

**CALL FOR PROPOSALS
2021/CFP/TRU/01**

**concerning actions of common interest to
support the implementation of the Basic
Training Programme for the fourth batch of
the European Standing Corps Category 1**



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GLOSSARY OF TERMS

Term	Definition
Action	A coherent set of activities, organised to achieve defined objectives and results.
Applicant	Participating entity that submits a grant application. Under this Call, the term covers: a sole applicant (an entity applying individually).
Beneficiary (of a grant)	An applicant whose application was successful during the evaluation process and who signs a grant agreement for financing a project.
Call for proposals	An invitation published by Frontex to present, by a given deadline, a proposal for action that corresponds to the objectives pursued and fulfils the required conditions. A call for proposals is published on the website of Frontex.
Contact person	The person responsible for the management of an action vis-à-vis Frontex and the contact for any communication from Frontex to the beneficiaries.
Common Core Curricula (CCC)	<p>The common core curricula (CCC) comprise a set of common learning standards for the border and the coast guards at the operational level in European Union Member States and Schengen Associated Countries, establishing a base for interoperability and cooperation in all border guarding activities.</p> <p>These are:</p> <ul style="list-style-type: none"> - Common Core Curriculum for Border and Coast Guard Basic Training in the EU (CCC Basic) - Common Core Curriculum for Border and Coast Guard Mid-Level Management Training in the EU (CCC ML) <p><i>The CCC will be made available to the applicants based on their request to: TRU.EBCGSC.grants@frontex.europa.eu</i></p>
European Integrated Border Management (IBM)	European Integrated Border Management aims to establish well-functioning external borders allowing smooth flow of people and goods while maintain high level of security in the Union. It is based on the four-tier access control model, and builds on 12 strategic components and three horizontal components contributing to reduced vulnerability of the external borders, safe, secure and well-functioning the external borders and sustained capabilities.

European Border and Coast Guard (EBCG)	According to European Border and Coast Guard (EBCG) Regulation ¹ (hereinafter ‘the Regulation’), the national authorities of Member States responsible for border management, including coast guards to the extent that they carry out border control tasks, the national authorities responsible for return and the European Border and Coast Guard Agency (‘the Agency’) shall constitute the European Border and Coast Guard.
European Border and Coast Guard Standing Corps (EBCG Standing Corps)	The Regulation stipulates the establishment of the European Border and Coast Guard Standing Corps (hereinafter sometimes the Standing Corps), composed of four categories of staff, with the Agency’s statutory staff to be deployed as team members to operational areas.
Hosting institution	Applicant institution receiving participants and organising activities according to the Basic Training programme. The institution is in charge of receiving learners/staff from European Union Member States and Schengen Associated Countries, and offering them the agreed programme of activities.
Iteration	For the purpose of this call, ‘iteration’ means: the implementation of the Basic Training Programme in the training institution for the announced period of time.
Learner/trainee	A participant in all types of training activities (formal, non-formal and informal).
Member States	For the purposes of this call for proposals, the term “Member State” refers to the Members States of the European Union and includes also the States participating in the relevant development of the Schengen acquis in the meaning of the Treaty on the Functioning of the European Union and its Protocol (No 19) on the Schengen acquis integrated into the framework of the European Union, that is, Liechtenstein, Norway, Switzerland and Iceland.
Training activities	Any organised undertaking that improves learners’ job competences.
Training delivery	Facilitating the learning process, utilising a broad range of methods, either in face-to-face or online sessions, ensuring that the learning outcomes are achieved.
Training materials	Resources used for learning purposes, including materials for face-to-face sessions, manuals in hard or electronic form as well as computer applications and programmes, eLearning modules,

¹ Regulation (EU) 2019/1896 of the European Parliament and of the Council of 13 November 2019 on the European Border and Coast Guard and repealing Regulations (EU) No 1052/2013 and (EU) 2016/1624.

	independent and experiential learning designed to achieve the learning outcomes.
Training staff	For the purpose of this call for proposals, ‘training staff’ means: teachers, trainers, and other personnel of border and/or coast guard training institutions engaged in the teaching/ training process.
Unit cost	Cost per learner per iteration (6 months each) - all the logistical and administrative support for the practical implementation of the Basic Training Programme for the Standing Corps Category 1, in accordance with the detailed list of eligible costs defined in this decision.

