



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

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

**BUDGET HEADING 04 04 01 01**  
**PROGRESS - EMPLOYMENT**

**PARES: Benchmarking between Employment Services**

**CALL FOR PROPOSALS 2013**

**VP/2013/016**

In view of the large number of enquiries, please do not telephone.  
Questions should be sent by e-mail only to: [Empl-VP-2013-016@ec.europa.eu](mailto:Empl-VP-2013-016@ec.europa.eu)  
To ensure a more rapid response it is helpful if applicants send their queries in  
English, French or German.  
The English version of the call is the original.

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## **BUDGET HEADING 04 04 01 01**

### **PROGRESS – EMPLOYMENT**

#### **1. BACKGROUND: THE PROGRESS PROGRAMME**

PROGRESS<sup>1</sup> is the EU employment and social solidarity programme, set up for the period 2007- 2013 to provide financial support for the attainment of the European Union's objectives in employment, social affairs and equal opportunities and of the Europe 2020 Strategy. This new strategy, which has a strong social dimension, aims at turning the EU into a smart, sustainable and inclusive economy delivering high levels of employment, productivity and social cohesion. The European Union needs coherent and complementary contributions from different policy strands, methods and instruments, including the PROGRESS programme, to support the Member States in delivering on the Europe 2020's goals.

The PROGRESS mission is to strengthen the EU's contribution in support of Member States' commitments and efforts to create more and better jobs and to build a more cohesive society. To this effect, PROGRESS is instrumental in:

- Providing analysis and policy advice on PROGRESS policy areas;
- Monitoring and reporting on the implementation of EU legislation and policies in PROGRESS policy areas;
- Promoting policy transfer, learning and support among Member States on EU objectives and priorities; and
- Relaying the views of the stakeholders and society at large.
- More specifically, PROGRESS supports:
  - The implementation of the European Employment Strategy (section 1);
  - The implementation of the open method of coordination in the field of social protection and inclusion (section 2);
  - The improvement of the working environment and conditions including health and safety at work and reconciling work and family life (section 3);
  - The effective implementation of the principle of non-discrimination and promotion of its mainstreaming in all EU policies (section 4);
  - The effective implementation of the principle of gender equality and promotion of its mainstreaming in all EU policies (section 5).

The call for proposals is issued in the context of the implementation of the 2013 annual work plan which can be consulted at: <http://ec.europa.eu/social/main.jsp?catId=658&langId=fr>

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<sup>1</sup> Decision No 1672/2006/EC of the European Parliament and of the Council of 24 October 2006 establishing a Community Programme for Employment and Social Solidarity — Progress, JO L 315 of 15.11.2006

### *New EU Programme for Employment and Social Innovation (EaSI)*

As PROGRESS is ending in 2013, the Commission has adopted its proposal<sup>2</sup> for a new programme on the 6th of October 2011, the Programme for Social Change and Innovation (PSCI). This new programme, now renamed to EU Programme for Employment and Social Innovation should come into effect on 1st January 2014.

The Commission's proposal on PSCI integrates and extends the coverage of three existing programmes: Progress (Programme for Employment and Social Solidarity), EURES (European Employment Services) and the European Progress Microfinance Facility. The general objectives of the programme are defined as below:

- (a) Strengthen ownership of the Union objectives in the employment, social and working conditions fields among key Union and national policy-makers, as well as other interested parties in order to bring about concrete and coordinated actions at both Union and Member State level.
- (b) Support the development of adequate, accessible and efficient social protection systems and labour markets and facilitate policy reform, by promoting good governance, mutual learning and social innovation.
- (c) Modernise Union law in line with the Smart Regulation principles and ensure that Union law on matters relating to working conditions is effectively applied.
- (d) Promote workers' geographical mobility and boost employment opportunities by developing Union labour markets that are open and accessible to all.
- (e) Promote employment and social inclusion by increasing the availability and accessibility of microfinance for vulnerable groups and micro-enterprises, and by increasing access to finance for social enterprises.

The PROGRESS axe is foreseen to continue the current activities of PROGRESS (i.e. policy coordination, sharing of best practices, capacity-building and testing innovative policies). It would also increase its contribution to social policy experimentation and to the identification of good practices, the aim being to up-scale the most successful measures with the support of the new European Social Fund.

All activities commencing after the 1st of January 2014 under this contract will have to take into consideration the changes related to the new Programme and will have to satisfy with the implementing conditions of the new programme including in term of monitoring and evaluation. The Commission might change the objectives, activities, specifications and deliverables of the contract accordingly, during the extension for 2014 and onwards.

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<sup>2</sup> COM(2011) 609 final

## **2. OBJECTIVES – THEMES - PRIORITIES**

### **a) The context**

The end to the monopoly in the delivery of employment services has led to the emergence of a huge number and variety of service providers in the labour market. Besides the traditional role played by the public employment services, other actors such as private and third sector employment services, municipalities, universities as well as voluntary and community organisations are increasingly active in providing a broad range of client services. The relations between these employment services are characterised very often by co-operation in various forms, increasingly by complementarities of services, as well as by strong competition for example in case of tendering procedures and contracting out.

