

CALL FOR PROPOSALS VP/2018/014

Preparatory Action: "**REACTIVATE**" Intra-EU job mobility program for unemployed over 35s

Any questions shall be sent by email to:
empl-vp-2018-014@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 and their rules of application:
http://ec.europa.eu/budget/biblio/documents/regulations/regulations_en.cfm

Table of Contents

1.	INTRODUCTION - BACKGROUND	3
1.1.	rogramme/Legal base.....	3
1.2.	Background.....	3
2.	ECONOMIC AND POLICY OUTLOOK	4
3.	THE POTENTIAL OF EU JOB MOBILITY SCHEMES.....	6
3.1.	The example and lessons from YFEJ	6
3.2.	Improving access to intra-EU labour markets	7
4.	OBJECTIVES – PRIORITIES – TYPE OF ACTION AND EXPECTED RESULTS	7
4.1	Objectives - Priorities	8
4.2	Type of action	8
4.3	Expected outputs/results	9
4.4	Monitoring	9
5.	TIMETABLE	10
5.1.	Starting date and duration of the projects.....	11
6.	AVAILABLE BUDGET AND CO-FINANCING RATE	11
6.1.	Available Budget.....	11
6.2.	Co-financing rate	11
7.	ADMISSIBILITY REQUIREMENTS	11
8.	ELIGIBILITY CRITERIA.....	12
8.1.	Eligibility of applicants (lead and co-applicants) and affiliated entities.....	12
8.2	Eligible activities	13
9.	EXCLUSION CRITERIA	13
9.1.	Exclusion	13
9.2.	Rejection from the call for proposals	14
10.	SELECTION CRITERIA.....	14
10.1.	Financial capacity	14
10.2.	Operational capacity.....	15
11.	AWARD CRITERIA	15
12.	LEGAL COMMITMENTS.....	17
13.	FINANCIAL PROVISIONS.....	17
14.	SUBMISSION PROCEDURES	17
15.	COMMUNICATION	18
16.	INSTRUCTIONS FOR THE PRESENTATION OF THE PROPOSAL AND REQUIRED DOCUMENTS	20
16.1.	Instructions for the presentation of the proposal.....	20
16.1.1.	Travel and subsistence costs	20
16.1.2.	Online information	20
16.1.3.	Support to target groups	21
16.1.4.	Monitoring of activities	21
16.1.5.	Other costs	21
16.2	Required documents.....	21
	ANNEX I - IMPLEMENTING GUIDELINES	2
	ANNEX II – FINANCIAL GUIDELINES FOR APPLICANTS	7

1. INTRODUCTION - BACKGROUND

1.1. Programme/Legal base

This call covers a Preparatory Action within the meaning of Article 54(2)(b) of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298, 26.10.2012, p. 1).

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

The Commission Decision on the adoption of the 2018 annual work programme for the implementation of the Preparatory action "Reactivate Intra-EU mobility programme for unemployed over 35s" C(2018)1852 was adopted on 28 March 2018

1.2. Background

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

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

Those cohorts are often supported through national active labour market measures (ALMPs) (e.g. vocational training and re-skilling, self-employment schemes, etc.) but their chances of faster work inclusion depend often on both their participation in national learning/training programmes and the job opportunities available in a limited geographical job market. ALMPs have a positive effect on people by helping them to move from unemployment to employment and also to find better quality jobs and improve their skills but their coverage varies widely between Member States ranging from around 5% to 50% or more and overall EU coverage has declined since 2009.

At the same time, there are many vacancies across Europe that remain unfilled due to skills shortages, but the potential of intra-EU labour mobility, combined with up-skilling and inclusion measures to help unemployed adults, remains under-exploited.

In the light of the above, the European Parliament proposed a new intra-EU job mobility scheme called "Reactivate", in the form of a preparatory action. The scheme aims to support unemployed citizens in the 35+ age group, including long-term unemployed, to help them finding a job (minimum 6 month duration) or traineeships (minimum 3 month duration) in another Member State.

Building on the features of the "Your first EURES job" (YFEJ) mobility scheme¹ (help young jobseekers under 36), "Reactivate" aims to be a pilot extension of that scheme. Similar to YFEJ, it will be featured as an intra-EU labour market activation

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

measure, combining tailor-made recruitment, matching and placement services with financial support for jobseekers and employers (SMEs).

2. ECONOMIC AND POLICY OUTLOOK

The EU's economy continued its expansion at a robust and higher than expected pace. Year-on-year growth improved further to 2.8 %. The EU employment rate has increased consistently over the past three years. In the third quarter of 2017, the employment rate of 20-64 years old stood at 72.3 %, the highest ever reached, but still 2.7 pps below the Europe 2020 target of 75 %. Nonetheless, large disparities in employment rates remain among Member States. They ranged from 58 % in Greece to 82 % in Sweden. In around half of the Member States, employment rates are still lower than in 2008.

