



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

Call for proposals VP/2019/010 "EURES: support to national classification inventories and innovative national online services for mobile workers"

Any questions should be sent by email to:
empl-vp-2019-010@ec.europa.eu

To ensure a rapid response to requests for information, applicants are invited
to send their queries in English, where possible

This text is available in English, French and German. The English version is the original.

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

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1. INTRODUCTION – BACKGROUND

1.1. Programme/Legal Basis

This call for proposals is published under REGULATION (EU) No 1296/2013 of the European Parliament and of the Council of 11 December 2013 on a European Union Programme for Employment and Social Innovation ("EaSI")¹ and amending Decision No 283/2010/EU establishing a European Progress Microfinance Facility for employment and social inclusion.

The **European Programme for Employment and Social Innovation "EaSI" 2014-2020**² is a European-level financing instrument managed directly by the European Commission to contribute to the implementation of the Europe 2020 strategy, by providing financial support for the Union's objectives in terms of promoting a high level of quality and sustainable employment, guaranteeing adequate and decent social protection, combating social exclusion and poverty and improving working conditions.

The EaSI Programme shall, in all its axes and actions, aim to:

- (a) pay particular attention to vulnerable groups, such as young people,
- (b) promote equality between women and men,
- (c) combat discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation;
- (d) promote a high-level of quality and sustainable employment, guarantee adequate and decent social protection, combat long-term unemployment and fight against poverty and social exclusion.

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

The 2019 EaSI work programme³, acting as financing decision, was adopted by the Commission on 25 October 2018

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

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

- Transparency of job vacancies, applications and any related information for jobseekers, workers and employers;
- Development of services for the recruitment and placing of workers in employment;

¹ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:347:0238:0252:EN:PDF>

² <http://ec.europa.eu/social/main.jsp?langId=en&catId=1081>

³ Commission implementing decision C(2018)6891 final

- Cross-border partnerships.

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

The EURES axis under the EaSI programme contributes to the implementation of the objectives of EURES, as laid down in the EURES Regulation⁴. Consequently, this call for proposals will support the development of the EURES network and its activities in line with the standards and procedures established in this Regulation.

1.2. Policy and general background

EURES was launched in 1994 in order to contribute to the good functioning of the European labour market by facilitating freedom of movement for the workers within the Union (one of the rights of the EU citizen as set out in the Treaty on the Functioning of the European Union) and by reducing bottlenecks on the European labour market.

EURES aims to improve labour market transparency by making sure that job vacancies and applications, and any related information are transparent for the potential applicants and the employers through their exchange and dissemination at transnational, interregional and cross-border level.

The general aim of this Call for Proposals is to support Member States to comply with the obligation to establish an inventory to map their national, regional and sectoral classification to and from the European classification as stipulated in Article 19 of 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.

EURES overall structure

The network is composed of the European Coordination Office (ECO), the National Coordination Offices (NCOs) and EURES members and partners. The latter may include public employment services (PES), private employment services (PRES), trade unions, employers' organisations and other relevant actors in the labour market.

The network includes around 1000 EURES advisers working on transnational and cross-border mobility issues in cooperation with other EURES staff (managers, advisors and other staff involved in delivery of EURES services). The human network is complemented by the **EURES Portal** providing access to job vacancies, a CV online database and user-friendly means of accessing comprehensive information needed for employers, jobseekers and job changers willing to recruit/be recruited from abroad.

Currently, the European Commission's Directorate General for Employment, Social Affairs and Inclusion (DG EMPL) is responsible for co-ordinating and supporting the EURES network, acting as the **European Coordination Office (ECO)**.

Besides ECO, a key role in the network is played by the **National Coordination Offices (NCO's)**, designated by the Member States and responsible for the

⁴ Regulation (EU) No 2016/589 of the European Parliament and the Council of 13 April 2016 on a European network of employment services (EURES), workers' access to mobility services and the further integration of labour markets and amending Regulations (EU) No 492/2011 and (EU) No 1296/2013

organisation of the work relating to the EURES network in their respective country, including ensuring a coordinated transfer of job vacancies and CVs to the EURES portal.

The main **legal basis** of EURES consists of 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*. This Regulation is complemented by several implementing decisions such as:

- Implementing decision (EU) 2018/170 of 2 February 2018 on *uniform detailed specifications for data collection and analysis to monitor and evaluate the functioning of the EURES network*.
- Implementing decision (EU) 2017/1256 of 11 July 2017 on *templates and procedures for the exchange of information on the EURES network national work programmes at Union level*.
- Commission Implementing Decision (EU) 2017/1255 of 11 July 2017 on a *template for the description of national systems and procedures to admit organisations to become EURES Members and Partners*.
- Commission Implementing Decision (EU) 2017/1257 of 11 July 2017 on *the technical standards and formats required for a uniform system to enable matching of job vacancies with job applications and CVs on the EURES portal*
- Commission Implementing Decision (EU) 2018/1020 of 18 July 2018 on the adoption and updating of the list of skills, competences and occupations of the European classification for the purpose of automated matching through the EURES common IT platform
- Commission Implementing Decision (EU) 2018/1021 of 18 July 2018 on the adoption of technical standards and formats necessary for the operation of the automated matching through the common IT platform using the European classification and the interoperability between national systems and the European classification

Additionally, the Commission has presented a proposal for a **European Labour Authority**⁵, to strengthen cooperation between labour market authorities at all levels and better manage cross-border situations. The establishment of a European Labour Authority should contribute to ensuring fairness in the single market. In the Commission's proposal, the EURES European Coordination Office and its respective tasks as defined by Regulation (EU) 2016/568 are to be managed by the Authority.