While Public Employment Services (PES) are structured differently in each country, all share the same basic task of contributing towards matching supply and demand on the labour market through the provision of information, placement and active support services. Very often PES services are delivered in cooperation with partners.

The improvement of the PES' performance is an issue of high priority for a better implementation of the European Employment Strategy (EES). The role of the PES, including their modernisation to efficient service providers, is particularly important with respect to 'Europe 2020' integrated Guidelines 7 and 8:

- Guideline 7: Increasing labour market participation and reducing structural unemployment;
- Guideline 8: Developing a skilled workforce responding to labour market needs, promoting job quality and lifelong learning.

In June 2013 the European Commission has proposed a Decision<sup>3</sup> to help public employment services to maximise their effectiveness through closer cooperation to better address the needs of the unemployed and businesses.

The proposed Decision would establish a formal network of PES that will be a platform for:

- Comparing the performance public employment services against relevant benchmarks;
- Identifying best practices;
- Fostering mutual learning.

The network would also provide support for the practical implementation by Member States of employment policies. A notable example is implementation of the Youth Guarantee agreed by the EU's Council of Ministers.

In conclusion, PES are invited to step up mutual learning to improve their service supply. The benchmarking projects to be implemented under this call for proposals will be contributing to this objective.

Cooperation with labour market stakeholders including other providers of employment services is one the future tasks of the PES network. The present call for proposals should be

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<sup>3</sup> COM (2013) 430 final

seen as additional measure to facilitate cooperation and partnerships with other employment service providers.

***Supporting the objectives of the Commission Communication 'Towards a Job-rich Recovery'***<sup>4</sup>

In its recent Communication 'Towards a job-rich recovery' heading the so called Employment Package, the European Commission seeks to complement the Employment Priorities of the Annual Growth Survey with medium-term policy guidance and short-term concrete actions that will help alleviate the critical unemployment situation in the EU. Positioning and rethinking Employment Policies to better serve labour demand needs and boost job creation are key elements to ensure better matching prospects particularly in relation to sectors where growth and employment creation are forecast to be strong in coming years.

The Communication also underlines the importance of redefining the primary and core services of Public Employment Services (PES) to help them transform themselves into 'transitions management agencies'. Among the major building blocks to achieve this PES are once again encouraged to develop strong partnerships, in particular with other employment service providers. In this context and as part of its follow-up actions to Communication, the Commission commits itself to building partnerships among labour market actors by supporting cooperation projects between employment services.

***PARES: Partnerships between employment services***

The PARES initiative is part of the Europe 2020 strategy. The initiative supports EU-level dialogue to promote cooperation between different forms of employment services (public, private and non-profit) and to identify where they can deliver complementary services, with the ultimate objective of improving the functioning of labour markets in Europe.

In times of serious budgetary constraints and high unemployment the focus of PARES is on increased efficiency of publicly funded employment services, on performance assessment and on high-quality service provision for different groups of clients. Well-structured partnerships between different employment service providers combine the advantages of market forces with public social policy goals and can help reach the objectives of Europe 2020. PARES seeks to bring together all employment services with a view to improving their co-operation and further defining the fields in which they can deliver complementary services. Recently some EU Member States have started to further liberalise the provision of services to jobseekers and have extended the role of private actors in the delivery of public employment assistance programmes. PARES sets out to enable pilot actions and social experimentation in the field of employment service provision and to increase access to sustainable and durable employment opportunities for the unemployed.

PARES activities are focused on further improving the cooperation between employment services and developing the complementarity of their service offers. The objective of PARES is not to change or revise the regulatory framework for the provision of employment services.

PARES is an important accompanying measure in the Commission's flagship initiative "An agenda for new skills and jobs" to support flexicurity. It consists of three different but mutually reinforcing strands:

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<sup>4</sup> COM(2012) 173 final

***The PARES Annual Stakeholder Conference & Strategic Dialogues.***

Both of these events have been running since 2011. The Annual Conference provides a forum for exchanging and further conceptualizing good practices of co-operation and complementary service provision between employment services, and for jointly developing schemes for policy implementation and feedback to policy designers in order to support the Europe 2020 employment targets. Two Strategic Dialogues take place annually on topics selected by participants in the PARES Annual Conference. These help deepen discussions on specific topics where partnerships can be advanced and their resulting outputs will be presented back to the Annual Conference.

