Government of Romania
Ministry of Labour Social Solidarity and Family

Economic and Social Cohesion
Human Resources Development

ACTIVE EMPLOYMENT MEASURES

Guidelines
for grant applicants
responding to the call for proposals
for 2005/017-553.04.02
Open Call for Proposal

Budget line numbers Phare/2005//017-553.04.02
Reference: 02
Deadline for receipt of applications: 9.03.2007
NOTICE

Please note that the procedure has changed. The evaluation of your application will only be performed if your concept note is provisionally selected. Your application will then undergo the evaluation. The eligibility conformity check will only be performed for the proposals that have been provisionally selected according to the score obtained after the final evaluation, on the basis of the supporting documents which will be requested by the Contracting Authority and the Declaration by the applicant signed and sent together with the application.
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1. **ACTIVE EMPLOYMENT MEASURES**

1.1 **BACKGROUND**

Based on the overall objective of the Phare Programme - namely to support the candidate countries to prepare for the EU accession, Phare Economic and Social Cohesion Programming Document 2004-2006 implements a multi-annual regional development policy, through horizontal - regional and sectoral - priorities and measures, taken over from the National Development Plan (NDP) 2004-2006.

In view to achieve the proposed objectives under Phare ESC component, the assistance is articulated through five priorities:

A. Improving regional infrastructure to support economic development
B. **Human Resources Development (HRD)**
C. Developing the productive sector through support to SMEs
D. Environmental protection at regional level
E. Regional development policy design and implementation

The main strategic objective highlighted by the Human Resources Development Strategy is to improve the quality of labour force by making substantial investments in the development of the human capital, improvement of qualifications’ level and employment, supporting the development of the Romanian knowledge based society, according to Lisbon strategic objectives.

According to the **Joint Assessment Paper (JAP) evaluation**, the following conclusions were drawn:

- The relatively high employment rate and low unemployment rates are mainly accounted for by the existence of an important rural employment and a considerable agricultural sector. The necessary restructuring of the economy will create major employment challenges in the near future and it is crucial for Romania to be prepared for them.
- The high level of youth and long-term unemployment is also an important issue which needs to develop and implement an approach enabling to address the unemployed as early as possible with the support provided by active measures adapted to their individual situation and needs.
- Restructuring the agriculture and industry and thus enabling the economy to create jobs in the private sector, in the expanding branches of manufacturing and particularly in services field are important challenges to Romania. The promotion of active measures aimed at preventing and combating unemployment among young people and long term unemployment; it should ensure that HRD could respond to the change of economy and labour market.

The objectives and activities of the grant schemes are in line with the EU Employment Strategy guidelines. Also the objectives and activities of this programme are compliant with the objectives of the National Employment Strategy 2004 – 2010\(^1\) and strategic objectives and performance directions for continuous vocational training 2005-2010\(^2\). In this context, one of the priorities of the Romanian NAPE\(^3\) 2006 referred to employment in rural area.

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This grant schemes envisaged to tackle structural Romanian unemployment problems, and to pilot an appropriate approach for later ESF. **Key problems to be addressed are:**

The high level of unemployment among:

- the young people (15-24 age group)
- the long term unemployment
- the job seekers in rural areas and people working in agriculture with low incomes

Addressing these problems by using in a more intensive way the active measures, focused on professional training will increase the mobility, flexibility and adaptability of individuals on the labour market thus generating a raise in the rate of employment.

Phare 2003 TA project ESC HRD aimed at developing regional and local partnerships for employment initiatives, in order to promote local employment potential and, in the same time, social inclusion on the labour market for vulnerable groups, in view to tackle inequalities and discrimination.

The project provided assistance in order to establish at least 20 Regional and Local Employment Partnerships (EPs) out of which 8 Regional Employment Partnership and the “Development Partnership Agreement” (DPA) were signed between partners.

The activities provided by the grant schemes will continue the measures regarding HRD from the following previous programmes:

- Phare 2000, Investment in Economic and Social Cohesion, Grant Schemes in HRD, priority “Enhancement of active employment measures as systemic tools to foster employment”;
- Phare 2002, Investment in Economic and Social Cohesion, Grant Schemes in HRD, priority “Enhancement of active employment measures as systemic tools to foster employment”;
- Phare 2003, Investment in Economic and Social Cohesion, Grant Schemes in HRD priority “Active employment measures”.

1.2 Objectives of the Programme and Priority Issues for Year 2006

In the view of implementing the NDP priorities and preparation for Structural Funds, the 2004 – 2006 Phare assistance in the field of Economic and Social Cohesion will be focused on the achievement of the following objectives:

- To develop and implement multi-annual policies and programmes for economic and social cohesion, through investment projects in priority sectors, in line with the provisions of the NDP, to support the overall national and regional economic growth, in order to increase the overall potential of the country and of each of the eight development regions, as well as to diminish the economic and social disparities between them.
- To strengthen the institutional capacity of central ministries, the 8 Regional Development Agencies and relevant local authorities to prepare for the implementation of investment support to be provided, in line with provisions regarding the Extended Decentralised Implementation Systems (EDIS) in candidate countries.
- To build the institutional, administrative, programming and implementation structures necessary to effectively manage EU Structural Funds after accession, in order to make significant progress in the

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4 does not earn any income or the income generated from activities authorised according to the law is lower than the gross minimum basic wage, on the country, in force;

5 See Annex N, regarding the role of Regional and Local Partnerships and the list with 32 county and local partnerships in all regions of Romania.
achievement of commitments made on Chapter 21 of the General Acquis communautaire “Regional Policy and the Coordination of Structural Instruments”.

Priorities issues for year 2006 of the grant scheme:
- To enhance the active and preventive employment measures for unemployed, with special focus on youth and long-term unemployed and on the job seekers in rural areas and people working in agriculture with low incomes;
- To strengthen the regional and local partnership set up to promote employment.

1.3 **FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY**

The overall indicative amount made available under this call for proposals is EUR 8,440,000 out of which 6,330,000 Euro Phare funds and 2,110,000 Euro national state co-financing. The Contracting Authority reserves the right not to award all available funds.

The indicative budgetary allocation per target group within the grant scheme will be as follows:
1. 50% of the job seekers living in rural areas and people with low incomes involved in subsistence agriculture;
2. 50% youth unemployed age group 15-24 years and long-term unemployed (youth 15-24 age group, after a period of 6 months being still unemployed and adults age group 25-64 years being still unemployed after a period of over 12 months).

The project will address all job seekers as in the definition of the Law no.107/2004 (registered unemployed and other jobseekers) but targeting specifically youth and long-term unemployed and the job seekers in rural areas and people employed in agriculture with low incomes.

