mobility scheme¹ (help young jobseekers under 36), "Reactivate" aims to be a pilot extension of that scheme. Similar to YFEJ, it will be featured as an intra-EU labour market activation measure, combining tailor-made recruitment, matching and placement services with financial support for jobseekers and employers (SMEs).

¹ <http://ec.europa.eu/social/yourfirsteuresjob>

2. POLICY AND ECONOMIC OUTLOOK

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

In 2015², employment rates improved across all EU population groups and most notably for older workers, but with large disparities across Member States. In December 2015 the EU unemployment rate was 9%. Long-term unemployment (unemployment for at least a year) is receding but still affects about 10 million Europeans. Still, the unemployment rate remains high and particularly so in certain countries, with Spain and Greece registering rates over 20%.

Moreover, despite public perceptions, labour mobility is low in the European Union. Only 4% of the EU population aged between 15 and 64 years are living in an EU Member State other than their country of birth (mobile EU people)³. Evidence-based analysis shows that high unemployment and low labour mobility within and between countries co-exist with skills and labour shortages in some countries and regions. Intra-EU labour mobility can help to address labour market imbalances and improve labour market's efficiency. It can contribute to improving the allocation of resources and serve as an adjustment mechanism for unbalanced labour markets whilst enabling economies to cope better with economic shocks.

Several EU legal and operational initiatives already focus on supporting the exercise of the individual right to free movement of EU citizens. The most relevant are the following (mainly for workers, employers and students):

- Clarification and completion of articulation of rights (Enforcement Directive on free movement of workers making information and legal advice tools available for migrant workers; recognition of qualifications, supplementary pension's rights).
- EURES⁴ (European Employment Services), i.e. the network between the Public Employment Services of Member States, other member organisations (social partners) and the European Commission, giving information and assistance to job seekers and employers on respectively the available job vacancies and living and working conditions in Member States as well as on matching these jobs vacancies with profiles of job seekers interested in finding employment in another EU country.
- The EURES Regulation⁵ to reinforce the organisation and activities of the EURES network. It aims at improving the transparency of the European labour market, facilitating online skills-based matching across borders, enhancing workers' access to mobility support services across the Union and reinforcing cooperation and information exchange on mobility. This is a key EU instrument for promoting the opportunities free movement of workers offers in accordance with Article 45 TFEU.

² *EU Employment and Social Situation – Quarterly Review, Winter 2015*

³ *Employment and Social Developments in Europe 2015*
<http://ec.europa.eu/social/main.jsp?catId=738&langId=en&pubId=7859&furtherPubs=yes>

⁴ <http://eures.europa.eu>

⁵ *Regulation (EU) 2016/589 of the European Parliament and of 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 (Official Journal L107 of 22/04/2016 <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=OJ:L:2016:107:TOC>).*

- Support mobility programmes for young students (Erasmus+), for entrepreneurs (Erasmus for entrepreneurs) or for young jobseekers (YFEJ).
- Drop'pin, a web-based platform that connects young people with training, up-skilling and mobility opportunities across Europe offered directly by employers, SMEs and NGOs in order to boost their employability and skills.
- Other EU information platforms such as Your Europe, Europe Direct or Solvit.

The EURES Regulation is a key instrument to achieve the reform and modernisation of EURES. It introduces obligations to set up systems in Member States to open up the network to other actors than the public employment services, to provide access to mobility support services in Member States, to increase transparency on job vacancies on the European labour markets and to improve the information exchange on labour shortages across the EU.

Besides the above EU instruments, the Commission proposal for a Council Recommendation on long-term unemployment⁶ calls on Member States to identify jobseekers' needs (individual assessment) and to propose them a job integration plan. This should consist of a tailor-made plan, involving measures such as mentoring, job search support, further training, health care or family support. It should be delivered through a single point of contact to ensure the continuity and consistency of the support.

3. THE POTENTIAL OF EU JOB MOBILITY SCHEMES

In spite of the measures in place as above, there is no EU initiative to address specifically the needs of the age group over 35 willing to experience cross border mobility for finding employment or a work trial in another Member State. The business communities in Member States, and in particular the small and medium-sized companies (SMEs), may also find interest in having access to a wide pool of mobile workers and enhanced support to help them address skills shortages and skill mismatches.