***WEESP is a Webtool for Evaluated Employment Services Practices.*** It includes organisational practices, tools and ALMP measures related to service delivery for jobseekers and employers including those furthest from the labour market. Pre-condition for inclusion into the webtool will be an evidence-based internal and/or external evaluation of the tools, practices and measures. WEESP is fully operational and since mid-2012 and can be consulted on the website of DG Employment, under the PARES section:

<http://ec.europa.eu/social/main.jsp?catId=1030&langId=en>

***The PARES call for proposals.*** This constitutes the subject of the present call for proposals and is further detailed in the following sections. This is the third edition of the Call for Proposals, the first one being issued in 2011. For further information on the PARES initiative, please visit: <http://ec.europa.eu/social/main.jsp?catId=991&langId=en>

## **b) Objective and scope of the PARES Benchmarking call for proposals**

### ***i. Objectives***

The main objective of this PARES call for proposals is to encourage benchmarking between employment services for a better delivery of the Europe 2020 strategy. The call is aimed at:

- Helping establish a system(s) of benchmarking between EU/EEA employment services when implementing priority actions of the European Employment Strategy;
- Support initiatives of a trans-national character that involve a number of Employment Services in the EU/EEA;
- Use the results of benchmarking projects between employment services to better inform policy makers at national and EU level with evidence-based findings on the performance and good practices in the delivery on employment services.

### ***ii. Foreseen results***

In the context of this call, benchmarking is understood as a systematic comparison of business models, processes, performances and tools including inputs, outputs, outcomes, impact and costs of activities between different employment services on the basis of quantitative and qualitative indicators to allow for a liable measurement and assessment of performance with the ultimate goal of identifying good practices.

Proposals are expected to follow a project design based on the benchmarking definition as indicated above, ideally leading to the identification of best practices, a clear description of the methodology used, the lessons from the partnerships and should include an element of public dissemination of results.

Proposals could take the following form:

- Define the most appropriate common subjects/activities of employment services or of partnerships between employment services (public, private, other type); activities chosen should have a similar scope and definition and should be in connection with the implementation of the priorities of the European Employment Strategy;
- Definition of appropriate quantitative and/or qualitative indicators that allow for a meaningful comparison between specific activities of participating employment services (public, private, other type);
- Data collection and possibly setting up of a database in which time series of data are stored;
- Analysis of findings with a view to identify best practices or determinants of good or bad performance;
- Drawing lessons learned for successful and sustainable partnerships;
- Dissemination of results among the participating employment services (public, private, other type), in the management boards of the participating employment services, a seminar/workshop to explain the results to a wider audience of stakeholders or presentation at a PARES event, and making the results available to policy makers for example the Employment Committee.

All reports produced with EU financial support and the supporting databases should become publicly available including for use and publication related to the PARES annual events and Strategic Dialogue, to the WEESP website or for use in the activities of the future European Network of Public Employment Services.

### *iii. Priority areas for cooperation*

The Commission will support initiatives of a trans-national character that involve a great number of employment services (public, private, other type) in the EU/EEA.

**Possible areas for the benchmarking are the current priority EU policy fields related to the employment services such as:**

- Effective approaches aiming at reducing Youth Unemployment;
- Employers services;
- Career guidance;
- Creation of local partnerships for employment;
- Anticipation of skills needs;
- Effective up-skilling / training of unemployed or inactive;
- Early intervention based upon profiling and targeted;
- Individualised support to contribute to the prevention of flow into long-term unemployment;
- Approaches to servicing the needs of employers and to improving relationships with employers;
- Cooperation and contract management between PES and other relevant service providers for vocational orientation;
- Placement, assessment, guidance, intensive assistance or training
- Customer satisfaction (jobseekers, employers);
- Assessment of the use of IT-tools and combined multi-channelling concepts;

- Green jobs;
- Etc.

**iv. Indicators to be used**

Indicators used could be for example the following:

- Transitions from unemployment into employment;
- Transitions from training measures into employment;
- Job seekers using self-service online services;
- Vacancies posted as a share of economy wide vacancies;
- Vacancies filled;
- Vacancies filled within 4 weeks;
- Costs per placement/integration.

It is expected that a variety of data sources ranging from own data of the participating employment services to EU level data from Eurostat can be used for the proposed projects.

**v. Success and failure factors for partnership development**

Apart from the pure Benchmarking results another deliverable of projects under this call for proposals is the capacity to spell out success and failure factors and parameters for partnership development. These should be documented in the form of findings and lessons learned deriving from a thorough evaluation of the actions undertaken. The evaluation shall help the beneficiary to draw lessons learned and to establish from this experience the building blocks for a successful and sustainable cooperation between employment services. The proposal should detail how this output will be achieved.

**3. TIMETABLE**

	Stages	Date and time or indicative period
a)	Publication of the call	December 2013
b)	Deadline for submitting applications	February 2014
c)	Evaluation period	May 2014
d)	Information to applicants	June 2014
e)	Signature of grant agreement or notification of grant decision	July 2014
f)	Starting date of the action/ work programme	September 2014

#### **4. BUDGET AVAILABLE**

The total indicative amount of co-financing for this call for proposals is EUR 1 500 000 and the maximum Community co-financing rate is 80% of the total eligible costs of the action. The Contracting Authority reserves the right not to distribute all the funds available.