⁵ <http://ec.europa.eu/social/main.jsp?catId=1414&langId=en>

2. OBJECTIVES, TYPES OF ACTION AND EXPECTED OUTPUTS

2.1. General objectives

This call intends to support Member States to comply with the obligations under Article 19 of Regulation (EU) 2016/568 by either

- establishing an inventory to map their national, regional and sectoral classifications to and from the European classification in order to maintain these classifications interoperable, or
- replacing their national classifications with the European classification.

Regulation (EU) 2016/589 establishes a common IT platform to bring together job vacancies, and job applications and CVs (job seeker profiles) in the European Union. To enable the matching of job vacancies with job applications and job seeker profiles, the information must be exchanged according to a uniform system, within the meaning of Article 17 of Regulation (EU) 2016/589, based on common technical standards and formats. For the purpose of a high quality multilingual matching on the common IT platform, Article 19 of Regulation (EU) 2016/589 provides for the use of a European classification of skills, competences and occupations.

Member States who choose not to use the European classification in their national systems for job vacancies and job seeker profiles connected to the single coordinated channel, within the meaning of Article 18 of Regulation (EU) 2016/589, must make a mapping between the classifications used by those systems and the European classification to allow interoperability. The mapping between national, regional or sectoral classifications and the European classification requires the establishment and regular updating of inventories and tables for mapping.

To facilitate the establishment and updating of such mapping inventories and tables and the subsequent exchange of information based on the mapping the Commission has provided the necessary technical standards and formats and the appropriate technical applications to support it.

Mapping to ESCO v.1 as the European Classification

Commission Implementing Decision (EU) 2018/1020, establishes the European Classification, referred to in Article 19 of Regulation (EU) 2016/589, as the version of the list of occupations, skills and competences of ESCO published on 28 July 2017. When, in the text of this call for proposals, reference is made to ESCO, it refers to this version (ESCO v.1) adopted as the European Classification and not to ESCO in general, unless specifically stated otherwise.

The entry into force of Implementing Decision (EU) 2018/1020 on 7 August 2018 triggered the obligation of Member States to either adopt the European Classification or to map their national classifications to it within three years (i.e. by 7 August 2021) i, as provided for in Article 19 (3) of Regulation (EU) 2016/589.

"Mapping" or "thesaurus alignment" refers to the process of creating a correspondence table between two classifications. The resulting "mapping" or "correspondence table" indicates for each concept in one classification the corresponding concept(s) in the other classification.

For the purpose of this call for proposals and its expected outputs, the following definitions shall apply:

- (a) 'mapping tables' means machine-readable correspondence tables that express how concepts in one classification relate to one or more concepts in another classification. Mapping tables are used for automatic transcoding of information for the purpose of automated matching through the common IT platform;
- (b) 'machine-readable' means that information is presented in a format that can be easily processed by a computer;
- (c) 'transcoding' means the process of converting information from one form of coded representation to another;
- (d) 'syntax' means the rules and arrangements for the presentation of information in a structured way;
- (e) 'ESCO service platform' means the website on which the Commission makes the classification of European Skills, Competences, Qualifications and Occupations available and which is publicly accessible⁶.

Support to Member States

The Commission has put in place several measures to support Member States in establishing an inventory to map their national, regional and sectoral classification to and from the European classification or to replace national classifications with the European classification. Neither the technical assistance nor the training offer includes any element of direct guidance on how to submit a proposal under this call for proposals.

The technical assistance and training offer are free of charge for participants; related costs are not eligible under this call for proposals.

a) Technical assistance for mapping to/replacement by the European Classification purposes in accordance with the EURES Regulation

This technical support includes the following measures:

- A central European IT platform that allows Member States to create, update and manage different versions of mappings, and publish correspondence tables (mappings). In short, the platform serves as an enabling infrastructure to map other classifications to ESCO. It allows concepts from one classification to be manually mapped to concepts from another. It includes advanced search options, automatic mapping suggestions and a user-friendly interface. Member States wishing to benefit from the mapping platform services should contact the Commission.
- A user manual of the mapping (management) platform, explaining the functionalities of the interface and including instructions on how to use it. This user manual will be available for download soon on the [ESCO Portal](#).
- An implementation manual explaining how ESCO can be implemented for the EURES Regulation, which can be used as a step-by-step guide for mapping national occupational and skills/competences classifications to ESCO or replacing them with ESCO.
- A central European contact point ([ESCO Helpdesk](#)⁷) to clarify difficult/ambiguous technical questions.

