



**EUROPEAN COMMISSION**  
Employment, Social Affairs and Inclusion DG

Europe 2020: Employment Policies  
**Mobility and Employment Services**

**BUDGET HEADING 04 03 02 02**

**EaSI – EURES: Targeted Mobility  
Scheme**

**YOUR FIRST EURES JOB**

**Call for proposals**

**VP/2015/006**

**This call for proposal represents a republication of the call no VP/2015/006 (previously published between 31/03 and 26/06/2015) without any modifications to the activities to be carried out.**

**In view of the large number of enquiries, please do not telephone.  
Questions should be sent by email only to:**

**[empl-vp-2015-006@ec.europa.eu](mailto:empl-vp-2015-006@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 or French, where possible.**

# 1. Table of contents

<b>1. INTRODUCTION.....</b>	<b>3</b>
1.1. European Union Programme for Employment and Social Innovation ("EaSI").	3
1.2. The EURES axis.....	3
<b>2. POLICY AND ECONOMIC BACKGROUND .....</b>	<b>4</b>
2.1. EU policy action .....	4
2.2. Labour mobility .....	5
2.3. Relevance of labour mobility for young people and businesses .....	6
<b>3. TARGETED MOBILITY SCHEME – Your first EURES job .....</b>	<b>7</b>
3.1. Specific objectives .....	7
3.2. Added value of the TMS – YfEj.....	7
<b>4. PURPOSE OF THIS CALL FOR PROPOSALS .....</b>	<b>8</b>
4.1. Overall objectives.....	8
4.2. Nature of consortium and geographical scope.....	9
4.3. Role of applicants and other organisations .....	9
4.4. Expected results.....	10
4.5. Work organisation and follow up.....	10
<b>5. EVALUATION CRITERIA.....</b>	<b>11</b>
5.1. Exclusion criteria .....	11
5.2. Eligibility criteria .....	11
5.2.1. Eligible actions .....	11
5.2.2. Eligible applicants (lead and co-applicants) .....	12
5.2.3. Eligible proposals .....	12
5.3. Selection criteria .....	13
5.3.1. Financial capacity.....	13
5.3.2. Operational capacity.....	13
5.4. Award criteria .....	14
<b>6. ELABORATION OF THE ACTION PROPOSALS.....</b>	<b>15</b>
<b>7. FINANCIAL CONDITIONS .....</b>	<b>16</b>
7.1. Specific project management costs .....	16
7.1.1. Travel and subsistence costs .....	16
7.1.2. 'TMS-YfEj' online information costs .....	17
7.1.3. Audit costs.....	17
7.1.4. Other project costs.....	17
<b>8. STARTING DATE AND DURATION OF PROJECTS .....</b>	<b>18</b>
<b>9. DATE FOR SUBMISSION .....</b>	<b>18</b>
<b>10. PRACTICAL DETAILS .....</b>	<b>18</b>
10.1. Where can the application form be found?.....	18
10.2. Where to send the application?.....	19
10.3. Evaluation of proposals and notification of applicants.....	20
<b>11. EaSI – ADDITIONAL CONDITIONS FOR CALLS FOR PROPOSALS 2015..</b>	<b>21</b>
11.1. Sources of funding .....	21
11.2. Monitoring.....	22
11.3. Communication and dissemination plan .....	22
<b>12. CHECKLIST OF REQUIRED APPLICATION DOCUMENTS .....</b>	<b>22</b>
<b>13. ANNEXES.....</b>	<b>24</b>

# 1. INTRODUCTION

## 1.1. European Union Programme for Employment and Social Innovation ("EaSI")

The European Programme for Employment and Social Innovation "EaSI" 2014-2020<sup>1</sup> 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.

This call for proposals is issued in the context of the implementation of the 2015 annual work programme for grants and procurement for EaSI (EURES axis), which upon adoption, can be consulted at: <http://ec.europa.eu/social>

The Targeted Mobility Scheme "Your first EURES job" (hereinafter referred to as **TMS-Yfej**) will be implemented in the framework of the EaSI Regulation (EU) N° 1296/2013 of the European Parliament and of the Council of 11 December 2013, EURES Axis, Articles 20 b) and 21 d)<sup>2</sup>. This scheme constitutes a continuation of 'Your first EURES job' which was a preparatory action approved under the EU budget for the period 2011-2013.

## 1.2. The EURES axis

The EURES axis of the EaSI programme aims basically at fostering workers' geographical mobility and boosting cross border employment opportunities. It has the following general objectives:

- Transparency of job vacancies, applications and any related information for jobseekers, workers and employer
- Development of services for the recruitment and placing of workers in employment
- Cross-border partnerships

---

<sup>1</sup> <http://ec.europa.eu/social/main.jsp?langId=en&catId=1081>

<sup>2</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:347:0238:0252:EN:PDF>

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.

In this context, those objectives may be achieved with the implementation of **'targeted mobility schemes'**. Targeted mobility schemes aim to test innovative methods to implement cross border job mobility and tackle the needs of specific target groups, economic sectors, occupations or countries.

Vulnerable groups such as young people are a key priority. Recital 18 of the EaSI programme sets out as follows:

*"The scope of EURES should be broadened to include developing and supporting targeted mobility schemes, after calls for proposals, at Union level with a view to filling vacancies where labour market shortcomings have been identified. In accordance with Art 47 TFEU, those schemes should support facilitating voluntary mobility among young workers in the Union. Targeted mobility schemes, such as those based on the preparatory action 'Your first EURES job', should make it easier for young people to access employment opportunities and to take up a job in another Member State, and should also encourage employers to create job openings for young mobile workers. Nevertheless, mobility schemes should not discourage the Union and Member States from helping young people to find a job in their home country".*

***The operational framework and implementing guidelines concerning the TMS-YfEj scheme are laid down in the enclosed TMS-YfEj Implementing Guide which is an integral part of this call for proposals (Annex I).***

## **2. POLICY AND ECONOMIC BACKGROUND**

Young people are among the hardest hit group by the job crisis in Europe, with the unemployment rate amongst this age group standing at 21.9% in November 2014, affecting around 5.1 million women and men aged 15 to 24 in the EU-28. Youth unemployment continues to vary widely between Member States with unemployment rates varying from less than 10% (i.e. Austria, Germany and The Netherlands) to more than 50% of the active population (e.g. Greece and Spain)<sup>3</sup>.