1. INTRODUCTION

The European Border and Coast Guard Agency seeks to implement the obligations stipulated in article 55(3) and article 62(2 and 3) of the Regulation (EU) 2019/1896 of the European Parliament and of the Council of 13 November 2019 on the European Border and Coast Guard as regards the training of its statutory staff being deployed as members of the teams (Standing Corps Category 1).

As part of achieving this goal, a Basic Training Programme for the Standing Corps Category 1 was designed by the Agency in cooperation with Member States and Schengen Associated Countries. The Programme is aligned with the Common Core Curriculum for Border and Coast Guard Basic Training in the EU (CCC Basic) and promotes the highest standards and best practices in border and coast guard activities, including return related ones and incorporates the long standing experience of the Member States and Schengen Associated Countries in border management.

At present, and as subject of this call for proposals, the Agency is looking for specialised institutions for training and education in Member States and Schengen Associated Countries that can provide the logistical and administrative support for the practical implementation of the Basic Training Programme for the fourth batch of the Standing Corps Category 1.

The full management and responsibility for the training and education of the Standing Corps Category 1 lies with the European Border and Coast Guard Agency.

2. OBJECTIVES - THEMES - EXPECTED RESULTS

2.1 General objectives

According to the strategic objective indicated in section 3.3 of the Single Programming Document 2021 - 2023 to “provide trained and equipped standing corps to enable response to current and emerging challenges”, this call for proposals aims to establish support actions of common interest to be prepared and implemented within the framework of Key Activity 3.2.1. “Recruit, train and equip the Standing Corps Category 1”. In particular, the call shall support the actions of the Member States and Schengen Associated Countries aimed to enable the implementation of the Basic Training Programme for the statutory staff of the European Standing Corps to be deployed as members of the teams in operational areas in accordance with Article 55.

With this call Frontex is seeking the support of either a single Training Centre hosting the 200 learners in this batch or, alternatively, two Training Centres hosting 100 learners each.

Organisations interested in submitting applications should first read the detailed terms and conditions set out in this call for proposals and the Annexes published together with this call and constituting an integral part of the terms and conditions of the call.

2.2 Supported actions

The following two actions are supported by this call:

NOTE: Proposals submitted shall address both actions.

- ❖ **ACTION 1:** Hosting the implementation of the Basic Training for the fourth batch of the Standing Corps Category 1 for a minimum of 100 learners (maximum amount of learners in batch 4 is 200) or, alternatively, for 200 learners, by making available training infrastructure, **specific trainers (physical education, shooting, and tactical driving)** training equipment, and administrative and logistical support;
- ❖ **ACTION 2:** Providing learners with accommodation and full board for the duration of their training.

The duration of the Basic Training Programme is six consecutive months.

The actions shall:

- Contribute to providing the appropriate learning and administrative environment for the delivery of the Basic Training Programme for the fourth batch of the Standing Corps Category 1, according to European standards;
- Enhance cooperation between Member States, Schengen Associated Countries and the Agency in the field of training;
- Facilitate the sharing of training infrastructure and resources in the most effective way;
- Enhance quality in education and training of border and coast guards;
- Ensure the efficient use of public resources;
- Support the modernisation of training delivery for border and coast guards through cooperation and dissemination of best practices;
- Provide a healthy learning environment by setting-up and applying the COVID safety measures described in Annex 14

2.2.1 **ACTION 1:** Hosting the implementation of the Basic Training for the fourth batch of the Standing Corps Category 1 for a minimum of 100 learners (maximum amount of learners in batch 4 is 200) by making available training infrastructure, specific trainers (physical education, shooting, and tactical driving) training equipment, and administrative and logistical support

❖ Specific objective

The specific objective of this action is to support the implementation of the Basic Training Programme for the fourth batch of the Standing Corps Category 1 by making available the training infrastructure and **specific trainers (physical education, shooting, and tactical driving)** and training equipment for a minimum of 100 learners or, alternatively, for 200 learners, as well as the necessary administrative and logistical support.

The activities implemented in this regard shall:

- Be in line with the specific requirements for equipment and services included in the description annexed to this Call (see Annex 1) and respond to the training needs identified by the European Border and Coast Guard Agency;
- Consider the use of modern state of the art solutions for training delivery to address the target groups;
- Ensure the efficient use of public resources;
- Foster cooperation among proposing Member State, Schengen Associated Countries and the Agency.

