



Internal ref. ECRET/POST/2023 - No 2023/CFP/POST/02

**CALL FOR PROPOSALS 2023/CFP/POST/02 FOR A FRAMEWORK  
PARTNERSHIP AGREEMENT TO PROVIDE POST-ARRIVAL AND POST-  
RETURN ASSISTANCE TO NON-EU NATIONALS RETURNING TO THEIR  
COUNTRIES OF ORIGIN**

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## Glossary

|                 |   |
|-----------------|---|
| AO              | Authorizing Officer   |
| CoO             | Country of Origin, where reintegration assistance is provided by Reintegration Partners       |
| CoOGC           | Country of Origin Guest Counsellors   |
| ERRIN           | European Return and Reintegration Network   |
| FPA             | Framework Partnership Agreement   |
| FR              | Forced return   |
| Frontex         | European Border and Coast Guard Agency  |
| JRS             | Joint Reintegration Services  |
| JRCM            | Joint Reintegration Counselling Mission   |
| LRP             | Local Reintegration Partner   |
| SA              | Specific Agreement  |
| MS              | European Union Member States and Schengen Associated Countries                                |
| Non-EU country  | A country outside the EU and Schengen Associated Countries                                    |
| Non-EU national | A person who is not a citizen of one of the EU Member States or Schengen Associated Countries |
| RP              | Reintegration Partner   |
| PA              | Post arrival assistance   |
| PR              | Post return assistance  |
| UAM             | Unaccompanied Minor   |
| VR              | Voluntary Return  |

## 1. INTRODUCTION - Background

Pursuant to Article 48 (1)(a)(i) and (iv) of Regulation (EU) 1896/2019 on the European Border and Coast Guard (hereinafter referred to as ‘Regulation’)<sup>1</sup>, Frontex is mandated to support Member States and Schengen Associated Countries (hereinafter collectively referred as Member States or MS) in providing post-arrival and post-return (PA/PR) assistance, also known as reintegration assistance.

Reintegration assistance is provided in the MS through various national projects and programmes, using different service providers working on return and reintegration around the globe. However, due to the complexity and the diversity of the delivery of these services, the need to address the many administrative challenges related to it, and as a result of the transfer of activities from the ERRIN programme<sup>2</sup>, the so-called ‘Joint Reintegration Services’ was established within the Agency. By concluding joint contracts with service providers (hereinafter referred to as Reintegration Partners - RP) it allows all participating MS to use one single contract, thus avoiding launching separate procurement procedures at national level. The experience from ERRIN, as well as the initial testing phase of joint reintegration assistance under the legal and financing scheme of the Agency in the form of a small scale pilot project<sup>3</sup>, eventually led to the actual implementation of the Frontex Joint Reintegration Services, available to all MS since 1 April 2022.

Based on a MS consultation in 2021, the very first call for Framework Partnership Agreements (FPA<sup>4</sup>) aimed at finding reliable Reintegration Partners in 53 Countries of Origin (CoO). Partnerships were signed to cover only 43 of those CoO.

As part of the annual assessment, a new MS consultation was launched in August 2022 to get an updated view of the MS needs regarding reintegration services in 2023 and beyond, in terms of geographical scope, and in terms of caseload. As a result, a larger number of CoO were requested with a higher number of estimated departures.

This call for proposals for FPA aims to establish cooperation with reliable Reintegration Partners that can ensure the provision of quality reception and reintegration assistance for the new CoO requested by the MS not available, or not covered under the Call for Proposals No 2021/CFP/POST/01. At the same time it aims improve the JRS by expanding the scope of the services contracted and made available to the MS.

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<sup>1</sup> [EUR-Lex - 32019R1896 - EN - EUR-Lex \(europa.eu\)](#)

<sup>2</sup> Implemented under the Plan for Transitional Handover of ERRIN Activities to the Agency approved by the Executive Director on 22 June 2020 in the context of the phase-in/phase-out of the ERRIN Programme.

<sup>3</sup> Implemented between 1 May 2021 and 1 April 2022.

<sup>4</sup> 2021/CFP/POST/01 - FOR A FRAMEWORK PARTNERSHIP AGREEMENT TO PROVIDE REINTEGRATION SERVICES TO NON-EU NATIONALS RETURNING TO THEIR COUNTRIES OF ORIGIN, [Grants \(europa.eu\)](#)

With exploring new ways in which the Agency can support the MS in all of the phases of the return process, two new elements were added to this call, namely:

- The Charter-Flight Arrival Package, a package aimed at providing support to migrants returning by charter flights. This activity calls for the presence of the RP staff at the airport to provide support for a larger number of forced returnees at once.
- The Joint Reintegration Counselling Missions, an initiative aimed at bridging the gap between the MS national authorities' counselling efforts and CoO realities. The JRCM aims at deploying RP staff from CoO to MS in order to increase the knowledge exchange between all stakeholders and to provide first line psychosocial support for potential returnees. This is a new activity and will first be tested in 2023 to fully define it. A screening process for potential counsellors will also be implemented. All deployments will be done based on MS requests and taking into account the availability of counsellors from the RP side.

## 2. Objectives and expected result

### 2.1 General Objective

According to the strategic objective indicated in section 2.3, Key Activity 2.4.1, of the Single Programming document 2021-2023 to “provide operational and technical assistance for all stages of the return process, from the pre-return stage to (assisted) voluntary and forced returns, and post-arrival/post-return area, including pooling and sharing of information and practices”, this call for proposals aims to establish support actions of common interest to be prepared and implemented within the framework of Key Activity 2.4.1.

The general objective of this call for proposals is to conclude Framework Partnership Agreements with interested reintegration service providers (hereinafter referred to as Reintegration Partner or RP) for a period of two and a half years. The aim is to align the end date with the current FPAs<sup>5</sup>, that were signed in the beginning of 2022, so the next call for FPAs in 2025 will be opened at the same time for the entire scope of the Frontex JRS to ensure transparency and equal treatment.

### 2.2 Specific objectives

The selected partners will assist Frontex in implementing its mandate as specified in Article 48 (1) (a) (i) and (iv) of 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, by way of providing post-arrival and post-return assistance, to non-EU nationals returning to their countries of

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<sup>5</sup> The current FPAs under Call for Proposals NO 2021/CFP/POST/01 will end on 26 January 2026. Frontex will launch a new FPA call to ensure continuity of services under the JRS.

origin, taking into account the needs of vulnerable persons, to the following countries of return:

| Nr. | Country of origin             | Nr. | Country of origin | Nr. | Country of origin  | Nr. | Country of origin |
|-----|-------------------------------|-----|-------------------|-----|--------------------|-----|-------------------|
| 1   | Argentina<br>10               | 11  | Colombia<br>550   | 21  | Liberia<br>20      | 31  | South Sudan<br>10 |
| 2   | Azerbaijan<br>700             | 12  | Comoros<br>10     | 22  | Lybia<br>30        | 32  | Sudan<br>70       |
| 3   | Belarus<br>60                 | 13  | Cuba<br>10        | 23  | Mali<br>20         | 33  | Suriname<br>10    |
| 4   | Benin<br>10                   | 14  | Djibouti<br>10    | 24  | Mauritania<br>10   | 34  | Thailand<br>10    |
| 5   | Bosnia and Herzegovina<br>200 | 15  | Eritrea<br>40     | 25  | Montenegro<br>110  | 35  | Togo<br>20        |
| 6   | Burkina Faso<br>30            | 16  | Guatemala<br>20   | 26  | Myanmar<br>10      | 36  | Uganda<br>10      |
| 7   | Burundi<br>50                 | 17  | Honduras<br>380   | 27  | Niger<br>20        | 37  | Uzbekistan<br>140 |
| 8   | Cape Verde<br>10              | 18  | Iran<br>360       | 28  | Rwanda<br>50       | 38  | Venezuela<br>10   |
| 9   | Chile<br>10                   | 19  | Ivory Coast<br>10 | 29  | Senegal<br>100     | 39  | Yemen<br>10       |
| 10  | China<br>300                  | 20  | Lebanon<br>120    | 30  | Sierra Leone<br>30 |     |                   |

The number under each of the countries of return represents just an estimation of the number of persons that would be eligible to receive reintegration assistance after

return, per year. These estimates should be used when estimating a budget. The number of each category of non-EU national that is eligible to receive reintegration should be calculated as follows, from the total number indicated in the table above:

**For the Charter-Flight Arrival Package:**

- Total estimates x 25% (*example: 100 persons estimated for a specific country of origin would mean  $100 \times 25\% = 25$  persons eligible for this package*)

**For the Post-Arrival package:**

- Total estimate x 50% (*example: 100 persons estimated for a specific country of origin would mean  $100 \times 50\% = 50$  persons eligible for this package*)

**For the Post-Return package:**

- Family members = total estimate x 0.4
- Main applicants FR = (total estimate - family members) x 5.5%
- Main applicant VR = total estimate - family members - main applicant FR

*Example of calculation for the Post-Return package for 1000 returnees:*

- *Family members =  $1000 \times 0.4 = 400$  persons*
- *Main applicants FR =  $(1000 - 400) \times 5.5\% = 600 \times 5.5\% = 33$  persons*
- *Main applicants VR =  $1000 - 400 - 33 = 567$  persons*

Applicants shall submit a **Strategic Action Plan** (Annex 10) for period 2023 - 2026 which shall define the broad strategic approach and explain how the specific objectives will be achieved. It shall also include a preliminary estimated budget for the 2023 - 2026 period. A template budget can be found annexed to this call. The submitted plan shall be annexed to the FPA.