The EURES network already provides information and placement support to all jobseekers interested in moving and working in another Member State, irrespective of the age group. At Member State level this support is often complementary to national activation measures implemented by the Public Employment Services (PES).

However, many Member States have not yet equipped their Public Employment Services fully with tailor-made services and financial support measures adapted to the individual needs of jobseekers and employers interested in intra-EU labour mobility.

3.1. The example and lessons from YFEJ

The Commission tested the YFEJ mobility scheme during three consecutive budget years (2011-2013) as a preparatory action. The scheme aimed to help young EU-28 citizens aged 18-30 to find a job, traineeship or apprenticeship in another Member State (remunerated, minimum 6 months contract). It also supported employers (SMEs with up to 250 employees) to find workers in another EU country for their hard-to-fill vacancies. The scheme combined the provision of information, recruitment, matching and placement services with EU financial support, based on a mix of simplified cost options and reimbursement of actual declared costs. A total of fifteen projects were selected through three calls for proposals with an overall budget of ca EUR 12 Mio. All projects together resulted in 4251 work placements.

⁶ COM (2015) 462 final

The findings of the YFEJ interim evaluation (2014) outline in particular the relevance, EU added value and complementarity of the scheme with EURES. A study on the YFEJ mobility scheme and options for future EU measures on youth intra-EU labour mobility is in progress. The study comprises both a retrospective and a prospective dimension. Under the retrospective dimension, the study will carry out the ex-post evaluation of the YFEJ mobility scheme, building on the findings of the interim evaluation. Under the prospective dimension, the study will examine potential future policy options to support youth intra-EU labour mobility for the European Commission. A report will be made public by early 2017.

As of 2014, YFEJ is continued as a Targeted Mobility Scheme under the EU Programme for Employment and Social Innovation⁷, covering the EU/EFTA countries (EU 28, Norway and Iceland) and the age group 18-35.

3.2. Improving access to intra-EU labour markets

In order to tackle intra-EU mobility challenges, jobseekers - low skilled or long-term unemployed people in particular - need a package of support services to succeed their endeavour. Both YFEJ and "Reactivate" are conceived as inclusive schemes. They can play the role of EU active labour measures in support of workers and employers contributing to a more effective implementation of the EURES Regulation, notably the development of its provisions on support services⁸. "Reactivate" in particular can offer the age group 35+ an unprecedented opportunity to benefit from tailor-made employment support, acquire diversified knowledge and skills, learn new languages and strengthen their EU citizenship values.

4. OBJECTIVES – PRIORITIES – TYPE OF ACTION AND EXPECTED RESULTS

4.1 Objectives - Priorities

The objective of the call is to support the development of actions under a common scheme called "Reactivate" for the placement of EU citizens over 35 years in jobs, traineeships or apprenticeships in an EU country other than their country of residence.

The actions will be targeted to citizens who are in a vulnerable situation in the labour market, notably **unemployed people, including long-term unemployed**.

4.2 Type of action

Projects can cover all economic sectors and types of occupations, though specific sectors may be given priority in accordance with the demand side or the supply side needs.

Applicant organisations are free to choose the activities, methods and tools etc. to implement their action, on condition that they comply with the mandatory framework for the provision of assistance and financial support to target groups laid down in Annex II – Implementing Guidelines.

Applicant organisations are invited to find inspiration from YFEJ and "The Job of My Life" Programmes to elaborate the concept of their projects for "Reactivate" and the

⁷ <http://ec.europa.eu/social/main.jsp?catId=1081&langId=en>

⁸ Chapter IV

corresponding set of measures⁹. All projects under this call shall be named **"Reactivate"** (mandatory).

The action supported by the projects shall

- deliver a comprehensive, tailor-made package of mobility services, combining customized activation measures with direct financial support to both the target group of EU citizens over 35 years of age and employers (in particular SME's);
- include at least, as activation measures within this package, information and assistance with offers and vacancies, matching these with candidates and the preparation of the placement /recruitment in a number of Member States involving jobs, apprenticeships and/or traineeships;
- provide one or more items of direct financial support to both the target group of EU citizens over 35 years of age and employers (in particular SME's) in accordance with the five pre-defined items in this call (Annex II).

