



EUROPEAN COMMISSION  
Directorate-General for Employment, Social Affairs and Inclusion  
Directorate E  
**Unit 3: VET, Apprenticeships and Adult Learning**

## **EaSI – PROGRESS Axis**

**Supporting the development of tailored learning provision in the implementation of  
"Upskilling Pathways"**

## **CALL FOR PROPOSALS**

**VP/2019/005**

Any questions should be sent by email to:  
[empl-vp-2019-005@ec.europa.eu](mailto:empl-vp-2019-005@ec.europa.eu)

To ensure a rapid response to requests for information, applicants are invited  
to send their queries in English, French or German 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 2019 Financial  
Guidelines for Applicants (published in March 2019) and the model Grant Agreement(s)  
published with this call as well as the financial rules applicable to the general budget of the  
Union: [http://ec.europa.eu/budget/biblio/documents/regulations/regulations\\_en.cfm](http://ec.europa.eu/budget/biblio/documents/regulations/regulations_en.cfm)

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## 1. INTRODUCTION – BACKGROUND

### 1.1. Programme/Legal base

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

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

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

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

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

The EaSI annual work programme for grants and procurement was published on 25.10.2018<sup>3</sup>.

### 1.2. Policy and economic background

The first principle of the European Pillar of Social Rights states that *“everyone has the right to quality and inclusive education, training and life-long learning in order to maintain and acquire skills that enable them to participate fully in society and manage successfully transitions in the labour market”*<sup>4</sup>.

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

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

<sup>3</sup> <https://ec.europa.eu/social/main.jsp?catId=1081#navItem-relatedDocuments>

<sup>4</sup> [https://ec.europa.eu/commission/priorities/deeper-and-fairer-economic-and-monetary-union/european-pillar-social-rights\\_en#documents](https://ec.europa.eu/commission/priorities/deeper-and-fairer-economic-and-monetary-union/european-pillar-social-rights_en#documents)

In December 2017, the European Council called for further steps to be taken for implementing the Council Recommendation on Upskilling Pathways, intended for people with the greatest skills needs.

The European Agenda for Adult Learning<sup>5</sup> underlines the need for adults to regularly enhance their personal and professional skills and competences, in response to multiple social, technological and economic changes and the instability and risks these provoke, not least for low-skilled and the low-qualified people. European labour markets are undergoing important changes that affect employment trends; among which, demographic change and economic migration on the supply side and the growing complexity of jobs on the demand side are becoming increasingly challenging and raise uncertainties about the nature and level of skills that will be required (especially digital skills and transversal skills such as problem-solving). Even jobs that traditionally required low-level qualifications, or no qualifications at all, are becoming more demanding.

In 2017, there were 61 million people, more than a quarter of the Union population aged 25-64, who had left initial education and training with at most a lower secondary education qualification<sup>6</sup>. Furthermore, the OECD Survey of Adult Skills ('PIAAC') indicates that, in 20 Member States, similar proportions of adults aged 16 to 65 performed at the lowest level of skills proficiency in literacy, numeracy and problem-solving in technology-rich environments. This "low-skilled challenge" should be urgently addressed.

These sources also show that low-qualified and/or low-skilled adults are less likely to find a job or to take part in learning, although these are key to their social inclusion and democratic participation, among other benefits. The aggregate net economic benefit (from higher incomes, reduced crime rates, etc.) of reducing the size of the low-skilled adult population in the EU (assuming a further decrease to reach 7.4% of adults being classed as low-skilled by 2025) is estimated at EUR 2 013 billion<sup>7</sup> for the period 2015-2025.

Therefore, it is crucial for their individual well-being as well as for the good of society that they be provided with adequate upskilling opportunities, especially through tailored measures targeted at those furthest away from the labour market or education and training.

Yet, where arrangements exist for enabling adults to raise their skills levels, they are often not tailored to their specific needs. Other challenges include the absence of legal frameworks to guarantee and ease access to tailored learning provision in most countries, low take up by individuals who need it the most or no perception of its benefits.

### 1.2.1. Upskilling Pathways

The Council Recommendation of 19 December 2016 on "Upskilling Pathways: New Opportunities for Adults"<sup>8</sup> recommends Member States to "*offer adults with a low level of skills, knowledge and competences, for example those who have left initial education or training without completing upper secondary education or equivalent, and who are not eligible for support under the Youth Guarantee, access to upskilling pathways which provide them with the opportunity, according to their individual needs, to:*

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<sup>5</sup> [http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv%3AOJ.C\\_.2011.372.01.0001.01.ENG](http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv%3AOJ.C_.2011.372.01.0001.01.ENG)

<sup>6</sup> [http://ec.europa.eu/eurostat/statistics-explained/index.php/Labour\\_market\\_and\\_Labour\\_force\\_survey\\_%28LFS%29\\_statistics](http://ec.europa.eu/eurostat/statistics-explained/index.php/Labour_market_and_Labour_force_survey_%28LFS%29_statistics)

<sup>7</sup> "Investing in skills pays off", CEDEFOP, 2017

<sup>8</sup> [http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=OJ:JOC\\_2016\\_484\\_R\\_0001](http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=OJ:JOC_2016_484_R_0001)

- *acquire a minimum level of literacy, numeracy and digital competence;*

*and/or*

- *acquire a wider set of skills, knowledge and competences, relevant for the labour market and active participation in society, building on Recommendation 2006/962/EC on key competences for lifelong learning, by making progress towards a qualification at EQF level 3 or 4 depending on national circumstances”.*

Upskilling Pathways should comprise three steps:

- *“skills assessment (i.e. skills identification or screening);*
- *provision of a tailored, flexible and quality learning offer; and*
- *validation and recognition of skills acquired<sup>9</sup>”.*

One of the crucial goals of the Recommendation is to bring together in a coherent way the many fragmented and partial offers proposed to adults by disparate providers and in multiple settings. Actions funded under this call should be developed in accordance with key principles outlined in paragraphs 11 to 18 of the Recommendation on Upskilling Pathways: coordination and partnership between stakeholders and sectors, outreach, guidance and support measures to learners and proper follow-up and evaluation of the implementation of the Recommendation.