**Indicative allocation of funds by geographical distribution:**

<table>
<thead>
<tr>
<th>Region</th>
<th>Counties</th>
<th>Indicative amount EUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>North East</td>
<td>Bacau, Botosani, Iasi, Neamt, Suceava, Vaslui</td>
<td>1,821,000</td>
</tr>
<tr>
<td>South East</td>
<td>Braila, Buzau, Galati, Vrancea, Tulcea, Constanta</td>
<td>1,175,000</td>
</tr>
<tr>
<td>South Muntenia</td>
<td>Arges, Calarasi, Dimbovita, Giurgiu, Ialomita, Prahova, Teleorman</td>
<td>1,356,000</td>
</tr>
<tr>
<td>South West Oltenia</td>
<td>Dolj, Gorj, Mehedinti, Olt, Valcea</td>
<td>1,012,000</td>
</tr>
<tr>
<td>West</td>
<td>Arad, Caras- Severin, Hunedoara, Timis</td>
<td>746,000</td>
</tr>
<tr>
<td>North West</td>
<td>Bihor, Bistrita-Nasaud, Cluj, Satu-Mare, Maramures, Salaj</td>
<td>977,000</td>
</tr>
<tr>
<td>Centre</td>
<td>Alba, Brasov, Covasna, Harghita, Mures, Sibiu</td>
<td>931,000</td>
</tr>
<tr>
<td>Bucharest Ilfov</td>
<td>Bucharest, Ilfov</td>
<td>423,000</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>8,440,000</td>
</tr>
</tbody>
</table>

In the case where the indicative amount foreseen for a specific region regarding the one target group cannot be used due to insufficient quality or number of proposals received, the Contracting Authority reserves the right to reallocate the remaining funds to the other target group.

In the case where the indicative amount foreseen for a specific region for both target groups cannot be used due to insufficient quality or number of proposals received, the Contracting Authority reserves the right to reallocate the remaining funds to another region.

**Size of grants**

The following minimum and maximum amounts apply to the grants for the individual applicants or in partnership, which may be financed under the programme (Phare contribution):
- minimum amount: 15,000 euro
- maximum amount: 150,000 euro
Co-financing
Profit-making organizations will have to ensure a minimum 20% contribution of the total project eligible costs, in cash, and as regards the other categories, they will be co-financing minimum 10% of the total project eligible costs, in cash.

In addition, no grant may exceed:
- 80% of the total eligible costs for the profit-making organisation
- 90% of the total eligible costs for other categories of beneficiaries.

The balance must be financed from the applicant's or partners' own resources, or from sources other than the European Community Budget.

The applicant’s co-financing must be provided in cash.

A grant can only be made for an operation whose immediate objective in non-commercial. Under no circumstances may the grant give rise to profits (please also see art. 17.3 in Annex II “General Conditions”.

2. RULES OF THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of actions financed under this call, in conformity with the provisions of the Practical Guide (available on the Internet at this address: http://europa.eu.int/comm/europeaid/tender/gestion/index_en.htm) and in accordance with the Romanian public procurement procedures in force (Governmental Emergency Ordinance no. 34/2006 with subsequent amendments and adjustments, regarding the awarding of public procurement contracts, public works granting contracts, services granting contracts for secondary procurement).

2.1 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

- organisations which may request a grant (2.1.1), and their partners (2.1.2),
- actions for which a grant may be awarded (2.1.3),
- types of cost which may be taken into account in setting the amount of the grant (2.1.4).

2.1.1 Eligibility of applicants: who may apply

(1) In order to be eligible for a grant, applicants must:

- be legal persons and
- be a national of a Member State of the European Union or SAP or Phare countries as per Council Regulation 769/04/2004

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6 EU countries: Austria, Belgium, Check Republic, Cyprus, Denmark, Estonia, France, Finland, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxemburg, Malta, Netherlands, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

Phare beneficiary countries: Bulgaria, Romania
SAP beneficiary countries: Albania, FYR of Macedonia, Bosnia-Herzegovina, Croatia and Serbia- Montenegro.

Turkey
• be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary and
• other eligibility criteria

In order to be eligible for a grant, applicants must:

• Be a non-profit or profit-making, public or non-public organization, provider of vocational training programmes, submitting a grant application either as an individual applicant or in a partnership (consortium), and such applicants may be:
  - professional organizations, foundations and associations,
  - vocational training agencies;
  - employment brokers;
  - education, continuing adult training providers and associations of training providers;
  - universities;
  - other relevant organizations.

• Be a non-profit or profit-making, public or non-public organization, submitting a grant application in partnership with a provider of vocational training programmes, and such applicants may be:
  - relevant decentralized offices of central public administration;
  - private or state companies, including both SMEs and large companies;
  - employers’ associations;
  - trade unions.

Vocational training providers may organize vocational training programmes and provide officially recognised certificates at national level only if they are authorised in terms of the present legal framework concerning vocational training of adults completing with the general provisions from the Labour Code (Law No.53/24 of January 2003) published in the Official Journal of Romania No.72/5 of February 2003, with subsequent amendments and adjustments.

• The applicants must have their headquarters in Romania (be registered as Romanian organizations according the Romanian law). In case of partnerships, the partners - others than the lead partner- may have their registered office outside Romania, in one of the EU, SAP or Phare countries as per Council Regulation 769/04/2004.

• The applicant or at least one of its partners must have the activities of the project in their statutory documents (registered at least 6 months prior to the deadline for submission). For commercial companies or other organisations performing commercial activities the following CAEN codes are accepted: 8042 (Other Education Forms), 7414 (Consulting Activities for Business and Management) or 7450 (Labour Force Selection and Placement). The CAEN code shall correspond to the type of action of the project proposal.

• The applicant or partners should have the headquarter or subsidiary/branch (the subsidiary/branch should have legal status) located in the region where the application is submitted.

(2) Potential applicants may not participate in calls for proposals or be awarded grants if:

(a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

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7 A grant can only be made for an operation whose immediate objective is non-commercial. Under no circumstances may the grant give rise to profits (ie, it must be restricted to the amount required to balance income and expenditure for the action, (See Practical Guide to contract procedures for EC external actions point 6.2.7). Grant beneficiaries are generally non-profit-making.
(b) they have been convicted of an offence concerning professional conduct by a judgement which
has the force of \textit{res judicata} (i.e., against which no appeal is possible);

(c) they are guilty of grave professional misconduct proven by any means which the Contracting
Authority can justify;

(d) they have not fulfilled obligations relating to the payment of social security contributions or the
payment of taxes in accordance with the legal provisions of the country in which they are
established or with those of the country of the Contracting Authority or those of the country
where the action is to take place;

(e) they have been the subject of a judgment which has the force of \textit{res judicata} for fraud,
corruption, involvement in a criminal organisation or any other illegal activity detrimental to the
Communities' financial interests;

(f) they have been declared to be in serious breach of contract for failure to comply with their
contractual obligations in connection with a procurement procedure or other grant award
procedure financed by the Community budget.

Applicants are also excluded from participation in calls for proposals or the award of grants if, at the time of
the call for proposals, they:

(g) are subject to a conflict of interests;

(h) are guilty of misrepresentation in supplying the information required by the Contracting
Authority as a condition of participation in the call for proposals or fail to supply this
information;

(i) have attempted to obtain confidential information or influence the evaluation committee or the
Contracting Authority during the evaluation process of current or previous calls for proposals.

(j) National, county, local employment offices and their training centres are not eligible
under this scheme.

In the cases referred to in points (a), (c), (d), (f), (h) and (i) above, the exclusion applies for a period of two
years from the time when the infringement is established. In the cases referred to in points (b) and (e), the
exclusion applies for a period of four years from the date of notification of the judgment.

In part VI of the grant application form (“Declaration by the applicant”), applicants must declare that they do
not fall into any of the above categories (a) to (g).