The projects may include further measures such as post-placement support (welcome and integration services) and other tailor-made support like coaching packs for trainees and apprentices, combined (or not) with the above mentioned direct financial support.

4.3 Expected outputs/results

The action is **quality**-oriented and **outcome**-driven: the scheme aims to deliver quality placements to ensure candidates' skills development/reactivation and employability. Applications shall clearly indicate the expected number and nature of placements (jobs, traineeships or apprenticeships) as well as the targeted recruiting sectors.

4.4 Monitoring

The awarded projects shall monitor closely their activities. They will report results on the basis of a minimum number of common indicators on outreach activities, the measures provided to the target groups, the direct financial support provided and the resulting placements. Applicant organisations shall provide regularly (in principle twice a year), either directly to the Commission or to an authorised contractor, data in accordance with the list indicated in Annex II. This data may be analysed and compiled in a monitoring report.

The Commission will monitor the implementation of the preparatory action as a whole and promote networking among the project beneficiaries. To that end, at least three meetings will be held with the Commission in Brussels (one meeting every six months). The purpose is to provide guidance and take stock of progress made. The lead applicant must nominate the project coordinator, who will participate in the networking meetings with the Commission. The Commission may also be invited to participate in at least one strategic meeting of the consortia e.g. the project kick-off meeting.

Lead applicants may also be invited to other ad hoc meetings or events during the lifetime of the action. These venues can be an opportunity for raising awareness to the action and disseminating information.

⁹ <http://ec.europa.eu/social/main.jsp?catId=629&langId=en;>
<https://www.thejobofmylife.de/en/home.html>

The estimated budget should include provisions for participation in the monitoring activities and meetings above as well as in, at least, one EU level event (for further information, see section 16).

5. TIMETABLE

Deadline for proposal submission: 1 July 2016

Stages	Date or indicative period
Publication of the call for proposals	April 2016
Deadline for submitting applications	1 July 2016
Evaluation period (indicative)	July – September 2016
Signature of grant agreement (indicative)	September - October 2016
Starting date of the action (indicative)	November 2016

5.1. Starting date and duration of the projects

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

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

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

The indicative duration of projects should be 18 months.

6. AVAILABLE BUDGET AND CO-FINANCING RATE

6.1. Available Budget

The total budget earmarked for the EU co-financing of projects under this call is estimated at EUR 3,000,000.

The EU grant requested should indicatively be between EUR 500,000 and EUR 750,000; thus the Commission expects to fund 4 to 6 projects.

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

6.2. Co-financing rate

Under this call for proposals, the EU grant may not exceed 95% of the total eligible costs of the actions. 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. Contributions in kind will not be taken into account.

7. ADMISSIBILITY REQUIREMENTS

- Applications must be sent no later than the deadline for submission referred to in section 5;
- Applications must be submitted using the electronic submission system available at <https://webgate.ec.europa.eu/swim>, and by sending a signed, printed version of the application form and its annexes by post or courier service (see section 14).

Failure to comply with the above 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 treatment of the proposals and speed up the evaluation process. It should be noted, however, that proposals in all official languages of the EU will be accepted. In this case, applications should be accompanied by an executive summary in English, French or German (checklist point 3).

8. ELIGIBILITY CRITERIA

8.1. Eligibility of applicants (lead and co-applicants) and affiliated entities¹⁰

a) Place of establishment

Legal entities properly established and registered in the following countries with a profit or non-profit status are eligible as lead applicants and co-applicants:

- EU Member States

b) Type of entities

To be eligible, *lead applicants* must be a:

- public or private employment service or an organisation specialised in work-based placements whose core activity is the provision of information, recruitment, matching, placement and pre- and post-placement support to jobseekers, job changers, trainees, apprentices and employers.

To be eligible, *co-applicants* must:

- public or private organisation, including social partners, providing the same services as lead applicants and/or complementary customer-oriented services in other support fields such as information, training, education, career guidance, mentoring, legal advice, integration support or other equivalent.

c) Consortia¹¹

¹⁰ See section 2 of the Financial Guidelines for definitions.