❖ Expected results

Proposals should result in the following:

- **Availability of training infrastructure and specific trainers (physical education, shooting, and tactical driving) and training equipment to realize the implementation of the Basic Training Programme for the fourth batch of the Standing Corps Category 1 for a minimum of 100 learners or, alternatively, for 200 learners.** The training infrastructure and specific trainers (physical education, shooting, and tactical driving) and training equipment made available shall be fully aligned with the equipment, safety, and services description annexed to this Call (see Annexes 1 and 14);
- **Availability of administrative and logistical support for the implementation of the Basic Training Programme for the fourth batch of the Standing Corps Category 1 corresponding to the offered hosting capacity.** Staff made available to provide the proposed administrative and logistical support shall possess all the qualifications required to perform the tasks identified in Annex 2 of this call according to the identified roles;
- Coordination sessions organized between the Beneficiary and the Agency, upon indicated need.

2.2.2 **ACTION 2:** Providing learners with accommodation and full board for the duration of their training.

❖ Specific objective

The specific objective of this action is to support the provision of accommodation, full board and logistical support for learners of the **Basic Training Programme for the fourth batch of the Standing Corps Category 1**. Proposals shall be fully aligned with the equipment and services description annexed to this Call (see Annex 1).

The proposal shall:

- Provide balanced, nutritious, healthy and diverse full board for learners within the premises on a daily basis as well as on the occasion of field visits;
- Provide quality accommodation for learners on a daily basis, including on the occasion of field visits;
- Provide necessary logistical and administrative support for learners on a daily basis, for the entire duration of the programme;
- Ensure the efficient use of public resources.

❖ Expected results

Proposals should result in the following:

- Availability of quality accommodation and full board for all learners **as well as daily lunches for trainers** involved in the implementation of the Basic Training Programme for the fourth batch of the Standing Corps Category 1;
- Availability of well planned, coordinated, professional and efficient logistical and administrative support for all learners and trainers involved in the implementation of the Basic Training Programme for the fourth batch of the Standing Corps Category 1. Staff made available to provide the proposed logistical and administrative support shall possess all the qualifications required to perform the tasks identified in Annex 2 of this call according to the identified roles.

3. TIMETABLE

	Stages	Date and time or indicative period
a)	Publication of the call	April 2021
b)	Deadline for submitting applications	04 May 2021
c)	Evaluation period	second half May 2021
d)	Adoption of the Award Decision	end May 2021
e)	Signing grant agreement(s)	01 June 2021
f)	Starting date of the action	14 June 2021
g)	Duration of the action	six months

4. Budget available

The total indicative amount to be allocated on the basis of this call for proposals for actions of common interest to complement the efforts of the European Border and Coast Guard Agency to implement Basic Training for the fourth batch of the Standing Corps Category 1 is € 4.0 million.

Taking into account there are a maximum of 200 learners to be trained the ceiling for the unit cost per trainee is 20,000 Euro. The annex 13 attached to this call aims to present the methodology to calculate the unit cost per learner.

5. Admissibility Requirements

Applications must comply with the following requirements:

- Applications must be drafted in English;
- Applications must be submitted in writing, using the application form (Annex 3). Hand-written applications will not be accepted;

- Applications must be sent by post or delivered by courier no later than the deadline for submitting applications referred to in section 3; Applicants are required to send a notification email confirming application's submission to: TRU.EBCGSC.grants@frontex.europa.eu
- Applications sent by fax or e-mail will not be accepted.

Failure to comply with those requirements will lead to the rejection of the application.

See section 14 for further guidance related to submission practicalities.

6. Eligibility Criteria

6.1 Eligible applicants and applications

In order to be eligible for the grant the applicant must:

- have legal personality under the applicable national law;
- be a training institution established in a Member State (except Ireland²) or a Schengen Associated Country, entitled to deliver and organise law enforcement training;

For the purpose of this call for proposals, a declaration on honour is required to prove the applicant's eligibility. The applicants are also requested to provide a Letter of Commitment (following the attached template in English) from the national authority responsible for border management. The declaration on honour and Letter of Commitment form part of the application.