⁶ <https://ec.europa.eu/esco/portal>

⁷ EMPL-ESCO-SECRETARIAT@ec.europa.eu - please note the ESCO Secretariat will not provide any information on this call for proposals

b) Training offer

The training offer will take three different formats:

1. Under the EURES training programme classroom training targeted specifically at the national experts in charge of the mapping process will be organised in Brussels, probably in Q2 2019.
2. Technical webinars between the MS and the ESCO technical team. These webinars will target specifically the national experts in charge of the mapping process. The Commission will organize these webinars at a regular basis and as long as there is a demand from Member States to attend them.
3. Ad-hoc country visits to Member States by the ESCO technical team can be organised if during the mapping process MS face technical problems that cannot be solved by the other technical support tools.

The Commission would encourage that Member States make the most use of the above-mentioned technical assistance and training offers that should facilitate submitting a high-quality application under the call for proposals. Further information can be requested at the ESCO helpdesk.

2.2. Specific objectives

The specific objectives of this call for proposals are the following:

- a) To support Member States, EURES members and partners to establish high-quality mapping-tables allowing for matching job vacancies and CVs in the European Job Mobility Portal
- b) To promote cooperation among national and European EURES network members and partners in developing high-quality mapping tables
- c) To increase the usage and dissemination of the European classification by either adopting parts or the entire classification.

2.3. Types of action

The following two mutually excluding actions may be co-financed:

2.3.1. Action A: Produce mapping tables

This action is about keeping the national classification but cross-referencing it to the ESCO concepts and apply the 7-step process (as described in the ESCO implementation manual). The expected output is that mapping tables are available and that knowledge is available to maintain them regularly.

The 7 steps of the process described in the ESCO implementation manual are:

- a) Set up the teams and workflow;
- b) Develop supporting material;

- c) Map concepts: compare the NOC/NSC data model with the ESCO data model;
- d) Establish the mapping relations (accompanied by examples of mapping cases and how to treat them)
- e) Review the mapping results;
- f) Publish the mapping tables;
- g) Maintain the mapping tables.

In general, two main types of classifications need to be mapped to the European Classification:

- **Classifications that group similar jobs together** and are used when registering information on job vacancies and CVs in EURES. Typically, such classifications refer to the grouping of jobs as 'occupations', 'professions', 'job titles', 'job sheets', 'job roles', 'job groups' or similar terms. These should be mapped to the occupations pillar of the European Classification.
- **Classifications or word lists** that are used to group what a candidate, employee or jobseeker knows, can do or can take responsibility for. They are used when registering information on job vacancies or CVs/candidate profiles. Typically, such classifications or word lists refer to the concepts as 'skills', 'competences', 'knowledge', 'tasks', 'work activities', 'abilities', 'tools and technologies', 'product knowledge' or 'work context'.

2.3.2. Action B: Adopting ESCO, the European Classification:

Article 19(4) of the EURES Regulation states that 'Member States may choose to replace their national classifications with the European classification, once completed, or maintain their interoperable national classification systems'. ESCO allows information about job vacancies, candidate profiles, CVs, training opportunities and career pathways to be exchanged. By facilitating these exchanges, ESCO can help to improve the matching of people to jobs, skills development and labour market intelligence

The three different options that a Member State can consider when it comes to adopting ESCO are as follows:

- Building a new system using ESCO
- Replacing ISCO in existing job matching systems with ESCO
- Replacing a national classification with ESCO

Building a new system using ESCO

Member States with no national classification can decide to build a new system from scratch using the ESCO classification. They can benefit from the added value that ESCO brings and from the fact that it is a system managed by the Commission and available free of charge.

Replacing ISCO in existing job matching systems with ESCO

ISCO⁸ has been developed mainly for statistical purposes. It is not necessarily the best choice to support other labour market services like precise job-matching, creation of CVs or e-profiles and skills assessment tools,

In ESCO, each occupation is linked (mapped) to exactly one ISCO-08 code. ISCO-08 is used as a hierarchical structure for the occupations pillar. ISCO-08 provides the top four levels for the occupations pillar, while ESCO occupations are located at level five and lower. ESCO ensures backward compatibility. As ESCO is mapped to ISCO, all the historical data records (tagged with ISCO-08) can still be processed with the ESCO classification.

Replacing a national classification with ESCO

Member States can decide to replace their national classification with ESCO in the following cases:

- when the classification is outdated or not fit for purpose;
- when their national classification is not widely used;
- when their national classification does not include a lot of meta information;
- when their national classification is not linked to National Qualification Standards;
- when the costs of maintaining a national classification are higher than the costs of adopting ESCO.

Technical support for adopting ESCO

Applicants wanting to implement ESCO can do it via the API or by downloading the classification and integrating it into their systems.

I. Adopting ESCO by using API

Two different types of APIs are offered:

- The ESCO Web Services API is designed to support interoperable machine-to-machine interaction over the internet and provides applications with access to the different versions of the ESCO classification.
- The ESCO Local API, which can be easily installed on the user's machines and was released in 2018

A user manual is available on the ESCO portal, which contains the necessary information needed to access the ESCO data⁹

II. Downloading ESCO from the ESCO Portal¹⁰

- ESCO is available in two different structured formats: Comma-separated values (CSV) and Terse RDF Triple Language (TURTLE).
- Implementing ESCO within systems is described in details in Part III Chapter 2 Implementing ESCO within systems in the ESCO Handbook¹¹

⁸ International Standard Classification of Occupations (ISCO) is an International Labour Organization (ILO) classification structure: <https://www.ilo.org/public/english/bureau/stat/isco/>

⁹ https://ec.europa.eu/esco/api/doc/esco_api_doc.html

¹⁰ <https://ec.europa.eu/esco/portal/download>

¹¹ <https://ec.europa.eu/esco/portal/document/en/0a89839c-098d-4e34-846c-54cbd5684d24>

2.3.3. Common aspects for both action A and action B

The different steps can be carried out by internal staff or can be outsourced.