The unemployment rates in the EU and euro area are approaching their pre-crisis values at a steady pace. The unemployment rate for the whole 2017 averaged to 7.7 % for the EU, 0.9 pps less than in 2016, and 9.1 for the euro area, 0.9 pps less than in 2016. This has been the fourth consecutive year with reductions in the unemployment rate, and 2017 registered the highest annual decrease since the start of the recovery. Unemployment rates decreased in all Member States in the year to December 2017. The largest reductions were registered in Greece (by 2.7 pps down to 20.7 % in October 2017) and Portugal (by 2.4 pps down to 7.8 %). Large differences remain among Member States: the Czech Republic (2.3 %) and Germany (3.6 %) display very low rates, while Greece (20.7 %) and Spain (16.4 %) continue to register high rates despite the strong decreasing trend.²

Long-term unemployment continued to decline in 2016, by 0.5 pp, but remains an important challenge for the EU. Long-term unemployment usually follows strong changes in unemployment, but with some delay. Therefore, slight decreases in long-term unemployment only started to be observed in 2014, after the start of the recovery in 2013. In 2016, about 9.6 million people (corresponding to 4.0 % of the labour force and almost half of the total unemployed) had been unemployed for more than a year and the majority of these (around 6.1 million) had been unemployed for over two years. During the crisis, the long-term unemployment rate doubled, peaking in 2014 at 5.1 % of the labour force. In 2016 the rate was still 1.4 pps above the 2008 rate. Long-term unemployment is decreasing in most Member States but important differences remain. Only two countries, Luxembourg and Austria, registered minor increases in long-term unemployment in 2016. The greatest declines were observed in the countries with the highest rates. In 2016 the highest rates were seen in Greece, at almost 17 % of the labour force, and Spain, at around 9.5 %. By contrast, the lowest rates were found in Sweden, UK and Denmark (below 1.5 % of the labour force). Compared with 2008, only seven countries had lower long-term unemployment rates in 2016. Germany saw the strongest decrease over this period (by 2.2 pps).³

The employment rates of older men and women have been steadily increasing. For older workers (55 – 64 years old), employment rates by 2016 stood at 55.3 % in the EU and the euro area (62 % for men and 48.9 % for women). This represents a solid increase of 2 pps since 2015. Despite this rise, the employment rate of older workers is still 23.5 pps below that of workers aged 25-54 years old. However, the steady increase is projected to continue against the background of demographic change. Older workers (34.5 million people) accounted for 16.9 % of total employment among those aged 20-64 in 2016. This proportion is projected to rise to 19.5 % in 2060 as the workforce ages.⁴

² The Employment and Social Developments in Europe, Quarterly Review February 2018, <http://ec.europa.eu/social/BlobServlet?docId=19005&langId=en>

³ Ibidem

⁴ Ibidem

President Juncker stressed in his political guidelines that this Commission will promote labour mobility not only as a right to free movement of workers, but also as an economic opportunity - especially in the face of persistent vacancies, skills mismatches and globalised economy challenges. Meanwhile, despite public perceptions, labour mobility is low in the European Union. Only around 3.9% of the EU population aged between 15 and 64 years are living in an EU Member State other than their country of birth (mobile EU people) representing around 11,8 million people⁵. Evidence-based analysis shows that high unemployment and low labour mobility within and between countries co-exist with skills and labour shortages in some countries and regions. Intra-EU labour mobility can help to address labour market imbalances and improve labour market's efficiency. It can contribute to improving the allocation of resources and serve as an adjustment mechanism for unbalanced labour markets whilst enabling economies to cope better with economic shocks.

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

- Clarification and completion of articulation of rights (Enforcement Directive on free movement of workers making information and legal advice tools available for migrant workers; recognition of qualifications, supplementary pension's rights⁶). Other legislative instruments are currently being revised and/or consolidated include the revision of the Posting of Workers Directive, the revision of the Social Security Coordination rules or the creation of the European Pillar of Social Rights⁷.
- EURES⁸ (European Employment Services), i.e. the network between the Public Employment Services of Member States, other member organisations (social partners) and the European Commission, giving information and assistance to job seekers and employers on respectively the available job vacancies and living and working conditions in Member States as well as on matching these jobs vacancies with profiles of job seekers interested in finding employment in another EU country.
- The EURES Regulation⁹ to reinforce the organisation and activities of the EURES network. It aims at improving the transparency of the European labour market, facilitating online skills-based matching across borders, enhancing workers' access to mobility support services across the Union and reinforcing cooperation and information exchange on mobility. This is a key EU instrument for promoting the opportunities free movement of workers offers in accordance with Article 45 TFEU.
- Drop'pin, a web-based platform embedded in the EURES portal that connects young people with training, up-skilling and mobility opportunities across Europe offered directly by employers, SMEs and NGOs in order to boost their employability and skills.

⁵ 2017 Annual Report on Intra-EU Labour Mobility, March 2018

⁶ Directive 2014/54/EU

⁷ http://ec.europa.eu/priorities/deeper-and-fairer-economic-and-monetary-union/towards-european-pillar-social-rights_en

⁸ <http://eures.europa.eu>

⁹ Regulation (EU) 2016/589 of the European Parliament and of the Council of 13 April 2016 on a European network of employment services (EURES), workers' access to mobility services and the further integration of labour markets, and amending Regulations (EU) No 492/2011 and (EU) No 1296/2013 (Official Journal L107 of 22/04/2016 <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=OJ:L:2016:107:TOC>).

- Support mobility programmes for young students (Erasmus+), for entrepreneurs (Erasmus for entrepreneurs) or for young jobseekers (Your First EURES Job).
- The European Solidarity Corps, launched in December 2016, is the European Union initiative which creates opportunities for young people to volunteer or work in projects that benefit communities and people around Europe.¹⁰
- Other EU information platforms such as Your Europe, Europe Direct or Solvit.