### 2.3 Expected results

The Framework Partnership Agreement formalises the partnership between Frontex and the selected Partners by specifying the common objectives agreed, the type of activities envisaged, the procedure for awarding Specific Agreements and the general rights and obligations of each party under the Specific Agreements. However, the Framework Partnership Agreement does not per se constitute an obligation to Frontex to award grants to the Partners.

The Call for Proposals should result in the following:



- Availability of Framework Partnership Agreements with reliable Reintegration Partners covering the countries of return highlighted in section 2.2, subject to the successful participation in a yearly call for proposals for specific countries, detailed below, to provide charter-flight arrival assistance, post-arrival, and post-return assistance.

As well as:

- The provision of a wide range of high-quality charter-flight arrival assistance, post-arrival assistance and post-return assistance to irregularly residing non-EU nationals on the territories of the MS, returning to their countries of origin, both voluntarily and non-voluntarily. To support an efficient service delivery, the selected partners shall be requested to use the case management tool indicated by Frontex. Moreover, the available activities and services by the partners shall meet high standards of delivery and will be monitored in accordance with a quality monitoring framework<sup>6</sup>.
- The support of MS by deploying CoOGC from CoO to MS to conduct reintegration counselling activities with potential returnees.

### 3. Timetable

The maximum duration of the Framework Partnership Agreements is two and a half years with the possibility of two years extension, as in duly justified cases, only by decision taken by the Authorising Officer (AO) in respect to article 74(9) and 130 (c) of Regulation 2018/1046<sup>7</sup>.

The selection of suitable Reintegration Partners and the subsequent award of Specific Agreements (SA) for this call for proposals shall be conducted according to the following indicative timetable:

|     | Steps <sup>8</sup>                                      | Date and time or indicative period |
|-----|---|------------------------------------|
| (a) | Publication of the call                                 | 31 March 2023                      |
| (b) | <b>Deadline for submitting applications<sup>5</sup></b> | <b>28 May 2023</b>                 |
| (c) | Evaluation period for applications                      | 29 May - 31 July 2023              |
| (d) | Information to applicants                               | Aug 2023                           |

<sup>6</sup> According to the EU Strategy on Voluntary Return a Quality Monitoring Framework is being developed by ERRIN and MPI in close cooperation with the MS and Frontex. This Quality Monitoring Framework will be used to ensure the quality of the reintegration services within the FPA.

<sup>7</sup> Regulation (EU, Euratom) 2018/1046 of the European Parliament... - EUR-Lex (europa.eu)

<sup>8</sup> Steps (b), (c), (d) (or equivalent) and (e) to be repeated in case of a two-stage submission procedure

|     |  |                    |
|-----|--|--------------------|
| (e) | Signature of Framework Partnership Agreement                       | Aug 2023           |
| (f) | Invitation for proposals for specific countries of origin          | August 2023        |
| (g) | Deadline for submitting proposals for specific countries of origin | Sep/Oct 2023       |
| (h) | Evaluation period for proposals for specific countries of origin   | Nov/Dec/Jan 2024   |
| (i) | Award and signatures of Specific Agreements                        | Jan/Feb/March 2024 |
| (j) | Start of implementation  | 01 April 2024      |

#### **4. Budget available**

The total indicative budget for 2024 - 2026 is EUR 35,000,000.

The total budget earmarked for 2024 for the co-financing of projects under this call for proposals is estimated at EUR 8,000,000. This amount will be split between multiple specific agreements with multiple RP.

This amount is subject to the availability of the appropriations provided for in the draft budget for 2024 after the adoption of the budget for 2024 by the budgetary authority or provided for in the provisional twelfths.

Frontex reserves the right not to distribute all the funds available.

The total budget for the consecutive years will be allocated on a yearly basis.

#### **5. Admissibility Requirements**

In order to be admissible:

- Applications must be sent by post or delivered by courier no later than the deadline for submitting applications referred to in section 3 (the deadline will be calculated until the post date or date of application being handed over to courier).
- Applicants are required to send a notification email no later than the deadline for submitting applications referred to in section 3 to the functional email of the Post Return Unit within the European Centre for Returns Division [ECRET.EVALUATION@frontex.europa.eu](mailto:ECRET.EVALUATION@frontex.europa.eu) confirming the submission of the application;

- Applicants shall also forward a soft copy of the application in word/excel to the [ECRET.EVALUATION@frontex.europa.eu](mailto:ECRET.EVALUATION@frontex.europa.eu) mailbox for ease of processing.
- Applications shall be submitted in writing (see section 14), using the application form;
- **Applications must be drafted in English. All supporting documents, if not in English, must include a certified translation. Any supporting website pages must be in English.**

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

## 6. Eligibility Criteria

### 6.1. Eligible applicants

Proposals for the FPA may be submitted by any of the following applicants:

- Non-profit organisations
- International organisations
- National Authorities of European Union Member States and Schengen Associated Countries

The applicants must adhere by the following principles:

- Mission and Values:
  - The mission statement of the organisation is publicly available.
  - The mission statement of the organisation includes principles of equal treatment and confidentiality.
  - The mission statement of the organisation includes social objectives.
  - The organisation has written guidelines on impartiality and non-discrimination that are applicable to all staff.
  - The organisation has written Data Protection guidelines on how to safely handle and protect personal data of returnees.
  - The organisation has a clear complaint procedure that is accessible to the beneficiaries of their services including returnees.

Any affiliate entity or subcontractor of the main applicant must fulfil the same eligibility, exclusion and selection criteria and must provide the same supporting documents.

#### **Country of establishment**

Only applications from legal entities established in the following countries are eligible:

- EU Member States;
- EFTA and EEA countries: Iceland, Liechtenstein, Norway and Switzerland;
- The 39 countries of origin listed in section 2(b) ‘Specific Objectives’.

### **Supporting documents**

In order to assess the applicants' eligibility, the following supporting documents are requested:

- A copy of the certificate of official registration or another official document attesting the establishment of the entity;
- A copy of the articles of association/founding act/statutes or equivalent;
- A copy of a document confirming the applicant's tax or VAT number;
- Declaration on honour (Annex 6);
- Documents listed in Annex 1 - Application form.

Any supporting documents that are not in English must have a certified translation attached. Any documents that does not have a certified translation will be disregarded.

## **6.2. Eligible activities**

The main activity eligible for the Framework Partnership Agreement is the provision of post-arrival and post-return assistance to non-EU nationals returning to their countries of origin by:

- Having the necessary infrastructure available (availability of in person or digital); meetings, office space, adequate access to electrical power and to the internet).
- Having the necessary operational capacity in terms of human resources.
- Having relevant experience in the field of reintegration.
- Ensuring the quality and sustainability of the services provided.
- Ensuring an effective follow-up of reintegration cases via the case management tool.

A secondary activity that is eligible for the Framework Partnership Agreement is the deployment of staff from CoO Reintegration Partners to support MS in providing reintegration counselling by:

- Having the necessary operational capacity in terms of human resources
- Having a relevant experience in reintegration counselling

### **Implementation period**

- Activities shall not start before April 2024.
- Framework Partnerships Agreements will be signed for two and a half years. The signature of the FPA marks the start of the cooperation.
- Applications for actions scheduled to run for a longer period than that specified in this call for proposals will not be accepted.

## 7. Exclusion Criteria

### 7.1. Exclusion

The authorising officer (AO) 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 agreement with other applicants with the aim of distorting competition;
  - (iii) violating intellectual property rights;
  - (iv) attempting to influence the decision-making process of the [Commission] [Agency] 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, 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 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 for situations referred in point (d) of section 7.1.

## 7.3. Rejection from the call for proposals

The authorising officer shall not award a Framework Partnership Agreement 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 the award procedure where this entails a breach of the principle of equal treatment, including distortion of competition, that cannot be remedied otherwise.

The same exclusion criteria apply to affiliated entities.

