

# **CALL FOR PROPOSALS**

## **2020/CFP/TRU/03**

**concerning actions of common interest to support the implementation of the contact learning phase of the Basic Training Programme for the European Border and Coast Guard Standing Corps Category 1**

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## GLOSSARY OF TERMS

Term	Definition
<b>Action</b>	A coherent set of activities, organised to achieve defined objectives and results.
<b>Applicant</b>	Participating entity that submits a grant application. Under this Call, the term covers: a sole applicant (an entity applying individually).
<b>Beneficiary (of a grant)</b>	An applicant whose application was successful during the evaluation process and who signs a grant agreement for financing a project.
<b>Call for proposals</b>	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.
<b>Contact person</b>	The person responsible for the management of an action vis-à-vis Frontex and the contact for any communication from Frontex to the beneficiaries.
<b>Common Core Curricula (CCC)</b>	<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"> <li>- Common Core Curriculum for Border and Coast Guard Basic Training in the EU (CCC Basic)</li> <li>- Common Core Curriculum for Border and Coast Guard Mid-Level Management Training in the EU (CCC ML)</li> </ul> <p><i>The CCC will be made available to the applicants based on their request to: <a href="mailto:TRU.EBCGSC.grants@frontex.europa.eu">TRU.EBCGSC.grants@frontex.europa.eu</a></i></p>
<b>European Integrated Border Management (IBM)</b>	European Integrated Border Management aims to establish well-functioning external borders allowing smooth flow of people and goods while maintaining high level of security in the Union. It is based on the four-tier access control model, and builds on 11 strategic components and three horizontal components contributing to reduced vulnerability of the external borders, safe, secure and well-functioning external borders and sustained capabilities.
<b>European Border and Coast Guard (EBCG)</b>	According to European Border and Coast Guard (EBCG) Regulation <sup>1</sup> (hereinafter ‘the Regulation’), the national authorities of Member States responsible for border management, including coast guards to

<sup>1</sup> 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.

	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.
<b>European Border and Coast Guard Standing Corps (EBCG Standing Corps)</b>	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.
<b>Hosting institution</b>	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.
<b>Iteration</b>	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.
<b>Learner/trainee</b>	A participant in all types of training activities (formal, non-formal and informal).
<b>Member States</b>	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.
<b>Training activities</b>	Any organised undertaking that improves learners' job competences.
<b>Training delivery</b>	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.
<b>Training materials</b>	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, independent and experiential learning designed to achieve the learning outcomes.
<b>Training staff</b>	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.
<b>Unit cost</b>	Cost per learner per iteration (3 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.
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## 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 who are going to be deployed as members of the teams (European Border and Coast Guard Standing Corps Category 1).

As part of achieving this goal, a Basic Training Programme for the European Border and Coast Guard Standing Corps Category 1 (EBCG Standing Corps Category 1) was designed by the Agency in cooperation with Member States. 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 in border management.

Due to restrictions resulting from the COVID-19 pandemic, the Basic Training Programme for the EBCG Standing Corps Category 1 had to be temporarily redesigned allowing for a three months online learning phase (OLP) followed by a three months contact learning phase (CLP).

At present, and as subject of this call for proposals, the Agency is looking for specialised institutions for training and education in Member States that can provide the logistical and administrative support for the practical implementation of the three months contact learning phase (CLP) of Basic Training Programme for the EBCG Standing Corps Category 1, starting in September 2020. Up to 265 learners will follow the contact learning phase of this edition of the Basic Training.

The full management and responsibility for the training and education of the EBCG 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 3.3.2 of the Single Programming Document 2020 - 2022 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 Standing Corps Category 1”. In particular, the call shall support the actions of the Member States aimed to enable the implementation of the Basic Training Programme for the statutory staff of the EBCG Standing Corps to be deployed as members of the teams in operational areas in accordance with Article 55.

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 actions are supported by this call:

NOTE: Proposals submitted shall address both actions.

- ❖ **ACTION 1:** Hosting the implementation of the contact learning phase (CLP) of the Basic Training Programme for the EBCG Standing Corps Category 1 for a minimum of 140 trainees (minimum amount required for one iteration) by making available training infrastructure, specific training equipment and administrative support;
- ❖ **ACTION 2:** Providing full board accommodation and meals for learners.