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

Besides the above EU instruments, the Commission proposal for a Council Recommendation on long-term unemployment¹¹ calls on Member States to identify jobseekers' needs (individual assessment) and to propose them a job integration plan. This should consist of a tailor-made plan, involving measures such as mentoring, job search support, further training, health care or family support. It should be delivered through a single point of contact to ensure the continuity and consistency of the support.

3. THE POTENTIAL OF EU JOB MOBILITY SCHEMES

In spite of the measures in place as above, before the kick-start of Reactivate in 2016¹² there was no EU initiative to address specifically the needs of the age group over 35 willing to experience cross border mobility for finding employment or a work trial in another Member State. The business communities in Member States, and in particular the small and medium-sized companies (SMEs), may also find interest in having access to a wide pool of mobile workers and enhanced support to help them address skills shortages and skill mismatches.

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

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

3.1. The example and lessons from YFEJ

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

¹⁰ https://europa.eu/youth/solidarity_en

¹¹ COM (2015) 462 final

¹² <http://ec.europa.eu/social/main.jsp?catId=632&langId=en>

fifteen projects were selected through three calls for proposals with an overall budget of ca EUR 12 Mio. All projects together resulted in 4251 work placements.

The findings of the YFEJ interim evaluation (2014) outline in particular the relevance, EU added value and complementarity of the scheme with EURES. A study on the YFEJ mobility scheme and options for future EU measures on youth intra-EU labour mobility was completed in December 2016. The study comprised both a retrospective and a prospective dimension. Under the retrospective dimension, the study carried out the ex-post evaluation of the YFEJ mobility scheme, building on the findings of the interim evaluation. Under the prospective dimension, the study examined potential future policy options to support youth intra-EU labour mobility for the European Commission. The ex-post evaluation strengthened the conclusions of the interim evaluation and pinpointed the need to upscale the scheme and improve its operational capacity for gaining effectiveness and efficiency. The options for the future varied from the continuation of the current management model (baseline) up to the inclusion within one of the existing EU mobility programmes e.g. Erasmus + or the ESF.

As of 2014, YFEJ is continued as a Targeted Mobility Scheme under the EU Programme for Employment and Social Innovation¹³, covering the EU/EFTA countries (EU 28, Norway and Iceland) and the age group 18-35. Four projects are currently rolling on, based in consortia led by the EURES members in Sweden, Italy, Germany and France. Their overall quantitative target is to ensure at least 3600 work placements until the end of 2018.

3.2. Improving access to intra-EU labour markets

In order to tackle intra-EU mobility challenges, jobseekers - low skilled or long-term unemployed people in particular - need a package of support services to succeed their endeavour. Both YFEJ and "Reactivate" are conceived as inclusive schemes. They can play the role of intra-EU active labour measures in support of workers and employers contributing to a more effective implementation of the EURES Regulation, notably the strengthening of the provision of support services¹⁴. "Reactivate" in particular can offer the age group 35+ an unprecedented opportunity to benefit from tailor-made employment support, acquire diversified knowledge and skills, learn new languages and strengthen their EU citizenship values.

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

IMPORTANT NOTICE

Guidelines on the implementation of the action are laid down in the following annexes:

ANNEX I: Implementing Guidelines

ANNEX II: Financial Guidelines for Applicants

¹³ <http://ec.europa.eu/social/main.jsp?catId=1081>

¹⁴ Cf. Chapter IV

4.1 Objectives - Priorities

This call aims to ensure the continuity of the preparatory action for the third year. The objective of the action is to test the feasibility of an intra-EU job mobility scheme for the age group above 35 years, with a particular focus on unemployed citizens, including long-term unemployed. Similar to the targeted mobility scheme "Your first EURES job"(YFEJ) helping young jobseekers under 35s, "Reactivate" intends to help adults to find employment or traineeship opportunities in other EU countries and foster their full integration into the labour market.

Being strongly result-oriented, the action aims to improve the conditions for jobseekers and workers to exercise their right of freedom of movement across the EU and to address labour markets' imbalances and skills shortages. Building on the YFEJ features and objectives (help young jobseekers under 35), "Reactivate" aims also to be an innovative extension of that scheme. It is featured as an EU labour market activation measure, combining tailor-made recruitment, matching, training and placement services with financial incentives. The support measures may vary according to labour market needs but should at least include provisions for interviews in another Member State, relocation, linguistic training as well as work and country integration support.

The end beneficiaries will be jobseekers and job changers and trainees aged 35+ as well as recruiting enterprises, including SMEs. Both individuals and enterprises may receive direct financial support in the form of targeted allowances, including allowances for spouse and dependent children as well as financial contribution needed for upskilling and certification of qualifications needed by future employer. Placements may, inter alia, take place in the context of regional cross-border initiatives and/or projects dedicated to particular sector(s).

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

4.2 Type of action

All projects under this call shall be named "**Reactivate**" (mandatory).

Applicant organisations are invited to find inspiration from YFEJ mobility scheme to elaborate the concept of their projects for "Reactivate" and the corresponding set of measures¹⁵.