Member States were to identify priority target groups for the delivery of Upskilling Pathways and outline appropriate measures for the implementation of the Recommendation at the latest by mid-2018 by building on relevant existing national arrangements<sup>10</sup>.

As foreseen in the Recommendation, the European Commission took stock of the implementation measures outlined by Member States in a Staff Working Document published on 26 February 2019<sup>11</sup>. This stocktaking shows that few countries are setting in motion new ambitious agendas or triggering national debates on the existing offer of learning opportunities for low skilled adults, and there is a need to significantly step up efforts to increase the scale of measures and develop a holistic and long-term vision that could have a significant impact on the 61 million low-skilled adults living in the EU.

### *1.2.2. Tailored, flexible and quality learning offer*

This section provides details how the terms “a tailored, flexible and quality learning offer to potential applicants” should be understood within the scope of this call.

The Upskilling Pathways Recommendation emphasises the importance of beneficiaries being offered education and training that meets their learning specific needs, as identified in the skills assessment they should undergo before taking part in any further learning. Links

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<sup>9</sup> The last step (validation of skills) builds in particular on the [2012 Council Recommendation on the validation of non-formal and informal learning](#). Applicants to this call should consult this text.

<sup>10</sup> The Commission Staff Working Document “[Tackling low skills: The Skills Guarantee](#)” accompanying the Communication “A new skills agenda for Europe” provides useful examples of existing tailored learning provision implemented in some Member States, which could form parts of future arrangements for Upskilling Pathways.

<sup>11</sup> [https://ec.europa.eu/info/publications/implementation-report-upskilling-pathways\\_en](https://ec.europa.eu/info/publications/implementation-report-upskilling-pathways_en)

between skills assessment and the ‘tailored, flexible and quality learning offer’ are therefore essential. The offer would take as its starting point the learner’s current level of skill in each topic, and not oblige the learner to start again from scratch. However, the current education and training offer in most Member States often does not explicitly address basic skills needs and is not tailored enough to the needs of each person.

The offer of learning should include literacy and/or numeracy and/or digital skills (as required by the individual), or training leading to a qualification (but not necessarily, depending on the individual’s plans). In case a qualification pathway is pursued, the offer should from the outset be open to progression to a qualification at EQF level 3 or 4.

Depending on the skill needs identified, the offer might first need to build up learners’ basic skills (literacy, numeracy and digital skills), so that they have a solid foundation for progression to further learning and, ultimately, to a qualification, or, if the skills assessment shows that this is possible for the individual concerned, it could focus immediately on progression to a qualification at EQF level 3 or 4 or equivalent.

Therefore, links to the third step of Upskilling Pathways – validation - are also crucial so that beneficiaries have a clear record of their existing and new skills. Validation makes visible and values the rich learning that frequently takes place outside formal education and training – at home, at work, during leisure-time, etc. It can also increase the learner’s self-esteem, self-confidence and awareness of his or her capabilities.

The learning contents, format, methods, tools, materials, schedules and environments should be specifically adapted to the needs of low-skilled adults. For instance, many people who have dropped out of education and training prematurely struggle with abstract learning; this obstacle can be addressed by setting learning in the context of real life and work situations. Other common obstacles like the lack of available provision near where the learner lives, or family /work responsibilities, can sometimes be resolved through distance learning, blended learning or training at the work place.

To overcome barriers to participation, the offer of education and training should also be flexible and adapted to the learning habits of adults. Adults whose experience in the past has been negative are motivated by seeing that they are making progress; this can be achieved by structuring the education and training provision into manageable units of learning outcomes, as the Upskilling Pathways Recommendation also recommends. A unit of learning outcomes can be defined as a “*component of a qualification, consisting of a coherent set of knowledge, skills and competence, that can be assessed and validated*”<sup>12</sup>. A qualification comprises in principle several units and is made up of the whole set of units. Thus, a learner can achieve a qualification by accumulating the required units. A unit may be specific to a single qualification or common to several qualifications. In line with the principles of the European Credit System for Vocational Education and Training, the expected learning outcomes defining a unit may be achieved irrespective of where or how these have been achieved (via formal, non-formal or informal learning).<sup>13</sup> The units that make up a qualification should be:

- described in legible and understandable terms by referring to the knowledge, skills and competences contained in them;
- constructed and organised in a coherent way with regard to the overall qualification;

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<sup>12</sup> [Recommendation of the European Parliament and of the Council of 18 June 2009](#) on the establishment of a European Credit System for Vocational Education and training (ECVET)

<sup>13</sup> Ibid.

- constructed in a way that enables discrete assessment and validation of learning outcomes contained in the unit.

The modular nature of these programmes, in general, offers autonomy to the provider in designing courses and flexibility for the learner to tailor a course to his or her needs, which makes them eminently suited to the needs of adult learners. They also allow the learner to register his/her own progress in learning.

A quality adult learning offer for low-skilled people features many other aspects, for instance the continuous professional development of their teachers and trainers, or alignment with local and regional labour market needs. While existing quality instruments may not be able to cope with the diversity and cross-sectoral nature of basic skills learners, they do, nevertheless, provide a basis for further development. In particular, building on the EQAVET<sup>14</sup> model and experience is worth exploring.