Administrative sanctions (exclusion)<sup>9</sup> may be imposed on applicants[, or affiliated entities where applicable], if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

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<sup>9</sup> Article 138 FR

#### 7.4. Supporting documents<sup>10</sup>

Applicants and affiliated entities must provide a declaration on their honour certifying that they are 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 and available on the Frontex website.

This obligation may be fulfilled in the following way:

- (i) the applicant signs a declaration in its name and on behalf of its affiliated entities;

The applicant will also attach all the supporting documents listed in Annex I - Application Form.

### 8. Selection criteria<sup>11</sup>

For selection of the RP that will be offered a FPA, evaluation of the Strategic Action Plan and the criteria under sections 6.1, 6.2, 7, 8.1, 8.2 and 9.1 will be used.

#### 8.1. Financial capacity<sup>12</sup>

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the duration of the grant and to participate in its funding. The applicants' financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

- Low value grants ( $\leq$  EUR 60 000):
  - a declaration on their honour.
- Specific Agreements  $>$  EUR 60 000:
  - a declaration on their honour, and
  - the profit and loss account as well as the balance sheet for the last 1 financial year for which the accounts were closed;
- Specific Agreements  $>$  EUR 750 000:
  - (i) the information and supporting documents mentioned in point b) above, and
  - (ii) an audit report produced by an approved external auditor certifying the accounts for the last two years available, where such an audit report is available or whenever a statutory report is required by law.

If the audit report is not available AND a statutory report is not required by law, a self-declaration signed by the applicant's authorised

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<sup>10</sup> Article 137 FR

<sup>11</sup> Article 198 FR

<sup>12</sup> Article 198 FR.



representative certifying the validity of its accounts for the last 2 financial years available must be provided.

On the basis of the documents submitted, if Frontex considers that financial capacity is weak, it may:

- request further information.
- decide not to give pre-financing.
- decide to give pre-financing paid in instalments.
- decide to give pre-financing covered by a bank guarantee (see section 11.4 below).
- where applicable, require the joint and several financial liability of all the co-beneficiaries.

## 8.2. Operational capacity<sup>13</sup>

Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action. In this respect, applicants must submit a declaration on their honour, and the following supporting documents:

- curriculum vitae or description of the profile of the people primarily responsible for managing and implementing the activities (country director, general project manager, etc.).
- Organigram of the organisation to highlight the following:
  - Number of full-time equivalents (FTE) that the Reintegration Partner/Local Reintegration Partner has available to perform the activities related to this call.
  - Formal structure with staff members assigned to
    - Contract management
    - Operations
    - Supporting services (HR, Finance)
  - Proportion (%) of staff working on the activities related to this call that have:
    - Social care profile
    - Counselling profile
    - Management profile

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<sup>13</sup> Article 196 and 198 FR.

- Business/economic profile
- Healthcare/psychotherapy profile
  - Proportion (%) of staff that has more than 2 years of experience in reintegration assistance planning.
- An exhaustive list of previous projects and activities performed and connected to the provision of reintegration assistance. By providing this list of previous projects you hereby agree that Frontex can contact the project management teams and ask for references.
- The RP or its affiliates/subcontractors **must** be registered in the country of origin for a minimum of **3 years** at the time of launching of this call. Supporting documents for each country of origin must be provided.

## 9. Award criteria<sup>14</sup>

### 4.1. Award criteria for the FPA

Eligible applications will be assessed based on the following criteria in order to be offered an FPA:

| AWARD CRITERIA AND KEY ELEMENTS TO BE ASSESSED BY THE EVALUATION COMMITTEE FOR AWARD OF FPA  | Points       |
|--|--------------|
| Q1. The level of relevance of the proposal and the contribution of its expected results to the objectives of the call  |              |
| 1.1 How relevant is the proposal (Strategic Action Plan)   | 0 - 5 points |
| 1.2 Overall quality of the proposal in terms of its methodology  | 0 - 5 points |
| 1.3 Overall quality of the proposal in terms of structure and methodology for Frontex and programme related requirements   | 0 - 5 points |
| Q2. Cost effectiveness of the proposed action, and in particular the relevance and quality of the means of implementation and the resources deployed in relation to the objectives envisaged |              |
| 2.1 Level of detail of the proposed budget, cost projection and cost breakdown   | 0 - 5 points |

<sup>14</sup> Article 199 FR

|   |              |
|---|--------------|
| 2.2 Coherence and clarity in matching the proposed activities and schedule with a credible cost structure and budget  | 0 - 5 points |
| 2.3 Maximisation of the benefits to the programme resources   | 0 - 5 points |
| Q3. the sustainability of the expected results as described in the Strategic Action Plan  |              |
| 3.1 Coherence and clarity in describing the expected outcomes of delivering reintegration services and deploying counsellors to EU MS                       | 0 - 5 points |
| 3.2 The quality of the proposal in terms of service specifications (number of meetings to discuss the reintegration plan, availability for adaptation, etc) | 0 - 5 points |
| 3.3 Coherence and clarity in describing the monitoring process of the reintegration cases   | 0 - 5 points |

Each question will be awarded between 0 and 5 points. The applicant must obtain a minimum of 30 points from the 45 total possible points for the above criteria in order to be awarded an FPA.

The answers should not exceed 100 words. Points may be deducted for failing to follow the instructions.

#### 4.2. Award criteria for SA

For those RP with whom Frontex will sign a Framework Partnership Agreement, an invitation by Frontex will be sent to submit proposals for awarding a SA for specific countries of return listed in section 2(b) of this Call. While this procedure is outside the scope of this Call for Proposals, it is envisaged to be organised as follows:

- During the evaluation of the proposals for SA, the RP/LRP will be ranked using the following indicators. In principle, the highest scoring RP/LRP will be selected for each country of return. There is a minimum threshold of 60% of the total available points that the RP must obtain to be awarded a SA for a specific country of return. Frontex reserves the right to select one or more RP for the same country of return based on the capacity to provide services and operational needs. If more than one RP scores above 60%, the one with the most points will be selected.

- In order to be evaluated each applicant should complete and submit one form (Annex 2) for each country of return they have been invited to submit proposals for.
- The same process of evaluation will take place before the award of each subsequent grant. The awarded specific agreements will have a validity of 1 year and every year a new Call for Specific Agreements will be launched. There is no guarantee that the same RP/LRP will be awarded a specific grant the following year.
- All of the following criteria will be evaluated on a regular basis, no less than once per year, before the RP will be awarded the next grant. For some criteria, supporting documents will need to be provided. Details are specified in the table below.
- If during the period of the validity of the FPA the selected RP, that was also awarded a SA, falls under the score with which they were selected they must take swift action to remedy the situation. If the situation has not been remedied by the expiration date of the grant they were already awarded, Frontex may not award a subsequent SA to that partner and may choose the next one on the reserve list to continue providing reintegration services in that particular country of return.
- Submission of all proposals for SA will take place only after the FPA is signed.
- The factsheet (the following list of indicators) should only be completed with information regarding, exclusively, the activities conducted in the specific country of origin. Global facts that include statistics or data from other countries of origin will be disregarded and points will not be awarded. Supporting documents must be accompanied with English translations, otherwise may be disregarded and points will not be granted for the particular indicator.
- On top of the indicators mentioned in the below table, the offers will be evaluated from the perspective of cost-effectiveness. The starting threshold is 50%-50%. This means that the offer is balanced and that the proposals indicated that 50% of the proposed budget goes towards the packages for returnees and 50% of the proposed budget goes towards the costs incurred by the RP/LRP (covering operating costs and handling fees). For this split (50%/50%) there will be 0 (zero) points awarded.
  - o For each percentage point (1%) that the proposed budget is more expensive in terms of costs (higher than 50% for costs to the RP/LRP) 5 points will be deducted from the final score of the applicant (*for example for a split of 46% of the budget for returnees' packages and 54% for costs of the RP/LRP - 20 points will be deducted from the final score*)
  - o For each percentage point (1%) that the proposed budget is less expensive in terms of costs (lower than 50% for costs to the RP/LRP) 5 points will be added from the final score of the applicant. (*for example for a split of*

*53% of the budget for returnees' packages and 47% for costs of the RP/LRP - 15 points will be added to the final score)*

- The points added or deducted from the final score due to the cost effectiveness, , will not be taken into account for the threshold of 60% mentioned earlier. It will only be used to make a distinction between offers from different applicants and will not lead to the dismissal of an offer.