6.2 Eligible activities for Action 1: Hosting the implementation of the Basic Training for the fourth batch of the Standing Corps Category 1 for a minimum of 100 learners or, alternatively, for 200 learners, by making available training infrastructure, specific trainers (physical education, shooting, and tactical driving), training equipment, administrative and logistical support

Applications that do not comply with the specific conditions in sections 6.1, 6.2 (this section) and 6.4 below, will not be considered eligible.

Eligible activities should refer to the provision of training infrastructure and administrative for a minimum of 100 learners or, alternatively, for 200 learners, to support the implementation of the Basic Training Programme for fourth batch of the Standing Corps Category 1.

Eligible costs are costs actually incurred by the beneficiary of a grant which meet all the criteria laid down in section 11.7 of this call.

- Provision of training infrastructure, related **specific trainers (physical education, shooting and tactical driving)** and training equipment as identified in the Reference Standards for the Basic Training Programme for fourth batch of the Standing Corps Category 1 (see Annex 1);
- Administrative and logistical support for the delivery of the basic Training Programme for fourth batch of the Standing Corps Category 1 (see Annex 2) corresponding to the offered hosting capacity. Staff made available shall possess all the qualifications required to perform the tasks identified in Annex 2 of this call according to the identified roles.

² Entities from Ireland are not eligible to apply for funding under this call (i.e. cannot be direct recipients of the funds).

In addition, the following types of implementing activities are eligible under this call:

- Meetings for coordination, planning and reporting purposes organized upon the request of the Agency;
- Training consumable materials and educational technology services;
- Publication and dissemination of results;
- Others related to the aim of specific action.

6.3 Eligible activities for Action 2: Providing learners with accommodation and full board for the duration of their training

Applications that do not comply with the specific conditions in sections 6.1, 6.3 (this section) and 6.4 below will not be considered eligible.

Eligible activities should refer to the provision of accommodation, full board and logistical support for learners of the Basic Training Programme for the fourth batch of the Standing Corps Category 1.

- Provision of full board accommodation for learners and lunches for trainers as identified in the Reference Standards for the Basic Training Programme for the fourth batch of the Standing Corps Category 1 (see Annex 1);
- COVID-19 safety measures as described in Annex 14;
- Administrative and logistical support for the delivery and implementation of the Basic Training Programme for the fourth batch of the Standing Corps Category 1 (see Annex 2) corresponding to the offered hosting capacity, available to learners, trainers and Frontex staff on the spot. Staff made available shall possess all the qualifications required to perform the tasks identified in Annex 2 of this call according to the identified roles.

In addition others activities related to the aim of specific action are eligible under this call.

6.4 Implementation period

- The actions may not start before 14 June 2021, and in any case not before the grant agreement enters into force;
- The actions have to be completed by the 16 December 2021.

7. Exclusion Criteria

7.1 Exclusion

The authorising officer shall exclude an applicant from participating in call for proposals procedures where:

- (a) the applicant is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended, or it is in any analogous situation arising from a similar procedure provided for under EU or national laws or regulations;
- (b) it has been established by a final judgment or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- (c) it has been established by a final judgment or a final administrative decision that the applicant is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful intent or gross negligence, including, in particular, any of the following:
 - (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the performance of a contract, a grant agreement or a grant decision;
 - (ii) entering into an agreement with other applicants with the aim of distorting competition;
 - (iii) violating intellectual property rights;
 - (iv) attempting to influence the decision-making process of Frontex during the award procedure;
 - (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;
- (d) it has been established by a final judgment that the applicant is guilty of any of the following:
 - (i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 of the European Parliament and of the Council and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;
 - (ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union or Schengen Associated Countries, drawn up by the Council Act of 26 May 1997, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in the applicable law;
 - (iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;
 - (iv) money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;
 - (v) terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;
 - (vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;

- (e) the applicant has shown significant deficiencies in complying with the main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;
- (f) it has been established by a final judgment or final administrative decision that the applicant has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;
- (g) It has been established by a final judgement or final administrative decision that the applicant has created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business;
- (h) it has been established by a final judgement or final administrative decision that an entity has been created with the intent referred to in point (g);
- (i) for the situations referred to in points (c) to (h) above, the applicant is subject to:
 - (i) facts established in the context of audits or investigations carried out by European Public Prosecutor's Office after its establishment, the Court of Auditors, the European Anti-Fraud Office or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;
 - (ii) non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
 - (iii) facts referred to in decisions of persons or entities being entrusted with EU budget implementation tasks;
 - (iv) information transmitted by Member States implementing Union funds;
 - (v) decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; or
 - (vi) decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

7.2 Remedial measures

If an applicant declares one of the situations of exclusion listed above (see section 7.4), it must indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to correct the conduct and prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to the declaration. This does not apply to situations referred to in point (d) of section 7.1.