Below is a (non-exhaustive) list of key features of effective practice for tailored, flexible and quality learning for adults with low levels of skills or qualification:

- all aspects of learning (including content, structure, schedule, teaching/learning methods and learning supports) are appropriate to the needs and circumstances of the learner;
- the offer takes into account the already acquired skills and is thus adapted to the learning needs of the individual
- the offer ensures that the learner first acquires a firm foundation of literacy, numeracy and digital competences as a basis for further learning;
- training connecting practical experiences and inspired by the learning-by-doing approach
- trainings are divided into modules or smaller stepping-stones
- modes of delivery are appropriate to the needs of the individual (e.g. distance learning, blended learning)
- programmes are aligned to local and regional labour market needs and developed in cooperation with stakeholders
- the offer of learning is quality assured
- teachers and trainers delivering the education and training offer are experienced and qualified.

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<sup>14</sup> <https://www.eqavet.eu/>

## 2. OBJECTIVE(S) – PRIORITIES – TYPES OF ACTIONS - EXPECTED RESULTS

### 2.1. Objectives – Priorities

The overall objective of this call, in line with the two calls published in 2017 (VP/2017/011) and 2018 (VP/2018/008) is to support participating countries in implementing the Upskilling Pathways Recommendation by putting in place coherent pathways comprising the three key steps: skills assessments; provision of a tailored, flexible and quality learning offer; and validation and recognition of skills acquired.

The *specific* objective of this call is to support the deployment of a tailored, flexible and quality learning offer for low-skilled / low-qualified adults (and where relevant for priority groups identified by countries in the framework of the Recommendation).

For each individual beneficiary, the tailored, flexible and quality learning offer should:

- Be tailored to the needs of the individual; tailoring should be learner-centred, enabling the learner to navigate between offers which provide the skills and competences s/he needs to acquire, allowing her/him to accumulate and take the learning outcomes with them as part of the pathway, which in some cases may be interrupted but returned to.
- Be based upon the results of an assessment of the skills of the individual;
- Respond to the individual's learning needs in literacy, numeracy and digital skills (and may in addition address wider set of skills) and/or need for progression towards a higher qualification;
- May entail the learner changing from one programme to another, or from one provider to another, which should be a seamless process in which the learner's achievements, learning outcomes and credits transfer with him or her;
- Be accompanied by opportunities for the beneficiary to validate her/his skills, whether acquired through prior learning or through the learning offer, and whether leading to a qualification or not;

The provision as a whole should be:

- pedagogically appropriate for adults, especially low-skilled/low-qualified adults;
- easily accessible and available to all low-skilled/low-qualified adults.

The Upskilling Pathways established should also meet the enabling conditions mentioned in the Recommendation: outreach, guidance and support measures for the target group; and stakeholders coordination and partnership.



This call complements the support for provision for low-skilled adults that is provided through the European Social Fund and the Erasmus+ programme, by assisting each focus participating country<sup>15</sup> to develop a coherent strategy for raising the levels of skills and qualifications of adults who lack an upper secondary education (or equivalent) or who lack proficiency in basic skills. This call should also complement related activities (ongoing or future) taking place at national, regional or local levels.

## 2.2. Description of the activities to be funded / Type of actions

Proposals must be centred around the following activities:

- Enlarging the scale or scope of existing tailored learning provision for low-skilled / low-qualified adults that is considered to be effective (e.g. to cover a different low-skilled/ low-qualified target group); **OR**
- Adapting existing learning provision to the needs of low qualified / low skilled individuals or priority groups as defined by countries, where relevant (e.g. embedding basic skills training, use tailored teaching methods); **OR**
- Developing new tailored learning provision (if duly justified by the lack of appropriate existing provision) for low qualified / low skilled individuals or priority groups as defined by countries, where relevant (e.g. designing new modularised curricula for basic skills education) **and/or** testing it on a scale that allows conclusions to be drawn about its effectiveness.

In general, proposals must be centred around activities ensuring that the three Upskilling Pathways steps are available to low skilled and /or low qualified adults, including priority groups as defined by countries, where relevant. Therefore, skills assessment and mechanisms for validation of skills, appropriately linked to the tailored offer of learning, are essential to the design of the activities to be funded.

Where the proposal focuses on specific sub groups of low-qualified and/or low-skilled adults, it should provide the rationale of focusing on that specific sub-group. Taking into account that the young people not in employment, education and training (NEETs) benefit of the Youth Guarantee implementing measures, the proposals under this call should not focus on this specific target group.

In addition applicants can, if they so wish, include in their proposals activities related to key enabling conditions of Upskilling Pathways (outreach, guidance and support measures; stakeholder coordination).

## 2.3. Expected outputs/results

It is expected that the projects funded under this Call will support the deployment of tailored, flexible and quality learning provision for low-skilled/low qualified adults in the focus participating country<sup>16</sup> concerned, thereby contributing to the implementation of the Recommendation on Upskilling Pathways.

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<sup>15</sup> For the definition of a “focus country”, see section 6.1.c of the call for proposals.

<sup>16</sup> For the definition of a “focus country”, see section 6.1.c of the call for proposals.

## 2.4. Monitoring

### 4. Monitoring information

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

In setting up the action, beneficiaries/contractors must foresee the necessary funding for monitoring and reporting to the Commission. For events, it is important to get from participants their specific consent by a statement or by a clear affirmative action for processing and transferring their personal data including to an external contractor responsible for the monitoring of the EaSI programme. Beneficiaries/contractors should therefore inform all participants via a Privacy Statement that is not only published online, but is also provided individually to each participant (e.g. as part of the email where the beneficiary /contractor first contacts the individual concerned) that the Commission/external contractor would be processing their personal data. A model Privacy Statement is available on the Europa website of the EaSI programme <https://ec.europa.eu/social/main.jsp?catId=1081&langId=en&furtherCalls=yes&callType=2>

Beneficiaries/ contractors shall be able to demonstrate that consent was obtained subject to conditions of Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data (i.e. keep a record that shows how the consent was obtained and whether it was valid) and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data.