The action supported by the projects shall

- carry out outreach and information activities towards target groups and in particular to employers and other stakeholder organisations interested in sharing opportunities, offers or job vacancies with the consortium;
- provide information on the Reactivate work opportunities and support available to the EU citizens over 35 years;
- establish cooperation with other organisations willing to act as information multipliers on Reactivate e.g. trade unions, employers' associations, chambers of commerce, vocational and education organisations, etc.
- develop and deliver a comprehensive, tailor-made package of mobility services, combining customized activation measures with direct financial support to both the target group of EU citizens over 35 years of age and employers (in particular SME's);

¹⁵ <http://ec.europa.eu/social/main.jsp?catId=629&langId=en;>

- include at least, as activation measures within this package, information and assistance with offers and vacancies, matching these with candidates and the preparation of the placement/recruitment in a number of Member States involving jobs and/or traineeships;
- provide one or more items of direct financial support to both the target group of EU citizens over 35 years of age and employers (in particular SME's) in accordance with the five pre-defined items in this call (Annex I);
- test the feasibility of the services and support measures above also for placement of candidates in **traineeships in another country**, having regard to the diversity (or lack) of regulatory frameworks at national level (notably for open market opportunities). For those placements, applicant organisations could identify one or more economic sector(s) and/or country(ies) offering such vacancies and provide support services adapted to the specificity and needs of both candidates and employers. The scope of the action in terms of traineeship placements could represent **a small percentage** of the overall number of expected placements.

In the light of the above, applicants shall submit proposals focusing on **Job placements** and **Traineeships**¹⁶.

If applicant organisations do not deal with traineeships or are not experienced in this field, they could include in the project other public or private co-applicant or associate organisation(s) with proven knowledge and experience in this domain e.g. Vocational Education and Training (VET) providers or Chambers of Commerce. The projects may include further measures such as post-placement support (welcome and integration services) and other tailor-made support like coaching packs for trainees and apprentices, combined (or not) with the above mentioned direct financial support.

4.3 Expected outputs/results

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

4.4 Monitoring

The monitoring of Reactivate activities is a crucial part of the responsibilities assigned to the 'beneficiaries', as to take stock of results as well as of success and failure factors in the scheme. The collection of data provides a sound basis for critical review of the scheme with a view to its future improvement. The awarded projects shall monitor closely their activities and make data available to the Commission. The implementation of the preparatory action will be monitored based on the adopted rules laid down by the **Commission 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**.¹⁷ 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. The projects must therefore work together with National Coordination Offices to provide the relevant data under the PMS and assist those Offices to indicate in the PMS where there is the overlap or not.

¹⁶ Cf. the EU Quality Framework for Traineeships [http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32014H0327\(01\)](http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32014H0327(01))

¹⁷ http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L_.2018.031.01.0104.01.ENG&toc=OJ:L:2018:031:TOC

The 'Reactivate beneficiaries' are responsible for collecting data on progress with the scheme and for submitting quantitative and qualitative data to the Commission during the implementation phase on the basis of a common data collection template. The practicalities to provide that information will be agreed with the 'Reactivate beneficiaries' as from the kick-off of the projects. The submission of data is planned on a bi-annual basis, and includes also a survey to posted candidates completing at least 3 months placement with the support of the project. This activity is supervised by the Commission or an authorised external contractor. Related templates will be provided.

The Commission will also promote networking among the project beneficiaries. To that end, maximum four meetings will be held with the Commission in Brussels or another Member State (one meeting every six months). The purpose is to provide guidance and take stock of progress made. The lead applicant must nominate the project coordinator and will participate in the networking meetings with the Commission. Lead applicants may also be invited to other ad hoc meetings or events during the lifetime of the action. These venues can be an opportunity for raising awareness to the action and disseminating information. The estimated budget should include provisions for participation in the monitoring and reporting activities and meetings above as well as in, at least, one EU level events (for further information, see section 16 below).

As the monitoring of Reactivate scheme involves the collection and further processing of personal data, Regulation (EC) 45/2001, of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community Institutions and bodies and on the free movement of such data, is applicable.

5. TIMETABLE

Deadline for proposal submission: 05 September 2018

The indicative timetable for this call for proposals is as follows:

Stages	Date or indicative period
Publication of the call for proposals	June 2018
Deadline for submitting applications	05 September 2018 Swim, Courier and Post: 24:00 Brussels time (CET) Hand deliveries 16:00 Brussels time
Deadline for questions and request for clarifications	24 August 2018
Evaluation period (indicative)	September – October 2018
Information to applicants (indicative)	October – November 2018
Signature of Grant Agreement (indicative)	November 2018
Starting date of the action (indicative)	As from December 2018

5.1. Starting date and duration of the projects

The actual starting date of the action will either be the first day following the date when the last of the two parties signs the grant agreement, the first day of the month following the date when the last of the two parties signs or a date agreed upon between the parties. In the interest of applicant organisations, they are invited to indicate their starting month preferably within December 2018.

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

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

The indicative duration of projects should be 24 months.

6. AVAILABLE BUDGET AND CO-FINANCING RATE

6.1. Available Budget

The total budget earmarked for the EU co-financing of projects under this call is estimated at EUR 5,000,000.

The Commission expects to fund 2 to 6 projects. For illustrative purposes, the Union funding per project is indicatively estimated to be not less than EUR 500,000.

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

6.2. Co-financing rate

Under this call for proposals, the EU grant may not exceed 95% of the total eligible costs of the actions. The applicants must guarantee their co-financing of the remaining amount covered by the applicants' own resources or from other sources other than the European Union budget¹⁸.