\textbf{2.1.2 Partnerships and eligibility of partners}

Applicants may act individually or in partnerships with any other eligible applicant (see 2.1.1(1) above),
according to the project objectives and activities.

In case the applicants are not \textbf{authorised as legal providers of vocational training programmes} according
to section 2.1.1(1), they must act in partnership with one or more \textbf{adults' training providers\textsuperscript{8}}, \textbf{if only the}\n
\textsuperscript{8} See the Government Ordinance no. 129/2000 on adult vocational training, re-published, with subsequent amendments and
adjustments, and the normative documents of application; Based upon G.D. no.522/2003, the minister of labour, social solidarity
and family and the minister of education, research and youth, approved a Common Order no.353MoLSSF/5202MoERY/2003
concerning the adoption of the vocational training providers authorization methodology. The Common Order relates in detail the
tasks concerning the vocational training providers’ accreditation and the monitoring activities of each type of vocational training
programme, based on nationally recognized occupational standards. The authorizing commissions for the vocational training
providers at the county and Bucharest levels, set up by the decision of NATB, are tripartite structures as well.
case where they apply for providing vocational training courses finalized with certificates of qualification/graduation recognized at national level.

The maximum number of partners in a partnership must not exceed 5 (lead applicant is included in this number). These 5 partners should have clear roles and responsibilities (see Annex K) and all of them must be identified from the beginning, in the application moment and have to be assumed by the partners.

Applicants’ partners participate in implementing the action (except for the management of the project which is the applicant’s responsibility as per 2.1.1.), and the costs they incur are eligible in the same way as those incurred by the grant Beneficiary. They must therefore satisfy the same eligibility criteria as applicants.

When applying in a partnership, the applicants and their partners have to sign the “partnership statement”. They will conclude a “Partnership Agreement” (as additional documents only in the pre-contractual check stage) with their partners whereby the partners’ roles will be clearly defined (please see Annex K for recommended format).

The following are not partners and do not have to sign the “partnership statement”

Associates

Other organisations may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant with the exception of per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in section 2.1.1. The associates have to be mentioned in part IV - “Associates of the Applicant participating in the Action” of the Grant Application Form.

Subcontractors

The grant beneficiaries have the possibility to award contracts to subcontractors. Subcontractors are neither partners nor associates, and are subject to the procurement rules set out in Annex IV to the standard grant contract and in accordance with the relevant OUG 34/2006 with subsequent amendments and adjustments, and the normative documents of application regarding secondary procurement. (On sub-contracting see also relevant paragraph under section 2.1.3).

The applicant will act as the lead organisation and, if selected, as the contracting party (the "Beneficiary").

| 2.1.3 Eligible actions: actions for which an application may be made |

**Definition:** An action (or project) is composed of a set of activities.

**Duration**

The initial planned duration of an action may not be lower than 9 months nor exceed 12 months.

**Sectors or themes**

**Employment**


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9 These documents can be found at [http://www.mmssf.ro/website/ro/munca.jsp](http://www.mmssf.ro/website/ro/munca.jsp) and [http://www.mmssf.ro/website/ro/autoritate.jsp](http://www.mmssf.ro/website/ro/autoritate.jsp)
Location

Actions must take place in Romania. All localities of the 8 Romanian’s Development Regions are eligible under this scheme.

The target groups/final beneficiaries and the activities of the project must be located in the region where the project will be submitted.

Target groups:

- Young unemployed people aged between 15 and 24. Categories: school leavers without qualification skills, or with low qualification skills level, or with qualification skills without demand on the labour market.
- Long-term unemployed persons (youth unemployed (15-24 years) after 6 months being unemployed and adults (25-64 years) unemployed being unemployed after a period of over 12 months.
- All the job seekers in rural areas and people employed in agriculture with low incomes who want to increase their chances, to return or to enter on the labour market.

Types of action

1. Measures to reduce mismatch between labour force demand and supply (employment services) aiming at improving placement services and job search assistance, such as:

   - Providing labour market relevant information for the target groups, professional guidance and career counselling, e.g:
     - local structure of required/necessary qualifications;
     - number and structure of vacancies and conditions for employment;
     - assessment of the beneficiaries skills;
     - elaboration of the professional path;
     - counselling in choosing or changing the profession, in education or training and professional rehabilitation;
     - training and counselling in job search techniques, including preparation of CVs, interview presentation techniques.

   - Jobs mediation services aimed to establish direct links between the employers and the job seekers, with the aim to establishing an employment relation or concluding a contract on temporary and occasional work, (e.g. job clubs, job fairs, electronic mediation).

2. Measures to raise the level of skills, consisting of further education and training activities aiming at preventing skill shortages or improving the quality of labour, including obtaining a nationally recognised certificate for the occupational competencies acquired in a formal or informal context. The training programmes should be designed to meet the labour market needs and to improve the employability on medium and long term of the unemployed and rural job-seekers.

Training can be focused on either employment or self employment.

Types of adult training activities eligible under this programme may be:
a) courses organised by training providers, outside and/or on-the-job, according to the needs and type of training. Such courses may be:
   - Induction courses: aimed to provide minimum knowledge and skills;
   - Qualification: aimed to provide knowledge and skills essential to get a recognized qualification;
   - Re-qualification: aimed to provide knowledge and skills to persons wanting to change their initial qualification;
   - Skill upgrading within the same qualification;
- Specialization aimed to acquire knowledge and skills within a specific field in the same qualification.

b) training programmes organised by employers within their own enterprises and organisations, for groups or individuals. Such training may be integrated into working activities and it should necessarily involve a training provider, in order to ensure an adequate quality of the services provided, and a nationally recognised training certificate;

c) other relevant forms of training.

The training activities shall be organised distinctively by levels of training, skills, professions, occupations, vocations or specialities, taking into consideration the needs of employers, the core competencies of staff, the requirements of their positions, their promotion or employment opportunities, as well as the requirements of the labour market.

3. **Measures for business start-up**, with the aim to support the individuals of the target groups to start a business and become self-employed. Such measures may include counselling for beginning and developing a business:

- entrepreneurial training;
- assessing the entrepreneurs and their business proposals;
- assistance to identify and use of the financial resources;
- assistance to identify business opportunities (including for virtual enterprises), to prepare business plans and market studies;
- assistance in preparing the registration documentation, if needed.

4. **Innovative measures** to assist the target groups enter or return to the labour market, aimed to increase employability, occupational and geographical mobility, according to EU employment strategy.

The projects foreseeing and substantiating also an indicative job placement rate to be reached during a period of 12 months from the end of the project activities strictly related to active employment measures’ implementation will be in the position to receive a better scoring within the Evaluation Grid. Also a good appreciation will be given to those projects which are promoting an active attitude of final beneficiaries, by building an active learning approach and active job-search.

All actions proposed shall take into consideration promotion of gender equality and equal opportunities (such as equal opportunities for women and men), with a view to combating discrimination in the labour market.

The following types of action are **ineligible**:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- actions concerned only or mainly with **individual** scholarships for studies or training courses;
- education and training activities for pupils and students enrolled in the formal education system;
- subcontracting all of human resources development activities;
- commercial or any other directly income-generating activities;
- grant making activities (i.e. use of the projects funds to make grants or loans to other organizations);
- projects that will focus exclusively on the purchase of equipment or on improvement of infrastructure;
- international study visits or any other activity involving international travel costs, except for the International experts’ participation in projects activities in Romania;
• projects promoting political or ideological activities.