Young people who have a job often find themselves in a segmented labour market as most are on temporary contracts. People aged 15-24, in particular females, appear to be significantly exposed to labour market discouragement. The integration of adults aged above 25 in the labour market appears to be another challenge.

### **2.1. EU policy action**

The Commission is addressing the challenges of facing the recovery of the EU in its Europe 2020 strategy<sup>4</sup>. EU policies and instruments should contribute to achieving the target of a 75% employment rate for women and men aged between 20 and 64. Young people are a priority target group for which several policy measures and initiatives are being developed.

<sup>3</sup> EU Employment and Social Situation, Quarterly Review, December 2014  
<http://ec.europa.eu/social/main.jsp?langId=en&catId=113&newsId=2169&furtherNews=yes>

<sup>4</sup> COM(2010)2020 of 3.03.2010, 'Europe 2020: a strategy for smart, sustainable and inclusive growth'

The flagship initiative 'Youth on the Move'<sup>5</sup>, the Youth Opportunities Initiative<sup>6</sup> and the Youth Employment Package<sup>7</sup> set out key actions to foster transitions and enhanced youth participation in the labour market.

The Youth Employment Package<sup>8</sup> recommends Member States to introduce a *Youth Guarantee* to ensure that all young people up to age 25 receive a good quality offer for a job, apprenticeship, traineeship or continued education within four months of leaving formal education or becoming unemployed. The Council of Ministers reached political agreement on this Recommendation on 28 February 2013.

The Commission revised the regulations on structural funds in order to allow quick implementation of the Youth Employment Initiative<sup>9</sup> proposed by the 2013 February European Council with a budget of EUR 6 billion over seven years, namely to reinforce and accelerate the delivery of youth-oriented activities supported by ESF funding. This funding envelope will top-up national spending on national Youth Guarantees.

In parallel, action is being taken to reform the vocational training systems in Europe for young people. In this respect, a *European Alliance for Apprenticeships*<sup>10</sup> was launched in July 2013 with a view to improve the quality and supply of apprenticeships across Europe. A Council Recommendation for a *European Quality Framework for Traineeships*<sup>11</sup> was also tabled in December 2013 (and adopted in March 2014) to make sure that traineeships on offer in the Member States satisfy minimum learning and working quality standards.

## 2.2. Labour mobility

Labour mobility is a strategic tool in addressing economic and social challenges and a potential trigger of economic growth. It includes all forms of job mobility, whether *occupational* (within the job, from job-to-job) or *geographical* (between regions or countries). In the case of geographical mobility, the freedom of movement for workers in the European Union is a right enshrined in the Treaty on the Functioning of the European Union (Art.45) and further regulated by specific EU legislation<sup>12</sup>.

Labour market data show that even in these times of economic downturn, Europe has shortages and surpluses of skilled labour, i.e. there are many job vacancies that remain unfilled due to the lack of suitable work force. Across the EU, bottleneck vacancies do not only occur in high skilled occupations but are also found in skilled and low skilled manual occupations<sup>13</sup>. This is due both to mismatch in educational choices at high skill level, to poor wage or working conditions leading to high turnover and difficulties to replace ageing workers at lower skill levels and also to limited labour mobility.

Geographical mobility in particular can contribute to improving the allocation of resources and serves as an adjustment mechanism for unbalanced labour markets whilst enabling economies to cope better with sudden shocks.

---

<sup>5</sup> COM(2010)477 final

<sup>6</sup> COM(2011)933 final

<sup>7</sup> COM(2012)173

<sup>8</sup> COM(2012)727 final of 5.12.2012

<sup>9</sup> COM(2013)144 final of 12.03.2013

<sup>10</sup> <http://ec.europa.eu/social/main.jsp?langId=en&catId=1036&newsId=1934&furtherNews=yes>

<sup>11</sup> [http://www.consilium.europa.eu/uedocs/cms\\_data/docs/pressdata/en/lisa/141424.pdf](http://www.consilium.europa.eu/uedocs/cms_data/docs/pressdata/en/lisa/141424.pdf)

<sup>12</sup> Regulation (EU) N° 492/2011 of the European Parliament and of the Council, 5.04.2011 on *Freedom of movement for workers within the Union*, OJ L 141, 27.05.2011, p.1, and Directive 2004/38/EC of the European Parliament and of the Council, 29.04.2004 on *The right of citizens of the Union and their family members to move and reside freely within the territory of the Member States*, OJ L 158, 30.04.2004, p.77

<sup>13</sup> See footnote 18

According to the EU-Labour force survey only 3.1% of the EU working citizens (15-64) live in a Member State different from the one of their nationality which is clearly not enough for a dynamic labour market with European dimensions.

The preparatory action 'Your first EURES job' has been evaluated in 2013-2014. The main findings are positive insofar as it was perceived as a meaningful tool to enhance youth labour mobility conditions and placement results. Against this background, the common approach at the highest EU policy level has been that *"new efforts will be made to promote the mobility of young jobseekers, including by strengthening 'Your first EURES job'"*<sup>14</sup>.

## **2.3. Relevance of labour mobility for young people and businesses**

### Young people

One of the target groups with the highest propensity to become mobile are young people (knowledge of languages, appeal of innovative work experiences, no family responsibilities, etc.). Working in another Member State and living in a different cultural environment can be particularly attractive for gaining new skills and competences. A job, traineeship or apprenticeship abroad can improve young people's language skills and help them be more self-confident and adaptable. Young mobile workers can also be a relevant source of innovation in enterprises, more flexible for mobility and often more positive towards change.

Yet there are still many obstacles hindering free movement in practice. Young people are often willing to work abroad but do not take up work opportunities in other countries either because they are not aware of them or because of the costs and insecurity of moving abroad.