The actions shall:

- Contribute to providing the appropriate learning and administrative environment for the delivery of the CLP of the Basic Training Programme for the EBCG Standing Corps Category 1, according to European standards;
- Enhance cooperation between Member States 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.

### 2.2.1 **ACTION 1: Hosting the implementation of the CLP of the Basic Training for the EBCG Standing Corps Category 1 for a minimum of 140 learners (minimum amount required for one iteration) by making available training infrastructure, specific training equipment and administrative support**

#### ❖ Specific objective

The specific objective of this action is to support the implementation of the CLP of the Basic Training Programme for the EBCG Standing Corps Category 1 by making available the training infrastructure and specific training equipment for a minimum of 140 learners (minimum amount required for one iteration), as well as the necessary administrative support.

The activities implemented in this regard shall:

- Be in line with the specific requirements identified in the Reference Standards annexed to this Call (see Annex 1 and Annex 11) 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 and the Agency.



## ❖ Expected results

Proposals should result in the following:

- Availability of training infrastructure and specific training equipment to realize the implementation of the CLP of the Basic Training Programme for the EBCG Standing Corps Category 1 for a minimum of 140 learners (minimum amount required for one iteration). The training infrastructure and specific training equipment made available shall be fully aligned with the Reference Standards annexed to this Call (see Annex 1 and Annex 11);
- Availability of administrative support for the implementation of the CLP of the Basic Training Programme for the EBCG Standing Corps Category 1 corresponding to the offered hosting capacity. Staff made available to provide the proposed administrative 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 full board accommodation and meals for learners

## ❖ Specific objective

The specific objective of this action is to support the provision of full board accommodation and logistical support for learners of the CLP of the Basic Training Programme for the EBCG Standing Corps Category 1. Proposals shall be fully aligned with the Reference Standards annexed to this Call (see Annex 1, Annex 11, and Annex 13).

The proposal shall:

- Provide balanced, nutritious, healthy and diverse full board meals for learners within the premises on a daily basis as well as on the occasion of specific events/meetings;
- Provide quality full accommodation for learners on a daily basis;
- 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;
- Ensure that the sanitary measures defined by Frontex in Annex 13 as well as required by local authorities will be observed.

## ❖ Expected results

Proposals should result in the following:

- Availability of quality full board accommodation for learners involved in the implementation of the CLP of the Basic Training Programme for the EBCG Standing Corps Category 1;
- Availability of well planned, coordinated, professional and efficient logistical and administrative support for learners involved in the implementation of the CLP of the Basic Training Programme for the EBCG 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	July 2020
b)	Deadline for submitting applications	<b>24 July 2020 (18:00.00 CET)</b>
c)	Evaluation period	August 2020
d)	Adoption of the Award Decision	August 2020
e)	Information to applicants	August 2020
f)	Signing grant agreement	September 2020
g)	Indicative starting date of the action	<b>14 September 2020</b>

### 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 EBCG Standing Corps Category 1 is € 2.65 million.

Taking into account the 265 learners to be trained this results in an expected unit cost per learner per iteration of € 10 thousand. The annex 12 attached to this call aims to present the methodology to calculate the unit cost per learner per iteration.

### 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](mailto: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 Ireland)<sup>2</sup>, 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 CLP of the Basic Training for the EBCG Standing Corps Category 1 for a minimum of 140 learners (minimum amount required for one iteration) by making available training infrastructure, specific training equipment and administrative support

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

Eligible activities should refer to the provision of training infrastructure and administrative support for a minimum of 140 learners (minimum amount required for one iteration) to support the implementation of the CLP of the Basic Training Programme for the EBCG Standing Corps Category 1.

- Provision of training infrastructure and related specific training equipment as identified in the Reference Standards for the CLP of the Basic Training Programme for the EBCG Standing Corps Category 1 (see Annex 1 and Annex 11);
- Administrative support for the delivery of the CLP of the Basic Training Programme for the EBCG Standing Corps Category 1 (see Annex 1 and Annex 11) 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.

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;

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

- Others related to the aim of specific action.