This budget heading allows support to be given to projects to which the applicants contribute at least 20 % of the total eligible costs of the action. Contributions in kind will not be taken into account.

The contribution to the project of at least 20% will be evidenced from the budget included in the application and, inter alia, through commitment letters (see document n° 14 in the checklist in section 6) stating the precise amount of financial cash contribution to the budget.

Any application which requests a grant of more than 80 % will be excluded automatically from the selection.

No minimum and maximum grant amounts are being fixed. Depending on the quality of the received applications, the intention is to finance between three to four projects from the total budget with an average of 350.000 Euro as EU contribution. The actions will have a duration of 12 to a maximum of 18 months.

#### **5. EVALUATION CRITERIA**

All applications will be examined by an Evaluation Committee which will consider the eligibility, selection and award criteria set out below as well as the financial rules provided for in the Financial Guidelines for applicants. Only proposals which satisfy the eligibility and selection criteria will be assessed against the award criteria. Upon completion of its work, the Evaluation Committee will draw up a list of proposals recommended for funding.

##### Rejected applications

The Commission will notify unsuccessful applicants in writing after the conclusion of the work by the Evaluation Committee.

##### Selected applications

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

Requests concerning the progress of dossiers sent prior to the above-mentioned notifications will not be answered.

## **5.1 EXCLUSION CRITERIA**

Applicants must be in conformity with Articles 106(1) and 107 to 109 of the Financial Regulation. Each applicant<sup>5</sup> (lead and co-applicants) and any affiliated entities must sign a declaration on their honour to certify that they are not in any of the afore-mentioned situations (see document n° 3 in the checklist under section 6 below).

## **5.2 ELIGIBILITY CRITERIA FOR APPLICANTS**

Applicants must be legal persons properly constituted and registered in one of the EU Member States or other PROGRESS participating countries.

Eligible applicants must be public, private or third sector organisations whose main mission is the provision of employment services to jobseekers or job changers.

The proposals must include active co-applicants from PROGRESS participating countries.

The eligibility criteria for applicants will be assessed on the basis of documents nos. 4-7 indicated in the checklist under section 6 below.

Co-applicants must provide a letter of mandate (document n° 8 in the checklist under section 6 below).

Proof of affiliation of any affiliated entity will be assessed on the basis of document n° 9 indicated in the checklist under section 6 below.

## **5.3 SELECTION CRITERIA**

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

### **a) Financial capacity to carry out the action**

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

The financial capacity to carry out the project activities must be confirmed by:

- Declaration on honour of financial and operational capacity to carry out the activity (see document n° 3 in the checklist in section 6 below);
- Annual balance sheets and profit and loss accounts for the last financial year available for which the accounts were closed (see document 10 in the checklist in section 6 below);
- For grants of more than € 750,000, an audit report produced by an approved external auditor (document n° 11 in the checklist in section 6 below).

The financial capacity of the applicant (lead and co-applicants) will be assessed by calculating the ratio between the total assets in the applicants' (lead and co-applicants balance sheets and the part of the total budget of the project for which that organisation is responsible according

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<sup>5</sup> Please see Annex I to the call (Financial Guidelines for Applicants) for a definition of the terms lead applicant, co-applicants, affiliated entities and associate organisations.

to the budget in the application form (the ratio should be greater than 0.70). In addition, the Commission may take into account the financial information provided by the applicant in the SWIM application form.

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

#### **b) Operational capacity to complete the proposed action**

The 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 applicants must have a strong track record of competence and experience in the field and in particular in the type of action proposed.

The applicant's operational capacity for performing the required work must be confirmed by:

- A list of the main projects carried out in the last three years relating to the objective of the call. In the case of work done for the Commission, applicants must also indicate the reference number of the contract and the department for which the contract was performed (document n° 12 in the checklist in section 6 below);
- The curriculum vitae of the proposed project manager/co-ordinator and the persons who will perform the main tasks (document n° 13 in the checklist in section 6 below);
- Written confirmation in the letter of commitment from each co-applicant and any affiliated entity that they are willing to participate in the project and briefly describing their role (document n° 14 in the checklist in section 6 below).