### Businesses

As far as businesses are concerned, successful job matching in the labour market depends also on labour demand and on job or work-based training openings made available by employers. SMEs in particular represent 99% of businesses in the EU generating 66.8% of total employment (88.8 million employed people in EU-28 in 2013) and are a key driver for economic growth, innovation, employment and social integration. They provide two out of three of the private sector jobs and contribute to more than half of the total value-added created by businesses in the EU<sup>15</sup>.

However, even in the case of vacancy bottlenecks, SMEs do not usually employ staff from abroad and so often lack the necessary Human Resources expertise and training services to integrate workers from other Member States. Obstacles related to the costs of hiring abroad, e.g. relocation or training costs mostly affect smaller companies. Assistance schemes are often cost-intensive and rarely implemented by SMEs. According to employers, intra-EU mobility is primarily hampered by language and socio-cultural issues and language courses are seldom made available<sup>16</sup>.

---

<sup>14</sup> European Council 27-28.06.2013, EUCO 104/2/13

<sup>15</sup> Annual report on European SMEs 2013-2014, DG ENTR

<sup>16</sup> Study 'Innovative actions to provide good company practice on worker mobility for SMES and PES', KMU Forschung, 2008

## 3. TARGETED MOBILITY SCHEME – Your first EURES job

### 3.1. Specific objectives

The **TMS-YfEj** objectives are the following:

1. to foster the exercise of workers' freedom of movement as set out in the Treaty on the Functioning of the European Union (TFEU, Art. 45);
2. to contribute to
  - filling hard to fill vacancies with available youth workforce at EU EFTA/EEA<sup>17</sup> level;
  - developing comprehensive mobility support services in EU EFTA/EEA countries and enhancing the quality of services provided to employers who wish to recruit workers from other EU EFTA/EEA countries.
  - boosting cross border matching and placement services for apprentices and trainees as a critical element to help transition from education to work;
  - addressing labour mobility obstacles
3. to test innovative ways to improve the integration of young mobile candidates into the host country, in particular to trigger the development of a "welcoming/integration culture".

The TMS-YfEj scheme shall provide support measures for **young candidates aged 18-35** to find a job, traineeship or apprenticeship in a place other than his/her country of residence, enshrined in a legally binding work relationship with the employer, i.e. there must be a labour contract between the parties.

The activities shall thus target hard to fill vacancies, such as those identified in national, regional or even local labour shortage lists and/or labour market development studies (e.g. the EU study *"Mapping and Analysing Bottleneck Vacancies on the EU Labour Market"*<sup>18</sup>, the European Vacancy and Recruitment Report 2014<sup>19</sup>, Employment and Social Situation: Quarterly Review<sup>20</sup>)

### 3.2. Added value of the TMS – YfEj

The above mentioned study *"Mapping and Analysing Bottleneck Vacancies on the EU Labour Market"* recommends better targeted EU mobility aimed at specific specialisations and occupations in need, as well as better matching of skills in EU recruitment.

Workers' mobility across the EEA is supported with the EURES network<sup>21</sup>. With a view to enhance EURES potential as a job-matching and job placement tool and bring the network up to speed with the challenges posed by the post-crisis labour market situation, EURES is undergoing a reform. In this respect, a new EURES Decision<sup>22</sup> (hereafter "the Decision") has been adopted in November 2012 defining the new EURES objectives, scope and governance and a new EURES Charter (hereinafter "the Charter") has been endorsed by the members of the network in December 2013. The new Decision is in force since January 2014.

---

<sup>17</sup> EU 28, Iceland and Norway

<sup>18</sup> <http://ec.europa.eu/social/main.jsp?langId=en&catId=993&newsId=2131&furtherNews=yes>

<sup>19</sup> <http://ec.europa.eu/social/main.jsp?langId=en&catId=89&newsId=2078&furtherNews=yes>

<sup>20</sup> <http://ec.europa.eu/social/BlobServlet?docId=13356&langId=en>

<sup>21</sup> Further info on EURES at <http://eures.europa.eu>

<sup>22</sup> COM Decision 2012/733/EU



The TMS-YfEj will accompany the implementation of the EURES reform and support the EURES organisations in their development towards a more result-oriented business model. In this respect, the conclusions of the evaluation of the preparatory action "Your first EURES job" outline the general positive features of the scheme, which can be summarized as follows:

- **Relevance:** it responds to the labour market needs by focusing on youth unemployment, skills mismatches and mobility obstacles.
- **Complementarity:** it complements the EURES network, other EU mobility schemes as well as other national cross border schemes and initiatives.
- **Added value:** it adds value to youth labour mobility, given its package of recruitment, matching and placement activities combined with financial support incentives.
- **Organisation and governance:** it can better perform if driven by experienced organisations over longer periods of time, with enhanced quality standards and risk containment procedures.
- **Effectiveness:** it can better deliver with sound partnership networks and longer project implementation periods.
- **Efficiency:** it operates more efficiently over time; start-up costs can be significantly higher if activities are implemented by non-EURES organisations.

Ultimately, the TMS-YfEj scheme may be a mobility component of national Youth Guarantee schemes, by offering job or work-based learning opportunities abroad.

## 4. PURPOSE OF THIS CALL FOR PROPOSALS

### 4.1. Overall objectives

The present call for proposals aims to support projects designed to fulfil the TMS-YfEj objectives specified in section 3.1 above.

The provision of services as above under the TMS-YfEj should be ensured by EURES organisations, in cooperation with other organisations providing labour market related services (see section 5.2 for details on the eligibility requirements). Those services can be provided at national, regional or local level. Applicant organisations shall foster the use of customised services and innovative working methods to improve the integration of mobile young workers into the host country, combined with financial incentives.

In this respect, the call may support the development of partnerships between EURES and labour market stakeholders and players from other expertise areas willing to develop innovative placement support services (for further information, please refer to Annex I).

The partnership approach under the present call shall be established in accordance with the EURES Decision.



Interested organisations must submit a proposal focusing on

- **Job placements** (mandatory item)

and also on at least **one** of following types of placements:

- **Traineeships**<sup>23</sup>
- **Apprenticeships**

The proposals should focus on the provision of pre-placement, placement and post-placement services as defined in Annex I. If the lead applicant does not deal with traineeships or apprenticeships, these placements must be ensured by one or more co-applicant organisation(s).