7. ADMISSIBILITY REQUIREMENTS

- Applications must be sent no later than the deadline for submission referred to in section 5;
- Applications (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 the other afore-mentioned documents by post or courier service (one original dossier and one copy; see also 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, French or German in order to facilitate treatment of the proposals and speed up the evaluation process. It should be noted, however, that proposals in all official languages of the EU will be accepted. In this case, applications should be accompanied by an executive summary in English, French or German (checklist point 3).

¹⁸ Letters of commitment are required from any third party providing financial contributions to the eligible costs of the action (see section 16, checklist point 13).

8. ELIGIBILITY CRITERIA

8.1. Eligibility of applicants (lead and co-applicants) and affiliated entities¹⁹

Please be aware that eligibility criteria must be complied with for the entire duration of the grant. 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.17.3.1(a) (multi-beneficiary) of the grant agreement.

a) Place of establishment

Legal entities properly established and registered in the following countries are eligible as lead applicants and co-applicants:

- EU Member States

b) Type of entities

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

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

To be eligible, *co-applicants* must:

- public or private organisation, including social partners²⁰, providing the same services as lead applicants and/or complementary customer-oriented services in other support fields such as information, training, education, career guidance, mentoring, legal advice, integration support or other equivalent.

Applicants and co-applicants may be profit or non-profit making entities

c) Consortia²¹

To be eligible, applications must be submitted by a consortium composed of a minimum of two organisations (i.e. lead applicant and at least 1 co-applicant) established in at least two different Member States.

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-

¹⁹ See section 2 of the Financial Guidelines for definitions.

²⁰ Social partners without legal personality under the applicable national law are also eligible provided that the conditions of the Financial Regulation related thereto are met (Art. 131 of the Financial Regulation).

²¹ Letters of mandate, authorising the lead applicant to submit the proposal and to sign any Grant Agreement on their behalf must be submitted from each co-applicant. Letters of commitment must be submitted from any associate organisation, certifying that they are willing to participate in the project with a brief description of their role (participation on a no-cost basis and no financial contribution) (see section 16.2, checklist point 13).

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 accepted 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.

8.2 Eligible activities

a) Geographical location

To be eligible, applications must demonstrate that the proposed activities will be implemented in at least two (2) Member States where the applicant organisations are established.

b) Types of activities

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

c) Core activities

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

- Project coordination and management.

d) Financial support to third parties

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

9. EXCLUSION CRITERIA

9.1. Exclusion

Applicant(s) (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 106(1) and 107.1(b) and (c) of the Financial Regulation concerning exclusion and rejection from the procedure respectively, using the relevant form attached to the application form available at <https://webgate.ec.europa.eu/swim/external/displayWelcome.do>.

9.2. Rejection from the call for proposals

The Commission shall not award a grant to an applicant who:

- a) is in an exclusion situation;
- b) has misrepresented the information required as a condition for participating in the procedure or has failed to supply this information;
- c) was previously involved in the preparation of calls for proposals documents where this entails a distortion of competition that cannot be remedied otherwise.

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

Administrative and financial penalties may be imposed on applicants, or affiliated entities where applicable, who are guilty of misrepresentation.

10. SELECTION CRITERIA

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

10.1. Financial capacity

Applicants (lead applicants and co-applicants) must have access to solid and adequate funding to maintain their activities for the period of the action and to help finance it as necessary. The verification of financial capacity will not apply to public bodies.

The applicant's (lead and co-applicants) financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

- Declaration on honour (section 16, checklist, point 4).
- The annual balance sheet and profit and loss accounts available from the last financial year (section 16, checklist, point 14).
- Profit and loss accounts and balance sheet summary for the lead and co-applicant organisations (section 16, checklist, point 15).
- For grants of EUR 750 000 or more, an audit report produced by an approved external auditor certifying the accounts for the last financial year available (see section 16, checklist point 19).

The ratio between the total assets in the applicant's (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 for, according to the budget in the application form would be considered strong if it is equal or greater than 0.65.

If the applicant 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;

10.2. Operational capacity

Applicants (lead and co-applicants) must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action. In particular, applicants (lead and co-applicants) must have:

- a strong track record of competence and experience in the field and in particular in the type of action proposed;
- the necessary operational resources (technical, management) to carry out the action;
- declaration on honour signed by the legal representative (including operational capacity to carry out the activity) (see section 16, checklist point 4).

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

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

If the lead applicant is considered not to have the required financial or operational capacity, the application as a whole will be rejected. If a co-applicant is considered not to have the required financial or operational capacity, this co-applicant will be removed from the consortium and the application will be evaluated without this co-applicant²². 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 may have to be slightly adjusted.

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

11. AWARD CRITERIA

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

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

²² This includes a re-evaluation of the eligibility of the modified consortium.