### **5.4 AWARD CRITERIA**

The grants will be awarded following a comparative assessment of the proposals according to the following award criteria:

- **Relevance with the objectives of the PARES Benchmarking initiative (max 20 points);** particular attention will be paid to:
  - The degree to which the proposal effectively meets the objectives, scope, and key priority areas of the call as set out above;
  - Policy understanding and direct relevance of the proposal to European Employment Strategy.
- **Management and quality control methods of the proposal; (max 10 points)**
  - The management methods used to ensure quality throughout the benchmarking project including quality planning, quality control and quality assurance and quality improvement in relation to expected outputs and outcome of the project in particular the success and failure factors for partnership development.
- **European added value and multiplier effect of the proposed action (max 20 points);** particular attention will be paid to:
  - Potential impact at European level once funding has ended (sustainability);
  - Potential for uptake or for results transfer to national, regional, local levels or to other existing networks. (transferability);

- European transnational dimension of the activities proposed and of their impact on employment services clients, employment and services delivery systems and values.
- **Visibility of the action (max 10 points);** particular attention will be paid to:
  - Clear identification of the target groups for dissemination and adequacy of planned outreach towards these groups;
  - Quality and efficiency of the information dissemination.
- **Adequacy of the methodology of the proposed action (max 20 points);**
  - Clarity, quality and coherence of the methodological aspects description, the work programme and timetable with the objectives, benchmarking methodology, the data sources, the list of indicators and the target group, the areas of cooperation and the expected outcome;
  - Quality of the proposed partnership, involvement, role and tasks distribution.
- **The cost / efficiency of the operation (max 20 points);**
  - Clarity and quality of the estimated budget description;
  - Adequacy of resources allocated to the project (human and financial) in relation to the objectives foreseen;
  - The degree to which the level of output and impact of the project is proportionate to the amount of the grant requested.

**Proposals not reaching the minimum score of 70 points will not be considered for the award of a grant.**

## **6. FORMAL REQUIREMENTS**

### **a) Rules of submission**

Applicants are invited to fill in the application form and present the project proposal preferably in English, French or German, in order to facilitate the treatment of the proposals and carry out the evaluation as soon as possible.

The Application form, the Financial Guidelines for Applicants and further information related to the call for proposals is provided on the following website: [http://ec.europa.eu/employment\\_social/emplweb/tenders/index\\_calls\\_en.cfm](http://ec.europa.eu/employment_social/emplweb/tenders/index_calls_en.cfm)

The Application form is an electronic form which must be filled in online **by 28/02/2014**. Annexes, which are compulsory, must be also filled in and uploaded online (e.g. part F of the online Application form). For this purpose, the Internet Web application SWIM must be used. SWIM enables you to introduce, edit and submit a grant application. You can access to SWIM at the web site: <https://webgate.ec.europa.eu/swim/displayWelcome.do>

Before starting, please read carefully the "User's guide", which you will find at the top of the page ("Help on SWIM").

Applications accompanied by the annexes and all the required documentary proof should also be submitted in hard copy in triplicate (original and two copies) to the addresses cited below **by 28/02/2014** (their submission date will be taken as the date of dispatch, as evidenced by the postmark or the express courier receipt date). **Proposals submitted after this date will not be eligible.**

a) By post to the following postal address:

Call for proposals European Commission  
Employment, Social Affairs and Inclusion DG  
Unit C3  
Rue Joseph II 27 – 05/051  
B-1049 Brussels, Belgium

b) Or by hand-delivery:

Hand-delivered applications must be received by the European Commission at the latest on the last day for submission by 16.00. The only address for hand delivery of documents to the European Commission is: Avenue du Bourget n° 1, B-1140 Evere, Belgium (see: [http://ec.europa.eu/contact/mailling\\_en.htm](http://ec.europa.eu/contact/mailling_en.htm) ). Proof of delivery is a signed receipt from the Commission's Archives Service stamped with the date of the last day for submission or earlier.

**ALL ENQUIRIES MUST BE MADE BY E-MAIL ONLY TO:**

[EMPL-VP-2013-016@ec.europa.eu](mailto:EMPL-VP-2013-016@ec.europa.eu)

**- PLEASE DO NOT TELEPHONE –**

Questions may be sent 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/>. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

#### **b) Checklist of the required documents to accompany your application**

Once the application and its annexes have been submitted electronically in SWIM, please send the following documents in triplicate (one original + two copies) by the deadline indicated in section 6.a) above and including all the documents listed and described in the table below.

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

- attach a ticked checklist as below to your 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);
- submit the originals of any signed documents (from both the applicant organisation and partners)