#### **4.2. Nature of consortium and geographical scope**

The action should apply to young people and businesses (SMEs in particular) in the eligible countries, according to identified labour market needs. Recruitment and work placement activities may focus on inward and outward mobility, depending on national labour demand and supply opportunities.

Projects should be based on a consortium with a broad geographical coverage. The consortium should be formed by at least **seven participant organisations** (established in seven different eligible countries), of which **at least five** must be **EURES organisations** (EURES members, EURES partners and associated EURES partners) and **the others can be non-EURES organisations** (without prejudice to other stakeholders involved in the project)<sup>24</sup>. The consortium must ensure that customer-oriented information as well as the recruitment, matching and work placement services will be provided in at least the consortium countries.

Proposals submitted by applicant organisations should have a meaningful evidence-based European dimension. The choice of the relevant participating countries must be based on the analysis of labour market situation and identification of hard to fill vacancies and surpluses in workforce in respective Member States. The sources of evidence and the basis for this choice have to be clearly explained in the proposal.

Whenever possible, information should be provided in the languages of the countries concerned. Applicant organisations should also be ready to provide information and support to nationals from other EEA Member States with no services or other facilities involved in this action.

#### **4.3. Role of applicants and other organisations**<sup>25</sup>

**The lead applicant should ensure that the project covers the overall activities set out in Annex I whereas co-applicants may be responsible for complementary specific services only.** The required tasks and resources are detailed in Part C of the Guide (Annex I).

---

<sup>23</sup> All placements in traineeships must be in compliance with the requirements of the Quality Framework for Traineeships, see:

[http://www.consilium.europa.eu/uedocs/cms\\_data/docs/pressdata/en/lisa/141424.pdf](http://www.consilium.europa.eu/uedocs/cms_data/docs/pressdata/en/lisa/141424.pdf)

<sup>24</sup> See section 5.2.2 for more information on the eligibility requirements concerning the nature of consortia and geographical scope of the call.

<sup>25</sup> See section 5.2 for eligibility requirements for applicants and co-applicants and section 2 of its Annex II - Financial Guidelines for definitions of other participating organisations

Applicant organisations (**lead applicants**) should act as work placement brokers and ensure the provision (directly or via other members of the consortium) of **information, recruitment, matching and placement services**. They should also be able to provide/ensure timely financial support to young mobile applicants and SMEs as defined in Annex I.

Depending on the scope of the action, other organisations – **associate organisations** (i.e. organisations which are not applicants, co-applicants or affiliated entities<sup>26</sup>) may participate where their contribution may be necessary to the accomplishment of the objectives of the call.

Associate organisations can be involved in the action at different levels **but their costs will not be eligible**. Their expertise may contribute to enhance the quality and diversity of the service package offered to both employers, jobseekers, trainee and apprentice candidates. The nature and scope of the activities under their responsibility needs to be specified in the application.

#### 4.4. Expected results

Selected projects in the framework of this call for proposals should support and finance the following groups:

- young people (aged 18-35) willing to find a job, traineeship or apprenticeship and move to another Member State;
- employers and SMEs in particular when these provide an integration programme for their newly-recruited young mobile workers, trainees or apprentices.

The action will be "**outcome**" driven. Granted projects should be able to ensure the highest possible number of quality work placements. The expected result is estimated around **at least 2500** the work placements<sup>27</sup> of **young people in the EU EFTA/EEA countries**<sup>28</sup>, other than their country of residence throughout the duration of selected projects.

Proposals submitted under this call shall clearly indicate the expected outcome in the area of youth placement, labour market integration services, after individual support and/or training measures. This information will be included in the "*description of the action*" (SWIM application). The expected outcome must be quantified in terms of expected placement/integration numbers in specific economic sectors.

The consortium (see section 5.2) is free to choose its methods, tools, etc. on how to implement the action, provided they comply with the YfEJ –TMS scheme Guidelines and lead to the expected results.

#### 4.5. Work organisation and follow up

The multi-beneficiary grant agreement to be signed between the Commission and the selected applicant organisations will be closely followed by a designated Commission official in the role of TMS-YfEj project correspondent, whose contact details will be provided to the selected organisations.

---

<sup>26</sup> For further information, please refer to 'Financial Guidelines for Applicants', section 2

<sup>27</sup> Filling of a vacancy (job, traineeship or apprenticeship) from the perspective of the sending country

<sup>28</sup> The cost per placement may vary according to recruitment needs. According to previous experience, the average cost was estimated at ca. EUR 3800 per work placement

**The lead applicants will nominate a TMS-YfeJ coordinator** (i.e. the designated project manager). He/she must be a member of the staff team involved in the project and will participate in management meetings with the Commission. The name of the person must be clearly indicated in the proposal and the CV attached.

It is planned to hold at least two meetings between the COM and **TMS-YfeJ coordinators** (upon the decision of the Commission) in Brussels in the course of the life span of the selected projects (up one meeting every six months on average), back to back to the EURES Coordination meetings. The purpose is to provide guidance, coordinate and monitor project progress at European level. For this reason the Commission shall be also invited to participate to minimally one strategic meeting of the selected consortia per year.

**TMS-YfeJ coordinator or representative of the lead applicant** will also present the selected projects, progress on the implementation and results to the EURES Coordination Group, as established under Article 9 of the Decision.

Project beneficiaries will be expected to report every six months, in line with the planning for these meetings and in accordance with the specifications indicated in Annex I, section E2. The information on targets and results of the projects will be shared with all EURES National Coordination Offices for the purpose of the programming, monitoring and reporting exercise on EURES pursuant to Article 5(5) of the Decision.

## **5. EVALUATION CRITERIA**

### **5.1. Exclusion criteria**

Applicant organisations must not be in one of the situations referred to in Article 131(4) in combination with Articles 106(1) and 107 and 109(2)(a) of the Financial Regulation (see section 12, check-list, point 3). The situations referred to include bankruptcy, compulsory winding-up, being under court administration, in an arrangement with creditors or any other similar proceedings, convictions of professional misconduct, non-fulfilment of social security or tax payment obligations, convictions of fraud, corruption, involvement in a criminal organisation or any other illegal activity, declared in serious breach of contract in relation to activities funded by the Community budget, subject to conflict of interest and guilty of misrepresentation in supplying the required information.