### 6.3 Eligible activities for Action 2: Providing full board accommodation for learners

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

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

- Provision of full board accommodation as identified in the Reference Standards for the CLP of the Basic Training Programme for the EBCG Standing Corps Category 1 (see Annex 1, Annex 11 and Annex 13);
- Logistical and administrative support for the delivery and implementation of the CLP of the Basic Training Programme for the EBCG Standing Corps Category 1 (see Annex 1, Annex 11, and Annex 13) 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.

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 September 2020, and in any case not before the grant agreement enters into force;
- The actions have to be completed in the three months following its start and in line with the schedule of the contact learning phase of the Basic Training Programme

## 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

Applicants 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.

### 9. AWARD CRITERIA

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

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

<b>Quality of the proposed actions</b>	<b>Maximum points</b>
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
<b>Total maximum points</b>	<b>20</b>

<b>Cost-efficiency of the proposal</b>	<b>Maximum points</b>
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 12 (the indicative amount of unit cost per learner per iteration is € 10 thousand as referred in section 4).	20
<b>Total maximum points</b>	<b>20</b>

<b>Quality of the technical infrastructure, specific equipment and administrative support</b>	<b>Maximum points</b>
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 CLP of the Basic Training Programme for the EBCG Standing Corps Category 1 (Annex 1 and Annex 12).	30
Experts proposed to provide administrative support for the implementation of the CLP of the Basic Training Programme for the EBCG Standing Corps Category 1 demonstrate good knowledge, skills and competences relevant to perform the tasks identified in the Reference Standards for the implementation of the programme (Annex 2).	10
<b>Total maximum points</b>	<b>40</b>

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 (Annex 1, Annex 11, and Annex 13).	5
The extent to which the proposed full board meals meet the quality standards of the Reference Standards for the implementation of the programme (Annex 1, Annex 11, and Annex 13).	5
<b>Total maximum points</b>	<b>10</b>

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 the EBCG Standing Corps Category 1	10	5
Quality of the proposed actions	20	10
Cost-efficiency of the proposal	20	10
Quality of the technical infrastructure, specific equipment and administrative support	40	25
Quality of the full boarding and accommodation	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. A maximum of two proposals will be awarded.

In case two successful applications propose to host altogether more learners than the total number of learners (up to 265) to be trained during the contact learning phase, Frontex reserves the right to divide the total number of learners into two groups of similar size and assign each of the groups to the successful applicants.

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.

## 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 12, 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](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 costs related to the actions

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 CLP of the Basic Training Programme for the EBCG Standing Corps Category 1;
- costs related to the specific training equipment needed for the implementation of the CLP of the Basic Training Programme for the EBCG Standing Corps Category 1;

- costs of consumables and supplies, provided that they are identifiable and assigned to the implementation of the CLP of the Basic Training Programme for the EBCG Standing Corps Category 1;
- costs arising directly from the provision of the full board accommodation and meals 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 CLP of the Basic Training Programme for the EBCG 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).

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 not include costs entered under another budget heading.

Please note that in the case of organisations receiving an operating grant, indirect costs are not eligible and should not be indicated in the estimated budget of the action.

#### 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 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](mailto:invoices@frontex.europa.eu) with CC to [TRU.EBCGSC.grants@frontex.europa.eu](mailto: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](mailto:invoices@frontex.europa.eu) with CC to [TRU.EBCGSC.grants@frontex.europa.eu](mailto: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) 2018/1046<sup>3</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)

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).

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

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 (2020/CFP/TRU/03);
- 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](mailto: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 (2020/CFP/TRU/03), can be sent to the functional mailbox address [TRU.EBCGSC.grants@frontex.europa.eu](mailto: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.

## **16. ANNEXES TO THE CALL FOR PROPOSALS (AVAILABLE ON THE FRONTEX WEBSITE)**

Annex 1: Reference Standards

Annex 2: 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

Annex 9: Model grant agreement

Annex 10: Privacy statement

Annex 11: Technical requirements for the CLP of the Basic Training Programme

Annex 12: Unit cost per learner per iteration for the Basic Training Programme

Annex 13: Sanitary requirements related to COVID-19