7.3 Rejection from the call for proposals

The authorising officer shall not award a grant to an applicant who:

- (a) is in an exclusion situation established in accordance with section 7.1; or
- (b) has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information; or
- (c) was previously involved in the preparation of documents used in an award procedure where this entails a breach of the principle of equal treatment, including distortion of competition, that cannot be remedied otherwise.

Administrative sanctions (exclusion) may be imposed on applicants if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

7.4 Supporting documents

The Applicant must provide a declaration on honour in its name, certifying that he is not in one of the situations referred to in Articles 136(1) and 141 FR, by filling in the relevant form attached to the application form accompanying the call for proposals. The form is available as annex to the call for proposals.

8. Selection criteria

The applicant has to fulfil all selection criteria below.

For the purposes of this call for proposals, a declaration on honour is required to prove the applicants' financial and operational capacity. Only proposals addressing both actions will be considered for financing.

8.1 Financial capacity

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the actions are being carried out and to participate in their funding.

Frontex reserves the right to ask for more documents proving the financial capacity of the training institutions.

8.2 Operational capacity

The applicant must have adequate resources in terms of skilled personnel, authorisations, materials, equipment, etc., of the required quality in the requisite quantities to carry out the actions. **The equipment and facilities must be available and fully operating before the start of the module where they are needed and kept fully operational through the time of the delivery of the basic training programme.**

9. Award criteria

Eligible applications will be assessed based on the following award criteria:

Relevance of the proposal for the timely start of the Basic Training Programme for the fourth batch of the Standing Corps Category 1	Maximum points
The preparatory activities are planned in order to meet the timeline established above in section 3.	10
Total maximum points	10

Quality of the proposed actions	Maximum points
The action plan is clear, the activities are well defined and the deadlines are realistic. The planned activities lead to the achievement of the intended objectives and results. The organisation of work, the allocation of resources and the time schedule is clearly identified. The proposed action is feasible and adequate for achieving the proposed results.	15
The proposal has a clear strategy for risk management. The proposal includes objective indicators to assess the success of the activities.	5
Total maximum points	20

Cost-efficiency of the proposal

The proposed unit cost for learners is well justified and based on sound statistical data, it includes a specific description and quantification of the effect resulting from the economy of scale and follows the methodology indicated in the Annex 13 (the indicative amount of unit cost per learner per iteration is 20,000 Euro as referred in section 4).	20
Total maximum points	20

Quality of the technical infrastructure, specific trainers, training equipment and administrative and logistical support	Maximum points
The extent to which the proposed training infrastructure and specific training equipment meets the requirements and the quality standards identified by the Agency in the Reference Standards for the implementation of the Basic Training Programme for fourth batch of the Standing Corps Category 1 (Annex 1). The equipment and facilities must be available and fully operating before the start of the module where they are needed and kept fully operational through the time of delivery of the basic training programme.	25
Availability of fast WIFI access (above 100 Mbps) in the classrooms and the learners' accommodation areas.	5
Staff proposed to support training and to provide administrative and logistical support for the implementation of the Basic Training Programme for fourth batch of the Standing Corps	10

Category 1 possess good knowledge, skills and competences related to their tasks as well as a demonstrated level of knowledge of the English language that enables them to perform the tasks identified in the Reference Standards for the implementation of the programme in cooperation with the Frontex staff (Annex 2).	
Total maximum points	40

The CVs of the key staff should be attached to the application.

