

## **CALL FOR PROPOSALS 2017/CFP/TRU/01**

### **Development and delivery of European border and coast guard courses**

## GLOSSARY OF TERMS

Term	Definition
<b>Accredited course</b>	A programme of learning that has met the course design and quality assurance requirements of an accrediting/validating authority.
<b>Applicant</b>	A legal entity applying for funding. Under this Call, the term covers: a sole applicant (an entity applying individually) or a consortium of entities (applying jointly).
<b>Beneficiary (of a grant)</b>	An applicant whose application was successful during the evaluation process and who signs a grant agreement for financing the project. In case of a consortium, all consortium members, as indicated in the grant agreement, are beneficiaries and are responsible for implementation of the project. The costs incurred by any of the consortium members are eligible.
<b>Bologna and Copenhagen principles</b>	Principles relating to education, training and learning that have been agreed by the European Union as part of the Bologna and Copenhagen processes.
<b>Bologna and Copenhagen processes</b>	European processes designed to ensure mobility and comparability of learning across Europe including lifelong learning, recognition of non-formal and informal learning and European standards of quality assurance, applicable to vocational education (Copenhagen process) and higher education (Bologna process).
<b>Common European Framework of Reference for Languages</b>	Framework of reference to provide a transparent, coherent and comprehensive basis for the elaboration of language syllabuses and curriculum guidelines, the design of teaching and learning materials, and the assessment of foreign language proficiency.
<b>Consortium</b>	A group of entities set up to submit jointly an application and implement a project. A consortium must appoint one member (Coordinator) who is in charge of sending the proposal on behalf of the consortium and who will sign the grant agreement. Frontex will only require a mandate for the Coordinator to act on behalf of the other consortium members at the stage of signature of grant agreement. Detailed arrangements for cooperation are an internal matter of a consortium.
<b>Coordinator</b>	In case of an application submitted by a consortium: this member of a consortium who acts on behalf of the consortium vis-à-vis Frontex, including signature of the grant agreement, requesting and receiving payments from Frontex, distribution of funds among the consortium, reporting to Frontex (see also Art. II.1 of Annex II to the grant agreement, General Conditions).
<b>Course</b>	A coherent programme of learning in a specific field designed to achieve a set of learning outcomes. For Frontex (for the purpose of this Call), a programme of learning that is designed to meet a set of well-defined learning outcomes, aligned to the SQF for Border guarding, to achieve defined border and coast guard job competences.
<b>Course / programme design</b>	Producing of a coherent programme of learning to meet a set of learning outcomes and job competences derived and aligned with the SQF for border guarding. This includes: job competences, learning outcomes, assessments, learning and assessment strategies, level of learning in accordance with the SQF/EQF, a course structure that considers a blended learning approach (contact as well as independent and experiential learning) and an estimate of learning hours (credits).
<b>Course creditable under national law</b>	A programme of learning that meets the quality assurance standards as derived from the Bologna and Copenhagen processes that should therefore meet national accreditation standards in Europe.

<b>Course in accreditation process</b>	A defined programme of learning that is being reviewed by an accrediting or validating authority to ensure that it meets course design and quality assurance standards.
<b>Course review</b>	The assessment of all elements of a course to ensure quality standards as determined by Bologna and Copenhagen principles that may lead to or be required in the process of qualification validation or re-validation.
<b>European expert</b>	For the purpose of this Call for proposals 'European expert' means an expert from an organisation of another Member State than the Member State of the applicant. The expert should qualify in at least one of the following roles: SQF course graduate, curriculum designer, subject matter expert, trainer and teacher.
<b>Exchange/mobility programmes</b>	Moving physically to a Member State other than the Member State of residence, in order to undertake a training period abroad at another border and coast guard training institution.
<b>Member State</b>	For the purpose of this Call, the term "Member State" includes the Member States of the European Union and the Schengen Associated Countries.
<b>Qualification</b>	Learning that has been certified by an accrediting /validating authority.
<b>Sectoral Qualifications Framework for Border Guarding (SQF)</b>	<p>A framework of learning outcomes derived from the knowledge, skills and competences required for border guarding. The SQF is aligned to the European Qualifications Framework and functions to support the harmonization of border guard training standards.</p> <p><i>The Sectoral Qualifications Framework for Border Guarding will be made available to the applicants based on their request to: grants.TRU@frontex.europa.eu</i></p>
<b>Training (materials) development</b>	The development of training materials, including materials for face-to-face sessions, e-learning, independent and experiential learning designed to ensure the learner achieves the learning outcomes.
<b>Training delivery</b>	Facilitating the learning process, utilising a broad range of methods, either in face-to-face or online sessions, ensuring that the learning outcomes are achieved.