**Number of proposals and grants per applicant**

An applicant may submit more than one proposal, provided that each proposal has a different managing team.

An applicant may be awarded more than one grant under this call for proposals, if there is no overlap of activities and if it has sufficient capacity to deliver all required inputs. When filling in the application form (Annex A) please provide all information required at section 5.2 and pay attention to “Statement of partnership” of section III.2 and “Declaration by the applicant” of section IV.

<table>
<thead>
<tr>
<th>2.1.4 Eligibility of costs: costs which may be taken into consideration for the grant</th>
</tr>
</thead>
</table>

Only “eligible costs” can be taken into account for a grant. These are detailed below. The budget is therefore both a cost estimate and a ceiling for "eligible costs". Note that the eligible costs must be based on real costs, not lump sums (except for subsistence costs and indirect costs).

Recommendations to award a grant are always subject to the condition that the checking process which precedes the signing of the contract does not reveal problems requiring changes to the budget. The checks may give rise to requests for clarification and may lead the Contracting Authority to impose reductions.

It is therefore in the applicant's interest to provide a **realistic and cost-effective budget**.

**Eligible direct costs**

To be eligible under the call for proposals, costs must:

- be necessary for carrying out the action, be provided for in the contract annexed to these Guidelines and comply with the principles of sound financial management, in particular value for money and cost-effectiveness;

- have actually been incurred by the beneficiaries or their partners during the implementing period for the action as defined in Article 2 of the Specific Conditions, whatever the time of actual disbursement by the Beneficiary or a partner; this does not affect the eligibility of costs for preparing the final report and as the case may be, of the final expenditure verification and final evaluation. The costs incurred by the beneficiaries’ associates are not eligible (with the exception of subsistence and/or travel costs);

Are considered to have been incurred during the implementation period of the Action the costs of goods/services/works used/provided/delivered during the implementation period of the Action. The relevant contracts may have been awarded by the Beneficiary or his partners before the implementation period of the Action started, provided the provisions of Annex IV to the contract were respected. Such costs must be paid for before the final report is finalised.

- be recorded in the Beneficiary's or the Beneficiary's partners' accounts or tax documents, be identifiable and verifiable, and be backed up by originals of supporting documents.

Subject to those conditions and where relevant to the contract-award procedures being respected, eligible direct costs borne by the Beneficiary and his partners include:

- the cost of staff assigned to the action, corresponding to actual salaries plus social security charges and other remuneration-related costs; salaries and costs must not exceed those normally borne by the Beneficiary or his partners, as the case may be, unless it is justified by showing that it is essential to carry out the action; See line 1.1 and 1.2. in the Budget “Human Resources”;

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10 Please note that possible modifications of the budget may not lead to an increase of the amount of the grant requested from the European Commission nor of the percentage of the co-financing.
travel (line 2 in the budget “Travel”) and subsistence costs (line 1.3. in the budget “Per diems for mission travel”) for staff and other persons taking part in the action, provided they do not exceed those normally borne by the Beneficiary or his partners, as the case may be; any flat-rate reimbursement of the subsistence costs must not exceed the rates published by the European Commission at the time of signing the contract (available at following Internet address: http://europa.eu.int/comm/europeaid/perdiem/index_en.htm);

- purchase or rental costs for equipment and supplies (new or used) specifically for the purposes of the Action, and costs of services, provided they correspond to market rates; The eligible amount cannot exceed 20% of budget line 7 - Subtotal direct project costs;

- the cost of consumables and supplies - line 4.3 in the budget - Local office/project costs;

- subcontracting expenditure - line 5.1, 5.2 and 5.7. in the budget. Subcontracting of human resources development services is allowed only in very well justified cases and may not exceed 2000 Euro;

- repairing and refurbishing of project premises provided they are necessary for carrying out the proposed activities and well justified - line 6.3 in the budget “Other”. The eligible amount cannot exceed 15% of budget line 7 - Subtotal direct project costs, and may cover: wall painting, wall/ floor tiles, windows, doors, electric and sanitary installations, air conditioning, heating installation;

- costs arising directly from the requirements of the contract (dissemination of information, evaluation specific to the action, audit, translation, printing, insurance, audit, visibility) including financial service costs (in particular the cost of transfers and financial guarantees). line 5 in the budget “Other costs, services”. The action audit eligible costs may not exceed 1% of budget line 7 – “Subtotal direct project costs”;

- costs related to legal authorizations (e.g. legal framework regarding vocational training of adults) - line 6.3 “other costs directly related to project activities, not mentioned above and properly justified, which are not fully sub-contracted”.

Contingency reserve

A contingency reserve not exceeding 5% of the direct eligible costs may be included in the Budget of the Action. It can only be used with the prior written authorisation of the Contracting Authority.

Eligible indirect costs (overheads)

A lump sum not exceeding 7% of the total amount of eligible costs of the Action may be claimed as indirect costs to cover the administrative overheads incurred by the Beneficiary for the Action.

Indirect costs are ineligible if the Beneficiary receives in other respects an operating grant from the European Commission.

Contributions in kind

Any contributions in kind made by the Beneficiary or the Beneficiary’s partners or any other source, which must be listed in Section I.4 of the application form, do not represent actual expenditure and are not eligible costs. They may not be treated as co-financing by the Beneficiary. The cost of staff assigned to the Action is not a contribution in kind and may be considered as co-financing in the Budget for the Action when paid by the Beneficiary or his partners.

However, the Beneficiary must undertake to make such contributions as stated on the application form if the grant is awarded.

Ineligible costs

The following costs are not eligible:

– debts and provisions for losses or debts;
– interest owed;
– items already financed in another framework;
– purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred to the final beneficiaries and/or local partners, at the latest by the end of the action;
– currency exchange losses;
– taxes, including VAT, unless the Beneficiary (or the Beneficiary’s partners) cannot reclaim them and the applicable regulations do not forbid coverage of taxes;
– credits to third parties.

2.2 HOW TO APPLY, AND THE PROCEDURES TO FOLLOW

2.2.1 Application form

Applications must be submitted using the application form annexed to these Guidelines (Annex A). The application form is also available in English and Romanian on the MoLSSF web site at http://www.mmssf.ro/ http://www.mmssf.ro/website/ro/autoritate.jsp This form includes a concept note, which must also be completed. Applicants should keep strictly to the format of the application and fill in the paragraphs and the pages in order.

Applicants must apply - full application form, including the concept note and all annexes, respectively Budget, Logical Framework Matrix as well as the CV-s of project manager and of the key experts\textsuperscript{12}, indication the position/role in the project, including experts’ signature– in original, in Romanian or English (according to Annex I).

Please complete the application form carefully and as clearly as possible so that it can be assessed properly. The applicant should be precise and provide enough detail to ensure the application is clear, particularly as to how the aims of the action will be achieved, the benefits that will flow from it and the way in which it is relevant to the programme's objectives.

Any error related to the points listed in the Checklist (section V of the grant application) or any major inconsistency in the application form (e.g. the amounts mentioned in the budget are inconsistent with those mentioned in the application form) will lead to the immediate rejection of the proposal.