The attached CVs should only contain information that is relevant for the criteria above and shall not exceed 3 pages. The CVs shall be drawn up by using the Europass format, see: <https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

Quality of the full boarding and accommodation

The extent to which the proposed accommodation meets the quality standards of the Reference Standards for the implementation of the programme.	5
The extent to which the proposed full board meet the quality standards of the Reference Standards for the implementation of the programme.	5
Total maximum points	10

During the evaluation phase, the applications can obtain a maximum of 100 points. In order to be eligible for financing an application has to obtain a minimum of 60 points in total and the minimum required for each award criteria as indicated below:

Award criteria	Max number of points	Minimum required
Relevance of the proposal for the timely start of the Basic Training Programme for fourth batch of the Standing Corps Category 1	10	5
Quality of the proposed actions	20	10
Cost-efficiency of the proposal	20	10
Quality and availability of the technical infrastructure,	40	25

specific equipment and training and administrative support		
Quality of the accommodation and the full board	10	5

As a result of the evaluation carried out against the above award criteria the proposals will be ranked according to the points attained. Up to a maximum of 2 proposals will be awarded based on the amount of budget available. Frontex reserves the right to visit the premises of the institutions which obtained the minimum percentage required before taking the formal award decision.

Once the evaluation procedure is completed, the Agency will adopt a formal award decision indicating the selected and the rejected proposals. The applicants will be informed accordingly. Please note that the award decision does not represent a legal or financial commitment on the part of the Agency.

After the award decision has been adopted, the Agency will prepare the grant agreements for the selected applications (including dialogue with the applicant concerning any necessary technical and financial adjustments).

10. Legal commitments

When Frontex awards a grant, a grant agreement drawn up in euro and detailing the conditions and level of funding will be sent to the grant beneficiary.

Both the grant beneficiary and Frontex must sign two copies of the original agreement. The implementation of the action may begin only after both parties have signed the agreement and it has entered into force.

11. Financial provisions

Based on the eligible unit costs as described under and following the methodology of the Annex 13, the applicant should propose a unit cost per learner in their proposal.

11.1 Financing and maximum amount requested

Under this call, the Agency funds **100% of the eligible unit costs per learner per iteration according to the number of learners actually trained.**

11.2 Non-cumulative award

An action may only receive one grant from the European Union budget.

Under no circumstances shall the same costs be financed twice by the Union budget or any other funds. To ensure this, applicants must indicate the sources and amounts of Union funding applied for or received for the same action or part of the action or for its functioning during the same financial year, as well as any other funding applied for or received for the same action.

11.3 Non-retroactivity

No grant may be awarded retrospectively for actions already completed or for actions carried out before the grant agreement was signed.

11.4 Balanced budget

The estimated budget for the action, including the sources of funding, must be attached to the application form. It must have revenue and expenditure in balance. The budget must be detailed and must clearly indicate the eligible costs of the action.

The budget must be drawn up in euros. Applicants who foresee that costs will not be incurred in euros are invited to use the exchange rate published on the Infor-euro website available at http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm.

11.5 Subcontracting

As a rule, an action and in particular its core activities are to be implemented directly by the applicant and its staff.

Where the implementation of the action requires sub-contracting (e.g. the purchase of some services and/or goods, equipment, etc.), the following criteria must be satisfied:

- the grant beneficiary must award the contract to the bid offering best value for money or the lowest price (as appropriate) and which avoids conflicts of interests; the beneficiary must retain the documentation in case of an audit;
- sub-contracting may only cover the implementation of a limited part of the action;
- it must be justified with regard to the nature of the action and what is necessary for its implementation; and
- it must be clearly stated in the application.

11.6 Eligible costs

Eligible costs are costs actually incurred by the grant beneficiary which meet all the following criteria:

- they are incurred during the duration of the actions;
- the period of eligibility of costs will start as specified in the grant agreement. Under no circumstances can the eligibility period start before the grant agreement has been signed and has entered into force;
- they are indicated in the estimated budget for the actions;
- they are necessary for the implementation of the actions which is the subject of the grant;
- they are identifiable and verifiable, in particular they are recorded in the accounting records of the grant beneficiary and determined according to the applicable accounting standards of the Member State or the Schengen Associated Country where the grant beneficiary is established and according to the grant beneficiary's usual cost accounting practices;
- they comply with the requirements of applicable tax and social legislation;

- they are reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

The grant beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the actions with the corresponding accounting statements and supporting documents.