¹¹ Letters of mandate, authorising the lead applicant to submit the proposal and to sign any Grant Agreement on their behalf must be submitted from each co-applicant. 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

To be eligible, actions must have the involvement of a minimum of four organisations (i.e. lead applicant and at least 3 co-applicants) established in at least four different Member States where the applicant organisations are established;

d) Affiliated entities

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

For that purpose, applicants shall identify such affiliated entities in the application form.

8.2. Eligible activities

a) Geographical location

To be eligible, applications must demonstrate that the proposed activities will be implemented in at least the four Member States where the applicant organisations are established.

b) Types of activities

The grant will finance the activities indicated in section 4 of this document.

c) Core activities

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

- Project coordination and management.

d) Financial support to third parties

Financial support to third parties as defined in point 3 of the Financial Guidelines is **eligible under this call** provided that the overall amount allocated to this type of support does **not exceed EUR 30 000 per third party (see also section 16.1.3)**. For further details on applicable ceilings, an exhaustive list of types of activities for which a third party may receive financial support and related award criteria please refer to Annex II.

9. 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.

(see section 16.2, checklist points 5 and 12). Letters of commitment are also required from any associate organisations (participation on a no-cost basis and no financial contribution).

10. SELECTION CRITERIA

10.1. Financial capacity

Applicants (lead applicants 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 applicant's (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 (section 16, checklist, point 4).
- The annual balance sheet and profit and loss accounts available from the last financial year (section 16, checklist, point 13).
- Profit and loss accounts and balance sheet summary for the lead and co-applicant organisations (section 16, checklist, point 14).

10.2. 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 (lead and co-applicants) must have:

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

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

- A list of the main projects carried out, if any, in the last three years relating to the subject of the call (section 16, checklist, point 17);
- The curriculum vitae of the persons responsible for managing the action and the persons who will perform the main tasks (section 16, checklist, point 16);

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

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

11. AWARD CRITERIA

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

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

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

- The degree to which the proposal meets the objectives of the call, in particular the minimum requirements for ensuring application by the action of the common scheme.
- The degree to which the set of activation measures proposed for the action is suitable in light of the specific needs and obstacles assumed to affect the target group(s) of the 35+ age group and employers specifically chosen in the proposal.
- The innovative dimension of the package of services, combining activation measures and items of direct financial support, in light of the objectives of the call.

➤ **Quality of the project design and implementation methodology (max. 25 points)**

- Clarity and consistency of the proposed project.
- The coherence of the distribution of tasks, responsibilities, resources and management tools among the members of the consortium (lead and co-applicants).
- The extent to which the methodology and proposed activities are adequate to ensure an efficient delivery of services to the target groups.
- The methods and procedures for securing effective and prompt direct financial support for target groups, for monitoring the overall budget expenditure for all forms of financial support and for ensuring sound financial management.
- The measures to ensure adequate quality control relating to the information and assistance with offers and vacancies, matching these with candidates and the preparation of the placement /recruitment.
- The consistency of the planned timetable for activities.

➤ **Expected impact of the proposal (max. 20 points)**

- The added value, geographical coverage, transnational dimension and expected impact of the project at both national and EU level.
- The extent to which the proposed action is likely to ensure the expected number of work placements in other Member States, in light of inter alia the distribution of the roles of the members in the partnership involved with the scheme and the resources allocated for its implementation.
- The degree to which members of the consortium who are managing relevant other actions, e.g. EURES, Erasmus+ or other EU programmes or initiatives on (cross-border) matching or placements, capitalise on their existing competences, data bases, resources and tools to run efficiently the scheme under the project.

➤ **Visibility of the action (max. 20 points)**

- The quality and potential multiplier effect of the outreach activities towards the target groups.
- The appropriateness of the activities involving evaluation of the project and the dissemination of its final results.

➤ **The financial quality of the proposal and the cost-effectiveness of the operation (max. 10 points)**

- Clarity and consistency of the estimated budget description and justification of costs.

- The clarity, consistency and soundness of the calculation of the funding modalities applicable to financial support to third parties (i.e. jobseekers/ employers).
- The degree to which the amount of the requested grant is proportional to the scale and scope of the project.

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 of 70% of the total available points.**

12. LEGAL COMMITMENTS

In the event of a grant 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.

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.

13. 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>.