### Checklist of documents to be submitted

<b>1</b>	<b>Official covering letter of application</b> quoting the reference of the call for proposals and <b>bearing the original signature of the lead applicant's legal representative and quoting the proposal reference number generated by the SWIM application (VP/2013/016/XXX).</b>	<input type="checkbox"/>
<b>2</b>	<b>Print-out of the duly completed SWIM application form submitted on-line</b> ( <a href="https://webgate.ec.europa.eu/swim/external/displayWelcome.do?lang=en">https://webgate.ec.europa.eu/swim/external/displayWelcome.do?lang=en</a> ), <b>dated and with the original signature of the lead applicant's legal representative.</b>  NOTE: The on-line form <u>must be electronically submitted before printing</u> . After the electronic submission no further changes to the application are possible.	<input type="checkbox"/>
<b>3</b>	<b>Print-out of the SWIM Annex: Declaration on honour</b> from the lead applicant and each co-applicant and affiliated entity. This must be written on the official letterhead paper of the organisation and have the original signature of the legal representative, certifying that the organisation is not in one of the situations listed in Articles 106(1) and 107 to 109 of the Financial Regulation and that it has the financial and operational capacity to complete the activity for which funding is requested.	<input type="checkbox"/>
<b>4</b>	<b>Print-out of SWIM Annex E.4 "Legal entity" form</b> of the lead applicant and each co-applicant duly completed and bearing the original signature of the legal representative.  This form can be found at: <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>	<input type="checkbox"/>
<b>5</b>	Copy of the <b>certificate of official registration or other official document</b> of lead applicants and co-applicants attesting to the establishment of the entity (for public bodies, a copy of the law, decree or decision establishing the entity in question).	<input type="checkbox"/>
<b>6</b>	Copy of the <b>articles of association/statutes or equivalent</b> of lead applicants and co-applicants proving the eligibility of the organisation (not applicable for public bodies).	<input type="checkbox"/>
<b>7</b>	Copy of a <b>document</b> showing the <b>identification number for tax purposes or the VAT number</b> of applicants and co-applicants, if applicable.	<input type="checkbox"/>
<b>8</b>	<b>Print-out of SWIM Annex: Letter of mandate</b> from each co-applicant. This must follow the template provided, be written on the official letterhead paper of the organisation and have the original signature of the legal representative. It must also be submitted	<input type="checkbox"/>

	electronically in annex to the on-line application form.	
9	<b>Free format: For each affiliated entity, a document providing proof of the legal and /or capital link with the lead applicant or a co-applicant.</b>	<input type="checkbox"/>
10	<b>Copy of annual balance sheet and profit and loss accounts</b> for the last financial year of the applicant and each co-applicant ( <i>not necessary for public bodies</i> ). The applicant should specify which currency is being used in the balance sheet.	<input type="checkbox"/>
11	<b>For grant requests over € 750.000,00 or for organisations subject to statutory audit of their annual accounts, an external audit report</b> produced by an approved auditor, certifying the last accounting exercise.	<input type="checkbox"/>
12	<b>Free format: A list of the lead and co-applicant organisations' main projects</b> carried out in the last three years relating to the objective of the call. In the case of work done for the Commission, applicants must also indicate the reference number of the contract and the department for which the contract was performed.	<input type="checkbox"/>
13	<b>Free format: Detailed CVs</b> (educational and professional qualifications) and job specification of the proposed project manager/coordinator and of persons who will perform the main tasks, with a brief description of their outputs related to the subject of the proposal.	<input type="checkbox"/>
14	<b>Print-out of SWIM Annex: Letters of commitment:</b> A signed letter of commitment from <b>each co-applicant and any affiliated entity named in the application form, and for any associate organisation or third party playing a major role in or making a financial contribution to the action</b> , explaining the nature of the organisation's involvement and specifying the cash amounts of any funding provided.  The letters of commitment should be submitted in English, French or German	
15	<b>Free format SWIM Annex E5: Description of the action</b> (free format) dated and <u>signed by the legal representative</u> of the applicant organisation.	<input type="checkbox"/>
16	<b>Free format SWIM Annex: Detailed Work Programme of the project</b>  This is a separate document in addition to the description of the project in the online application form and it must also be submitted electronically. <b>The paper version must be identical to the electronic version.</b>  The detailed work programme must provide a detailed and comprehensive description of the project, including clear information on the objectives, methodology, deliverables, dissemination plans and a timetable for the activities. In the timetable the applicant should use milestones for the different activities without mentioning specific dates (e.g. use "month 1, month 2..." without specifying the day and month). The work programme should include a division of roles between the organisations implicated in the project and details on the running of the partnership. The detailed work programme should be submitted in English, French or German.	<input type="checkbox"/>
17	<b>Print-out of SWIM Annex E.6: "Contracts for implementing the action".</b> <b>In the case of subcontracting for external expertise</b> , where the value of the external contract exceeds EUR 5000, detailed information regarding the tasks involved, the reasons	<input type="checkbox"/>

	<p>for subcontracting these tasks and the selection procedure that will be followed to award the contract should be included in the form<sup>6</sup>. The form should be submitted in English, French or German.</p> <p>Applicants should note that subcontracting external expertise is only admissible if the staff of the applicant organisations and affiliated entities do not have the skills required. <b>It is not permissible to subcontract the project management of the action.</b></p> <p>This requirement does not apply to public authorities which are already governed by a system of public procurement rules; however, where applicable, this should be indicated.</p>	
18	<p><b>Print-out of SWIM Annex E.8: Budget explanation</b> for the project. This is a separate document in addition to the budget section of the on-line application form and it must also be submitted electronically in annex to the on-line application form.</p> <p>The paper version must be identical to the electronic version of the budget explanation. The budget explanation must provide additional information to explain and justify all items in the proposed budget (and particularly staff costs and subcontracting plans). A simple table listing costs without explanation is not sufficient. The budget explanation should be submitted in English, French or German.</p>	<input type="checkbox"/>
19	<p><b>Print-out of SWIM Annex E.3: "Financial identification" form</b> of the lead applicant organisation <b>duly completed with the original signature of the account holder</b>. This form should also bear the original signature and stamp of the Bank or if not a copy of a recent bank statement.</p> <p>This form can also be found at:</p> <p><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></p>	<input type="checkbox"/>