#### Factsheet

|    | Description of indicator   | Subcategory              | Score     |
|----|--|--------------------------|-----------|
|    | <b>Availability of services</b>  |                          |           |
| 1. | The organisation is willing to assist returnees after voluntary return by any means  |                          | 5 points  |
| 2. | The organisation is willing to assist returnees after non-voluntary return traveling by charter flights (meaning support to a large number of returnees at once, possibly 25-75, or more, at a time)   |                          | 15 points |
| 3. | The organisation is willing to assist returnees after non-voluntary return by regular means of transport, scheduled flights, etc   |                          | 10 points |
| 4. | The organisation is willing to deploy reintegration counsellors, from its own staff to the MS  |                          | 20 points |
|    | <b>Accessibility - Physical presence</b>   |                          |           |
| 5. | The RP/LRP has an office in the capital of the country of return <ul style="list-style-type: none"> <li>• A copy of the Rental/Ownership Agreement to be submitted, valid at the time of submission</li> </ul>                                       |                          | 5 points  |
| 6. | The RP/LRP has offices outside the capital of the country of return <ul style="list-style-type: none"> <li>• A copy of the Rental/Ownership Agreement for 30% of the number of locations to be submitted, valid at the time of submission</li> </ul> | Between 1 and 5 offices  | 5 points  |
|    | <ul style="list-style-type: none"> <li>• A copy of the Rental/Ownership Agreement for 30% of the number of locations to be submitted, valid at the time of submission</li> </ul>   | Between 5 and 10 offices | 10 points |
|    | <ul style="list-style-type: none"> <li>• A copy of the Rental/Ownership Agreement for 30% of the number of locations to be submitted, valid at the time of submission</li> </ul>   | More than 10 offices     | 15 points |
| 7. | The RP/LRP has a process to cover reintegration assistance in areas where it does not have an office   |                          | 5 points  |
|    | <b>Accessibility - Opening hours</b>   |                          |           |

|  |   |                         |           |
|--|---|-------------------------|-----------|
| 8.   | Number of hours per week that the RP/LRP is open for returnees  | Less than 20 hours/week | 0 points  |
|  |   | More than 20 hours/week | 15 points |
| 9.   | The RP/LRP allows for returnees to walk into the office without prior appointment   |                         | 10 points |
| 10.  | The RP/LRP can secure in-person appointments/contacts at the offices with returnees before or after normal working hours.   |                         | 5 points  |
| <b>Accessibility - Contact channels</b>  |   |                         |           |
| 11.  | The Local Reintegration Partner can accommodate digital meetings with returnees   |                         | 10 points |
| 12.  | The Local Reintegration Partner can accommodate digital meetings with returnees before or after normal working hours  |                         | 5 points  |
| 13.  | The contact details that the RP/LRP provides are functional   |                         | 15 points |
| <b>Physical Infrastructure</b>   |   |                         |           |
| 14.  | Availability of power supply (average for all locations)  | Less than 2 hours/day   | 0 points  |
|  |   | More than 2 hours/day   | 5 points  |
| 15.  | Availability of Internet access (average for all locations)   | Less than 2 hours/day   | 0 points  |
|  |   | More than 2 hours/day   | 5 points  |
| 16.  | Ability to organise Airport reception and pick-up within 5 working days after the request   |                         | 5 points  |
| <b>Network/Embeddedness of the RP/LRP</b>  |   |                         |           |
| List of organisations that the Reintegration Partner has a documented operational relationship within the field of (local/regional/national) to be included if the answer is yes to any of the following |   |                         |           |
| 17.  | Embeddedness with employment services <ul style="list-style-type: none"> <li>A copy of Contract/Memorandum of Understanding with at least 1 partner to be submitted</li> </ul>      | 1 partner and above     | 5 points  |
| 18.  | Embeddedness with local education services <ul style="list-style-type: none"> <li>A copy of Contract/Memorandum of Understanding with at least 1 partner to be submitted</li> </ul> | 1 partner and above     | 5 points  |

|                                  |   |                       |           |
|----------------------------------|---|-----------------------|-----------|
| 19.                              | <p>Embeddedness with local health services</p> <ul style="list-style-type: none"> <li>A copy of Contract/Memorandum of Understanding with at least 1 partner to be submitted</li> </ul>   | 1 partner and above   | 5 points  |
| 20.                              | <p>Embeddedness with local administrative services</p> <ul style="list-style-type: none"> <li>A copy of Contract/Memorandum of Understanding with at least 1 partner to be submitted</li> </ul>   | 1 partner and above   | 5 points  |
| 21.                              | <p>Embeddedness with local government / authorities</p> <ul style="list-style-type: none"> <li>A copy of Contract/Memorandum of Understanding with at least 1 partner to be submitted</li> </ul>  | 1 partner and above   | 5 points  |
| 22.                              | <p>Embeddedness with local NGO / civil society networks</p> <ul style="list-style-type: none"> <li>A copy of Contract/Memorandum of Understanding with at least 1 partner to be submitted</li> </ul>  | 1 partner and above   | 5 points  |
| <b>Organisational Background</b> |   |                       |           |
| 23.                              | <p>Local presence of the Local Reintegration Partner in the country of return - documented number of years in the country of return</p>   | Between 3 and 5 years | 5 points  |
|                                  |   | More than 5 years     | 10 points |
| 24.                              | <p>Number of years that the organisation has implemented activities in the area of reintegration (not necessarily after return, can also include Internally Displaced or similar).</p> <ul style="list-style-type: none"> <li>Copy of contracts/financing/project to confirm to be submitted</li> </ul> | Between 3 and 5 years | 5 points  |
|                                  | <ul style="list-style-type: none"> <li>Copy of contracts/financing/project to confirm to be submitted</li> </ul>  | More than 5 years     | 10 points |
| 25.                              | <p>Number of years that the organisation has implemented activities in the area of reintegration after return from the EU.</p> <ul style="list-style-type: none"> <li>Copy of contracts/financing/project to confirm to be submitted</li> </ul>   | Between 3 and 5 years | 5 points  |
|                                  | <ul style="list-style-type: none"> <li>Copy of contracts/financing/project to confirm to be submitted</li> </ul>  | More than 5 years     | 10 points |
| 26.                              | <p>Organisation has an internal monitoring and control system, incl. early warning, to detect any disruption in the continuity or quality of local service delivery</p> <ul style="list-style-type: none"> <li>Copy of guidelines/standards operating procedure to be submitted</li> </ul>              |                       | 5 points  |
| 27.                              | <p>Organisation has internal guidelines on the management of a reintegration case, the inception of a reintegration</p>   |                       | 5 points  |

|     |   |  |            |
|-----|---|--|------------|
|     | <p>plan, the financial justification of expenses and overall reporting requirements.</p> <ul style="list-style-type: none"> <li>• Copy of guidelines/standards operating procedure to be submitted</li> </ul>   |  |            |
| 28. | Number of reintegration cases after return that the RP/LRP has managed over the last 3 years (average) in that particular country of return.  | Less than 25 cases/year                    | 0 points   |
|     |   | Between 25 and 100 and over cases/year     | 5 points   |
|     |   | More than 100 cases/year                   | 10 points  |
| 29. | <p>Budget that the RP/LRP has spent on reintegration projects after return over the last 3 years (average) - only for the country of origin in question.</p> <ul style="list-style-type: none"> <li>• Copy of contracts/contribution agreements to be submitted. Alternatively, bank records could be submitted.</li> </ul> | Less than EUR 60.000/year                  | 0 points   |
|     |   | Between EUR 60,000 and EUR 750,000 / year  | 5 points   |
|     |   | Over EUR 750,000 / year                    | 10 points  |
|     |   | TOTAL MAXIMUM POINTS that could be awarded | 240 points |

In addition to the above-mentioned point system, the RP/LRP will be required to provide answers to the following 5 questions. The answers will be evaluated by the selection committee and given a value of between 0 and 20 points each. Please keep the answers as short as possible without detriment to the quality of the answer, but not longer than 100 words.

- Please describe the steps you would take to provide reintegration assistance to returnees, starting from the initial contact, going through the entire process, including meetings, evaluation of requirements stated by the returnee, planning, amending of the reintegration plan, referrals, monitoring of the process and finishing with the case closure and final reporting.
- Please indicate how you would provide reintegration assistance to a returnee that lives in an area that is not covered physically by an office.
- Please indicate the process of evaluating the need for specialised assistance for vulnerable persons including but not limited to unaccompanied minors, single women, victims of trafficking, the elderly, etc.



- Please indicate what challenges you have encountered in providing reintegration assistance in this country of return and what steps have you taken to overcome them.
- Please explain how the COVID-19 pandemic has affected your operations in this country of origin and what steps have you taken to ensure uninterrupted assistance to the returnees.

NB:

- Failure to submit the supporting documents listed above will lead to the respective points being deducted from the final score.
- Documents that are not in English must have a **certified** translation attached. Failure to submit translation of provided documents will lead to the documents being disregarded and points for that particular indicator will be deducted from the final score.
- All the rental agreements must be valid at the time of submission. Old, expired documents will be disregarded, and points will be deducted from the final score.
- All contracts/Memorandum of Understandings that are submitted must be valid. Old, expired documents will be disregarded, and points will be deducted from the final score.