### **5.2. Eligibility criteria**

#### **5.2.1. Eligible actions**

To be eligible, actions must:

- be presented by a consortium composed of a minimum of seven organisations established in at least seven different EU28 Member States or other EaSI-EURES participating countries (see 5.2.2 below). At least five of these organisations must be EURES member organisations;
- demonstrate that the proposed activities are fully carried out in the EU28 Member States or other EaSI-EURES participating countries and have a meaningful dimension by ensuring the implementation of the action in at least seven different eligible countries;

Actions may, in well justified cases, include small scale labour market studies. However, studies are not a core TMS-YfEj activity and as such are subject to subcontracting if the needs and value added are duly justified.

### **5.2.2. Eligible applicants (lead and co-applicants)**

To be eligible, lead applicant and co-applicant organisations must be:

- legal entities properly constituted and registered in:
  - EU Member States
  - EFTA/EEA countries, in accordance with the EEA Agreement (Iceland and Norway)<sup>29</sup>

To be eligible, lead applicant organisations must be:

- EURES National Coordination Offices which are placed in organisations whose main mission is ensuring the provision of employment and placement services to jobseekers, job changers, trainee/apprenticeship candidates and employers covering jobs and or/work-based trainings. Those services must include information, recruitment, matching and pre- and post-placement support.

To be eligible, co-applicant organisations<sup>30</sup> must be:

- EURES member organisations (i.e. National Coordination Offices, EURES partners and associated partners), public or private labour market actors (including the third sector);
- Providing the same services as lead applicants and/or complementary customer-oriented services in other fields of expertise such as information, training, education, career guidance, mentoring legal, legal advice, integration support or other equivalent.

### **5.2.3. Eligible proposals**

To be eligible, proposals must:

- 1) comply with the European Union's rules for co-financing and guarantee a co-financing contribution of **5%** of the total eligible costs (see Section 1 of Annex II – Financial Guidelines for Applicants);
- 2) demonstrate that the proposed activities are new and comply with the rule of no double financing within the EU budget and must include proper monitoring tools to avoid the latter;
- 3) be submitted as specified and by the deadline indicated in the call (sections 9 and 10);

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

---

<sup>29</sup> Liechtenstein is not participating in the EaSI programme and the Swiss Confederation participates in a very limited way. Therefore, under this call, organisations from the Swiss Confederation can participate as associate organisations only (see section 2 of Financial Guidelines for definition).

<sup>30</sup> See section 2 of Annex II – Financial Guidelines, for definitions and roles in case of applications submitted by several applicants (consortium).

NB: Affiliated entities cannot be taken into account with regard to the fulfilment of the criterion under section 5.2.1.

### **5.3. Selection criteria**

Only organisations with the necessary financial and operational capacity may be awarded a grant.

#### **5.3.1. Financial capacity**

The applicant (lead and co-applicants) must have access to solid and adequate funding to maintain its activities for the period of the action and to participate in its funding as necessary.

The financial capacity of the applicant (lead and co-applicants) must be confirmed by the submission in the proposal of the following items:

- declaration on honour (includes financial capacity to carry out the activity) (see section 12, check-list, point 3);
- annual balance sheets and profit and loss accounts for the last financial year available (see section 12, checklist, point 12).
- profit and loss accounts and balance sheet summary using the template provided in SWIM and signed by the legal representative (see section 12, check-list, point 13).

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

#### **5.3.2. Operational capacity**

The applicant (lead and co-applicants) must have the operational resources (technical, management) and the professional skills and qualifications needed to successfully complete the proposed action, as well as the ability to implement it. The applicant (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 operational capacity of the applicant (lead and co-applicants) must be confirmed by the submission in the proposal of the following items:

- A list of the main projects carried out in the last three years relating to the subject of the call. (see section 12, check-list, point 16);
- The CVs of the proposed project co-ordinator and the persons who will perform the main tasks, showing all their relevant professional experience (see section 12, check-list, point 16);
- A declaration by the legal representative of the lead applicant certifying the competence of the team to carry out the required tasks (see section 12, check-list, point 16);
- Letters of commitment: written confirmation from all co-applicants that they are willing to participate in the project with a brief description of their role and financial contribution, as applicable (see section 12, check-list, point 10);

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

## 5.4. Award criteria

The proposals which fulfil the eligibility and selection criteria will be assessed according to the award criteria and related key questions that follow:

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

Particular attention will be paid to:

- The degree to which the proposal effectively meets the priorities and the objectives of the call.
- The choice of the countries covered, the member organisations of the consortium and the type of services provided in those countries.
- The mobility flows (inward/outward mobility) to be supported and the reasons underlying the option(s).
- The degree to which the problem of hard to fill vacancies and/or availability of work-based training opportunities is addressed, having regard to evidence-based information and data in this respect. The degree to which the proposal provides an explanation how specific sectors or categories of vacancies will be given priority and the strategy to make adjustments over the life cycle of the project in light of the evolution of labour market needs.
- The degree to which young people and employers, SMEs in particular, are duly targeted by the proposal and in particular specific youth and/or business groups.
- The degree to which, if covered by the proposal, the specificity of traineeships and apprenticeships is duly taken into consideration as well as the adequacy of the planned support measures.
- The measures to ensure fair mobility and the minimum quality and contractual standards for jobs, traineeships and apprenticeships.

➤ **Quality of the methodology and of the proposed activities (max. 25 points)**

Particular attention will be paid to:

- Clarity, consistency and coherence of the proposed activities.
- The detailed description of the tasks, responsibilities, resources and management tools of the consortium (lead and co-applicants).
- The extent to which the methodology and proposed activities (work packages) are adequate to ensure support services for the target groups.
- The cooperation among members of the consortium and also with other labour market organisations (e.g. associates).
- The nature of the tailor-made service package for both young jobseekers and employers.
- The degree to which the inclusion of "Other support measures" in the service package adds value to the proposal.
- The activities that will be outsourced and reasons underpinning that decision
- The methods and procedures for securing effective and prompt financial support for target groups and monitoring of expenditure.
- The measures to ensure adequate quality control of vacancies and activities in general as well as the measures to ensure the adequate monitoring and evaluation of activities. The proposal should also indicate the risks that can be encountered and the corresponding mitigation measures.
- The consistency of the planned timetable for activities.