Purchase of IT equipment is not an eligible cost.

The actions include as well an external dimension, for example sharing the new or adapted national classification, the mapping tables or the migration/development experience with other Member States, and implement learnings/good practices from other Member States.

2.4. Expected results - requirements

The scope of this call for proposals is to support actions that help Member States to comply with their obligation under Regulation (EU) 2016/589.

There are two possible actions: a) *Produce a mapping table*, and b) Adopting ESCO, the European Classification that should enable Member States to transfer to the European Job Mobility Portal all job vacancies and CVs transferred with the appropriate occupation codes (ISCO or ESCO) and skill codes (ESCO) to allow for proper matching on the Portal.

The proposals must therefore include:

- a) clearly defined tangible deliverables to be produced as the final output of the action (mapping tables and/or a new or adapted national classification that are suitable for sustained use and
- b) a work plan for achieving these deliverables clearly describing the methodology, the work packages step by step, the time line, the contingency plan, etc.

At final report stage, the awarded applicants will be required to provide details about the deliverables produced, including a clear indication of the time from which on the transfer of job vacancies or CVs to the European Job Mobility Portal will be done in line with the appropriate technical standards.

2.5. Monitoring

Single or lead applicants shall monitor the action and make data available.

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

In setting up the action, beneficiaries must foresee the necessary funding for monitoring and reporting to the Commission. For events, it is important to get from participants their specific consent by a statement or by a clear affirmative action for processing and transferring their personal data including to an external contractor responsible for the monitoring of the EaSI programme. Beneficiaries/contractors should therefore inform all participants via a Privacy Statement that is not only published online, but is also provided individually to each participant (e.g. as part of the email where the beneficiary/contractor first contacts the individual concerned) that the Commission/external contractor would be processing their personal data. Beneficiaries shall be able to demonstrate that consent was obtained subject to conditions of Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data (i.e. keep a record that shows how the consent was obtained and whether it was valid) and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data.

Moreover, the reporting of the activities co-financed must contribute, wherever appropriate, to the exchange of information between Member States and to the EURES programming cycle in accordance with chapter V of the EURES Regulation.

3. TIMETABLE

	Stages	Date or period
a)	Publication of the call	15 March 2019
b)	Deadline for submitting proposals (reference to the date of <i>sending</i>)	20 May 2019 Swim, Courier and Post : 24:00 Brussels' time (CET) Hand deliveries 16:00 Brussels' time (CET)
c)	Deadline for questions and requests for clarification	03 May 2019 24:00 Brussels' time (CET)
d)	Evaluation period (indicative)	June 2019
e)	Information to applicants (indicative)	September 2019
f)	Signature of the grant agreement (indicative)	October 2019
g)	Starting date of the action	At the latest from 1 January 2020.

3.1. 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 month.

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

An action grant may be awarded for an action that has already begun only where the applicant can demonstrate in the grant application the need to start the action before the grand agreement is signed.

The project's duration should indicatively be between twelve (12) months and eighteen (18) months. The action shall **start at the latest from 1 January 2020**.

4. AVAILABLE BUDGET AND CO-FINANCING RATE

4.1. Available budget

The total budget earmarked for the EU co-financing of projects under this call is estimated at EUR 4,500,000.

The Commission expects to award grants to EURES member organisations in all EU Member States, Iceland or Norway, in accordance with the EEA Agreement.

Applicants can only submit proposals under either action A - Produce mapping tables or under action B - Adopting ESCO, the European Classification. Proposals requested grants for both actions are not eligible.

Proposals under action a) Produce mapping tables can receive a maximum grant of EUR 100.000.

Proposals under action b) Adopting ESCO, the European Classification can receive a maximum grant of EUR 300.000.

The Commission reserves the right not to distribute all the funds available or to increase the budget if additional funds may be made available.

4.2. Co-financing rate

Under this call for proposals, the EU grant may not exceed 80.00 % of the total eligible costs of the action. The applicants must guarantee their co-financing of the

remaining amount covered by the applicants' own resources or from other sources other than the European Union budget¹².

5. ADMISSIBILITY REQUIREMENTS

- Applications must be sent no later than the deadline for submission referred to in section 3(b)
- Applications (meaning, the application form, including budget and description of the action including work plan) 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 (one original dossier and one copy; see section 12)

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, in order to facilitate the treatment of the proposals and speed up the evaluation process. It should be noted, however, that proposals submitted in any of the official languages of the EU will be accepted. In this case, applications should be accompanied by an executive summary in English (see section 15, checklist point 2).

6. Eligibility Criteria

6.1. Eligibility of the applicants (lead and co-applicants) and affiliated entities¹³

Please be aware that eligibility criteria must be complied with for the entire duration of the grant.