The above-mentioned documents, together with Annex II (Implementing Guidelines) to the present call for proposals provide more details for the applicant organisations, especially guidelines for presenting the proposals' provisional budget along with the rules governing which categories of expenditure are eligible and which are not.

14. SUBMISSION PROCEDURES

The procedure to submit proposals electronically is explained in section 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 5 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 duplicate (one marked "original" and one marked "copy"), including all documents listed in section 16, by the deadline (the postmark or the express courier receipt date serving as proof) to the following address:

European Commission
Call for proposals VP/2016/011 – DG EMPL.D.1
J-27 – 05/050
B-1049 Brussels
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 5 at the following address:

European Commission
Service central de réception du courrier
Call for proposals VP/2016/011 – DG EMPL.D.1
Avenue du Bourget, 1
B-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 may not be taken into consideration (see section 16).

15. 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-2016-011@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.

16. INSTRUCTIONS FOR THE PRESENTATION OF THE PROPOSAL AND REQUIRED DOCUMENTS

16.1. Instructions for the presentation of the proposal

The description of the action and work plan may be written using a free format document. All the information related to the description of the action and the work plan must be presented in one single document.

In case subcontracting any tasks comprising part of the action (see the Financial Guidelines) is foreseen, 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 8.2(c) of the call cannot be subcontracted.

Proposals should include inter alia the following mandatory activities in the description of the action and the workplan and foresee the corresponding expenditure in the budget estimate.

16.1.1. Travel and subsistence costs

As indicated in section 4.4, applicant organisations must include in their budget proposal a provision to cover the costs for the participation of:

- a. the lead applicant in the meetings with the Commission in Brussels (three meetings over the lifetime of the action, and maximum two attendants/two days);
- b. the lead applicant (maximum two persons, project coordinator included) in one communication or large public event at European level during the lifetime of the project (two days). These event shall be included in the budget proposal, indicating '*EU level event in Brussels or another European city*¹³';
- c. other staff travel and subsistence needs required by the action as, for instance, national visits or working groups with co-applicants in other project countries;

¹³ For calculation purposes, please consider the hotel and DSA rates for Belgium as the reference (to be corrected at final report level against actual declared costs and the country rates authorised in Annex I - "Financial Guidelines for Applicants")

16.1.2. Online information

Applicant organisations must include an estimate of costs to create a project webpage or a dedicated website. This requirement is mandatory for the lead applicant.

Co-applicants must also ensure online information, either through a specific project webpage or through links to the lead applicants' web address.

Further information on the above is provided in Annex II.

16.1.3. Support to target groups

Applicant organisations must earmark and specify the requested amount for direct financial support to jobseekers and SMEs, as well as any other services provided to those groups (e.g. training) under the heading 'Costs of services', item 'Other services' of the estimated budget in SWIM (see section 14). The application must provide, in the description of the action, a detailed breakdown of costs per support measure and direct funding, in line with the guidelines set out in Annexes I and II.

16.1.4. Monitoring of activities

Applicant organisations must make a provision in their budget proposal for the costs of staff involved in the monitoring of activities (see section 4.4 and Annex II).

16.1.5. Other costs

According to the project needs, applicants may also consider budget entries to cover the costs of videoconference interviews for pre-selected candidates as well as other communication material and/or translation of online/printed contents or other eligible project needs (e.g. final evaluation).

Applicants are reminded to, in setting up the project, budget the necessary funding for the final reporting (final technical implementation report and final financial statement) to the Commission (please see Annex I).

16.2. Required documents

The table below 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).