➤ **Impact of the proposal (max. 20 points)**

Particular attention will be paid to:

- The extent to which the proposal is likely to have a tangible impact on the target groups.
- The extent to which the proposal is likely to contribute to the overall expected number of work placements (be them jobs or work-based training opportunities) of young people in other Member States. The estimate should be justified.
- The outreach strategy and customer-oriented approach by the applicant organisation (lead and co-applicants) to mobilise the target groups.
- The degree to which applicant organisations and co-applicants managing other European actions e.g. EURES or other EU programmes can capitalise on existing resources to boost the success of the action.

➤ **Visibility of the action (max. 10 points)**

Particular attention will be paid to:

- The overall information and communication activities, including the plans for the creation of a dedicated TMS website or webpage (by the lead applicant and the co-applicants).
- The on-line facilities available enabling the participation of interested young candidates or employers in the action.
- Quality and update of information by the applicant organisation and co-applicants, including the efficiency of communication channels and the management of customers' expectations.
- Publicity of the EU support and responsibility for the action.

➤ **The cost / effectiveness of the operation (max. 20 points)**

Particular attention will be paid to:

- Coherence of the overall budget breakdown.
- Clarity and consistency of the estimated budget description and justification of costs.
- The degree to which the level of output and impact of the project is proportional to the amount of the requested grant.

With consideration to the budget available for this call for proposals, the proposals with the highest evaluation scores will be selected for award, **on condition that they reach at least 70 of the maximum 100 award points.**

## **6. ELABORATION OF THE ACTION PROPOSALS**

**The name of the project proposal must be (mandatory):**

***"Your first EURES job" – Targeted mobility scheme***

Proposals must be submitted using application forms which are automatically produced via the SWIM submission tool (see practical details in section 10 below). While some information must be supplied via the SWIM application (standards forms), other documents may need to be completed and attached, usually either administrative documents or free format text descriptions (see section 12 below for a checklist of the documents needed for a complete application).

An important SWIM annex (section F of the SWIM application) is the '**description of the action**' (see point 9 in section 12 below). The purpose of this document is to



provide more detailed information on the action, complementary to the specifications in the SWIM application.

The **description of the action** has been elaborated in the form of a questionnaire following the structure of the 'Award criteria' listed in section 5.4 above. The questions refer to issues concerning the relevance, the [quality of the methodology and of the proposed activities](#), the impact of the action as well as the applicant's measures to ensure the visibility of the action and the cost/efficiency of the operation.

***The applicant organisations must fill in the 'description of the action' form that can be downloaded from the SWIM application. Please follow the instructions on the form. All questions are mandatory.***

## 7. FINANCIAL CONDITIONS

Subject to the adoption of the 2015 Financing Decision for the EaSI programme, the indicative amount for this call is **EUR 5,970,932.99**. The European Union's financial contribution will not exceed **95% of the total eligible costs** of the proposed activities. The European Commission reserves the right not to distribute all the funds available if the quality of the applications received does not warrant it.

Under the present call the Commission expects to co-finance large scale projects. For illustrative purposes, the expected indicative average size of a grant awarded would be in the range of approximately EUR 4–8million. Sources of co-financing can be public or private.

Grants are not intended to finance the normal operations of the applicant organisations; they are intended to cover only expenditure linked directly to the activities of the project.

Applicant organisations should specify the requested amount for direct support to young people and SMEs as well as for "Other support measures" under the heading 'Costs of services', item 'Other services' of their budget proposal in SWIM. They must provide a detailed breakdown of costs per support measure in the case of both *Financial support for young people* and *Other support measures*.

For further clarification, **Annex II** to the present call for proposals provides more details for the applicants, especially guidelines for presenting the proposal's provisional budget along with the rules governing which categories of expenditure are eligible and which are not. Please see also Part D of **Annex I**.

### 7.1. Specific project management costs

Applicants should include the following **mandatory** categories of expenditure in the budget proposals:

#### 7.1.1. Travel and subsistence costs

The budget proposal of the applicant organisations must include the costs for participation in meetings in Brussels (minimum two times, and maximum two participants per lead applicant). The TMS-YfEj coordinator is expected to attend.

As specified in section 4.5 above, the meetings will likely take place back to back with the meetings of the EURES Coordination Group. The duration of both meetings together should not exceed two days.

Furthermore, applicant organisations must also include an estimate of budget needs covering:

- a. staff participation in communication or large public events at European level, consisting in two events during the lifecycle of your project. These event shall be included in the budget proposal, indicating 'EU level or EU Presidency event" in Brussels or other European city<sup>31</sup>;
- b. other staff travel and subsistence needs required by their action, for instance, for national visits or working groups with co-applicants in other countries;

The budgeted travel and subsistence costs should refer to members of the project staff team listed in the action proposal and budget.

#### **7.1.2. 'TMS-YfEj' online information costs**

Applicant organisations must include an estimate of costs to create a **TMS-YfEj** webpage on their national EURES website or a dedicated website. This requirement is mandatory for the **lead applicant**.

**Co-applicants** which are other EURES members or other employment services must also ensure online information, either through their own dedicated TMS-YfEj webpage or through links to the lead applicants' web address.

The guidelines governing the creation of TMS-YfEj online information in support of the action are duly specified in section C2.1.2.1 of Annex I.

Links to the websites/webpages of the project beneficiaries (lead applicant and co-applicants) will be posted on the TMS-YfEj sections of the EURES portal.

#### **7.1.3. Audit costs**

Applicants (i.e. lead applicant) must submit certified final accounts after the end of the project as laid down in the grant agreement conditions. They must therefore make a provision for audit costs in their budget proposal (for further details, please consult the "Financial Guidelines for Applicants").

#### **7.1.4. Other project 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 of print-outs of publications and/or translations of online/ printed information material or other eligible project needs (please see sections D3.1.2.3 and C2 of Annex I).