If there is a need for more information, during the evaluation process of the proposals for SA, Frontex may ask for further documentation or invite the project manager/country director responsible for every specific CoO for an interview.

## 10. Legal commitments<sup>15</sup>

Once the selection of the suitable partners is completed a Framework Partnership Agreement detailing the conditions of cooperation will be sent to the applicant, as well as information on the procedure to formalise the agreement of the parties. (see template Framework Partnership Agreement in Annex 4.

The Framework Partnership Agreement is signed by Frontex first and sent to the RP for countersignature.<sup>16</sup> Countersigned documents should be sent back to Frontex. The following methods are accepted:

### 1. Electronic signature (recommended option):

In case you have the possibility to sign the FPA and other documents using a qualified electronic signature (QES), please have it signed electronically by your authorised representative(s). Please note that only the qualified electronic signature (QES) within the meaning of Regulation (EU) No 910/2014<sup>17</sup> (eIDAS Regulation) will be accepted.

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<sup>15</sup> Article 201 FR.

<sup>17</sup> [eIDAS Regulation \(Regulation \(EU\) N°910/2014\) | FUTURIUM | European Commission \(europa.eu\)](#)

Before sending back your electronically signed document, please check the signature and validity of the certificate with one of the following tools:

- DSS Demonstration validation tool available at <https://ec.europa.eu/cefdigital/DSS/webapp-demo/validation> can help you check the validity of a certificate by indicating the number and type of valid signatures in a document.
- EU Trusted List Browser can be consulted in order to check whether the electronic signature provider and the trust service it provides are part of European Union Trusted List: <https://webgate.ec.europa.eu/tl-browser/#>

To make sure you use a QES compliant to eIDAS Regulation, you need to check that both the service provider and the qualified certificate generation service used are included in the EU Trusted List Browser.

## 2. Handwritten signature:

In case you do not have the possibility to sign the documents using a qualified electronic signature (QES), please fill it in electronically, then print it and have it signed and dated by your authorised representative(s) using a hand-written signature.

**The applicants understand that submission of a grant application implies acceptance of the general conditions attached to this call for proposals. These general conditions bind the beneficiary to whom the grant is awarded and shall constitute an annex to the specific agreement.**

## 11. Financial provisions

### 11.1. Form of the Specific Agreement<sup>18</sup>

The reimbursement based on the unit costs, in the context of the call shall be made based on the Specific Agreement signed between Frontex and the Reintegration Partner.

The Specific Agreement enters into force on the date on which the last party signs it. The Specific Agreement will recognise two types of unit costs, as seen below in section 11.1.1 - Unit costs imposed by Frontex and section 11.1.2 - unit costs proposed by the Reintegration Partners.

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<sup>18</sup> Articles 125 and 194(1)(c) FR

### 11.1.1 Reimbursement of eligible costs declared on the basis of unit costs

The Specific Agreements will be defined by applying a maximum co-financing rate of 100 % to the eligible costs declared by the beneficiary and its affiliated entities on the basis of:

- (a) An amount of EUR 2000 per each post-return package granted to the main applicant in voluntary return;
- (b) An amount of EUR 1000 per each post-return package granted to the main applicant in forced return;
- (c) An amount of EUR 1000 per each post-return package granted to each of the family members of the main applicant in voluntary or forced return.
- (d) An amount of EUR 205 per each charter-flight arrival package granted to each applicant that is eligible to receive it.
- (e) An amount of EUR 615 per each post-arrival package granted to each applicant that is eligible to receive it.

The amount per unit will be paid for every unit consumed.

To be eligible for reimbursement by Frontex, the type of assistance should fall under one or more of the categories eligible under the JRS. The following categories of assistance are eligible for Frontex support:

- 1) **Charter-Flight Arrival Package** - immediate assistance upon the landing of a charter flight in the CoO. This assistance is provided outside the reintegration plan. The package will be in the amount of unit cost of up to EUR 615 and the returnee will have up to 14 days to receive support<sup>19</sup>. This package can only be given in those cases where the returnees travel by charter flights. This package cannot be combined with the Post-Arrival package. This package can only be given if the MS informs the RP **at least 5 working days prior** to departure and includes all the relevant information needed, for example: flight information, immediate medical needs, need for emergency housing, onward transportation need, etc. All invoices must be uploaded into the case management tool. The Reintegration Partner (RP) shall always be present at the airport upon arrival to provide support.

List of eligible services under this package are:

- a) **Cash assistance:** a MS can decide to give part of the charter-flight arrival package in cash. This is communicated prior to return to the RP in the case management tool.

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<sup>19</sup> The exact amount and time frame for implementation will be decided at a later date and will be included in the Call for Specific Agreements that will follow the successful conclusion of this call for proposals. For the purpose of the budget calculation for this call, the maximum amount should be used.

- b) **Onward transportation:** Feasibility is to be assessed on a case by case basis. If it is possible, the MS informs the RP about the needed onward transportation five working days prior to the scheduled return. Contact details of the non-EU nationals are shared prior to return to make the necessary arrangements.
  - c) **Housing upon arrival:** Temporary accommodation or emergency housing upon arrival should be arranged by the LRP. The MS informs the RP about the needed emergency housing five working days prior to the scheduled return. Contact details of the non-EU nationals are shared prior to return to make the necessary arrangements. In case of UAMs, adequate housing for UAMs to be ensured.
  - d) **Medical assistance upon arrival:**
    - i) The needs assessment is done by the sending MS prior to departure. This kind of assistance entails referral to medical professionals, which can lead to purchase of medication with a prescription or purchase of over the counter medication. Urgent needs upon arrival would need to be communicated at least five working days prior to the scheduled return. Contact details of the non-EU nationals are shared prior to return to make the necessary arrangements.
    - ii) Arrival COVID test (or other medical check) if required for entry to the country of origin.
- 2) **Post-arrival package** - immediate assistance upon arrival to cover up to **2 weeks (14 days)** after return, organised and coordinated between the responsible Member State (MS) and the Reintegration Partner (RP) prior to departure of the returnee. This assistance is provided outside the reintegration plan. The package will be in the amount of unit cost of up to **EUR 615<sup>20</sup>**, according to the historical data of the JRS. This package cannot be combined with the Charter-Flight Arrival package. This package can only be given if the MS informs the RP/LRP **at least 5 working days prior** to departure and includes all the relevant information needed, for example: flight information, immediate medical needs, need for emergency housing, onward transportation need, etc. All invoices must be uploaded into the case management tool.

List of eligible services under this package are:

- a) **Cash assistance:** a MS can decide to give part of the post arrival package in cash. This is communicated prior to return to the RP in the case management tool.

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<sup>20</sup> The exact amount and time frame for implementation will be decided at a later date and will be included in the Call for Specific Agreements that will follow the successful conclusion of this call for proposals. For the purpose of the budget calculation, for this call, the maximum amount should be used.

- b) **Onward transportation:** Feasibility is to be assessed on a case-by-case basis. If it is possible, the MS informs the RP/LRP about the needed onward transportation five working days prior to the scheduled return. Contact details of the non-EU nationals are shared prior to return to make the necessary arrangements.
  - c) **Housing upon arrival:** Temporary accommodation or emergency housing upon arrival should be arranged by the RP/LRP. This is possible with or without airport pick-up. The MS informs the RP/LRP about the needed emergency housing five working days prior to the scheduled return. Contact details of the non-EU nationals are shared prior to return to make the necessary arrangements. In case of UAMs, adequate housing for UAMs to be ensured.
  - d) **Medical assistance upon arrival:**
    - i) The needs assessment is done by the sending MS prior to departure. This kind of assistance entails referral to medical professionals, which can lead to purchase of medication with a prescription or purchase of over-the-counter medication. Urgent needs upon arrival would need to be communicated at least five working days prior to the scheduled return. Contact details of the non-EU nationals are shared prior to return to make the necessary arrangements.
    - ii) Arrival COVID test (or other medical check) if required for entry to the country of return.
  - e) **Family reunification for UAMs:** The RP/LRP facilitates and monitors the entire reunification process and informs the MS accordingly. This reunification can be with a family member or with a governmental appointed guardian.
- 3) **Post-return package** - assistance beyond immediate arrival which is discussed and agreed between the RP/LRP and the returnee during one or more meetings in the country of return. The reintegration activities related to the post-return package can be implemented in a period no longer than 12 months after the approval of the reintegration plan.

This package can be one or a combination of the following unit costs:

**EUR 2000** - main applicant in Voluntary Return (VR)

**EUR 1000** - main applicant in Forced Return (FR)

**EUR 1000** - for each additional family member (same amount for both VR and FR)

This process can also start before departure and be (partly) agreed between the returnee and the return counsellor. The resulting reintegration support and costs are described in the reintegration plan which is accepted and approved by the sending MS and by Frontex. All invoices must be uploaded into the case management tool.