Clarifications will only be requested when information provided is unclear, thus preventing the Contracting Authority from conducting an objective assessment.

Hand-written applications will not be accepted.

Please note that only the application form (including the concept note) and the published annexes which have to be filled in (budget, logical framework, CV’s) will be transmitted to the evaluators and assessors. It is therefore of utmost importance that these documents contain ALL relevant information concerning the action. No supplementary annexes should be sent.

2.2.2 Where and how to send the applications

Applications must be received in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

\textsuperscript{12} Key experts are considered those experts responsible with implementing the core technical activities (training, consulting, guidance, etc) of the project.
The applications must be delivered to the Programme Implementation Units (PIUs) of the regions where the projects will be located.

**Postal address and Address for hand delivery or by private courier service**

<table>
<thead>
<tr>
<th>Region</th>
<th>Regional PIU</th>
<th>Address</th>
<th>Tel.</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>North - East</td>
<td>Regional PIU North - East</td>
<td>No 15 Gral Dascalescu Street, Bl T1, Piatra Neamt, Neamt county, postal code 610191</td>
<td>0233.231.950</td>
<td>0233.231.950</td>
</tr>
<tr>
<td>South - East</td>
<td>Regional PIU South - East</td>
<td>No. 18, Gradimir Public Street, Braila, Braila county, postal code 810022</td>
<td>0239/610749</td>
<td>0239/610749</td>
</tr>
<tr>
<td>South Muntenia</td>
<td>Regional PIU South Muntenia</td>
<td>No. 12, 13 December Street, Calarasi, Calarasi county, postal code 910014</td>
<td>0242/314048</td>
<td>0242/314048</td>
</tr>
<tr>
<td>South West Oltenia</td>
<td>Regional PIU South - West Oltenia</td>
<td>No. 13A, Eugeni Carada street, Craiova, Dolj county, postal code 200390</td>
<td>0351.404.096</td>
<td>0351.404.096</td>
</tr>
<tr>
<td>West</td>
<td>Regional PIU West</td>
<td>No. 21, Republicii Boulevard, Timisoara, Timis county, postal code 300159</td>
<td>0256.293.680</td>
<td>0256.293.680</td>
</tr>
<tr>
<td>North – West</td>
<td>Regional PIU North – West</td>
<td>No. 2, George Copaciu Street, Cluj Napoca, Cluj county, postal code 400375</td>
<td>0264.430.208</td>
<td>0264.430.208</td>
</tr>
<tr>
<td>Center</td>
<td>Regional PIU Center</td>
<td>No. 10B, Nicolae Titulescu street, Columna Building, Alba Iulia, Alba county, postal code 510096</td>
<td>0358.401.244</td>
<td>0358.401.244</td>
</tr>
<tr>
<td>Bucharest - Ilfov</td>
<td>Regional PIU Bucharest - Ilfov</td>
<td>No. 12, Spatari Preda Street, 5th District, Bucharest, postal code 050188</td>
<td>021/3191281</td>
<td>021/3191280</td>
</tr>
</tbody>
</table>

Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

Applications (concept note, full application form, budget, logical framework and CV’s) must be submitted in **one original and three copies**. The complete application form must also be supplied in electronic format (floppy disc or CD-Rom). The electronic format must contain **exactly the same** proposal as the paper version enclosed. Each component of the application (concept note, application form, budget and logical framework) must be submitted in a separate and unique electronic file (for ex. the application form must not be split into several different files).

**The Checklist (Section V of the grant application form) and the Declaration by the applicant (Section VI of the grant application form) must be stapled separately and enclosed in the envelope.**

So as to facilitate the processing of applications, please present the original dossier and the 3 copies in A4 size, each bound.

Where an applicant sends several proposals, each one has to be sent separately.

Each of 3 projects copies must have the same content and form as original of the project.

The outer envelope must bear **the reference number and the title of the call for proposals**, together with the title, the full name and address of the applicant, and the words "Not to be opened before the opening session" and "A nu se deschide inainte de sesiunea de evaluare".

**Applicants must verify that their application is complete using the checklist (section V of the grant application form). Incomplete applications will be rejected.**

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**2.2.3 Deadline for receipt of applications**

The deadline for the receipt of applications is 9th of March 2007 at 16:00. Any application received after the deadline will automatically be rejected even if the postmark indicates a date preceding the deadline or if the delay is due to the private courier service.
Any application received after the last deadline will automatically be rejected even if the postmark indicates a date preceding the deadline or if the delay is due to the private courier service.

### 2.2.4 Further information

All information session on this call for proposals will be announced on the internet at website http://www.mmssf.ro/website/ro/autoritate.jsp; http://www.mmssf.ro. Alternatively, information may be obtained through the PIUs.

Questions may, in addition, be sent by e-mail or by fax no later than 21 days before the deadline for the receipt of proposals to the addresses listed below, indicating clearly the reference of the call for proposals:

E-mail address: phare2005masuriactive@mmssf.ro

Fax: 004 021/315 02 07.

Any questions may be sent by e-mail using the electronic questionnaire found on web site: http://www.mmssf.ro/website/ro/autoritate.jsp or simply, as direct questions addressed.

Replies will be given no later than 11 days before the deadline for the receipt of proposals.

In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner or an action.

Questions that may be relevant to other applicants, together with the answers, will be published on the internet at website http://www.mmssf.ro/website/ro/autoritate.jsp

### 2.3 EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the Evaluation Committees with the possible assistance of external assessors. All actions submitted by applicants will be assessed according to the following steps and criteria:

1. **STEP 1: OPENING SESSION AND ADMINISTRATIVE CHECK**

   The following will be assessed:
   
   - The deadline has been respected. If the deadline has not been respected the proposal will automatically be rejected (see section 2.2.3).
   - The application form satisfies all the criteria mentioned in the Checklist (Section V. of the grant application form). If any of the requested information is missing or is incorrect, the proposal will be rejected on that sole basis and the proposal will not be evaluated further.

   Following the opening session and the administrative check, the Contracting Authority will send a letter to all applicants, indicating whether their application was received prior to the deadline, informing them of the reference number they have been allocated, whether their application has satisfied all the criteria mentioned in the checklist and whether their concept note has been recommended for evaluation. 13

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13 Please note that the length of period between the opening session and the sending of this letter will depend on the number of proposal received.
(2) **STEP 2: EVALUATION OF THE CONCEPT NOTE**

The concept notes having respected the deadline and satisfied the criteria mentioned in the checklist will undergo an evaluation of the relevance of the action, its methodology and sustainability, as well as of the operational capacity and expertise of the applicant.

The concept note will be given an overall score out of 50 as shown in the Evaluation grid below. This first evaluation will lead to a provisional selection. Only those which will have passed this first selection will see their full application assessed.

Please note that the scores awarded to this concept note are completely separate from those given in the second phase.