## 3. TIMETABLE

	Stages	Date or period
a)	Publication of the call	03/2019
b)	Deadline for questions and requests for clarification	01/07/2019
c)	<b>Deadline for submitting proposals</b>	<b>08/07/2019</b> Swim, Courier and Post : 24:00 Brussels' time (CET)  Hand deliveries 16:00 Brussels' time (CET)
d)	Evaluation period (indicative)	07-10/2019
e)	Information to applicants (indicative)	11/2019
f)	Signature of the grant agreements (indicative)	12/2019

g)	Starting date of the action (indicative)	01/2020
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### 3.1. Starting date and duration of the projects

The actual starting date of the action will either be the first day following the date when the last of the two parties signs the grant agreement, the first day of the month following the date when the last of the two parties signs or a date agreed upon between the parties.

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

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

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

The project's duration should indicatively be **between 12 months and 24 months**.

## 4. AVAILABLE BUDGET AND CO-FINANCING RATE

### 4.1. Available Budget

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

The EU grant requested should indicatively be between **EUR 200 000 and EUR 1 000 000**.

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

The Commission reserves the right to increase the amount of the funds and distribute them to proposals admitted in the reserve list, if available. This top-up is limited to 20% of the initial budget of the call.

### 4.2. Co-financing rate

Under this call for proposals, the EU grant may not exceed **80%** of the total eligible costs of the action. Applicants must guarantee their co-financing of the remaining amount covered by the applicants' own resources or from sources other than the European Union budget<sup>17</sup>.

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<sup>17</sup> Letters of commitment are required from any associate organisations and any third party providing financial contributions to the eligible costs of the action (see section 14, checklist).

## 5. ADMISSIBILITY REQUIREMENTS

- Applications must be sent no later than the deadline for submission referred to in section 3(c)
- Applications (meaning, the application form, including budget and description of the action including work plan) must be submitted using the electronic submission system available at <https://webgate.ec.europa.eu/swim>, and by sending a signed, printed version of the complete application form by post or courier service (one original dossier and one copy; see section 12).

Failure to comply with the above requirements may lead to the rejection of the application.

Applicants are encouraged to submit their project proposal in English, French or German in order to facilitate the treatment of the proposals and speed up the evaluation process. It should be noted, however, that proposals submitted in any of the official languages of the EU will be accepted. If the application is submitted in a language other than English, French or German, it should be accompanied by an executive summary in English, French or German (see section 14, checklist).

## 6. ELIGIBILITY CRITERIA

### 6.1. Eligibility of the applicants (lead and co-applicants) and affiliated entities<sup>18</sup>

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

#### a) Place of establishment

Legal entities properly established and registered in the following countries<sup>19</sup> are eligible as lead applicant, co-applicants:

- EU Member States;
- Iceland and Norway in accordance with the EEA Agreement;
- Albania, Republic of North Macedonia, Montenegro, Serbia and Turkey<sup>20</sup>

#### b) Type of entities

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<sup>18</sup> See section 2 of the Financial Guidelines for definitions.

<sup>19</sup> In derogation from this requirement, international organisations whose registered headquarters are outside the eligible countries are also eligible.

<sup>20</sup> Other candidate and potential candidate countries would also participate in accordance with the general principles and the general terms and conditions laid down in the framework agreements concluded with them on their participation in Union programmes. However, it is not yet confirmed, therefore applicants and co-applicants from those countries should check with the secretariat of the call (empl-vp-2019-005@ec.europa.eu) their eligibility.

To be eligible, applicants must be legal persons properly constituted and registered in one of the EaSI participating countries.

Mono applicants must be public entities that are in charge of (meaning have the responsibility for) the definition and/or implementation of national or regional policies for upskilling/re-skilling adults (e.g. governmental authorities, public agencies, regional public authorities etc.). Local authorities are excluded as mono applicants, but could be part of a consortium.

c) Consortia<sup>21</sup>

Actions may involve consortia at regional, national or transnational level.

Lead applicants (in case of consortia) or co-applicants must be public or private entities (profit or non-profit making) in charge of – or involved in (meaning having a degree of responsibility for, or influence over) - the organisation and/or financing and/or provision of educational services to adults such as skills assessment, validation of competences, education and training, orientation and guidance.

If the lead applicant is not a public entity in charge of national or regional policies and actions for upskilling/reskilling adults, such an entity must be at least a co-applicant or associated entity in the consortium of the proposal submitted.

Actions may involve affiliated and associated entities<sup>22</sup>.

In the case of an action to be implemented by a transnational consortium, the application must make clear which country will be the focus country of the project. A focus country is the country in which each project's activities should be concentrated – and this should be clearly defined in the proposal.

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

For consortia, if the lead applicant is considered not 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 proposal evaluated on that basis. In addition, the costs that are allocated to a non-eligible co-applicant will be removed from the budget.

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.

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<sup>21</sup> Letters of mandate, authorising the lead applicant to submit the proposal and to sign any Grant Agreement on their behalf must be submitted by each co-applicant. Letters of commitment must be submitted by each co-applicant and affiliated entity, certifying that they are willing to participate in the project with a brief description of their role and indicating any financial contribution where applicable (see section 14, checklist). Letters of commitment are also required from any associate organisations (participation on a no-cost basis and no financial contribution).