## 7. PROGRESS – ADDITIONAL CONDITIONS FOR CALLS FOR PROPOSALS 2013

### a) Requirements concerning equal opportunities

The PROGRESS Programme aims to promote gender mainstreaming in all its five policy sections and supported activities. Consequently, the Beneficiary shall take the necessary steps to ensure that:

- Gender equality issues are taken into account when relevant for the drafting of the proposal by paying attention to the situation and needs of women and men;
- Implementation of proposed activities includes a perspective informed by a systematic consideration of the gender dimension;

<sup>6</sup> Where the value of the procurement contract exceeds EUR 60 000, the beneficiary, in addition, must provide a copy of the draft tender specifications. To assist applicants, a model for tender specifications is included in Annex II to this call. Important additional information concerning subcontracting can be found in Annex I. The draft tender specifications should be submitted in English, French or German. In addition, the applicants must be able to prove, if requested, that they have sought bids – by registered letter – from at least five different tenderers, including proof that they have posted the call for tender or invitation to tender at least on their website and provide a detailed description of the selection procedure

- Performance monitoring includes the collection and gathering of data disaggregated by sex when needed;
- Its proposed team and/or staff respects the gender balance at all levels.

Equally, needs of disabled people shall be duly acknowledged and met while implementing the proposed activities. This will ensure in particular that where the Beneficiary organises training sessions and conferences, issues publications or develops dedicated websites, people with disabilities will have equal access to the facilities or the services provided.

Finally, the Contracting Authority encourages the Beneficiary to promote equal employment opportunities for all its staff and team. This entails that the Beneficiary is encouraged to foster an appropriate mix of people, whatever their ethnic origin, religion, age, and ability.

The Beneficiary will be required to detail in its final activity report the steps and achievements made towards meeting these contractual requirements.

### **b) Publicity and information requirements**

In accordance with the General conditions, all beneficiaries are under the obligation to acknowledge that the present activity has received funding from the Union in all documents and media produced, in particular final delivered outputs, related reports, brochures, press releases, videos, software, etc, including at conferences or seminars. In the context of the European Union Programme for Employment and Social Solidarity – PROGRESS, the following formulation shall be used:

*This (publication, conference, training session etc) is supported by the European Union Programme for Employment and Social Solidarity - PROGRESS (2007-2013).*

*This programme is implemented by the European Commission. It was established to financially support the implementation of the objectives of the European Union in the employment, social affairs and equal opportunities area, and thereby contribute to the achievement of the Europe 2020 Strategy goals in these fields.*

*The seven-year Programme targets all stakeholders who can help shape the development of appropriate and effective employment and social legislation and policies, across the EU-27, EFTA-EEA and EU candidate and pre-candidate countries.*

*For more information see: <http://ec.europa.eu/progress>*

For publications it is also necessary to include the following reference: "The information contained in this publication does not necessarily reflect the position or opinion of the European Commission".

With regard to publication and any communication plan linked to the present activity, the Beneficiary will insert the European Union logo and mention the European Commission as the Contracting Authority in every publication or related material developed under the present grant agreement.

### **c) Reporting requirements**

PROGRESS is implemented through a results-based management (RBM). The Strategic Framework, developed in collaboration with the Member States, social partners and civil society organisations, sets out the intervention logic for PROGRESS-related expenditure and defines PROGRESS' mandate and its long-term and immediate outcomes. It is supplemented by performance measures which serve to determine the extent to which PROGRESS has delivered the expected results. See in Annex the overview of PROGRESS performance measurement framework. For more information on the strategic framework, please visit PROGRESS website <http://ec.europa.eu/social/main.jsp?catId=659&langId=en> .

The Commission regularly monitors the effect of PROGRESS-supported initiatives and considers how they contribute to PROGRESS outcomes as defined in the Strategic Framework. In this context, the Beneficiary will be asked to dedicatedly work in close cooperation with the Commission and/or persons authorised by it to define the expected contribution and the set of performance measures which this contribution will be assessed against. As a direct contribution to the PROGRESS Annual Performance Monitoring Report, the Beneficiary will be asked to submit a short quantitative questionnaire on the outputs produced over the course of a given calendar year. At the end of the action, the Beneficiary will also be asked to report on its own performance to the Commission and/or persons authorised by it against a template which will be annexed to the grant agreement.