Checklist for required documents

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 organisations/ 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/2016/011/xxxx). The letter must also include a written declaration confirming: a) adherence to the legal and operational requirements laid down in the call for proposals and its annexes; b) that the appropriate measures have been taken to avoid double financing from other EU budget sources.	✓	--	--	--	✓	<input type="checkbox"/>
2	Signed SWIM application form submitted online + hard copies	The SWIM application form submitted online must be printed and bear the original signature of the authorised legal representative and sent by hard copy as foreseen in section 16. <i>Note: the online forms must be electronically submitted before printing. After electronic submission, no further changes to the application are permitted.</i>	✓	--	--	--	✓	<input type="checkbox"/>
3	Executive summary (if necessary)	Executive summary in EN/FR/DE (maximum 2 pages) in free format	✓	--	--	--	--	<input type="checkbox"/>
4	Declaration on honour*	The template is available in SWIM and must be written on the official letterhead of the organisation, bearing the original signature of the authorised legal representative.	✓	✓	--	--	✓	<input type="checkbox"/>
5	Letter of mandate*	The template is available in SWIM and must be written on the official letterhead of the organisation, bearing the original signature of the authorised legal representative.	--	✓	--	--	✓	<input type="checkbox"/>
6	Legal/capital link with lead or co-applicant*	Affiliated entities are required to provide proof of the legal and/or capital link with the lead or co-applicant.	--	--	✓	--	---	<input type="checkbox"/>
7	Legal entity form*	The template is available in SWIM and online (http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm) and must be duly signed and dated by the legal representative.	✓	✓	---	---	✓	<input type="checkbox"/>
8	Proof of registration	A certificate of official registration or other official document attesting the establishment of the entity (for public bodies: the law, decree, decision etc. establishing the entity).	✓	✓	--	--	--	<input type="checkbox"/>
9	Statutes	The articles of association/statutes or equivalent proving the eligibility of the organisation.	✓	✓	--	--	--	<input type="checkbox"/>
10	VAT certificate	A document showing the identification number for tax purposes or the VAT number, if applicable.	✓	✓	--	--	--	<input type="checkbox"/>
11	Financial identification form*	The template is available in SWIM 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. Either a recent copy of a bank statement is joined or the form must be signed by a bank representative.	✓	--	--	--	✓	<input type="checkbox"/>
12	Letters of commitment*	The template is available in SWIM and must explain the nature of the organisation's involvement and specify the amount of any funding provided. The letter must be written on the official letterhead of the organisation and bear the original signature of the legal representative.	--	✓	✓	✓	✓	<input type="checkbox"/>
13	Balance sheet & profit and loss accounts	The most recent balance sheet and profit & loss accounts, including assets and liabilities, specifying the currency used.	✓	✓	--	--	--	<input type="checkbox"/>
14	Summary balance sheet & profit and loss accounts	The template is available in SWIM and must be signed by the authorised legal representative	✓	✓	--	---	✓	<input type="checkbox"/>
15	Description of the action and workplan	Free format text providing details on the type of activities (see section 4 and Annex II). The information provided should be able to respond to the award criteria.	✓	--	--	--	✓	<input type="checkbox"/>
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.	✓	✓	✓	--	--	<input type="checkbox"/>
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..	✓	✓	✓	--	--	<input type="checkbox"/>
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.	✓	✓	--	--	--	<input type="checkbox"/>

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 I – FINANCIAL GUIDELINES FOR APPLICANTS

Annex I is available on the Europa website under the relevant call:

<http://ec.europa.eu/social/main.jsp?catId=629&langId=en&callId=422&furtherCalls=yes>

ANNEX II - IMPLEMENTING GUIDELINES

This annex sets out the minimum mandatory implementing rules and framework applicable to the design and management of the "Reactivate" scheme. Applicant organisations are free to choose their methods, tools, etc. to implement the action, provided they comply with the objectives of this call and the implementation guidelines laid down hereinafter.

1) IMPLEMENTING ORGANISATIONS (APPLICANTS/CO-APPLICANTS)

Eligible applicant organisations are those compliant with the eligibility, exclusion, selection and award criteria as per sections 8 to 11 of this call for proposals. The action will be implemented by consortia.

Please note that the participation of the call applicants (lead applicant and co-applicants) in the scheme **in their capacity as employers** (if applicable) will not be allowed on the grounds of a potential conflict of interest. Only *associated organisations* to the project may play the role of employer or work-based placement providers and sign a labour contract with candidates.

However, both the lead applicant and co-applicants can take on charge the preparation and follow up of candidates as sending and/or host organisations, if involved exclusively in the logistic support (before and during their respective labour contract period).