11.7 Specific eligible direct costs related to the actions and indirect costs

Eligible direct costs for the actions are those costs which, with due regard for the conditions of eligibility set out above, are identifiable as specific costs directly linked to the performance of the actions and which can therefore be booked to it directly, such as:

- costs of the administrative and logistical staff;
- costs related to the training infrastructure needed for the implementation of the Basic Training Programme for the fourth batch of the Standing Corps Category 1;
- costs related to the specific training equipment needed for the implementation of the Basic Training Programme for the fourth batch of the Standing Corps Category 1;
- costs of consumables and supplies, provided that they are identifiable and assigned to the implementation of the Basic Training Programme for the fourth batch of the Standing Corps Category 1;
- costs arising directly from the provision of accommodation, full board and logistical support (e.g.: accommodation costs, catering costs, medical support, cleaning and laundry costs-to the extent that they are relevant to the use of training equipment, organisational support, organization of field visits);
- costs arising directly from requirements linked to the implementation of the Basic Training Programme for the fourth batch of the Standing Corps Category 1 (e.g.: dissemination of information, translations, reproduction, publication, training materials).
- costs of travel (field visits, etc.) provided that these costs are in line with the grant beneficiary's usual practices on travel;
- costs related to the organisation of meetings (e.g. catering, equipment rental);
- costs related to the provision of COVID safety measures to protect learners, trainers, and Frontex staff deployed at the training centre. See annex 14.

A flat-rate amount of 5% of the total eligible direct costs of the action is eligible under indirect costs, representing the grant beneficiary's general administrative costs which can be regarded as chargeable to the action. Indirect costs may be included in the unit cost.

Indirect costs may not include costs entered under another budget heading. In the case of organisations receiving an operating grant, indirect costs are not eligible.

11.8 Ineligible costs

The following costs constitute ineligible costs and therefore cannot be included in the estimated budget of the action:

- contribution in kind;
- return on capital;
- debt and debt service charges;
- provisions for losses or debts;
- interest owed;
- exchange losses;
- costs of bank transfers;
- costs declared by a grant beneficiary and covered by another action receiving a European Union grant. In particular, indirect costs shall not be eligible under a grant for an action awarded to a beneficiary who already receives an operating grant financed from the Union budget during the period in question;
- depreciation costs;
- deductible VAT;
- excessive or reckless expenditure.

11.9 Calculation of the final grant amount

The grant shall take form of a reimbursement on the basis of the unit cost declared by the beneficiaries. The unit cost per learner per iteration established at the level of application /grant agreement applies even if the number of learners sent by Frontex to the Training Center is lower than their declared capacity. The final amount of the grant is established after the action has been completed, upon approval of the request for payment containing the following documents:

- The final report providing a summary about the project implementation;
- The final financial statement of the number of learners actually trained.

Frontex reserves the right to verify the actual implementation of the activities and/or production of the deliverables planned in the application.

Requests for payment and the documents accompanying them are to be scanned and sent in pdf format (attached to an email) and addressed to invoices@frontex.europa.eu with CC to TRU.EBCGSC.grants@frontex.europa.eu . If an activity planned in the application attached to the funding agreement is not executed or clearly inadequately executed, the final grant will be reduced accordingly. In case of unforeseen circumstances, the financing might be reduced according to the length of the training provided.

11.10 Payment arrangements

A pre-financing payment corresponding to 80% of the grant amount will be transferred to the grant beneficiary within 30 days of the reception of a request for pre-financing addressed to invoices@frontex.europa.eu with CC to TRU.EBCGSC.grants@frontex.europa.eu

Frontex will establish the amount of the final payment to be made to the grant beneficiary on the basis of the calculation of the final grant amount (see section 11.9 above). If the total of earlier payments is higher than the final grant amount, the grant beneficiary will be required to reimburse the amount paid in excess by Frontex through a recovery order.

12. Publicity

12.1 By the grant beneficiaries

Grant beneficiaries must clearly acknowledge Frontex' role and contribution in all publications or in conjunction with activities for which the grant is used.

In this respect, grant beneficiaries are required to give prominence to Frontex' name and emblem on all their publications, posters, programmes and other products realised under the financed actions.

To do this they must use:

- the text "This activity has received funding from Frontex";
- the Frontex emblem;
- the disclaimer "Frontex is not responsible for the views displayed in the publications and/or in the activities for which the grant is used" where these are produced/implemented solely by the Beneficiary.

If this requirement is not fully complied with, the grant amount may be reduced in accordance with the provisions of the grant agreement.

Moreover, the premises of the grant beneficiaries should be branded according to a further agreement to be concluded with Frontex.

12.2 By Frontex

All information relating to grants awarded in the course of a financial year shall be published on Frontex' website no later than on 30 June of the year following the financial year in which the grants were awarded.