- The degree to which the proposal meets the objectives of the call, in particular the minimum requirements for ensuring application by the action of the common scheme as indicated in Section 16 below and in Annex I.
 - The degree to which the set of activation measures proposed for the action is suitable in light of the specific needs and obstacles assumed to affect the target group(s) of the 35+ age group and employers specifically chosen in the proposal.
 - The innovative dimension of the package of services, combining activation measures and items of direct financial support, in light of the objectives of the call.
- **Quality of the project design and implementation methodology (max. 25 points)**
- Clarity and consistency of the proposed project.
 - The coherence of the distribution of tasks, responsibilities, resources and management tools among the members of the consortium (lead and co-applicants).
 - The extent to which the methodology and proposed activities are adequate to ensure an efficient delivery of services to the target groups.
 - The methods and procedures for securing effective and prompt direct financial support for target groups, for monitoring the overall budget expenditure for all forms of financial support and for ensuring sound financial management.
 - The measures to ensure adequate quality control relating to the information and assistance with offers and vacancies, matching these with candidates and the preparation of the placement /recruitment.
 - The consistency of the planned timetable for activities.
- **Expected impact of the proposal (max. 20 points)**
- The added value, geographical coverage, transnational dimension and expected impact of the project at both national and EU level.
 - The extent to which the proposed action is likely to ensure the project's expected number of work placements in other Member States, in light of inter alia the distribution of the roles of the members in the partnership involved with the scheme and the resources allocated for its implementation.
- **Visibility of the action (max. 20 points)**
- The quality and potential multiplier effect of the outreach activities towards the target groups.
 - The appropriateness of the activities involving evaluation of the project and the dissemination of its final results.
- **The financial quality of the proposal and the cost-effectiveness of the operation (max. 10 points)**
- Clarity and consistency of the estimated budget description and justification of costs.
 - The clarity, consistency and soundness of the calculation of the funding modalities applicable to financial support to third parties (i.e. jobseekers/ employers).
 - The degree to which the amount of the requested grant is proportional to the scale and scope of the project.

Applications will be ranked according to the total score awarded. Taking into account the available budget, the proposals with the highest total scores will be recommended for award, **on condition that:**

- **The total score reaches at least of 70% of the total available points.**

12. LEGAL COMMITMENTS

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

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

The grant agreement may include corrections and deletion of ineligible costs or activities made by the Commission – therefore the applicant should carefully read the whole agreement before signing and returning the copies to the Commission.

A model Grant Agreement is published on the Europa website under the relevant call: <http://ec.europa.eu/social/main.jsp?catId=629&langId=en>.

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

13. FINANCIAL PROVISIONS

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

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

14. SUBMISSION PROCEDURES

The procedure to submit proposals electronically is explained in section 14 of the "Financial Guidelines for Applicants". Before starting, please read carefully the SWIM user manual: http://ec.europa.eu/employment_social/calls/pdf/swim_manual_en.pdf

Once the application form is filled in, applicants must submit it both electronically and in hard copy, before the deadline set in section 5 above.

The SWIM electronic application form is available until midnight on the day of the submission deadline. Since the applicants must first submit the form electronically, and then print, sign and send it by post service or hand delivery by the submission deadline, it is the **applicant's responsibility to ensure that the appropriate postal or courier services are locally available on the day of the deadline.**

The hard copy of the proposal must be duly signed and sent in duplicate (one marked "original" and one marked "copy"), including all documents listed in section 16, by the deadline (the postmark or the deposit slip of the express courier service serving as proof) to the following address:

European Commission
(NOT TO BE OPENED BY CENTRAL MAIL SERVICES)

Call for proposals VP/2018/014
CAD - J-27 – 00/120
B-1049 Brussels
BELGIUM

Please send your proposal by registered post, express courier service or by hand delivery only. Proof of posting or express courier receipt should be kept as it could be requested by the European Commission in cases of doubt regarding the date of submission.

Hand-delivered proposals must be received by the European Commission before 4 p.m. on the date of the deadline for submission as indicated in section 5 at the following address:

European Commission
Service central de réception du courrier
(NOT TO BE OPENED BY CENTRAL MAIL SERVICES)
Call for proposals VP/2018/014 – DG EMPL.D.1
Avenue du Bourget, 1
B-1140 Evere
BELGIUM

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

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

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

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

15. 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-2018-014@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 5.

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 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 this website regularly in order to be informed of updates and 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 e-mail address and contact details and to check this e-mail 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-2018-014@ec.europa.eu).

In the case of consortia, all communication regarding an application will be done 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. Applicants will be informed in writing about the results of the selection process. Unsuccessful applicants will be informed of the reasons for rejection. No information regarding the award procedure will be disclosed until the notification letters have been sent to the beneficiaries.

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

16.1. Instructions for the presentation of the proposal

The 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 16.2).

The description of the action and work plan must be written using the template available in SWIM (see checklist, point 12) which follows the structure of the Award Criteria indicated in section 11 (the corresponding sections in the SWIM application form can therefore be kept rather succinct). All the information related to the description of the action and the work plan must be presented in one single document. The budget must be presented using the application form in SWIM.

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

In case of subcontracting any tasks comprising part of the action (see the Financial Guidelines) is foreseen, the description of the action must provide details on the tasks to be subcontracted and the reasons for doing so and these tasks must be clearly identified in the budget. Core tasks as defined in section 8.2(c) of the call cannot be subcontracted.

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

16.1.1. Travel and subsistence costs

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

- a) the lead applicant in the meetings with the Commission in Brussels (three meetings over the lifetime of the action, and maximum two attendants/two days);
- b) the lead applicant (maximum two persons, project coordinator included) in one communication or large public event at European level during the lifetime of the project (two days). This event shall be included in the budget proposal, indicating 'EU level event in Brussels or another European city'²³;
- c) other staff travel and subsistence needs required by the action as, for instance, national visits or working groups with co-applicants in other project countries.