For British Applicants: please be aware that the project has to comply with the eligibility criteria for the entire duration of the grant agreement. If the United Kingdom withdraws from the EU during the grant period without concluding an agreement with the EU, ensuring in particular that British applicants continue to be eligible, British beneficiaries will cease to receive EU funding (while continuing, where possible, to participate) or be required to leave the project on the basis of Article II.7.2.1(a) for mono-beneficiary and Article II.17.3.1(a) for multi-beneficiary Grant Agreements.

a) Place of establishment

Legal entities properly constituted and registered in one of the EU Member States, Iceland or Norway, in accordance with the EEA Agreement.

b) Type of entities

¹² Letters of commitment are required from any third party providing financial contributions to the eligible costs of the action (see section 15, checklist point 4).

¹³ See section 2 of the Financial Guidelines for definitions.

To be eligible, lead applicants and co-applicants, and affiliated entities, if any, must fall in one of the following categories:

- legal persons properly constituted and registered in one of the EU Member States, Iceland or Norway, in accordance with the EEA Agreement;
- EURES member organisations (i.e. National Coordination Offices, EURES Members and EURES Partners), or
- other public or private employment services or organizations (duly designated by the relevant national authority) with responsibility for classification of occupations, skills and competences and their mapping to the European classification.

Lead applicants and co-applicants that are neither admitted as EURES National Coordination Offices nor as EURES members must present a letter signed by the relevant national authority, the EURES National Coordination office, officially designating them to carry out action a) Produce mapping tables or b) Adopting ESCO, and therefore applying under this call for proposals¹⁴.

c) Consortia¹⁵

Proposals may be submitted by one applicant or a consortium (lead applicant and co-applicant).

If a proposal submitted by one applicant is not considered to be eligible, the application will be rejected.

In the case of consortia: If the lead applicant is not considered to be eligible, the application will be rejected.

If a co-applicant is considered not to be eligible, this organisation will be removed from the consortium and the eligibility of the modified consortium will be re-evaluated. In addition, the costs that are allocated to a non-eligible co-applicant will be removed from the budget. If the modified consortium is still eligible, the application will be evaluated on that basis. If the application is selected for funding, the work plan will have to be adapted as appropriate.

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.

6.2. Eligible activities

a) Geographical Location

¹⁴ See section 15, checklist, point 6.

¹⁵ 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 (see section 15, checklist, point 5).

Activities must be carried out in at least one of the EU Member States, Iceland or Norway, in accordance with the EEA Agreement.

b) Types of activities

The grant will finance the activities indicated in section 2.3.

c) Core activities

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

- Project management

6.3. Ineligible activities

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

7. EXCLUSION CRITERIA

7.1 Exclusion

Applicant(s) (single applicant or lead applicant and each co-applicant) must sign a declaration on their honour signed in their name [(and on behalf of the affiliated entities, should they be part of the application)], certifying that they are not in one of the situations referred to in article 136 and 141 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>.

7.2 Rejection from the call for proposals

The Commission shall not award a grant to an applicant organisation which:

- a. is in an exclusion situation established in accordance with Article 136 FR; or;
- b. has misrepresented the information required as a condition for participating in the procedure or has failed to supply this information; or
- c. was previously involved in the preparation of call documents used in the award procedure where this entails breach of the principle of equality of treatment, including a distortion of competition that cannot be remedied otherwise.

The same exclusion criteria apply to any affiliated entities that must, therefore, be included in the above-mentioned declaration(s).

Administrative sanctions may be imposed on applicants, or affiliated entities where applicable, who are guilty of misrepresentation, if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

8. SELECTION CRITERIA

The applicant (single, lead and each co-applicant) must have the financial and operational capacity to complete the activity for which funding is requested. Only organisations with the necessary financial and operational capacity may be considered for a grant.

8.1. Financial capacity

The single applicant or lead applicant and each co-applicant must have access to solid funding (i.e. be considered as having a strong financial capacity) to maintain its/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 (single, lead and each co-applicant's) financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

a) Low value grants (\leq EUR 60 000):

- Declaration on honour only.

The Commission may nevertheless request further information or documents at any stage of the procedure to proceed with verifications and take various proportional measures depending on the level of weaknesses identified. Mitigating measure 5 "bank guarantee" may not be applied for low value grants.

b) Grants $>$ EUR 60 000:

- Declaration on honour including declaration on financial capacity to carry out the activity (see section 15, checklist point 3);
 - Where applicable, the Commission may nevertheless request further information at any stage of the procedure, proceed to further verifications and take various proportional measures depending on the level of weaknesses identified.
 - Annual balance sheets and profit and loss accounts for the last financial year available (see section 15, checklist point 16);

In the event of an application grouping several applicants (consortium), the above thresholds apply to each applicant not to the consortium as a whole.

The ratio between the total assets in the applicant's (single, lead and co-applicant(s)) balance sheet and the total budget of the project or the part of the project budget for which that organisation is responsible according to the budget in the application form would be considered strong if it is equal or greater than 0.65.

The financial capacity may be evaluated as strong, medium, weak or very weak according to different methods.

If the single or lead applicant is considered not to have a strong financial capacity, the application as a whole will be rejected.

