EUROPEAN COMMISSION
DG Employment, Social Affairs and Inclusion

EaSI programme –
Supporting the development of tailored learning provision in the implementation of "Upskilling Pathways"

Call for proposals VP/2019/005

Description of the action

This template for the description of the action is deemed to provide information enabling the assessment of the proposals against the 'Award criteria' set out in the call text. No other document will be necessary for this purpose. The description of action should be attached in SWIM in section "H" (annexes) in the same document as the Workplan (see Annex I).

The questions and annexes hereunder aim to help applicant organisations to elaborate further the information provided in the SWIM application form, in accordance with the following criteria: relevance of the proposal to the objectives of the call, quality of the methodology, expected impact and sustainability and cost efficiency of the action.

All the questions are mandatory except I.3, II.4, III.4, and IV.3. Please insert your replies in the box below each question, keeping within the specified length (answers should be clear and concise). If a question is not relevant, please write "Not applicable" and explain why.

Any questions should be sent by email to: empl-vp-2019-005@ec.europa.eu. To ensure a rapid response, please send queries in English, French or German, where possible.

Applicants are invited to read the present document in conjunction with the Financial Guidelines for Applicants, the model grant agreement and the model of final technical report 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

[Please complete]:

Application ref (generated by SWIM): VP/2019/0005/…

I. Relevance of the proposal to the objectives of the call

1. Please explain **to what extent the proposal responds to the call for proposals' objectives** set out in section 2 of the call and guidelines in section 1.2.2. (Maximum: 5000 characters, space included)

2. Please explain the rationale **for selecting the target group** benefiting from your proposed action, especially if the proposal focuses on specific sub groups of low-qualified and/or low-skilled adults. For EU countries, it should be as much as possible aligned with priority groups defined by Member States for the delivery of Upskilling Pathways, where relevant. Taking into account that the young people not in employment, education and training (NEETs) benefit from the Youth Guarantee implementing measures, the proposals under this call should not focus on this specific target group. (Maximum: 5000 characters, space included).

3. Please provide any additional information about the **relevance** of the proposal, if not covered by the questions above. (Maximum: 2500 characters, space included)

II. Quality of the methodology

1. Please describe your **project methodology**. What is the logic behind the selection of applicant (and co-applicants if applicable) and the allocation of tasks and responsibilities between co-applicants in case of consortium? What is the logic of the chronology and coherence between the various project steps? How is this

methodology appropriate to reach the call objectives? (Maximum: 5000 characters, space included)

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2. Describe how you will ensure adequate monitoring and evaluation of the project activities (**quality assurance plan**). Please also explain what **risks** might be encountered during the implementation of the project and how you intend to avoid or mitigate them. (Maximum: 5000 characters, space included)

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3. Which project **activities** (if any) **will be subcontracted** and why? Please justify. (Maximum: 2500 characters, space included)

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4. Please provide any additional information on measures to ensure the **quality of the methodology** of the action, if not covered by the questions above. (Maximum: 2500 characters, space included)

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III. Expected impact and sustainability

1. Please describe how you intend to ensure the **planned impact on your target group**, as well as to **sustain this impact** (including by building in mechanisms to ensure that lessons learned during testing, piloting and implementation of activities are used to make continuous improvements after the project ends). (Maximum: 5000 characters, space included)

2. Please explain how you intend to ensure that **project outputs and outcomes will be transferred and/or upscaled** after the project has ended – possibly to other geographical areas, target groups, sectors, organisations, etc. (Maximum: 5000 characters, space included)

3. Please explain to which extent your proposal secures **the commitment of relevant public authorities to exploit project results in implementing Upskilling Pathways at national level and/or regional levels**. (Maximum: 5000 characters, space included)

4. Please provide any additional information on the **impact** of the proposal, not covered by the questions above. (Maximum: 2500 characters, space included)

IV. Cost/efficiency of the operation

> *The SWIM application form contains the budget breakdown for the action by heading and by partner. This section is deemed to provide additional information on the way the costs are calculated and the proportionality of the resources used in comparison with the outputs and results expected.*

1. Please provide an **explanation for all budget lines that are not self-explanatory** (e.g. how the number of staff working days or the costs of services and administration have been calculated; breakdown of costs between partners if any; specific service or good purchased; unusually high expense; etc.). This can be partly copied from the item "Budget explanation for the project" required in the Checklist of the call for proposals. (Maximum: 2500 characters, space included)

2. How do you intend to secure the maximum impact from the resources allocated to the project (**cost-efficiency**)? Is your budget realistic, reasonable and proportional to the scale and scope of the action? (Maximum: 5000 characters, space included)

3. Please indicate other information in support of the **cost/efficiency** of the action, if not covered by the questions above. (Maximum: 2500 characters, space included)

TEMPLATE FOR THE WORK PLAN

This table aims to complement the information provided in section II above with a breakdown of the main project activities in work packages. Please copy the template as many times as necessary to cover all the planned project activities. Be as specific as possible (e.g. draft programmes for events, learning outcomes for training activities, etc.). **The work plan should not exceed 15 pages. It should be attached in SWIM in section "H" (annexes) in the same document as the Description of Action.**

Work-package 1

WORK PACKAGE No.:		
Title: *e.g. project management*		
Start month: *e.g.M1*	**End month :** *e.g. M24*	
Co-applicant organisation(s) involved (if applicable):	**Estimated resources in person-days**	
	Person-days	*e.g. 20 days*
	Person-days:	
	-	
	-	
Objectives and approach *(Maximum: 2000 characters, space included):* *Please describe corresponding objectives and approach taken*		
Proposed activities *Please describe here the activities to be carried out under this work-package.* *For each activity, please state at a minimum (Maximum 1000 characters, space included per activity):* • *Applicant in charge* • *Target group* • *Foreseen implementation time, duration and place (if already known)* • *Short description*		
Impact and deliverables *(Maximum 2000 characters, space included):* *List here foreseen impact and deliverables of work package and how these will be assessed*		
Other information		

TIMETABLE FOR ACTIVITIES

*Please indicate the **timetable** for all proposed activities. Do not add months but rather month numbers (M1, M2…). See one example below (not mandatory) using colours and acronyms to show work packages (1, 2…) and activities (1A, 1B…) time and duration.*

Work packages	Months																							
	2018												2019											
	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18	M19	M20	M21	M22	M23	M24
1.			1A							1B														
2.					2A						2B							2C						2D
3.																								
4.																								
5.																								
6.																								
7.																								
8.																								
9.																								
10.																								
(…)																								