Frontex will publish the following information:

- name of the grant beneficiary,
- address of the grant beneficiary,
- subject of the grant,
- amount awarded.

Upon a reasoned and duly substantiated request by the grant beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected

by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the grant beneficiaries.

13. Data protection

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) No.2018/1725 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Any personal data requested are required to evaluate the application in accordance with the specifications of the call for proposal and will be processed solely for that purpose by Head of Training Unit in Frontex. Information concerning the processing of personal data is available on the privacy statement in Annex 10.

Personal data may be registered in the Early Detection and Exclusion System by the Commission, should the grant beneficiary be in one of the situations mentioned in Articles 136 and 141 of Regulation (EU, Euratom) 2018/1046³. For more information see the Privacy Statement on: https://ec.europa.eu/info/data-protection-public-procurement-procedures_en

Applicants are expected to gain permission for processing the personal data of any individual whose data is included in the application in line with the national law of the applicant.

The eligible training institution must comply with the EU General Data Protection Regulation (Regulation (EU) 2016/679 of the European Parliament and of the Council 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).

The selected training institution will be processing personal data on behalf of Frontex, therefore a specific processing agreement between Frontex and the training institution will be required.

14. Procedure for the submission of applications

Applications must be submitted in accordance with the admissibility requirements set out under section 5.

Applications must be submitted in 2 copies (one original clearly identified as such, plus one copy not stapled) and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation.

Application forms are available at <https://frontex.europa.eu/about-frontex/grants/>

Applications must be submitted in a single sealed envelope bearing:

- the address for submission:
Attention: Training Unit - Grants
Frontex
Plac Europejski 6
00-844 Warsaw
Poland
- the reference number of this call for proposals (2021/CFP/TRU/01);

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

- the words: “Not to be opened before the opening session”.

Applications may be submitted:

- by post or by courier, posted no later than the deadline for submitting applications. The postmark or the date of the deposit slip shall be taken as proof of the date of dispatch; or
- by hand delivery (in person or by an authorised representative) to the Frontex Reception Desk at the address given above. Working hours are from **09:00h to 17:00h**, (excluding Saturdays, Sundays and Frontex holidays). If this delivery option is chosen, a receipt must be obtained as proof of submission, signed and dated by the Frontex Reception Desk.

Applications sent by fax or e-mail will not be accepted. However, the applicant is required to send an electronic confirmation of the application’s submission to: TRU.EBCGSC.grants@frontex.europa.eu

Furthermore, after the opening session, the applicants should be prepared to send, only upon Frontex’ request, an electronic copy of the application via email.

No modification to the application is allowed once the deadline for submission has passed.

15. **Contacts**

15.1 By the applicant

Questions regarding the call for proposals, indicating the reference number of this call for proposals (2021/CFP/TRU/01), can be sent to the functional mailbox address TRU.EBCGSC.grants@frontex.europa.eu

The last day for submission of questions on the call for proposals will be 5 working days before the deadline for submitting applications.

Frontex will reply to inquiries as soon as possible. Frontex will send the reply directly to the email address from which the inquiry was sent.

The questions and answers may be anonymously published on Frontex’ website if they are relevant to other applicants. A file (pdf) document with all such questions and answers will be available on Frontex’ website together with all the documents related to the call for proposals.

15.2 By Frontex

Frontex may contact the applicant, using the contact details indicated in the application form, during the evaluation process if there is a need to clarify certain aspects or for the correction of clerical mistakes. Please note that applicants must reply to such questions within 2 working days. If Frontex is not able to reach the applicant at the contact details provided in the application form or the applicant does not reply within the given deadline, the application may be rejected from further evaluation.

Applicants will be informed in writing about the results of the call for proposals.

Annexes to the Call for proposals (available on Frontex website)

Annex 1: Technical requirements for the Basic Training Programme Implementation

Annex 2: Training Centre support implementation team

Annex 3: Application form

Annex 4: Estimated budget

Annex 5: Declaration on honour by the applicant

Annex 6: Financial Identification Form

Annex 7: Legal Entity Form

Annex 8: Letter of commitment (English translation if required)

Annex 9: Model grant agreement

Annex 10: Privacy statement

Annex 11: Final technical report template

Annex 12: Calendar for the implementation

Annex 13: Unit cost per learners per iteration for the Basic Training Programme

Annex 14: COVID-19 safety measures