<table>
<thead>
<tr>
<th><strong>1. Summary of the action</strong></th>
<th><strong>NO SCORE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2. Relevance</strong></td>
<td>25</td>
</tr>
<tr>
<td>2.1 How relevant to the needs and constraints of the target country (ies) or region is the proposal? (5)</td>
<td></td>
</tr>
<tr>
<td>2.2 How appropriately are the problems and the needs identified? (5)</td>
<td></td>
</tr>
<tr>
<td>2.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? (5)</td>
<td></td>
</tr>
<tr>
<td>2.4 How relevant is the proposal to the objectives and guiding principles of the call for proposals? (5)</td>
<td></td>
</tr>
<tr>
<td>2.5 Does the proposed action have an added value by reference to other interventions? (5)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>3. Methodology and Sustainability</strong></th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results? (5)</td>
<td></td>
</tr>
<tr>
<td>3.2 Is the partners’ level of involvement and participation in the action satisfactory?14 (5)</td>
<td></td>
</tr>
<tr>
<td>3.3 Are the expected results of the action likely to have a sustainable impact on the target groups? Will it have multiplier effects?15 (5)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>4. Operational capacity and expertise.</strong></th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1 Does the applicant have sufficient experience in project management? (5)</td>
<td></td>
</tr>
<tr>
<td>4.2 Do the applicant and partners have sufficient technical expertise (notably knowledge of the questions to be addressed)? (5)</td>
<td></td>
</tr>
</tbody>
</table>

| TOTAL SCORE | 50 |

Please note:

**Scoring:**

14 The projects belonging to entities who are members of RESIP and ABP (see Annex N) will increase their chances to get the maximum number of scoring points at section “Methodology and Sustainability”(point 3.2)

15 The projects foreseeing and substantiating an indicative job placement rate to be reached during a period of 12 months from the end of the project activities strictly related to active employment measures’ implementation, will increase their chances to get the maximum number of scoring points at section “Methodology and Sustainability”(point 3.3)
The evaluation criteria are divided into sections and subsections. Each subsection will be given a score between 1 and 5 in accordance with the following guidelines: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Only the applicants who have been given a total average score of minimum 30 points and have submitted the best concept notes amounting to quadruple the available amount established for each region (see Indicative allocation of funds by geographical distribution - section 1.3) will have their full application forms evaluated.

Following the evaluation of the concept note, the Contracting Authority will send a letter to the applicants, whose concept note has been evaluated, indicating the scores obtained for this first part of the evaluation whether their full application form will be evaluated.16

(3) STEP 3: EVALUATION OF THE APPLICATION FORM

An evaluation of the quality of the proposals, including the proposed budget, and of the capacity of the applicant and his partners, will be carried out in accordance with the evaluation criteria set out in the Evaluation Grid included below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria are intended to help evaluate the applicants' financial and operational capacity to ensure that they:

- have stable and sufficient sources of finance to maintain their activity throughout the period during which the action is being carried out and, where appropriate, to participate in its funding;
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This also applies to any partners of the applicant.

The award criteria allow the quality of the proposals submitted to be evaluated in relation to the objectives and priorities set, and grant to be awarded to actions which maximise the overall effectiveness of the call for proposals. They enable the selection of proposals which the Contracting Authority can be confident will comply with its objectives and priorities and guarantee the visibility of the Community financing. They cover such aspects as the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness.

Please note:

Scoring:

The evaluation criteria are divided into sections and subsections. Each subsection will be given a score between 1 and 5 in accordance with the following guidelines: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Note on Section 1. Financial and operational capacity

If the total average score is less than 12 points for section 1, the Evaluation Committee will reject the proposal.

Note on Section 2. Relevance

If the total average score is less than 16 points for section 2, the Evaluation Committee will reject the proposal.

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16 Please note that the length of period between the opening session and the sending of this letter will depend on the number of proposal received
**Provisional selection**

Following the evaluation, a table listing the proposals ranked according to their score and within the available financial envelope will be established as well as a reserve list following the same criteria.

Note: The scores awarded in this phase are completely separate from those given to the concept note of the same application.

### Evaluation Grid

<table>
<thead>
<tr>
<th>Section</th>
<th>Maximum Score</th>
<th>Application form</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Financial and operational capacity</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>1.1 Do the applicant and partners have sufficient <strong>experience of project management</strong>?</td>
<td>5</td>
<td>II.4.1 and III.1</td>
</tr>
<tr>
<td>1.2 Do the applicant and partners have sufficient <strong>technical expertise</strong>? (notably knowledge of the issues to be addressed.)</td>
<td>5</td>
<td>II.4.1 and III.1</td>
</tr>
<tr>
<td>1.3 Do the applicant and partners have sufficient <strong>management capacity</strong>? (including staff, equipment and ability to handle the budget for the action)?</td>
<td>5</td>
<td>II.4.2 and III.1</td>
</tr>
<tr>
<td>1. Does the applicant have stable and sufficient sources of <strong>finance</strong>?</td>
<td>5</td>
<td>II.4.2</td>
</tr>
<tr>
<td>2. Relevance</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>2.1 How relevant is the proposal to the <strong>objectives</strong> of the call for proposals?</td>
<td>5 x 2</td>
<td>I.1.6.1</td>
</tr>
<tr>
<td>Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses at least one priority. Note: A score of 5 (very good) will only be allocated if the proposal contains specific added-value elements, such as promotion of gender equality and equal opportunities…</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2 How relevant to the particular <strong>needs and constraints</strong> of the target country/countries or region(s) is the proposal? (including avoidance of duplication and synergy with other EC initiatives.)</td>
<td>5</td>
<td>I.1.6.2</td>
</tr>
<tr>
<td>2.3 How clearly defined and strategically chosen are those involved (final beneficiaries, <strong>target groups</strong>)? Have their <strong>needs</strong> been clearly defined and does the proposal address them appropriately?</td>
<td>5 x 2</td>
<td>I.1.6.3 and I.1.6.4</td>
</tr>
<tr>
<td>3. Methodology</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>3.1 Are the <strong>activities</strong> proposed appropriate, practical, and consistent with the objectives and expected results?</td>
<td>5</td>
<td>I.1.7 and I.1.8.5</td>
</tr>
<tr>
<td>3.2 How coherent is the overall design of the action? (in particular, does it reflect the analysis of the problems involved, take into account external factors and anticipate an <strong>evaluation</strong>?)</td>
<td>5</td>
<td>I.1.8</td>
</tr>
</tbody>
</table>
3.3 Is the partners' level of involvement and participation in the action satisfactory?\(^\text{17}\)

Note: If there are no partners the score will be 1.