List of eligible services under this package are:

- a) **Cash assistance:** a MS can decide to give part of the reintegration assistance in cash. This is communicated prior to return to the RP/LRP in the case management tool.
- b) **Long-term housing and related costs:** Rent, basic furniture and renovation/refurbishing costs can be paid from the reintegration budget. Long-term housing can be offered for up to 12 months. This can also include referral to appropriate housing for vulnerable groups (elderly, UAM, victims of trafficking, etc.).
- c) **Medical assistance:** Any type of medical assistance as long as it falls within the budget and timeframe for reintegration, including for vulnerable groups.
- d) **Education:**
  - i) **Schooling:** School fees or further education costs for both children and adults can be covered. Specific advice and guidance regarding the most appropriate/adequate structures should be given by the RP/LRP . This can also include special needs referrals and schooling.
  - ii) **Vocational training:** Fees for vocational training can be covered. Specific advice and guidance regarding the most appropriate/adequate structures should be given by the RP/LRP .
- e) **Job counselling and assistance in accessing the labour market:** RP/LRP can inform the non-EU nationals about the current labour market and give guidance on how to access it. If needed this can be in combination with referral to other relevant organisations.
- f) **Assistance in setting up a small business:** The RP/LRP should offer assistance to the returnee during the preparation and implementation of a business project. Depending on the needs and capacities of the returnee in setting up a certain business, the role of the RP/LRP can be limited/extended. In any case, the RP/LRP should advise the returnee about possible business ideas and explore together the strengths and weaknesses of a certain project. In the end, the returnee decides which type of business to implement.
- g) **Family Reunification (monitoring):** RP/LRP checks/monitors if reunification has happened and provides feedback.
- h) **Legal counselling and administrative support:** These include advice and referral to relevant organisations in relation to the concrete needs of the non-EU nationals. This often goes hand in hand with administrative support - guidance with the renewal of ID documents, driver's license, enrolment of children in school, translations of legal/medical documents, support to UAMs regarding guardianship, etc. Due care and specialised assistance to be provided in the case of UAMs.
- i) **Psychosocial support:** If needed, the RP/LRP will refer the non-EU nationals to more specialised organisations/hospitals. Due care and specialised assistance to

be provided in the case of UAMs and other vulnerable groups (elderly, victims of trafficking).

All other expenses that do not fall under the above categories are not eligible for Frontex financial support and will not be reimbursed.

**If the sending MS wish to top-up the amounts for the charter-flight arrival package, post-arrival and post-return packages, due to national policy or other reasons, this can be done on the basis of a bilateral agreement between the MS and the RP . Frontex will not be party to this agreement.**

#### **11.1.2 Reimbursement of eligible costs declared on the basis of unit costs based on the usual cost accounting practices of the beneficiaries<sup>21</sup>**

The specific agreement will be defined by applying a co-financing rate of 100 % to the eligible costs declared by the beneficiary and its affiliated entities on the basis of:

- (a) an amount per unit calculated in accordance with the beneficiary's usual cost accounting practices for the following categories of costs:
  - **Operating Costs:**
    - (a) In the amount of EUR \_\_\_\_\_ per month for each country of return covered by the RP covering:
      - (i) Information and communication
      - (ii) Contact with the non-EU national prior to departure
      - (iii) Quality monitoring of the reintegration process
      - (iv) Office running costs including staff salaries directly involved in the Frontex JRS
      - (v) Travel costs
      - (vi) Staff training

Operating costs are intended to ensure the availability of the RP/LRP, even if there are no cases being sent by MS. No costs related to case handling should be included here. In addition, the methodology for calculating this unit cost should indicate the percentage of each type of cost dedicated to JRS-related activities as well as other projects.

*For example: If the office of LRP is also used by the LRP for other projects - then the unit cost calculation methodology should be as follows:*

*40% of rent for Frontex JRS purposes, 60% for other projects - that means that only 400 EUR should be included in the calculation and not the full 1000 EUR. Similarly,*

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<sup>21</sup> This option corresponds to point (v) of Article I.3.2(a) of the model grant agreement published on BudgWeb.



*every type of expense should be split in the above mentioned way (water, electricity, internet, communication, training, human resources, etc.)*

For the purpose of verification, documents used for the calculation of this unit cost must be submitted with the proposed budget for the category (iv) “Office running costs”, limited to the higher cost items, such as rental costs and salary costs.

- **Country of Origin Guest Counsellor Expert cost:**

- (b) In the amount of EUR \_\_\_\_\_ per each day a counsellor if deployed to MS, covering:
- (i) all costs including fees, DSA, accommodation<sup>22</sup>, travel, and related administrative costs, counted by calendar day (excluding the salaries if already included in the operating costs or handling fee unit cost).

This unit cost should be calculated as a price per each day. The deployments are intended to last a multiple of 30 days, based on MS needs and availability of counsellors. The calculation should include only 1 trip from the country of origin to Europe and return for each 30 days of deployments. The final unit cost is reached by adding all the costs related to 30 days of deployment and then dividing it by 30.

*Example of a calculation:*

*30 days of hotel nights (3000 EURO) + 30 days of DSA (1500 EUR) + 1 trip CoO/EU (1000 EUR) + administrative costs for the LRP (1000 EUR) = total of 6500 EUR for 30 days.*

*6500 EUR / 30 days = 216.66 EUR/day = rounded up to 217 EUR/day*

- **Handling fee for the charter-flight arrival package:**

- (c) In the amount of EUR \_\_\_\_ per each assisted person that is entitled to receive the charter-flight arrival package covering:
- (i) Costs with personnel participating in the reception.
  - (ii) Costs relating to set-up and transportation of staff and materials from RP/LRP HQ to airport, port, bus station or other reception terminal.
  - (iii) Costs relating to ensuring the presence of one or more medical professionals (doctor, nurse) during the reception activities.
  - (iv) Costs relating to materials (tents, generator) used for reception.
  - (v) Cost relating to support offered to national authorities in the registration process
  - (vi) Costs relating to the provision of a welcome kit to each returnee that is eligible for this package. The welcome kit should include:
    1. Bottle of water

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<sup>22</sup> The EU COM daily rates should be considered when calculating. <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32016R1611&from=HR>



2. 1 hot meal or a voucher for a meal
  3. Age-appropriate children's toys/books/other
  4. Pre-paid SIM card with number - to ensure further communication
  5. Toiletries set (male/female):
    - a. Toothbrush and toothpaste
    - b. Soap
    - c. Shampoo
    - d. Female hygiene products if applicable
- (vii) Providing charter-flight arrival assistance as described in section 6.2
- (viii) Reporting and Financial reporting - collecting and uploading of financial proof for all expenses

The costs for the materials needed for the reception of returnees, listed in point (iv) should be spread out over the whole year and split between the total amount of handling fees. If a purchase or rental of equipment is intended, prices for each should be included. *For instance, if the equipment costs 1000 EUR and the expected number of returnees per year is 25, then the handling fee unit cost should include 1000 eur/25 = 40 EUR for materials*

Although the calculation of the unit cost is based on the indicative number of TCNs returning by charter flights, if the number of actual returns is greater or smaller than the indicative one, the unit cost, shall remain for the duration of the specific agreement.

- **Handling fee for the post-arrival package:**
  - In the amount of EUR \_\_\_\_ per each assisted person that is entitled to receive the post-arrival package covering:
  - Always being present at the airport, port, or other arrival location, to welcome the returnees and make first contact. This activity will also require the provision of a welcome kit to each returnee that is eligible for this package. The welcome kit should include:
    1. Bottle of water
    2. 1 hot meal or a voucher for a meal
    3. Age-appropriate children's toys/books/other
    4. Pre-paid SIM card with number - to ensure further communication
    5. Toiletries set (male/female):
      - a. Toothbrush and toothpaste
      - b. Soap
      - c. Shampoo
      - d. Female hygiene products
- Providing post-arrival assistance as described in section 6.2
- Referral to specialised services

- Reporting on assistance given
- Financial reporting - collecting and uploading of financial proof for all expenses

Although the calculation of the unit cost is based on the indicative number of TCNs returning to their country of origin, if the number of actual returns is greater or smaller than the indicative one, the unit cost, shall remain unchanged for the duration of the specific agreement.

**Handling fee for the post-return package:**

- In the amount of EUR \_\_\_\_\_ per each assisted person that is entitled to receive the post-return package covering:
- Organising of meetings with the non-EU nationals after their return
- Development of a tailor-made reintegration plan
- Counselling
- Referral to specialised services
- Reintegration assistance on specific types of reintegration
- Quality monitoring of the reintegration
- Reporting - Interim and final narrative
- Financial reporting - collecting and uploading of financial proof for all expenses into the case management tool.