16.1.2. Online information

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

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

²³ For calculation purposes, please consider the hotel and DSA rates for Belgium as the reference (to be corrected at final report level against actual declared costs and the country rates authorised in Annex II - "Financial Guidelines for Applicants")

Further information on the above is provided in Annex I.

16.1.3. Support to target groups

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

16.1.4. Monitoring of activities

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

16.1.5. Other costs

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

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

16.2 Required documents

The table in annex includes the documents that should be provided including the documents mentioned in 16.1. Except for items 7, 10 and 11²⁴ which can be submitted only for successful applications, please note that all other documents are necessary either for the admissibility (see section 7) or for the analysis of the eligibility (see section 8) or selection criteria (see section 10). 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).

²⁴ Legal entity form, VAT certificate; financial identification form

Checklist for required documents

The table below includes the documents that must be provided and where originals are required. We strongly recommend using the table as a checklist in order to verify compliance with all requirements. **Notes:** highlighted documents do not need to be provided by public entities. Documents marked with * are obligatorily to be attached online in SWIM as well.

No.	Document	Specification and content	The document must be provided by each				Originally signed?	Checkbox
			Lead applicant	Co-applicant	Affiliated entity	Associate organisations/ third party		
1	Official cover letter of the application	This letter must quote the reference of the call for proposals, be originally signed by the authorised representative and include the proposal reference number generated by SWIM (e.g. VP/2017/012/xxxx).	✓	--	--	--	✓	<input type="checkbox"/>
2	Signed SWIM application form submitted online + hard copies	The SWIM application form submitted online must be printed and bear the original signature of the authorised legal representative and sent by hard copy as foreseen in section 16. <i>Note: the online forms must be electronically submitted before printing. After electronic submission, no further changes to the application are permitted.</i>	✓	--	--	--	✓	<input type="checkbox"/>
3	Executive summary (if necessary)	Executive summary in EN/FR/DE (maximum 2 pages) in free format	✓	--	--	--	--	<input type="checkbox"/>
4	Declaration on honour*	The template is available in SWIM and must be written on the official letterhead of the organisation, bearing the original signature of the authorised legal representative <i>Copies of the original signed declaration of co-applicants are accepted at the submission of the application; originals to be submitted</i>	✓	✓	--	--	✓	<input type="checkbox"/>
5	Letter of mandate*	The template is available in SWIM and must be written on the official letterhead of the organisation, bearing the original signature of the authorised legal representative.	--	✓	--	--	✓	<input type="checkbox"/>
6	Legal/capital link with lead or co-applicant*	Affiliated entities are required to provide proof of the legal and/or capital link with the lead or co-applicant.	--	--	✓	--	---	<input type="checkbox"/>
7	Legal entity form	The template is available in SWIM and online (http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm) and must be duly signed and dated by the legal representative.	✓	✓	---	---	✓	<input type="checkbox"/>
8	Proof of registration	A certificate of official registration or other official document attesting the establishment of the entity (for public bodies: the law, decree, decision etc. establishing the entity).	✓	✓	--	--	--	<input type="checkbox"/>
9	Statutes	The articles of association/statutes or equivalent proving the eligibility of the organisation.	✓	✓	--	--	--	<input type="checkbox"/>
10	VAT certificate	A document showing the identification number for tax purposes or the VAT number, if applicable.	✓	✓	--	--	--	<input type="checkbox"/>
11	Financial identification form	The template is available in SWIM and online (http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm) and must be duly signed by the account holder. Either a recent copy of a bank statement is joined or the form must be signed by a bank representative.	✓	--	--	--	✓	<input type="checkbox"/>
12	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 document should be submitted in English, French or German.	✓	--	--	--	--	<input type="checkbox"/>
13	Letters of commitment*	The template is available in SWIM and must explain the nature of the organisation's involvement (for associate organisations) and specify the amount of any funding provided (for third parties). The letter must be written on the official letterhead of the organisation and bear the original signature of the legal representative. <i>Copies of the original signed letters of commitment are accepted at the submission of the application; originals to be submitted upon request.</i>	--	--	--	✓	✓	<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	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"/>
16	Curricula vitae of key staff	CVs of the person responsible for managing the action (named in section A.3 of the online application form) and the persons who will perform the main tasks . The CVs should indicate clearly the current employer.	✓	✓	✓	--	--	<input type="checkbox"/>
17	List of main projects	A list of the main projects carried out, if any, in the last three years relating to the subject of the call other than those already indicated in the SWIM online application form..	✓	✓	✓	--	--	<input type="checkbox"/>
18	Audit report	For grant requests of EUR 750,000: an external audit report produced by an approved auditor, certifying the accounts for the last financial year available. The threshold applies to each co-applicant in line with their share of the action budget. The report should be submitted in English, French or German.	✓	✓	--	--	--	<input type="checkbox"/>

Several documents, which are marked in checklist, must be provided as originally signed papers. However, these documents may exceptionally be submitted as copies only (being signed), provided that they only concern co-applicants, affiliated entities and associate partners. The originals must nevertheless be forwarded to the Commission without any delay once you receive them. **Please note that documents to be provided by the lead applicant must in any case be provided in their original version.**

ANNEX I - IMPLEMENTING GUIDELINES

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

1) IMPLEMENTING ORGANISATIONS (APPLICANTS/CO-APPLICANTS)

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

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

However, both the lead applicant and co-applicants must take on charge the preparation and follow up of candidates as intermediary bodies, if involved exclusively in the matching and logistic support (before and during their respective labour contract period).