If a co-applicant or several co-applicants are considered not to have a strong financial capacity, the Commission will also take into account any other relevant information on the financial capacity provided by the applicant and in particular the information provided in section "Financial Resources" of the SWIM application form.

After this further analysis, the Commission will take various proportional measures depending on the level of weaknesses identified, which may be to:

1. reject the whole application;
2. remove the co-applicant from the consortium and re-evaluate the proposal without this co-applicant;
3. propose a grant agreement without pre-financing;
4. propose a grant agreement with a pre-financing paid in several instalments;
5. propose a grant agreement with pre-financing payment(s) covered by (a) financial guarantee(s);
6. propose a grant agreement with joint financial liability of 2 or more applicants/co-applicants;
7. propose a grant agreement with a mix of the measures 4, 5 and 6;

In the case of mitigating measure 5, the Commission may request a pre-financing guarantee for up to the same amount as the pre-financing in order to limit the financial risks linked to the pre-financing payment.

The financial guarantee, in euro currency, shall be provided by an approved bank or financial institution established in one of the EU Member States. When the beneficiary is established in a third country, the Commission may agree that a bank or financial institution established in that third country may provide the guarantee if it considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State. Amounts blocked in bank accounts shall not be accepted as financial guarantees.

The guarantee shall be released as the pre-financing is cleared against the payment of the balance, in accordance with the conditions laid down in the grant agreement.

8.2. Operational capacity

Applicant's (single, lead and each co-applicant) must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action. In particular, applicants must have:

- A strong track record of competence and experience in the fields of free movement of workers or labour mobility in the last three years;
- The necessary operational resources (technical, management) to carry out the action.

The operational capacity of the applicant (single, 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 relating to the subject of the call – EURES, mobility projects, classifications - carried out in the last three years and demonstrating competence and experience in the type of actions proposed in this call (see section 15, checklist point 15);
- The CVs of the proposed project co-ordinator and of the persons who will perform the main tasks, showing all their relevant professional experience (see section 15, checklist point 14);
- Declaration on honour signed by the legal representative (including operational capacity to carry out the activity) (see section 15, checklist point 3).

If the single or lead applicant is considered not to have the required operational capacity, the application as a whole will be rejected. If a co-applicant is considered not to have the required operational capacity, this co-applicant will be removed from the consortium and the application will be evaluated without this co-applicant¹⁶. In addition, the costs that are allocated to the non-selected co-applicant will be removed from the budget. If the application is selected, the work programme will have to be adapted as appropriate.

9. AWARD CRITERIA

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

The action a) *Produce mapping and* action b) Adopting ESCO, the European Classification will be assessed separately.

- 1. Relevance of the proposal to the call objectives**, in particular:
(Maximum score: 25 points)
 - The coherence between the objective(s) of the action and the specific objective(s) of the call for proposals;
- 2. Quality of the methodology and of the activities proposed**, in terms of:
(Maximum score: 25 points)
 - The degree of specificity in the description of the substance of the planned activities and of their purpose in relation to the objectives of the project;
 - A clear definition of the roles for the tasks among the project team and a distribution of the roles appropriate to the mandate of the organisations concerned;
 - The degree of innovativeness of the project plan, its time planning and contingency planning.
- 3. Impact of the proposal**, in particular:
(Maximum score: 25 points)

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

- Added value of the proposed substantive deliverables for the matching of job vacancies and CVs as well as the general functioning of the European Job Mobility Portal.
- The potential for or the proposed methods to ensure long-term sustainability of the deliverables, or its transferability to other Member States or organisations in the future, or at least to provide a learning resource for other stakeholders concerned.

4. Cost efficiency of the operation, in particular:
(Maximum score: 25 points)

- Consistency and proportionality between resources, objective(s) of the action, activities and expected results;
- Appropriateness of the costs with respect to the type of envisaged activity and expected output.

Applications for action A - Producing mapping tables and for action B - Adopting ESCO, the European Classification, will be ranked according to the total score awarded. Taking into account the available budget, the proposals with the highest total scores will be recommended for award, on condition that the total score reaches at least 70% of the maximum possible mark (100 points).

10. LEGAL COMMITMENTS

In the event of a grant being awarded by the Commission, a Grant Agreement, drawn up in euro and detailing the conditions and level of funding, will be sent to the beneficiary, or to the coordinator in the case of multi-beneficiary Grant Agreements.

The 2 copies of the original agreement must be signed by the beneficiary, or the coordinator in the case of multi-beneficiary grant agreements, and returned to the Commission immediately. The Commission will sign it last.

The Commission may have made relevant corrections and deletion of ineligible costs or activities in the Grant Agreement sent to the applicant – therefore the applicant should carefully read the whole agreement and the budget and work programme sections in particular, before signing and returning the copies to the Commission.

The applicable model Grant Agreement is published on the Europa website under the relevant call webpage:

<https://ec.europa.eu/social/main.jsp?catId=629&langId=en&callId=548&furtherCalls=yes>

Further to the entry into force of the new Financial Regulation, only the updated version of the model Multi-Beneficiary Grant Agreement is available. The updated Mono-Beneficiary Agreement model shall be published as soon as possible.

There is no alternative to these models in the context of this call.

Please note that the award of a grant does not establish an entitlement for subsequent years.