In setting up the action, beneficiaries must foresee the necessary funding for monitoring and reporting to the Commission (please see section 11 hereinafter and section E2 of Annex I).

Information on all other costs necessary for the implementation of the action is provided in Annexes I and II.

---

<sup>31</sup> 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 the "Financial Guidelines for Applicants")

## 8. STARTING DATE AND DURATION OF PROJECTS

The projects should in principle start the first day following the date when the last of the two parties signs the grant agreement ("the starting date of the action"). The indicative date for the start of the projects is January/February 2016.

Any expenditure incurred before the start of the eligibility period will be at the applicant's risk and will not be taken into account.

The initially planned duration of projects cannot be more than 24 months.

## 9. DATE FOR SUBMISSION

The proposals must be submitted to the Commission electronically online (see section 10 below) **and** sent by post to the European Commission by the deadline for submission indicated below, in two hard copies (one original and one copy).

*The deadline for the submission of complete applications is **16/10/2015***

**Proposals which do not respect the submission deadline will not be considered by the Evaluation Committee.**

## 10. PRACTICAL DETAILS

### 10.1. Where can the application form be found?

Information related to this call for proposals is available from the following website: <http://ec.europa.eu/social/main.jsp?catId=630&langId=en>. Please check the website regularly for updates.

The compulsory on-line grant application form and the other requested annexes are electronic forms which must be completed using the Internet Web system 'SWIM' at the following internet address:

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

This system allows the introduction, editing, validation, printing and submission of data in the grant application form. Before starting, please read carefully the SWIM 'User's guide', which you will find at the top of the page when you enter the SWIM application ('Help on SWIM').

Applicants are invited to fill in the application form and submit their project proposals preferably in **English, French or German**, in order to facilitate early completion of the evaluation process. Please note, however, that proposals in other EU Community languages will be accepted.

***Please note that the submission must be done both electronically and on paper. The paper version must contain the originals (signed documents, whenever a signature is requested for a particular document). Copies of signed documents will not be accepted!***

Once the application is submitted electronically, a printed copy must be signed by the legal representative of the (lead) applicant organisation and sent to the European Commission together with all the other documents specified in section 12. The application should be submitted as described below.

**Please note that the electronic submission via SWIM must be completed before printing the final version of the application after which no further changes to the application will be possible.**

## **10.2. Where to send the application?**

Please send your cover letter and all the documents listed in the checklist (section 12), **as signed originals** together with **one copy of all these documents (in total: two sets of documents)**.

The hard copies must be sent to the addresses indicated below **by 16/10/2015** (their submission date will be taken to be the date of dispatch, as per the postmark or the express courier receipt date) either:

- a) by post to the following address:

European Commission Employment, Social Affairs and Inclusion DG Unit C.3- Mobility and Employment Services Call for proposals VP/2015/006 – "Your first EURES job" – Targeted mobility scheme B-1049 Brussels (Belgium)
--

- b) or by personal delivery (direct or through any authorised representative of the applicant, including private messenger service etc.) against a signed receipt from the Commission's central mail service to arrive by **16.00 on 16/10/2015** to the following address:

European Commission Employment, Social Affairs and Inclusion DG Unit C.3- Mobility and Employment Services Call for proposals VP/2015/006 - "Your first EURES job" – Targeted mobility scheme Central Courier Service Avenue du Bourget, 1 1140 Evere (Belgium)
--

Proof of delivery is a signed receipt from the Central Courier Service stamped with the date of the last day for submission or earlier. In case of hand-delivery, please keep the receipt as proof of submission, signed and dated by the official in the Commission's central mail department who takes delivery. This department is open from 08.00 to 17.00 from Monday to Thursday and from 08.00 to 16.00 on Fridays. It is closed on Saturdays, Sundays and on Commission holidays. Please note that for security reasons, hand deliveries (including courier services) are not accepted in other Commission buildings.

Regarding the presentation of the application file, please follow the recommendations set out in section 12 below. As mentioned above, applications must be submitted electronically with the SWIM facility and by post in **two** hard copies (**one original and one identical copy**). Please make sure that the **completed application form**

**and all accompanying original documents, dated and signed** are included in your surface mail posted by the closing date.

Please note that the SWIM electronic form is available until midnight (Brussels time) on the day of the submission deadline. As applicants must first submit the form electronically, and then print, sign and send it by post 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.**

**Failure to submit the application by post and online by above mentioned deadline will render the grant application ineligible.** Documents sent by post, by fax or by electronic mail, after the deadline will not be considered for evaluation. Unsigned application forms, hand-written forms and those sent by fax or to any other address than those indicated above will not be considered eligible.

The information contained herein together with the **TMS-YfeJ Implementing Guide** and the **Financial Guidelines for Applicants** provide all the guidance required to submit an application. Please read these documents carefully before doing so, paying particular attention to the priorities that have been set for the call.

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

**All enquiries must be made by e-mail only to :**

**[empl-vp-2015-006@ec.europa.eu](mailto:empl-vp-2015-006@ec.europa.eu)**

**- Please do not telephone -**

Questions may be sent by to the above address no later than 10 days before the deadline for the submission of proposals. The Contracting Authority 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 Contracting Authority cannot 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 in the course of the evaluation procedure will be published on the DG employment website:

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

It is therefore advisable to consult the above mentioned website regularly in order to be informed of the questions and answers published.

### **10.3. Evaluation of proposals and notification of applicants**

Applications will be examined by an Evaluation Committee. The indicative timetable is as follows:

<b>Action</b>	<b>Date or indicative period</b>
Publication of the call	August 2015
Deadline for submitting applications	16 October 2015

Evaluation period	November/December 2015
Information to applicants and signature of grant agreements	December 2015
Starting date of actions	As from January 2016

The Evaluation Committee will draw up a list of proposals recommended for funding.

The Commission may contact applicants in writing (usually by e-mail) during the procedure to request additional information. It is entirely the responsibility of applicants to ensure that all contact information provided is accurate and functioning. 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-2015-006@ec.europa.eu](mailto:EMPL-VP-2015-006@ec.europa.eu)

#### Rejected applications

The Commission will notify unsuccessful applicants in writing after the conclusion of the work by the Evaluation Committee. Requests concerning the progress of dossiers sent prior to the conclusion of this time period will not be answered.