<sup>22</sup> For definitions of affiliated and associated entities, see the financial guidelines published with the call for proposals.

## **6.2. Eligible activities**

### **a) Geographical Location**

To be eligible, actions must be fully carried out in eligible participating EaSI countries (see section 6.1).

### **b) Types of activities**

The grant will finance the activities of the kinds indicated in section 2.2.

### **c) Core activities**

Project management and project coordination are considered to be core activities and may not be subcontracted.

## **6.3. Ineligible activities**

The following types of activities are not eligible for EU funding:

- Lobbying;
- Acquisition of immovable property and/or vehicles;
- Building construction.

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

## **7. EXCLUSION CRITERIA**

### **7.1. Exclusion**

Applicant(s) (applicant or lead applicant and each co-applicant) must sign a declaration on their honour signed in their name [(and on behalf of the affiliated entities, should they be part of the application)], certifying that they are not in one of the situations referred to in article 136 and 141 of the Financial Regulation concerning exclusion and rejection from the procedure respectively, using the relevant form attached to the application form available at <https://webgate.ec.europa.eu/swim/external/displayWelcome.do>.

### **7.2. Rejection from the call for proposals**

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

- a. is in an exclusion situation established in accordance with Article 136; or;
- 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 used in the award procedure where this entails breach of the principle of equality of treatment, including a distortion of competition that cannot be remedied otherwise.

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

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

## **8. SELECTION CRITERIA**

The mono applicant or 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.

For sole applicants, the selection criteria will apply to the affiliated entities (not only to the sole applicant).

### **8.1. Financial capacity**

The mono applicant or lead applicant and each co-applicant must have access to solid and adequate funding (i.e. be considered of having a strong capacity) to maintain its/their activities for the period of the action and to help finance it as necessary.

The verification of financial capacity will NOT apply to public bodies.

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

Declaration on honour including declaration on financial capacity to carry out the activity(see section 14, checklist point 4);Where applicable, the Commission may nevertheless request further information at any stage of the procedure, proceed to further verifications and take various proportional measures depending on the level of weaknesses identified. ;

- Annual balance sheets and profit and loss accounts for the last financial year available (see section 14, checklist point 18); for newly created entities: the business plan might replace the above documents
- Summary balance sheet and profit and loss accounts using the template provided in SWIM (see section 12) and signed by the legal representative (see section 14, checklist point 19).
- Information on the financial capacity provided by the applicant and in particular the information provided in section "Financial Resources" of the SWIM application form
- For grants exceeding EUR 750 000 per beneficiary or affiliated entity, an audit report produced by an approved external auditor certifying the accounts for the last financial year available; where such an audit report is available or whenever a statutory audit report is required by Union or national law.

If the audit report is not available AND a statutory report is not required by law, a self-declaration signed by the applicant's authorized representative certifying the validity of its accounts for the last financial year available) (see section 14, checklist)

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

The ratio between the total assets in the applicant's (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 0.70.

**Formula in the case of mono applicant:** own assets/total cost of the action > 0.70

**Formula for each applicant in the case of consortia:** applicant's own assets/part of the cost of the action corresponding to that applicant > 0.70

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;
8. for sole applicants : request the affiliates to act as guarantors.

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

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

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

## **8.2. Operational capacity**

Applicants or lead applicants and each co-applicant must have the professional competencies as well as appropriate skills and/or qualifications necessary to complete the proposed action. In particular, applicants must have the necessary operational resources



(technical, management) to carry out the action. The applicants shall also have a strong experience and competences in the field of the education of adult, in particular those without an upper secondary education.

The operational capacity of the applicant (mono or lead) to complete the proposed action must be confirmed by the submission of the following supporting documents:

- A free-format text justifying of the experience of the applicant (and co-applicants in case of consortium) in the adult learning sector, including a list of the main projects relating to the subject of the call carried out in the last three years (see section 14, checklist);
- The CVs of the proposed project manager and of the persons who will perform the main tasks, showing that they have demonstrable and relevant professional experience in the adult learning sector or in project management (see section 14, checklist);
- Declaration on honour signed by the legal representative (including operational capacity to carry out the activity) (see section 14, checklist).

The operational capacity of the co-applicants to complete the proposed action must be confirmed by the submission of the following supporting documents:

- Declaration on honour signed by the legal representative (including operational capacity to carry out the activity) (see section 14, checklist).

If the applicant or lead applicant for consortia is considered not to have the required operational capacity, the application as a whole will be rejected. If a co-applicant is considered not to have the required operational capacity, this co-applicant will be removed from the consortium and the application will be evaluated without this co-applicant<sup>23</sup>. In addition, the costs that are allocated to the non-selected co-applicant will be removed from the granted budget. If the application is selected, the work programme may have to be slightly adjusted.

## 9. AWARD CRITERIA

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

### 1. Relevance to the objectives of the call (Max. 35 points)

Particular attention will be paid to

- the extent to which the proposal responds to the Call's objectives (set out in section 2), and builds upon the guidance set out in section 1.2.2 (max. 25 points)
- the rationale for selecting the target group (max. 10 points)

### 2. Quality of the methodology (Max. 25 points)

Particular attention will be paid to

- Coherence of project methodology and appropriateness to reach call objectives (max. 15 points)
- A quality assurance plan, including risk assessment (max. 10 points)

### 3. Expected impact and sustainability (Max. 30 points)

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<sup>23</sup> This includes a re-evaluation of the eligibility of the modified consortium.