2) TARGET GROUPS

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

a. JOBSEEKERS

All jobseekers who are

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

and who wish to find a job or traineeship in a Member State other than their country of residence. **Priority shall be given to unemployed citizens, including long-term unemployed**²⁵.

b. EMPLOYERS

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

²⁵ The posting of workers is excluded.

3) TYPE OF VACANCIES

Vacancies are meant to be occupied by "any person who undertakes genuine and effective work for which s/he is paid under the direction of someone else". These vacancies can take the form of either **jobs** or **traineeships** (i.e. work-based training vacancies). All work placements must ensure remuneration (i.e. a salary) and a written contractual relationship between the candidate and the employer.

Except for the exclusions below, in principle any job and traineeship compliant with national law may be eligible for support, irrespective of the economic sector or national regulatory framework. The following work-based training vacancies **cannot be covered** by the "Reactivate" scheme:

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

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

Placements must have a duration of at least **6 months** (for jobs) or **3 months** (for traineeships).

Placement with European institutions and bodies²⁶ and other international policy, economic, social and scientific organisations²⁷ as well as supra-national regulatory bodies and their agencies is ineligible. These criteria will apply inter alia to EU networks, platforms, lobbies or other similar organisations when their budget resources depend exclusively or mainly on EU funding.

4) VISIBILITY OF THE ACTION

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

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

Links to the websites/webpages of at least the lead the applicant organisations will be posted on the Europa portal, section on the "Reactivate" preparatory action. Applicant organisations can in addition create other communication deliverables and/or explore other web-based communication tools e.g. social media. The participation in flagship events e.g. workshops, seminars, job fairs, etc. should also be taken into account. In all situations, applicant organisations must pay strict attention and abide to the Commission visual identity rules²⁸ (see Annex II).

5) SUPPORT SERVICES

²⁶ http://europa.eu/about-eu/institutions-bodies/index_en.htm

²⁷ e.g. United Nations bodies, OECD, Council of Europe, ILO, the World Bank or similar

²⁸ http://ec.europa.eu/dgs/communication/services/visual_identity/pdf/partners-guidelines_en.pdf

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

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

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

The measures will be tailored for job or traineeship placements.

The projects may include further measures such as post-placement support (e.g. welcome and integration services or language training) and other tailor-made support like coaching packs for trainees. Measures with demonstrated innovative dimension will add value to the proposal. Target groups may directly benefit from the services offered by the applicant organisations (or by sub-contractors where applicable).

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

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

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

6) DIRECT FINANCIAL SUPPORT TO TARGET GROUPS

Besides the free of charge services, applicant organisations may provide *direct financial support* to target groups, i.e. jobseekers and recruiting enterprises, including SMEs. This type of support may complement the information, guidance and job matching activities above which will be designed in accordance with their needs.

The five items below are mandatory and eligible for direct financial support.

For the 35+ age group :

- a) job interview trip
- b) country relocation, including allowances for family members (spouse and dependent children)
- c) language training (at pre- and post-placement, including for family members) and financial contribution for upskilling and certification of qualifications needed by future employer
- d) recognition of qualifications

For employers:

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

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

exclusively on charge of employers.

Other direct financial support can also be earmarked by the applicant organisations (**optional**) if they decide to co-finance the costs incurred by candidates, before and/or after placement, with for example travelling, coaching activities, specific needs (e.g. people with disabilities), etc. In all circumstances, the choice of optional financial support measures, if any, should be governed by the following criteria:

- a) they fulfil a duly identified need;
- b) the cost is reasonable and proportional to the objective pursued;
- c) they can enhance the quality of the service package and the success of job integration

The nature of measures and the method for calculation of the corresponding financial support may take different forms. Applicant organisations may establish minimum and maximum thresholds for certain categories of expenditure, based for example on fixed amounts or on the reimbursement of actual declared costs.

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

MAXIMUM CEILING FOR DIRECT FUNDING TO:

(all allocations included)

Jobseekers: EUR 6.000 *(per candidate)*

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

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

Example: EUR 2000 x 15 recruited candidates = EUR 30.000

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

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

7) QUALITY CONTROL AND MONITORING OF ACTIVITIES

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

Quality control: the service provision must comply with minimum quality standards with a view to ensure fair mobility. Applicant organisations shall screen the quality of job vacancies and the reliability of contractual conditions offered to job seekers. They

shall also implement preventive risk measures to avoid beneficiaries' abuse or fraud. This implies to have adequate management and follow up procedures in place.

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

- the number of registered candidates, broken down by age, where appropriate by category of vacancy interested in,
- the number of registered vacancies, where appropriate broken down by categories (job, traineeship or apprenticeship),
- the number of direct financial support measures implemented, broken down by item,
- the number of actual placements made as a result of the action,
- the overall realised budget expenditure,
- qualitative data and any other corresponding outcomes of the action

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

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

*

To design the action under the proposal, it is recommended that applicants consult the Implementing Guidelines of the YFEJ mobility scheme for young people²⁹ and reflect on how this could be developed in the framework of "Reactivate". As mentioned above, "Reactivate" aims to serve as an extension of YFEJ, offering similar advantages for the unemployed (and long-term unemployed) over 35.

²⁹ <http://ec.europa.eu/social/main.jsp?catId=629&langId=en>

ANNEX II – FINANCIAL GUIDELINES FOR APPLICANTS

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

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