Processing of personal data

Before the grant agreement's signature:

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EU) 2018/1725. Unless indicated otherwise, the applicant's replies to the questions and any personal data requested that are required to evaluate the application in accordance with the call for proposal, will be processed solely for that purpose by the [Head of Unit F.4 – Programme Management and Implementation, DG Employment, Social Affairs and Inclusion](#). [Details concerning the processing of your personal data are available on the privacy statement at: \[https://ec.europa.eu/info/data-protection-public-procurement-procedures_en\]\(https://ec.europa.eu/info/data-protection-public-procurement-procedures_en\)](#).

Personal data may be registered in the Early Detection and Exclusion System by the Commission, should the beneficiary be in one of the situations mentioned in Articles 136 and 141 of Regulation (EU, Euratom) 2018/1046¹⁷. For more information, see the Privacy Statement on: http://ec.europa.eu/budget/library/explained/management/protecting/privacy_statement_edes_en.pdf.

Once the grant agreement is signed:

Beneficiaries must process personal data in compliance with the applicable EU and national law on data protection in accordance with the Regulation (EU) 2016/679¹⁸

Any personal data included in the Agreement must be processed by the **Commission** in accordance with Regulation (EU) No 2018/1725¹⁹

Such data must be processed by the data controller identified in Article I.7.1 solely for implementing, managing and monitoring the Agreement or to protect the financial interests of the EU, including checks, audits and investigations in accordance with Article II.27.

Please refer to Article II.7. of the General Conditions of the model grant agreements.

10.1. Sources of funding

In addition to the obligations with regard to visibility of Union funding foreseen in the General conditions to the Grant Agreement, beneficiaries must acknowledge in writing that the project has been supported by the European Union Programme for Employment and Social Innovation ("EaSI") 2014-2020. In practice, all products

¹⁷ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1046>

¹⁸ Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC, OJ L 119, 4.5.2016, p. 1, https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L_.2016.119.01.0001.01.ENG

¹⁹ Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC

(publications, brochures, press releases, videos, CDs, posters and banners, and especially those associated with conferences, seminars and information campaigns) must state the following:

This (publication, conference, video, xxx) has received financial support from the European Union Programme for Employment and Social Innovation "EaSI" (2014-2020). For further information please consult: <http://ec.europa.eu/social/easi>

The European emblem must appear on every publication or other material produced. Please see:

http://ec.europa.eu/dgs/communication/services/visual_identity/pdf/use-emblem_en.pdf

Every publication must include the following:

The information contained in this publication does not necessarily reflect the official position of the European Commission.

11. FINANCIAL PROVISIONS

Details on financial provisions are laid out in the Financial Guidelines for Applicants and the model Grant Agreement, both published on the Europa website under the relevant call: <http://ec.europa.eu/social/main.jsp?catId=629&langId=en>.

Specific procurement provisions

Where the implementation of the action requires the award of procurement contracts (implementation contracts), the beneficiary must award the contract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests.

Where the value of a foreseen procurement contract for subcontracting external expertise exceeds EUR 60 000, in addition to the rules indicated in the Financial Guidelines for applicants, the following shall apply:

- the applicant must provide with the grant application a copy of the draft tender specifications. To assist applicants, a model for tender specifications is included in Annex to this call. The draft tender specifications should be submitted in English, French or German.

This requirement does not apply to public authorities that are already governed by a system of public procurement rules.

12. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

The procedure to submit proposals electronically is explained in point 14 of the "Financial Guidelines for Applicants". Before starting, please read carefully the SWIM user manual:

http://ec.europa.eu/employment_social/calls/pdf/swim_manual_en.pdf

Once the application form is filled in, applicants must submit it both electronically and in hard copy, before the deadline set in section 3.b 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 15, by the deadline set in section 3(b).

- By registered post or express courier service) to the following address:

(NOT TO BE OPENED BY CENTRAL MAIL SERVICES)
European Commission
Call for proposals VP/2019/010
DG EMPL.D.1
Office : CAD J_27 00/120
1049 Bruxelles
Belgium

Evidence 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.

- registered post evidence : postmark

- express courier service evidence : deposit slip of express courier service

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

(NOT TO BE OPENED BY CENTRAL MAIL SERVICES)
European Commission
Service central de réception du courrier
Call for proposals VP/2019/010
DG EMPL.D.1
Avenue du Bourget, 1
1140 Evere
Belgium

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

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

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

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

13. COMMUNICATION

Contacts between the Commission and potential applicants can only take place in certain circumstances and under the following conditions only:

Before the final date for submission of proposals

Any requests for additional information must be made by e-mail only to the coordinates stated below.

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-2019-010@ec.europa.eu

For any technical problems please contact: empl-swim-support@ec.europa.eu

The Commission has no obligation to reply to requests for additional information received after the deadline for questions and clarifications set in Section 3.

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>.

At the request of the applicant, the Commission may provide additional information solely for the purpose of clarifying the nature of the call.

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. It is the applicant's responsibility to check for updates and modifications regularly during the submission period.

After the deadline for submission of proposals

No modification to the proposal is allowed once the deadline for submission has elapsed.

If clarification is requested or if obvious clerical errors in the proposal need to be corrected, the Commission may contact the applicant by email provided the terms of the proposal are not modified as a result.