<table>
<thead>
<tr>
<th>Question</th>
<th>Score</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.4 Is the action plan clear and feasible?</td>
<td>5</td>
<td>1.1.9</td>
</tr>
<tr>
<td>3.5 Does the proposal contain objectively verifiable indicators for the outcome of the action?</td>
<td>5</td>
<td>Logframe</td>
</tr>
</tbody>
</table>

4. Sustainability

<table>
<thead>
<tr>
<th>Question</th>
<th>Score</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1 Is the action likely to have a tangible impact on its target groups?</td>
<td>5</td>
<td>1.2.1</td>
</tr>
<tr>
<td>4.2 Is the proposal likely to have multiplier effects? (including scope for replication and extension of the outcome of the action and dissemination of information.)</td>
<td>5</td>
<td>1.2.2 and 1.2.3</td>
</tr>
<tr>
<td>4.3 Are the expected results of the proposed action sustainable:</td>
<td>5</td>
<td>1.2.4</td>
</tr>
<tr>
<td>- financially (how will the activities be financed after the funding ends?)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- institutionally (will structures allowing the activities to continue be in place at the end of the action? Will there be local “ownership” of the results of the action?)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- at policy level (where applicable) (what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?)?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Budget and cost-effectiveness

<table>
<thead>
<tr>
<th>Question</th>
<th>Score</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1 Is the ratio between the estimated costs and the expected results satisfactory?</td>
<td>5</td>
<td>1.3</td>
</tr>
<tr>
<td>5.2 Is the proposed expenditure necessary for the implementation of the action?</td>
<td>5 x 2</td>
<td>1.3</td>
</tr>
</tbody>
</table>

Maximum total score 100

(4) STEP 4: ELIGIBILITY OF THE APPLICANT AND PARTNERS

The eligibility verification, based on the supporting documents requested by the Contracting Authority (see 2.4) will only be performed for the proposals that have been provisionally selected according to their score and within the available financial envelope.

- The Declaration by the applicant (Section VI of the grant application form) will be cross-checked with the supporting documents provided by the applicant. Any missing supporting document or any

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\(^{17}\) The projects belonging to entities who are members of RESIP and ABP (see Annex N) will increase their chances to get the maximum number of scoring points at section “Methodology”(point 3.3)
incoherence between the Declaration by the applicant and the supporting documents will lead to the automatic rejection of the proposal on that sole basis.

- The eligibility of the applicant, the partners, and the action will be verified according to the criteria set out in sections 2.1.1, 2.1.2 and 2.1.3.

Following the above analysis and if necessary, any rejected proposal will be replaced by the next best placed proposal in the reserve list that falls within the available financial envelope, which will then be examined for the eligibility of its applicant and the partners.

2.4 SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED PROPOSALS

Applicants who have been provisionally selected or listed under the reserve list will be informed in writing by the Contracting Authority. They will be requested to supply the following documents in order to allow the Contracting Authority to verify the eligibility of the applicants and their partners:

1. The statutes or articles of association of the applicant organisation and of each partner organisation (where appropriate) - copies.
2. Copy of the applicant’s latest accounts (the profit and loss account and the balance sheet for the previous financial year for which the accounts have been closed - at 31.12.2005).
3. Legal entity sheet (see annex D) duly completed and signed by the applicant, accompanied by the justifying documents which are requested therein.
4. A financial identification form conforming to the model attached at Annex E, certified by the bank to which the payments will be made. This bank must be located in the country where the applicant is registered.

Other supporting documents required:

5. Sworn statement that the applicant and partners (if it is the case) do not benefit of funds from the Unemployment Insurance Budget (according to the present legal framework) for the activities proposed in the grant application (according to format in Annex H) – in original, only for Romanian organisations;

6. For those projects proposing training activities: curricula of the training courses proposed and their justification. In case the training curricula is going to be developed within the project, then the proposal should include a training needs analysis – in chapter 1.7 “Detailed description of activities” of the Application form.

All the supporting documents will have to be numbered as above.

Where such documents are in a language other than Romanian or English, a certified translation into English or/and Romanian must be attached and will prevail for the purpose of analyzing the proposal.

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18 Where the applicant and/or (a) partner(s) is a public body created by a law, a copy of the said law must be provided

19 Copy of full set of statutory documents (legal registration) of the applicant organization and of each partner organization (where appropriate). For profit making organisations the set must contain the copy of Registration Certificate issued by the Trade Register. For NGOs the set must contain the copy of the Court Decision. In case of amendments to the original documents, the set shall also contain the addendums to the original documents. Please note that any addendum to the original statutory documents will be taken into consideration only if it is accompanied by the registration with the Trade Register for the commercial companies and by the Court Decision for NGOs, before the submission date of the grant application

19 This obligation does not apply to the organization set up after 1.01.2007., which will present the last balance sheet

20 Law no. 76/2002 on the unemployment insurances system and employment stimulation, published in the Romanian Official Gazette, no 103 of 6 February 2002, with subsequent amendments and adjustments, and the normative documents of application
Where these documents are in an official language of the European Union other than English, it is strongly recommended, in order to facilitate the evaluation, to provide a certified translation of the relevant parts of the documents, proving the applicant’s eligibility, into English or Romanian.

If these documents are not provided before the set deadline (10 working days from the receipt of the letter sent by the Contracting Authority), the application will be rejected.

The following additional documents will be requested and will have to be presented by the selected applicants and the partner organisations during the pre-contractual check stage:

1. Statement(s) issued by the territorial tax administration agency that the Beneficiary and partners (if it is the case) has no fiscal debts, debts in payment of contributions to social security fund, unemployment fund and to health insurance fund for the month previous to the contracting date, in original; if the partners have their registered office outside Romania, in one of the EU, SAP, Phare countries or Turkey a recent certificate issued by the competent authority of there countries must be provided, certifying the same issues – in original;

2. Certificate issued by the relevant authorities, for Romanian commercial companies or other Romanian organisations performing commercial activities, ROLEG Register of the Chamber of Commerce, certifying that the Beneficiary and partners (if it is the case) is not bankrupt or being wound up, is having its affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations – in original; if the partners have their registered office outside Romania, in one of the EU, SAP, Phare countries or Turkey a recent extract from the juridical record or a recent equivalent document issued by a juridical or administrative authority of there countries must be provide, certifying the same issues – in original;

3. Statement issued by the County Agency for Employment that the Beneficiary and partners (if it is the case) do not benefit of funds from the state budget for the activities proposed in the grant application (according to the present legal framework21) (see recommended format in Annex J) – in original, only for Romanian organisations.

4. Partnership agreement for projects proposed by partnership, signed by all partners (see recommended format in Annex K) – in original.

5. Ownership documents or rental contracts (concluded for a period which exceeds with at least two years the duration of the project) for those project premises which are subject to repairs and/or refurbishing (if it is the case) – copy.

2.5 NOTIFICATION OF THE CONTRACTING AUTHORITY’S DECISION

2.5.1 Content of the decision

Applicants will be informed in writing of the Contracting Authority’s decision concerning their application. A decision to reject an application or not to award a grant will be based on the following grounds:

- the application was received after the closing date;
- the application was incomplete or otherwise non-compliant with the stated administrative conditions;
- the applicant or one or more of its partners was not eligible;

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21 Law no. 76/2002 on the unemployment insurances system and employment stimulation, published in the Romanian Official Gazette, no 103 of 6 February 2002, with subsequent amendments and adjustments, and the normative documents of application
The action was ineligible (e.g. the action proposed is not covered by the programme, the proposal exceeds
the maximum duration allowed, the requested contribution is higher than the maximum allowed, etc);
the proposal was not relevant enough and/or the applicant's financial and operational capacity was not
sufficient;
the proposal was considered technically and financially inferior to the proposals selected;
although the proposal fulfils the quality criteria required for a favourable opinion, another proposal of a
similar nature was awarded a higher score;
one or more of the requested supporting documents were not provided before the set deadline;
The Contracting Authority's decision to reject an application or not to award a grant is final.

2.5.2 Indicative time table

The date on which the contracting authority plans to inform the applicants about the outcome of the opening
session and the administrative check is 27th of March 2007 - this date is indicative only.