Particular attention will be paid to

- Planned impact on target group, sustainability and transferability of outputs and outcomes (max. 15 points)
- Commitment of relevant public authority/ies to exploit the results of the project in implementing the Upskilling Pathways Recommendation at regional or national level (max. 15 points)

#### **4. Cost-efficiency (Max. 10 points)**

Particular attention will be paid to a reasonable and realistic budget, proportional to the scale and scope of the action.

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 70% of the maximum total mark.**

## **10. LEGAL COMMITMENTS**

In the event of a grant being awarded by the Commission, a Grant Agreement, drawn up in euros 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 shall 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 them last.

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

The applicable model Grant Agreement(s) is/are published on the Europa website under the relevant call: <http://ec.europa.eu/social/main.jsp?catId=629&langId=en>. There is no alternative to these models in the context of this call. Please note that further to the entry into force of the new Financial Regulation, only the updated version of the model Mono-Beneficiary and Multi-Beneficiary Grant Agreement are available and published on the Europa website <http://ec.europa.eu/social/main.jsp?catId=629&langId=en>.

Please note that once the grant agreement is signed, beneficiaries must process personal data in compliance with the applicable EU and national law on data protection in accordance with the Regulation (EU) 2016/679<sup>24</sup>.

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

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EU) 2018/1725<sup>25</sup>. The questions and any personal data requested that are required to evaluate the

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<sup>24</sup> Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC, OJ L 119, 4.5.2016, p. 1, [https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L\\_.2016.119.01.0001.01.ENG](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L_.2016.119.01.0001.01.ENG)

<sup>25</sup> Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions,

application in accordance with the call for proposal will be processed solely for that purpose by the entity acting as data controller.

Personal data may be registered in the Early Detection and Exclusion System by the Commission, should the beneficiary be in one of the situations mentioned in Articles 136 and 141 of Regulation (EU, Euratom) 2018/1046<sup>26</sup>. For more information see the Privacy Statement on:

[https://ec.europa.eu/info/data-protection-public-procurement-procedures\\_en](https://ec.europa.eu/info/data-protection-public-procurement-procedures_en).

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

### 10.1. Sources of Funding

In addition to the obligations with regard to visibility of Union funding foreseen in the General conditions to the grant agreement, beneficiaries must acknowledge in writing that the project has been supported by the European Union Programme for Employment and Social Innovation ("EaSI") 2014-2020. In practice, all products (publications, brochures, press releases, videos, CDs, posters and banners, and especially those associated with conferences, seminars and information campaigns) must state the following:

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

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

[http://ec.europa.eu/dgs/communication/services/visual\\_identity/pdf/use-emblem\\_en.pdf](http://ec.europa.eu/dgs/communication/services/visual_identity/pdf/use-emblem_en.pdf)

Every publication must include the following:

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

## 11. 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>.

### Implementation contracts/subcontracting

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

### Specific procurement procedures

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bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

<sup>26</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1046>

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

- if selected, beneficiaries must be able to prove, if requested, that they have sought bids from at least [three] [five] different tenderers, including proof that they have publicised their intention on their website and provided a detailed description of the selection procedure.
- the applicant must provide with the grant application a copy of the draft tender specifications. To assist applicants, a model for tender specifications is included in Annex to this call. The draft tender specifications should be submitted in English, French or German.

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

## 12. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

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

[http://ec.europa.eu/employment\\_social/calls/pdf/swim\\_manual\\_en.pdf](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, by the deadline set in section 3.

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 two copies (one marked "original" and one marked "copy"), including all documents listed in section 14, by the deadline set in section 3(c), either by registered post, express courier service or hand delivery.

Address for registered post or express courier service:

<p style="text-align: center;"><b>European Commission</b> <b>(NOT TO BE OPENED BY CENTRAL MAIL SERVICES)</b> <b>Call for proposals VP/2019/005 – DG EMPL</b> <b>CAD J-27 00/120</b> <b>B-1049 Bruxelles - BELGIUM</b></p>
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Evidence of posting or express courier deposit slip should be kept as it could be requested by the European Commission in cases of doubt regarding the date of submission.

- a) registered post evidence: postmark
- b) express courier service evidence: deposit slip of express courier service

Hand-delivered proposals must be received by the European Commission by 4 p.m. of the date indicated in section 3 at the following address:

**European Commission**  
**Service central de réception du courrier**  
**(NOT TO BE OPENED BY CENTRAL MAIL SERVICES)**  
**Call for proposals VP/2019/005 – DG EMPL.E.3**  
**Avenue du Bourget, 1**  
**B-1140 Evere**

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

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

Additional documents sent by post, by fax or by electronic mail after the deadlines mentioned above will not be considered for evaluation unless requested by the European Commission (see section 13).

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

### **13. COMMUNICATION**

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

Before the final date for submission of proposals

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

The information contained in the present call document together with the Financial Guidelines for Applicants provides all the information you require to submit an application. Please read it carefully before doing so, paying particular attention to the priorities of the present call.

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

**[empl-vp-2019-005@ec.europa.eu](mailto:empl-vp-2019-005@ec.europa.eu)**

For any technical problems please contact: [empl-swim-support@ec.europa.eu](mailto:empl-swim-support@ec.europa.eu)

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

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-2019-005@ec.europa.eu](mailto:empl-vp-2019-005@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.

## **14. INSTRUCTIONS FOR THE PRESENTATION OF THE APPLICATION AND REQUIRED DOCUMENTS**

### **14.1. Instructions for the presentation of the application**

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

The description of the action and work plan must be written using the template available in SWIM. All the information related to the description of the action and the work plan must be presented in one single document. 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), the description of the action must provide details on the tasks to be subcontracted and the reasons for doing so and these tasks must be clearly identified in the budget. Core tasks as defined in section 6.2(c) of the call cannot be subcontracted.