2) TARGET GROUPS

The target groups who can benefit from the "Reactivate" mobility scheme support are **adult jobseekers aged 35+** and **employers**. Small and Medium-sized Enterprises (SMEs) or equivalent organisations may be given enhanced services, including financial support.

a. JOBSEEKERS

All jobseekers who are

- aged at least 35
- nationals of any of the EU Member States (EU-28)
- legally resident in an EU Member State

and who wish to find a job, traineeship or apprenticeship in a Member State other than their country of residence. **Priority shall be given to unemployed citizens, including long-term unemployed¹⁴.**

b. EMPLOYERS

Employers are all businesses or other organisations legally established in the EU28 countries, irrespective of the economic sector, with a particular focus on SMEs. Employers must be compliant with fiscal and labour laws applicable at national level.

3) TYPE OF VACANCIES

Vacancies are meant to be occupied by *"any person who undertakes genuine and effective work for which s/he is paid under the direction of someone else"*. These vacancies can take the form of either **jobs** or **traineeships** or **apprenticeships** (i.e.

¹⁴ The posting of workers is excluded.

work-based training vacancies). All work placements must ensure remuneration (i.e. a salary) and a written contractual relationship between the candidate and the employer.

Except for the exclusions below, in principle any job, traineeship and apprenticeship compliant with national law may be eligible for support, irrespective of the economic sector or national regulatory framework.

The following work-based training vacancies **cannot be covered** by the "Reactivate" scheme:

- a. those that are **only** part of curricula of formal education or vocational education and training;
- b. those whose completion is a mandatory requirement to access a profession in specific sectors (e.g. medicine, architecture, law, aircraft industry, etc.).

Vacancies in general must comply with national labour and social protection laws (e.g. jobs) or the legal framework applicable (e.g. traineeships and apprenticeships). Traineeships in particular should comply with the provisions of the *European Quality Framework for Traineeships*. Vocational Education and Training (VET) organisations should abide to existing national or EU quality frameworks for VET mobility. Placements must have at least **6 month duration**.

Placement with European institutions and bodies¹⁵ and other international policy, economic, social and scientific organisations¹⁶ as well as supra-national regulatory bodies and their agencies is ineligible. These criteria will apply inter alia to EU networks, platforms, lobbies or other similar organisations when their budget resources depend exclusively or mainly on EU funding.

4) VISIBILITY OF THE ACTION

The applicants' information and communication activities will use at all times the brand name "**Reactivate**".

Lead applicants shall create an action-dedicated webpage or website, active during the lifetime of the action. It should be operational as of the earliest possible date after kick-off of the project. It is also recommended that co-applicants cater for, at least, including information on the action on their respective websites with a link to the lead applicant's webpage.

Links to the websites/webpages of the applicant organisations (lead applicant and co-applicants) will be posted on the Europa portal, section on the "Reactivate" preparatory action to be created. Applicant organisations can in addition create other communication deliverables and/or explore other web-based communication tools e.g. social media. The participation in flagship events e.g. workshops, seminars, job fairs, etc. should also be taken into account. In all situations, applicant organisations must pay strict attention and abide to the Commission visual identity rules¹⁷ (see Annex I).

5) SUPPORT SERVICES

"Reactivate" aims to test the potential of an intra-EU activation scheme based on a comprehensive and innovative *mobility package*, with a view to help unemployed (and in particular long-term unemployed) adults and engage employers.

¹⁵ http://europa.eu/about-eu/institutions-bodies/index_en.htm

¹⁶ e.g. United Nations bodies, OECD, Council of Europe, ILO, the World Bank or similar

¹⁷ http://ec.europa.eu/dgs/communication/services/visual_identity/pdf/partners-guidelines_en.pdf

Applicant organisations shall develop a package of tailor-made services tackling the needs of both the chosen target groups of EU citizens over 35 years of age and employers.

Those services shall include, as activation measures, at least information and assistance with offers and vacancies, matching these with candidates and the preparation of the placement/recruitment in the countries covered by the action.

The measures will be tailored for job, apprenticeship and/or traineeship placements.

The projects may include further measures such as post-placement support (e.g. welcome and integration services or language training) and other tailor-made support like coaching packs for trainees and apprentices. Measures with demonstrated innovative dimension will add value to the proposal.

Services must be **free of charge** for both jobseekers and employers.

The mobility package shall include at least one of the five items of *direct financial support* to both the target group of EU citizens over 35 years of age and employers, SMEs in particular (see section hereinafter).