The date on which the contracting authority plans to inform the applicants about the outcome of the
evaluation of the concept note is 30th of April 2007 - this date is indicative only.

The date on which the contracting authority plans to inform the applicants about the outcome of the
evaluation of the full application form is 29th of May 2007 - this date is indicative only.

The date on which the contracting authority plans to announce the award decision after having
verified the eligibility of applicant and partners is 19th of June 2007 - this date is indicative only.

2.6 CONDITIONS APPLICABLE TO IMPLEMENTATION OF THE ACTION
FOLLOWING THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT

Following the decision to award a grant, the Beneficiary will be offered a contract based on the Contracting
Authority's standard contract (see Annex F).

If the successful applicant is an international organisation, the model Contribution Agreement with an
international organisation or any other contract template agreed between the international organisation
concerned and the Contracting Authority will be used instead of the standard grant contract.

The date planned for the start of actions, following the signing of the contract by the parties, will be decided
upon signature of the grant contract amongst the options established in annex II  Special conditions - Article
2 - Implementation period of the Action August 2008 — this date is indicative only.
The actions should all be finished before 30 November 2009.

The contract will, in particular, establish the following rights and obligations:

Audit firm

The name and address of the audit firm which will carry out the expenditure verification(s) referred to in
article 15.6 of annex II to the standard grant contract, if such verifications are required, will have to be
included in Article 5.2 of the contract.

22   Deadlines should be provided, explaining the length according to the numbers of proposals received.
Final amount of the grant

The maximum amount of the grant will be stipulated in the contract. As explained in point 2.1.4, this amount is based on the budget, which is itself only an estimate. As a result, it will be final only once the action has ended and the final accounts have been presented (see Articles 17.1 and 17.2 of the General Conditions).

Failure to meet the objectives

If the Beneficiary fails to implement the action as undertaken and agreed in the contract, the contracting authority reserves the right to suspend payments, and/or to terminate the contract (see Article 11 of the General Conditions). The Contracting Authority's contribution may be reduced, and/or the contracting authority may demand full or partial repayment of the sums already paid, if the Beneficiary does not fulfil the terms of the contract (see Articles 12.2 and 17.4 of the General Conditions).

Amendments to the contract and variations within the budget

Any amendment to the contract must be set out in a written addendum to the original contract (Article 9.1 of the General Conditions). However, some amendments (addresses, bank account, etc.) may simply be notified to the Contracting Authority (see Article 9.2 of the General Conditions).

The description of the Action (Annex 1 to the contract) and budget items may vary from the original figures provided that the following conditions are met:

(1) they do not affect the basic purpose of the action; and
(2) the financial impact is limited to a transfer between items within a single main budget heading or to a transfer between the main budget headings involving a variation of less than 15% of the original amount (as the case may be modified by addendum) of each relevant main budget heading.

In such instances, the Beneficiary may make alterations to the budget, and inform the Contracting Authority.

This method may not be used to amend the heading for overhead costs and contingency reserve (see Article 9.2 of the General Conditions).

In all other cases, a written request must be made in advance to the Contracting Authority and an addendum is required.

Reports

Reports must be drafted in the language provided for in the contract. Narrative and financial reports conforming to the models attached to the contract are to be supplied on quarterly basis and together with payment requests (other than the first instalment of pre-financing).

Additional information

In accordance with Article 2.2 of the General Conditions, the Contracting Authority may request additional information.

Payments

The Beneficiary will receive pre-financing. In the case of individual applicants, if the overall duration of the action does not exceed 12 months or if the grant does not exceed EURO 100 000, the pre-financing will be 80% of the grant (see Article 15.1 option 1 of the General Conditions). In the case of partnerships for employment, if the grant exceeds EUR 100 000, the first pre-financing instalment will be 80% of the part of the estimated budget for the first 12 months of the action financed by the Contracting Authority (see Article 15.1 option 2 of the General Conditions). In that case, subsequent pre-financing payments may be made upon submission by the Beneficiary and approval by the Contracting Authority, of an interim report.

In each case, the final balance will be paid upon submission by the Beneficiary and approval by the Contracting Authority of the final report (see Article 15.1 of the General Conditions).
Payments will be made to an Action-specific bank account or sub-account which identifies the funds paid by the Contracting Authority and allows calculating the interests produced by these funds.

Accounts of the action

The Beneficiary must keep accurate and regular records and dedicated, transparent accounts of the implementation of the action (see Article 16.1 of the General Conditions). It must keep these records for seven years after payment of the balance.

Publicity

Appropriate visibility and credit must be given to the grant made by the European Union, for example, in reports and publications stemming from the action or during public events associated with the action, etc. (see Article 6 of the General Conditions).

Implementation contracts

Where implementation of the action requires the Beneficiary to award procurement contracts, it must award the contract to the tenderer offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests. To this end, the Beneficiary must follow the procedures set out in Annex IV to the contract.

“Please be aware that an unofficial translation into Romania of Guidelines for grant applicants and all its annexes are available on the website at the following website address: http://www.mmssf.ro/website/ro/autoritate.jsp
In case of divergence between the Romanian unofficial translation and English version, the later prevails.
3. LIST OF ANNEXES

STANDARD BY PRACTICAL GUIDE:

DOCUMENTS TO FILL IN

ANNEX A: GRANT APPLICATION FORM (WORD FORMAT)
ANNEX B: BUDGET (EXCEL FORMAT)
ANNEX C: LOGICAL FRAMEWORK (EXCEL FORMAT)\textsuperscript{23}
ANNEX D: LEGAL ENTITY SHEET (EXCEL FORMAT)\textsuperscript{24}
http://www.europa.eu.int/comm/budget/execution/legal_entities_en.htm
ANNEX E: FINANCIAL IDENTIFICATION FORM

DOCUMENTS FOR INFORMATION

ANNEX F: STANDARD CONTRACT (WORD FORMAT), available at the following address: http://europa.eu.int/comm/europeaid/tender/gestion/cont_typ/st/index_en.htm
ANNEX G: DAILY ALLOWANCE RATES (PER DIEM), available at the following address: http://europa.eu.int/comm/europeaid/perdiem/index_en.htm

ADDITIONAL:

FORMATS TO BE FILLED IN:

ANNEX H: SWORN STATEMENT (WORD FORMAT)\textsuperscript{25}
ANNEX I: EU CV FORMAT (WORD FORMAT);
ANNEX J: STATEMENT ISSUED BY THE COUNTY AGENCY FOR EMPLOYMENT (WORD FORMAT);

FOR YOUR INFORMATION:

ANNEX K: PARTNERSHIP AGREEMENT (WORD FORMAT) – RECOMMENDED FORMAT;
ANNEX L: GLOSSARY OF TERMS (WORD FORMAT);
ANNEX M: REGIONAL PRIORITIES FOR HUMAN RESOURCES DEVELOPMENT (Word format)
ANNEX N: REGIONAL/LOCAL PARTNERSHIPS FOR EMPLOYMENT AND SOCIAL INCLUSION (RESIP)

\textsuperscript{23} Optional where the total amount of the grants to be awarded under the call for proposals is EUR 100 000 or less.
\textsuperscript{24} Only applicable where the European Commission is the Contracting Authority or will make the payments under the contracts to be signed.