## 14.2. Required documents

The table in annex includes the documents that should be provided, including the documents mentioned in 14.1. Except for Legal entity form, VAT Certificate and Financial identification form which can be submitted later only for successful applications, please note that all other documents are necessary either for the admissibility (see section 5) or for the analysis of the eligibility (see section 6) or selection criteria (see section 8). It also indicates where originals are required. We recommend that applicants use the table as a **checklist** in order to verify compliance with all requirements.

While some information must be supplied using the templates available in the SWIM, other documents may need to be completed and/or attached electronically, usually either administrative documents or free format text descriptions. The SWIM application indicates in each section where SWIM templates should be used as well as which and where free format documents can be uploaded electronically.

**Copies of the signed originals** will be accepted for most of the documents to be submitted by the co-applicants. However, the lead applicant shall keep the original signed versions for its records, because **originals** may have to be submitted for certain documents at a later stage. **If the lead applicant fails to submit these original documents within the deadline given by the Commission, the proposal may be rejected for lack of administrative compliance.**

*NB.: If the above option is selected, it is the responsibility of the AOSD to ensure that the originals are received prior to commitment.*

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).

## CHECKLIST for required documents at application stage

This table includes the documents that must be provided for the proposal and where originals are required. We strongly recommend using the table as a checklist in order to verify compliance with all requirements. **Notes:** highlighted documents do not need to be provided by public entities and international organisations. All the listed documents must be provided in SWIM.

No.	Document	Specification and content	The document must be provided by each				Originally signed?	Checkbox
			Lead applicant	Co-applicant	Affiliated entity	Associate organisation/ third party		
1	Signed SWIM application form submitted online + hard copies	The SWIM application form submitted online must be printed and dated and signed by the authorised legal representative and send by hard copies as foreseen in Section 12. <i>Note: the online form must be electronically submitted before printing. After electronic submission, no further changes to the proposal are permitted.</i>	✓	--	--	--	✓	<input type="checkbox"/>
2	Executive summary (if necessary)	Executive summary in EN/FR/DE (maximum 2 pages) – <b>free format</b>	✓	--	--	--	--	<input type="checkbox"/>
3	Declaration on honour	The <b>template</b> is available in SWIM and must be written on the official letterhead of the organisation, bearing the original signature of the authorised legal representative and include the application's reference number generated by SWIM (VP/2019/005/XXX). This declaration must also cover any affiliated entity. Where applicable, the relevant documentary evidence which illustrates the remedial measures taken for applicants who declared one of the situations of exclusion listed in the declaration. <i>Copies of the original signed declaration of co-applicants are accepted at the submission of the application; originals to be submitted upon request.</i>	✓	✓	--	--	✓	<input type="checkbox"/>
4	Letter of commitment	The <b>template</b> 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"/>
5	Letter of mandate	The <b>template</b> is available in SWIM and must be written on the official letterhead of the organisation, dated and signed by the authorised legal representative.	--	✓	--	--	✓	<input type="checkbox"/>
6	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	Proof of registration	A certificate of official registration or other official document attesting the establishment of the entity (for public bodies: the law, decree, decision etc. establishing the entity).	✓	✓	--	--	--	<input type="checkbox"/>
8	Statutes	The articles of association/statutes or equivalent proving the eligibility of the organisation.	✓	✓	--	--	--	<input type="checkbox"/>
9	Description of the action and work plan	<b>The template is available in SWIM</b> , which must be duly completed and submitted electronically together with the online submission form and on paper as well. The paper version must be identical to the electronic version of the detailed work programme.	✓	--	--	--	--	<input type="checkbox"/>
10	Budget Explanation for the project	This is a separate <b>free-format</b> 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. 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 items of the proposed budget. It should in particular explain: how the number of working days of staff involved in the implementation of the action has been fixed; how average travel costs were calculated; unless this is self-explanatory, how costs of	✓	--	--	--	--	<input type="checkbox"/>



		services and administration costs were defined. The Commission may request applicants to submit additional justifications of proposed eligible costs during the evaluation procedure.							
11	Curricula vitae of key staff	<b>Detailed CVs of the person responsible for managing the action</b> (named in section A.3 of the online application form) and <b>the persons who will perform the main tasks</b> , showing that they have demonstrable and relevant professional experience in the adult learning sector or in project management. The CVs should indicate clearly the current employer.	✓	✓	✓	--	--		☐
12	Experience and list of main projects	A text justifying of the experience of the applicant (and co-applicants in case of consortium) in the adult learning sector, including a list of the main projects relating to the subject of the call carried out in the last three years – <b>free format</b>	✓	✓	✓	--	--		☐
13	Balance sheet & profit and loss accounts	The most recent balance sheet and profit & loss accounts, including assets and liabilities, specifying the currency used. (not applicable for grants below 60,000.00 EUR)	✓	✓	--	--	--		☐
14	Summary balance sheet & profit and loss accounts	The <b>template</b> is available in SWIM and must be signed by the authorised legal representative (not applicable for grants below 60,000.00 EUR)	✓	✓	--	---	✓		☐
15	Audit report	For grants of EUR 750 000 or more per beneficiary or affiliated entity, an audit report produced by an approved external auditor certifying the accounts for the last financial year available, where such an audit report is available or whenever a statutory audit report is required by Union or national law. If the audit report is not available AND a statutory report is not required by law, a self-declaration signed by the applicant's authorized representative certifying the validity of its accounts for the last financial year available. .In case of consortium, the threshold applies to each co-applicant and affiliated entity in line with their share of the action budget.	✓	✓	--	--	--		☐
16	Draft tender specifications	In case of subcontracting for external expertise where the value of the contracts exceeds EUR 60 000, a copy of the draft tender specifications must be submitted. <b>A model is included in Annex III of this call.</b> The draft tender specifications should be submitted in English, French or German.	✓	✓					

**CHECKLIST for required documents for the proposals selected for funding**

This table includes the documents that must be provided for the proposals selected for funding and where originals are required.