Details of the proposed measures to be implemented during the lifecycle of the action (see also sections 4 and 16 of the call text) need to be given in the "description of the action".

6) DIRECT FINANCIAL SUPPORT TO TARGET GROUPS

Applicant organisations may provide *direct financial support* to target groups, i.e. jobseekers and SMEs. This type of support may complement the tailor-made support measures above, designed in accordance with their needs.

Only the five items below are eligible for direct financial support. Applicant organisations are not allowed to create new financial allocations.

For the 35+ age group :

- a) job interview trip
- b) country relocation including for family members (spouse and children)
- c) language training
- d) recognition of qualifications

For SMEs:

e) The financial support to SMEs aims to facilitate the integration of the recruited candidates and must be justified with tangible actions. Examples: (further) language training, occupational upskilling, in-company integration, mentoring etc.

No financial support will be given to SMEs to finance the wages, social security or health insurance of the new workers, trainees or apprentices. Those costs are exclusively on charge of employers.

The method for calculation of the items may take different forms. Applicant organisations may apply the simplest possible modalities. They can also establish minimum and maximum thresholds for certain categories of expenditure, based on the reimbursement of actual declared costs.

The final sum of the different allocations per individual or SME cannot exceed the maximum ceilings hereunder.

MAXIMUM CEILING FOR DIRECT FUNDING TO:

(all allocations included)

Jobseekers: EUR 6.000 *(per candidate)*

Employers (SMEs): EUR 2.000 *(amount per recruited worker)*

NB: The overall grant per recruiting SME on an annual basis cannot exceed EUR 30.000

Example: EUR 2000 x 15 recruited candidates = EUR 30.000

The amounts for financial support, the types of expenditure to be covered, the calculation method and the allocation rules must be justified in the "description of the action" and respect the principle of sound financial management (see Annex I). They must also be closely related to the nature and estimated market costs of the proposed measures. Direct financial support to target groups is meant to be *a contribution* to the costs incurred. It shall not cover full costs or give rise to profit.

Applicant organisations must identify the EU countries where the pre-established allocations will be applicable (e.g. all Member States or specific EU countries covered by the action). Allocations must remain unchanged during the lifetime of the project and be granted on the basis of transparency and equal treatment of beneficiaries.

7) QUALITY CONTROL AND MONITORING OF ACTIVITIES

The quality control of activities and the reliability of financial expenditure is a crucial part of the applicants' responsibilities. They are also responsible for monitoring outcomes and results of the action (see point 4.4. of the call).

Quality control: the service provision must comply with minimum quality standards with a view to ensure fair mobility. Applicant organisations shall screen the quality of job vacancies and the reliability of contractual conditions offered to job seekers. They shall also implement preventive risk measures to avoid beneficiaries' abuse or fraud. This implies to have adequate management and follow up procedures in place.

Monitoring: applicant organisations will cooperate with the Commission and make available qualitative and quantitative data on a bi-annual basis. The working modalities and templates to collect data will be discussed with projects. As "Reactivate" is a result-oriented action, key indicators must be made available notably:

- the number of potential candidates and employers contacted or informed of the action as part of the envisaged outreach activities,
- the number of registered candidates, broken down by age, where appropriate by category of vacancy interested in,
- the number of registered vacancies, where appropriate broken down by categories (job, traineeship or apprenticeship),
- the number of direct financial support measures implemented, broken down by item,
- the number of actual placements made as a result of the action,
- any other corresponding outcomes of the action

Other indicators may be identified by the project, depending on the specificity of the implemented actions. The monitoring activities may include, if deemed appropriate, customer surveys.

Important notice: while respecting data protection rules applicable, both jobseekers and employers should be informed in advance and agree on the fact that data on individual support provided can be collected and used for monitoring purposes. They may also be invited to participate in action surveys. No privacy data will be disclosed publicly.

*

To design the action under the proposal, it is recommended that applicants consult the Implementing Guidelines of the YFEJ mobility scheme for young people¹⁸ and reflect on how this could be developed in the framework of "Reactivate". As mentioned above, "Reactivate" aims to serve as an extension of YFEJ, offering similar advantages for the unemployed (and long-term unemployed) over 35.

¹⁸ <http://ec.europa.eu/social/main.jsp?catId=629&langId=en>