Although the calculation of the unit cost is based on the indicative number of TCNs returning to their country of origin, if the number of actual returns is greater or smaller than the indicative one, the unit cost, shall remain for the duration of the specific agreement.

From a cost-benefit perspective, the correlation between the amount of the package that is intended for the returnee and the cost of the handling fee for that package will be evaluated. Any handling fee that will be larger than the package is intended for, will be rejected. *(For example, if the applicant proposes a handling fee of 300 EUR for providing the Charter-Flight Arrival package (205 EUR/per person), this proposal will be rejected)*

The amount per unit will be paid for every unit consumed.

Conditions for compliance of the beneficiary's usual cost accounting practices

The beneficiary must ensure that the cost accounting practices used for the purpose of declaring eligible costs are in compliance with the following conditions:

- (i) the cost accounting practices that are used must constitute the usual cost accounting practices of the beneficiary. The beneficiary must apply those practices in a consistent manner, based on objective criteria irrespective of the source of funding (EU financing or other);
- (ii) the costs declared can be directly reconciled with the amounts recorded in its general accounts; and
- (iii) the categories of costs used for the purpose of determining the costs declared do not include any ineligible costs or costs already covered by other forms of grant;
- (iv) supporting financial documents covering the entire amount proposed must be available for a period of minimum 12 months prior to the date of the publication of the call. These documents will be submitted before the award of each SA under the FPA if requested.

### 11.1 Payment conditions, checks and audits for unit costs

Contributions based on unit costs will be paid in full provided the reintegration services were provided to the returning non-EU nationals, that the services were implemented properly (with the required quality, fully and on time). If the reintegration services are not properly provided, as shown by the quality monitoring framework, the amount of the grant will be reduced proportionately.

The fulfilment of the above conditions and/or results triggering the payment of the unit costs as specified in section 11.1.1 and 11.1.2 including where required the achievement of outputs and/or results, will be checked at the latest before the payment of the balance. In addition, the fulfilment of those conditions and/or results may be subject to ex post controls.

For this purpose, in case of verifications, checks or audits, the beneficiary will be required to provide the supporting documents proving: **the number of units declared**.

Where the grant takes the form specified in section 11.1.1 and 11.1.2 the beneficiary will not be required to report on the costs actually incurred for the implementation.

The amounts of unit costs as specified in section 11.1.1 will not be challenged by ex-post controls. This does not affect the possibility to reduce the grant as specified above or in the case of irregularity, fraud or a breach of other obligations.

If Frontex has confirmed explicitly that the beneficiary's usual cost accounting practices are in compliance with the conditions set out in this call, costs declared in application of these practices may not be challenged ex post, if:

- the practices actually used comply with those approved by the Frontex; and
- the beneficiary did not conceal any information for the purpose of the approval of its cost accounting practices.

This does not affect the possibility to reduce the grant as specified above or in the case of irregularity, fraud or a breach of other obligations.

Frontex reserves its right to challenge the amounts of unit costs by ex-post controls, where:

- Frontex did not confirm the usual cost accounting practices as complying with the conditions set out in this call, or
- the unit costs are not calculated in accordance with the confirmed cost accounting practices.

Payment of grant on the basis of unit costs as specified in section 11.1.1 and 11.1.2, does not affect the right of access to the statutory records of the beneficiaries for the purposes of:

- reviewing them for future grant, or
- protecting the Union financial interests, e.g. detection of fraud, irregularities or breach of obligations.

## 11.2 Eligible direct costs

The eligible direct costs for the provision of reintegration services in countries of return are those costs which:

**with due regard to the conditions of eligibility set out above**, are identifiable as specific costs directly linked to the provision of reintegration services and which can therefore be booked to it directly. For the purpose of providing reintegration assistance and supporting the MS in their effort to provide counselling to potential returnees, for the purpose of this call for proposals, 3 types of Unit Costs are recognised:

- (1) Unit costs dedicated to the Reintegration Partner
  - (a) **Operating costs**, to be paid as a unit cost per month for each country of return;
  - (b) **Country of Origin Guest Counsellor Expert cost**, to be paid as a unit cost for each day of deployment to the EU;
  - (c) **Handling fee for the charter-flight arrival package**, covering the handling for each individual;
  - (d) **Handling fee for the post-arrival package**, covering the handling for each individual;

(e) **Handling fee for the post-return package**, covering the handling for each individual;

(2) Unit costs to be fully used for reintegration activities for the benefit of the returnees

(a) **Charter-Flight Arrival package** - as described in section 6.2

(b) **Post-arrival package** - as described in section 6.2

(c) **Post-return package** - as described in section 6.2

### 11.3 Ineligible costs

The following items are not considered as eligible costs:

- a) return on capital and dividends paid by a beneficiary;
- b) debt and debt service charges;
- c) provisions for losses or debts;
- d) interest owed;
- e) doubtful debts;
- f) exchange losses;
- g) costs of transfers from Frontex charged by the bank of a beneficiary;
- h) costs declared by the beneficiary under another action receiving a grant financed from the Union budget. Such grants include grants awarded by a Member State and financed from the Union budget and grants awarded by bodies other than the Commission for the purpose of implementing the Union budget. In particular, beneficiaries receiving an operating grant financed by the EU or Euratom budget cannot declare indirect costs for the period(s) covered by the operating grant, unless they can demonstrate that the operating grant does not cover any costs of the action.
- i) contributions in kind from third parties;
- j) excessive or reckless expenditure;

### 11.4 Balanced budget<sup>23</sup>

This budget refers to the implementation of the Strategic Action Plan (see section 2(b)).

The estimated budget of the entire action, broken down by each country of return 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.

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<sup>23</sup> Article 196(1)(e) FR

Applicants for whom costs will not be incurred in euros should 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 Calculation of the final grant amount**

The final amount of the grant is calculated by Frontex at the time of the payment of the balance. The calculation involves the following steps:

#### **Step 1 – Application of the reimbursement of the unit costs**

The amount under step 1 is obtained by applying the reimbursement of unit costs to which the co-financing rate applies in accordance with sections 11.1.1 and 11.1.2.

#### **Step 2 – Limit to the maximum amount of the SA**

The total amount paid to the beneficiaries by Frontex may in no circumstances exceed the maximum amount of the grant as indicated in the SA. If the amount obtained following Step 1 is higher than this maximum amount, the final amount of the grant is limited to the latter.

#### **Step 3 – Reduction due to improper implementation or breach of other obligations**

Frontex may reduce the maximum amount of the grant if the action has not been implemented properly (i.e. if it has not been implemented or has been implemented poorly, partially or late), or if another obligation under the Agreement has been breached.

The amount of the reduction will be proportionate to the degree to which the action has been implemented improperly or to the seriousness of the breach.

### **11.6 Reporting and payment arrangements**

#### **Reporting**

The Beneficiary reports on the performance and costs under the Agreement using the reporting tool provided by Frontex.

For deployments and reintegration services, the reports are provided on a monthly basis and they are accumulative, i.e. they cover the period from the start date of the implementation. The reports are provided at the latest on the 15th day after the end of each reporting period covering 30 days.

Frontex validates the reports within 30 days from the established deadlines unless clarification is needed and further communication with the Beneficiary takes place. Validation is a process that includes a cross-checking of reported data with Frontex's internal records, in case of discrepancies a notification to the Beneficiary on corrections to be introduced and a final confirmation of the report.

In case of costs where simplified forms of funding are allowed, once fully validated the information contained in the report is binding for the purposes of the balance payment.

Fulfilling the reporting obligations is as a pre-condition for any amendment to the Agreement and balance payments.

The Beneficiary and Frontex ensure timely completion and updates of data.

### **Pre-financing**

The pre-financing is intended to cover the Beneficiary's future expenditures related to the implementation of the Agreement.

Following the signature of the Agreement by the last party and its receipt by Frontex, the Beneficiary may send to Frontex a request for the pre-financing up to 60% of the cost. A 2<sup>nd</sup> pre-financing of up to a further 20% can be requested, provided that at least 70% of the first pre-financing has been consumed.

Frontex shall assess the payment request and, if approved, pay within 30 days from receipt of the request for pre-financing, notwithstanding any suspension periods.

### **Payment of the balance**

Payment of the balance, which may not be repeated, is intended to cover the remaining costs of the Beneficiary on the basis of a detailed statement of the costs incurred, after the end of the operational activity. It clears any outstanding pre-financing.

Payment of the balance may take the form of a recovery order, if previous payments exceed the amount of the final financing determined in accordance with the Agreement.

The Beneficiary itself shall certify that the financial documents submitted to Frontex comply with the financial provisions of the Agreement and that the request for payment is substantiated by adequate supporting documents that can be checked.