No.	Document	Specification and content	The document must be provided by each				Originally signed?
			Lead applicant	Co-applicant	Affiliated entity	Associate organisation/ third party	
1	Legal entity form	The template is available in SWIM and online ( <a href="http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm">http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm</a> ) and must be duly signed and dated by the legal representative.	✓	✓	--	--	✓
2	VAT certificate	A document showing the identification number for tax purposes or the VAT number, if applicable.	✓	✓	--	--	--
3	Financial identification form	The <a href="#">template</a> is available in SWIM and online ( <a href="http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm">http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm</a> ) and must be duly signed and dated by the <u>account holder</u> and bearing the bank stamp and signature of the bank representative (or a copy of recent bank statement attached).	✓	--	--	--	✓

## **ANNEX I:**

### **FINANCIAL GUIDELINES FOR APPLICANTS**

Annex I is available on the Europa website under the relevant call (2019 guidelines to be published in March 2019):

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

## ANNEX II:

### GLOSSARY OF TERMS

**Adult learning:** a component of the lifelong-learning continuum, covering the entire range of formal, non-formal and informal learning activities, general and vocational, undertaken by adults after leaving initial education and training (source: [European Agenda for Adult Learning](#)).

**Basic skill:** a skill considered fundamental to enable a person to function in society (source: [Oxford dictionaries](#)); in the context of Upskilling Pathways, basic skills are: literacy, numeracy and digital skills.

**Informal learning:** learning resulting from daily activities related to work, family or leisure. It is not organised or structured in terms of objectives, time or learning support. Informal learning is in most cases unintentional from the learner's perspective. (source: [CEDEFOP](#)).

**Guidance and counselling:** range of activities designed to help individuals to take educational, vocational or personal decisions and to carry them out before and after they enter the labour market (source: [CEDEFOP](#)).

**Low-qualified adult:** in this context, adult who has left initial education or training without completing upper secondary education or equivalent (source: [Upskilling Pathways Recommendation](#)).

**Low-skilled adult:** in this context, adult who performs at the lowest level of proficiency in literacy and/or numeracy and / or digital competence.

**Non-formal learning:** learning which is embedded in planned activities not explicitly designated as learning (in terms of learning objectives, learning time or learning support), but which contain an important learning element. Non-formal learning is intentional from the learner's point of view. It typically does not lead to certification (source: [CEDEFOP](#)).

**Prior learning:** the knowledge, know-how and/or competences acquired through previously unrecognised training or experience (source: [CEDEFOP](#)).

**Priority group:** in this context, specific target groups, among the total population of low-skilled adults in a given country, that the Member State has prioritised for the delivery of Upskilling Pathways (source: [Upskilling Pathways Recommendation](#)).

**Qualification:** 1. an official record (certificate, diploma) of achievement which recognises successful completion of education or training, or satisfactory performance in a test or examination; 2. and / or the requirements for an individual to enter, or progress within an occupation (source: [CEDEFOP](#)).

**Skill:** ability to apply knowledge and use know-how to compete tasks and solve problems (source: [CEDEFOP](#)).

**Skills assessment:** in this context: a process that identifies an individual's knowledge, skills and competences, and any skills gaps, in order to identify any further learning required, define a suitable offer of learning, and prepare for the validation of non-formal or informal

learning outcomes (source: [2012 Council Recommendation on the validation of non-formal and informal learning](#))

**Skills audit:** in this context: the same as skills assessment q.v.

**Tailored learning:** in this context, a high quality, flexible offer of education and training that meets the specific needs of an individual (identified by a skills assessment), and is delivered in appropriate learning settings in which qualified teachers and trainers apply adult-specific teaching methods and exploit the potential of digital learning. If in line with national systems and circumstances, such a learning offer should be built up of units (modules) of learning, the outcomes of which can be documented, assessed and validated in order to record the progress of learners at different stages (source: [Upskilling Pathways Recommendation](#)).

**Upskilling Pathway:** 1. opportunity for a low-skilled adult who is not eligible for support under the Youth Guarantee to a) acquire a minimum level of literacy, numeracy and digital competence; and/or b) acquire a wider set of skills, knowledge and competences, relevant for the labour market and active participation in society by making progress towards a qualification at EQF level 3 or 4 depending on national circumstances (source: [Upskilling Pathways Recommendation](#)); 2. Coherent system to make available such opportunities to low-skilled or low-qualified adults in a given country.

**Validation (of learning outcomes):** confirmation by a competent body that learning outcomes (knowledge, skills and/or competences) acquired by an individual in a formal, non-formal or informal setting have been assessed against predefined criteria and are compliant with the requirements of a validation standard. Validation typically leads to certification. OR process of confirmation by an authorised body that an individual has acquired learning outcomes measured against a relevant standard. Validation consists of four distinct phases: a) identification through dialogue of particular experiences of an individual; b) documentation to make visible the individual's experiences; c) formal assessment of these experiences; and d) certification of the results of the assessment which may lead to a partial or full qualification (source: CEDEFOP) (i.e. recognition in the context of the Upskilling Pathways Recommendation).

## ANNEX III: MODEL FOR TENDER SPECIFICATIONS FOR SUBCONTRACTING EXTERNAL EXPERTISE

Tender Specifications – .....

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

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

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

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

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

#### **ANNEX IV: EaSI monitoring template**

The template will be published shortly on the call for proposals webpage.