#### Selected applications

Successful applicants will also be notified in writing. They will receive subsequently two original copies of the grant agreement for acceptance and signature. Both these copies must be sent back to the Commission, which will then return one copy to selected applicants when once they have been signed by both parties.

The grant agreement may include changes made by the Commission – 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 "Financial Guidelines for Applicants" (Annex II) explain in greater detail other important considerations concerning agreements governing the award of grants.

## **11. EaSI – ADDITIONAL CONDITIONS FOR CALLS FOR PROPOSALS 2015**

### **11.1. Sources of funding**

Beneficiaries/contractors 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 (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](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.*

## 11.2. Monitoring

The Commission, with the support of an external contractor, will monitor regularly the EaSI Programme. Therefore, beneficiaries/contractors 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 will be provided.

In setting up the action, beneficiaries/contractors must foresee the necessary funding for monitoring and reporting to the Commission.

## 11.3. Communication and dissemination plan

Adequate communication and dissemination of results is essential in ensuring the EU added value of the action and its sustainability after the funding has ended. Information-giving and awareness raising are key activities to ensure that other interested parties benefit from the project and can create new opportunities to extend it or develop new partnerships. The proposals must therefore include a detailed plan for communication and dissemination of the projects' results. In particular, such a plan must include information on dissemination activities and targeted audiences.

At final report stage, the beneficiary will be required to provide details about how and to whom the results, best practices and findings have been disseminated and how interested parties have been involved in the project.

## 12. CHECKLIST OF REQUIRED DOCUMENTS

The following table includes the documents that must be provided for the application to be eligible. 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.

Proposals must be submitted using application forms which are automatically produced via the SWIM submission tool (see practical details in section 10 above). While some information must be supplied via the SWIM application (SWIM forms, hereinafter designated as '**SWIM Annexes**'), other documents may need to be completed and attached electronically, usually either administrative documents or free format text descriptions (hereinafter designated as '**Free format**' documents or annexes). The SWIM application indicates in each section which and where free format documents can be uploaded electronically.

Regarding the filling of the application file, it is recommended that the applicant:

- attach a ticked checklist as below to the application;
- follow the order of documents as listed in the checklist;
- print documents double-sided, where possible;
- use only double-hole folders (please do not bind or glue).



## CHECKLIST for required documents

This table includes the documents that must be provided for the application to be eligible 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 partner/ 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/2015/006/xxxx)	✓	--	--	--	✓	<input type="checkbox"/>
2	Signed SWIM application form submitted online	The SWIM application form submitted online must be printed and bear the original signature of the authorised legal representative. <i>Note: the online form must be electronically submitted before printing. After electronic submission, no further changes to the application are permitted.</i>	✓	--	--	--	✓	<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 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"/>
5	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"/>
6	Legal entity form*	The template is available in SWIM and online ( <a href="http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm">http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm</a> ) and must be duly signed by the legal representative.	✓	✓	---	---	✓	<input type="checkbox"/>
7	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"/>
8	Statutes	The articles of association/statutes or equivalent proving the eligibility of the organisation.	✓	✓	--	--	--	<input type="checkbox"/>
9	VAT certificate	A document showing the identification number for tax purposes or the VAT number, if applicable.	✓	✓	--	--	--	<input type="checkbox"/>
10	Financial identification form*	The template is available in SWIM and online ( <a href="http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm">http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm</a> ) and must be duly signed by the account holder.	✓	--	--	--	✓	<input type="checkbox"/>
11	Description of the action*	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 document should be submitted in English, French or German.	✓	--	--	--	--	<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	Contracts for implementing the action*	The template is available in SWIM. <b>Only if applicable:</b> In case of subcontracting for external expertise where the value of external contracts exceeds EUR 5 000, detailed information on the reasons and tasks to be subcontracted and about the selection procedure of the subcontractor must be included (English, French or German). Organisations wishing to recruit the services of external experts for an amount above EUR 60 000 must provide, in addition, a copy of the draft tender specifications. A model is included in Annex III of this call. The draft tender specifications should be submitted in English, French or German.	✓	✓	✓	--	--	<input type="checkbox"/>
14	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"/>
15	Simplified balance sheet & profit and loss accounts	The template is available in SWIM and must be signed by the authorised legal representative	✓	✓	--	---	✓	<input type="checkbox"/>
16	Curricula vitae of key staff	<b>Cvs of the person responsible for managing the action</b> (named in section A.3 of the online application form) and <b>the persons who will perform the main tasks</b> (named under "Management/Coordination" under "Heading 1 – Staff costs" of the budget in the on-line application form). The CVs should indicate clearly the current employer. Please attach a <b>certification on the competence</b> of the team, <b>signed by the legal representative of the lead applicant</b> .	✓	✓	✓	--	--	<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 <b>and other than those already indicated</b> in the SWIM online application form (section D.3)..	✓	✓	✓	--	--	<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"/>

## **13. ANNEXES**

### **CALL FOR PROPOSALS**

**2015**

**VP/2015/006**

### **ANNEX I**

#### **TMS-Yfej IMPLEMENTING GUIDE**

Annex I is available on the call website:

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

**CALL FOR PROPOSALS**

**2015**

**VP/2015/006**

**ANNEX II**

**FINANCIAL GUIDELINES FOR APPLICANTS**

Annex II is available on the call website:

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

**ANNEX III**

**MODEL FOR TENDER SPECIFICATIONS FOR SUBCONTRACTING EXTERNAL EXPERTISE**

---

**Tender Specifications – .....**

---

**Background**

**Purpose of the Contract**

**Tasks to be performed by the Contractor**

**Description of tasks**

**Guidance and indications on tasks execution and methodology**

**Expertise required**

**Time schedule and reporting**

**Payments and standard contract**

**Price**

**Selection criteria**

**Award criteria**

*(option 1)*

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.

*(option 2)*

The contract will be awarded to the tenderer whose offer represents the lowest price.

**Content and presentation of the bids**

**Content of the bids**

**Presentation of the bids**