Upon receipt of the request for payment of the balance and the accompanying documents, Frontex shall:

- a. approve the request; or
- b. ask the Beneficiary for supporting documents or any additional information it deems necessary to allow the approval of the request; or
- c. reject the request and ask for the submission of a new request.

Approval of the documents accompanying the request for payment shall not imply recognition of the regularity or the authenticity, completeness and correctness of the declarations and information it contains.

Frontex shall assess any submitted documents and, if approved, pay within 60 days from receipt of the request for payment of the balance, notwithstanding any suspension periods.

### Payment arrangements

The beneficiary may request the following payments provided that the conditions of the grant agreement are fulfilled (e.g. payment deadlines, ceilings, etc.). The payment requests shall be accompanied by the documents provided below and detailed in the specific agreement:

| Payment request <sup>24</sup>   | Accompanying documents <sup>25</sup>   |
|---|--|
| A pre-financing payment up to 80 % of the maximum grant amount  | (a) Request for pre-financing  |
| <p><b>Payment of the balance</b></p> <p>Frontex will establish the amount of this payment on the basis of the calculation of the final grant amount (see section 11.2 above). If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by Frontex through a recovery order<sup>26</sup>.</p> | <ul style="list-style-type: none"> <li>(a) Request for the final payment</li> <li>(b) Final financial statement</li> <li>(c) Final Monitoring Report</li> <li>(d) Final Report on the implementation of the action under the Specific Agreement</li> <li>(e) a certificate on the financial statements and underlying accounts (if requested)</li> <li>(f) Final Joint Reintegration Counselling Mission Report</li> </ul> |

<sup>24</sup> Article 115 FR

<sup>25</sup> Article 203(2) FR

<sup>26</sup> Article 115(2) FR



In case of a weak financial capacity, section 8.1 above applies.

Determining the final amount to be paid is conducted according to Frontex policy on ex-ante control currently in force.

In case of grants where the majority of co-financing is based on unit costs, ex-ante control includes a sample check of the number of units claimed under a specific record against supporting documents. A record is defined as an entry with a single deployment or, in case of return activities, an entry related to a given type of cost, in the monitoring tool. The documents provided for each record should justify the number of units claimed under this record. If the record includes additional costs claimed on the reimbursable basis, ex-ante control covers also supporting documents proving these costs.

## 11.7 Other financial conditions

### a) Non-cumulative award<sup>27</sup>

Under no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate in the Specific Agreement application the sources and amounts of Union funding received or applied for the same action or part of the action or for its (the applicant's) functioning during the same financial year as well as any other funding received or applied for the same action.<sup>28</sup>

### b) Non-retroactivity<sup>29</sup>

No Specific Agreement may be awarded retrospectively for actions already completed.

### c) Implementation contracts/subcontracting<sup>30</sup>

Where the implementation of the provision of reintegration services or specialised services (appropriate accommodation for UAM, medical, psychosocial, etc.) requires the award of procurement contracts (implementation contracts), the beneficiary may award the contract in accordance with its usual purchasing practices provided that the contract is awarded to the tender offering best value for money or the lowest price (as appropriate), avoiding conflicts of interest.

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<sup>27</sup> Article 191 FR

<sup>28</sup> Article 196(1)(f) FR

<sup>29</sup> Article 193 FR

<sup>30</sup> Article 205 FR

The beneficiary is expected to clearly document the tendering procedure and retain the documentation in the event of an audit.

Beneficiaries may subcontract tasks forming part of the action. If they do so, they must ensure that, in addition to the above-mentioned conditions of best value for money and absence of conflicts of interests, the following conditions are also complied with:

- a) recourse to subcontracting is justified because of the nature of the action and what is necessary for its implementation;
  - b) the beneficiaries ensure that certain conditions applicable to beneficiaries, enumerated in the grant agreement (e.g. visibility, confidentiality, etc.), are also applicable to the subcontractors.
- d) Financial support to third parties<sup>31</sup>**

The applications may not envisage provision of financial support to third parties.

## 12. Publicity

### 12.1. By the beneficiaries

Beneficiaries must clearly acknowledge the Frontex's contribution in all publications or in conjunction with activities for which the Framework Partnership Agreement is used.

Any mention of Frontex in any type of publicity must be consulted beforehand with Frontex.

To do this please contact [HoU.POST@frontex.europa.eu](mailto:HoU.POST@frontex.europa.eu) and [Press@frontex.europa.eu](mailto:Press@frontex.europa.eu).

If this requirement is not fully complied with, the beneficiary's SA may be reduced in accordance with the provisions of the specific agreement.

### 12.2. By Frontex

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, all information relating to Specific Agreements awarded in the course of a financial year shall be published on an internet site of the Agency no later than the 30 June of the year following the financial year in which the grants were awarded.

Frontex will publish the following information:

- name of the beneficiary;

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<sup>31</sup> Article 204 FR

- address of the beneficiary when the latter is a legal person, as defined on NUTS 2 level<sup>32</sup> if he/she is domiciled within the EU or equivalent if domiciled outside the EU;
- subject of the Specific Agreement;
- amount awarded.

Upon a reasoned and duly substantiated request by the 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 beneficiaries.

### 13. Processing of personal data

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EU) 2018/1725 on the protection of individuals with regard to the processing of personal data by the Community institutions for Call for proposals No 2023/CFP/POST/02 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 the Post-Return Unit in Frontex.

Information concerning the processing of personal data is available on the privacy statement in Annex 9.

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.

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 organizations 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 organizations will be processing personal data of non-EU nationals on behalf of the Data controllers, therefore a specific processing agreement between Frontex and the RP will be required.

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<sup>32</sup> Commission Regulation (EC) No 1051/2007 of 1 February 2007 amending the annexes to Regulation (EC) No 1059/2003 of the European Parliament and of the Council on the establishment of a common classification of territorial units for statistics (NUTS), OJ L39, 10.2.2007, p.1.

## 14. Procedure for the submission of proposals

Proposals must be submitted by the deadline set out under section 3.

No modification to the application is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or to correct clerical mistakes, Frontex may contact the applicant during the evaluation process<sup>33</sup>.

Applicants will be informed in writing about the results of the selection process.<sup>34</sup>

### **Submission on paper:**

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

Applications must be submitted in the correct form, duly completed and dated. They must be submitted in 1 copy (one original) and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation.

Applicants are required to send a notification email no later than the deadline for submitting applications referred to in section 3 to the functional email of the Post Return Unit within the European Centre for Returns Division at [ECRET.EVALUATION@frontex.europa.eu](mailto:ECRET.EVALUATION@frontex.europa.eu) confirming the submission of the application;

Applicants shall also forward a soft copy of the application in word/excel to the [ECRET.EVALUATION@frontex.europa.eu](mailto:ECRET.EVALUATION@frontex.europa.eu) mailbox for ease of processing.

Applications shall be submitted in writing (see section 14), using the application form;

**Applications must be drafted in English. All supporting documents, if not in English, must include a certified translation. Any supporting website pages must be in English.**

Where applicable, all additional information considered necessary by the applicant can be included on separate sheets.

Applications must be sent to the following address<sup>35</sup>:

**European Border and Coast Guard Agency, European Centre for Returns Division,  
Post-Return Unit**

**Plac Europejski 6, 00-844 Warsaw, Poland**

- by post (the postmark constitutes the evidence),
- by hand-delivery, (the acknowledgement of receipt constitutes evidence), or
- by courier service (the acknowledgement of receipt constitutes the evidence).

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<sup>33</sup> Articles 151 and 200(3) FR

<sup>34</sup> Article 200 FR

<sup>35</sup> Article 149(5) FR

Applications sent by fax or only by e-mail will not be accepted.

Hand-written applications will not be accepted.

## **15. Contacts**

Questions regarding the call for proposals, indicating the reference number of this call for proposals (No 2023/CFP/POST/02), can be sent to the functional mailbox address [HoU.POST@frontex.europa.eu](mailto:HoU.POST@frontex.europa.eu).

The last day for submission of questions on the call for proposals will be 10 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.

## **16. Annexes**

**Annex 1 - Application form**

**Annex 2 - Model Factsheet to be submitted in with the proposal for a Specific Agreement for a specific country of return**

**Annex 3 - Estimated Budget**

**Annex 4 - Model Framework Partnership Agreement**

**Annex 5 - Model Specific Agreement**

**Annex 6 - Declaration on Honour**

**Annex 7 - Legal Entity Form for Public Bodies (EU National Authorities)**

**Annex 7 - Legal Entity Form for Private Entities (NGOs, IOs)**

**Annex 8 - Financial Identification Form**

**Annex 9 - Privacy Statement**

**Annex 10 - Model Specific Action Plan**