It is the applicant's responsibility to provide a valid email address and contact details and to check this email address regularly. In case of any change of contact details, please send an e-mail with the application VP reference and the new contact details to empl-vp-2019-010@ec.europa.eu

In the case of consortia, all communication regarding an application will be with the lead applicant only, unless there are specific reasons to do otherwise.

Applicants will be informed in writing about the results of the selection process. Unsuccessful applicants will be informed of the reasons for rejection. No information regarding the award procedure will be disclosed until the notification letters have been sent to the beneficiaries.

14. Instructions for the presentation of the application and Required Documents

14.1. Instructions for the presentation of the application

The application comprises an application form including the budget, a description of the action and work plan plus a series of other required documents (see section 14.2 and section 15).

The description of the action and work plan must be written using the template available in SWIM. All the information related to the description of the action and the work plan must be presented in one single document. No other document is required.

Proposals should include inter alia the mandatory activities indicated in section 2.3 above in the description of the action, the work plan and foresee the corresponding expenditure in the budget estimate.

In the description of the action, the role of all applicants, any affiliated entities must be clearly explained.

In case of subcontracting any tasks comprising part of the action (see the Financial Guidelines), the description of the action must provide details on the tasks to be subcontracted and the reasons for doing so and these tasks must be clearly identified in the budget. Core tasks as defined in section 6.2(c) of the call cannot be subcontracted.

14.2. Required documents

The table in annex includes the documents that should be provided in addition to the documents mentioned in 14.1 Except for items 8, 11, 12²⁰ which can be submitted only for successful applications, please note that all other documents are necessary

²⁰ Legal entity form, VAT certificate, financial identification form

either for the admissibility (see section 5) or for the analysis of the eligibility (see section 6) or selection criteria (see section 8). 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.

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).

15. CHECKLIST for required documents

This table includes the documents that must be provided for the proposal 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	third party		
1	Signed SWIM application form submitted online + hard copies	The SWIM application form submitted online must be printed and dated and signed by the authorised legal representative and send by hard copies as foreseen in Section 12. <i>Note: the online form must be electronically submitted before printing. After electronic submission, no further changes to the proposal are permitted.</i>	✓	--	--	--	✓	<input type="checkbox"/>
2	Executive summary (if necessary)	Executive summary in EN (maximum 2 pages) if required (see section 5 of the call) – free format	✓	--	--	--	--	<input type="checkbox"/>
3	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"/>
4	Letter of commitment*	The template is available in SWIM. The letter must specify the amount of any funding provided and must be written on the official letterhead of the organisation and bear the original signature of the 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, dated and signed by the authorised legal representative.	--	✓	--	--	✓	<input type="checkbox"/>
6	Letter of designation	Lead applicants and co-applicants that are neither admitted as EURES National Coordination Offices nor as EURES members must present a letter signed by the relevant national authority, the EURES National Coordination office, officially mandating them to carry out action a) Produce mapping <i>tables</i> or b) Adopting ESCO, and therefore applying under this call for proposals – free format	✓	✓	--	--	--	<input type="checkbox"/>
7	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"/>
8	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"/>
9	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). Exclusively in the case of social partner organisations without legal personality : a signed letter of the legal representative certifying his/her capacity to undertake legal obligations on behalf of the organisation.	✓	✓	--	--	--	<input type="checkbox"/>
10	Statutes	The articles of association/statutes or equivalent proving the eligibility of the organisation.	✓	✓	--	--	--	<input type="checkbox"/>
11	VAT certificate	A document showing the identification number for tax purposes or the VAT number, if applicable.	✓	✓	--	--	--	<input type="checkbox"/>
12	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 and dated by the account holder and bearing the bank stamp and signature of the bank representative (or a copy of recent bank statement attached).	✓	--	--	--	✓	<input type="checkbox"/>
13	Description of the action and work plan*	The template is available in SWIM which must be duly completed and submitted electronically together with the online submission form and on paper as well. The paper version must be identical to the electronic version of the detailed work programme. The document should be submitted in English.	✓	--	--	--	--	<input type="checkbox"/>
14	Curricula vitae of key staff	Detailed 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"/>
15	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 (section D.3) – free format	✓	✓	✓	--	--	<input type="checkbox"/>
16	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"/>
17	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"/>
18	Draft tender specifications	In case of subcontracting for external expertise where the value of the contracts exceeds EUR 60 000, a copy of the draft tender specifications must be submitted. A model is included in Annex to this call . The draft tender specifications should be submitted in English, French or German.	✓	--	--	--	--	<input type="checkbox"/>

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: MODEL FOR TENDER SPECIFICATIONS FOR SUBCONTRACTING EXTERNAL EXPERTISE

Tender Specifications –

1. Background
2. Purpose of the Contract
3. Tasks to be performed by the Contractor
 - 3.1. Description of tasks
 - 3.2. Guidance and indications on tasks execution and methodology
4. Expertise required
5. Time schedule and reporting
6. Payments and standard contract
7. Price
8. Selection criteria
9. Award criteria

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

.....
.....
.....

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

10. Content and presentation of the bids
 - 10.1. Content of the bids
 - 10.2. Presentation of the bids