### **d) Information on partners in PROGRESS funded projects (when applicable):**

In order to increase the visibility of transnational partnerships established under PROGRESS and to facilitate networking between organisations involved in actions covered by PROGRESS grants, the Commission intends to publish the name and address of partners in PROGRESS-funded projects together with the name and address of the beneficiary, the reference of the call for proposals and the title and description of the project. To that purpose, the Beneficiary will be asked to seek the partners' agreement to authorise the Commission to publish this data. This written agreement should be included in the letters of commitment sent to the Commission with the application form.

### **e) 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 funding for the project comes to an end. Information sharing and awareness raising are key activities to ensure that other interested parties benefit from the project findings and can draw lessons which to apply within their own work context and develop new partnerships.

Hence, each proposed project is expected to be flexible and adaptive to arrange for a real exchange and sharing of experiences not only amongst partners, but also with other projects financed under this call for proposals.

Each project is expected to maintain strong and active relationship with the other two strands of the PARES initiative so that the service(s) developed can potentially be exposed and disseminated through the WEESP web repository of PARES good practices; and the analytical findings and the experienced success and failure factors could be disseminated to

the PARES strategic dialogue forum and might be presented at one of the PARES stakeholders conferences.

The proposals must therefore plan for a dedicated effort for exchange and sharing of experiences, and communication and dissemination of the projects' results. Thus the beneficiary should foresee some kind of dissemination activities regarding the results of the project.

# OVERVIEW OF PROGRESS PERFORMANCE MEASUREMENT

## PROGRESS Ultimate Outcome

*Member States implement laws, policies and practices in a manner that contributes to the desired outcomes of the Social Agenda*

PROGRESS works toward its ultimate outcome by helping strengthen the EU's support for Member States' efforts to create more and better jobs and to build a more cohesive society. PROGRESS seeks to contribute to (i) an **effective legal regime** in the EU in relation to the Social Agenda; (ii) **shared understanding** across the EU with regard to Social Agenda objectives; and (iii) **strong partnerships** working toward Social Agenda objectives.

In operational terms, support provided by PROGRESS facilitates (i) provision of analysis and policy advice; (ii) monitoring and reporting on the implementation of EU legislation and policies; (iii) policy transfer, learning and support among Member States; and (iv) relaying to decision-makers the views of the stakeholders and society at large.

### Legal Regime

#### Outcome:

*Compliance in Member States with EU law related to PROGRESS areas.*

#### Performance Indicators

1. Transposition rate of EU law on matters related to PROGRESS policy areas
2. Effectiveness of application in Member States of EU law on matters related to PROGRESS policy areas.
3. EU policies and legislation are grounded in thorough analysis of situation and responsive to conditions, needs and expectations in Member States in PROGRESS areas
4. Extent to which PROGRESS-supported policy advice feeds into the development and implementation of EU legislation and policies
5. Cross-cutting issues are addressed in PROGRESS policy sections
6. EU policies and legislation display a common underlying logic of intervention in relation to PROGRESS issues
7. Gender mainstreaming is systematically promoted in PROGRESS

### Shared Understanding

#### Outcome:

*Shared understanding and ownership among policy/decision-makers and stakeholders in Member States, and the Commission, of objectives related to PROGRESS policy areas.*

#### Performance Indicators

1. Attitudes of decision-makers, key stakeholders and general public regarding EU objectives in PROGRESS policy areas
2. Extent to which national policy discourses or priorities reflect EU objectives
3. Extent to which principles of good governance (including minimum standards on consultation) are respected in policy debate
4. Extent to which the outcomes of policy debates feed into the development of EU law and policy.
5. Greater awareness of policy-and decision-makers, social partners, NGOs, networks regarding their rights/obligations in relation to PROGRESS policy areas
6. Greater awareness of policy-and decision-makers, social partners, NGOs, networks regarding EU objectives and policies in relation to PROGRESS policy areas

### Strong Partnerships

#### Outcome:

*Effective partnerships with national and pan-European stakeholders in support of outcomes related to PROGRESS policy areas.*

#### Performance Indicators

1. Existence of common ground/consensus among policy and decision-makers and stakeholders on EU objectives and policies
2. Identification and involvement by the EU of key actors in a position to exert influence or change at EU and national levels
3. Effectiveness of partnerships in relation to outcomes related to PROGRESS policy areas.
4. Number of individuals served or reached by networks supported by PROGRESS.
5. Extent to which advocacy skills of PROGRESS-supported networks have improved
6. Satisfaction of EU and national authorities with the contribution of networks
7. Extent to which PROGRESS-supported networks take a cross-cutting approach

## **8. ANNEX I: FINANCIAL GUIDELINES FOR APPLICANTS**

Annex I is available on the call website:

<http://ec.europa.eu/social/main.jsp?catId=630&langId=en>