## 1. INTRODUCTION

### 1.1 General context

According to the new European Border and Coast Guard (EBCG) regulation<sup>1</sup>, Frontex may organise training activities in cooperation with Member States and third countries on their territory. Frontex supports the Member States to achieve an efficient, high and uniform level of border and coast guarding, and develops capacities to tackle challenges at European external borders. Frontex training strategy identifies border and coast guard training organisations in Europe as important stakeholders in the fulfilment of this obligation. Training is understood as a shared responsibility (Frontex, Member States, training providers, learners) to identify and develop relevant competences. The expertise available in the Member States is utilised in all activities in order to ensure a European approach.

The Call for proposals is published under the Frontex work programme 2017<sup>2</sup>, in particular point 2.5 thereof stipulating that a Call for Proposal on exchange programmes, common training development/delivery and the implementation of educational standards would be part of the new Partnership Academies Network concept.

The main purpose of this Call for proposals is to support Member States in developing and implementing courses according to the needs of the border and coast guard organisations, in line with European standards and SQF for Border Guarding. The courses proposed should facilitate European harmonisation in border and coast guard training and education, comparability and international quality assurance of qualifications and interoperability.

### 1.2 Specific context

As a strong contribution to the European integrated border management Frontex has led best practices in border and coast guard education and training, from basic operational level to tactical and strategic management. These activities, including education and training in maritime border guarding, need to be continued by the European Border and Coast Guard Agency taking into account training for coast guard activities in accordance with the new regulation.

Staff training is incomplete and incoherent if focusing only on the basic levels of the organisations or on limited specialisation areas. Managing organisational change, development of common culture and common European Union practices to ensure interoperability and fluent cooperation and action at European Union external borders in the current challenging migration situation requires that all border and coast guards at all levels, including managers and highly specialised staff are trained and educated in the framework of a coherent and strategic European approach, based on comparable and harmonised education and training standards and values.

In the border and coast guard field, education and training are equally relevant for competence development and capacity building, in terms of equipping the border and coast guard professionals with the knowledge, skills and competences required to perform their jobs. The same European standards and principles of good practice in learning design, assessment and quality assurance apply for both higher education and vocational education. They promote values that are relevant and reflective of the nature of the two professions: mobility, inter-operability, transparency, cooperation and collaboration, quality assurance, relevance of the learning for the job, professional and ethical standards, comparability and compatibility of qualifications, recognition of prior learning and qualifications, streamlining investments in human resources training and development, inclusiveness and respect for diversity.

Building upon the current achievements, the next step is to ensure that the education and training provided by the Agency meet the standards for accreditation and certification. Qualifications acquired by the border and coast guards trained under the standards of the Agency would then be recognised and accredited everywhere in the European Union. This would allow for a higher level of interoperability and increase the credibility and credentials of the border and coast guard professionals. Education and training provided at European level aim to complement the national training with European solutions tailored to the specific target groups. National trainers and teachers, as well as border and coast students may have more cost-

---

<sup>1</sup> REGULATION (EU) 2016/1624 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 14 September 2016 on the European Border and Coast Guard and amending Regulation (EU) 2016/399 of the European Parliament and of the Council and repealing Regulation (EC) No 863/2007 of the European Parliament and of the Council, Council Regulation (EC) No 2007/2004 and Council Decision 2005/267/EC

<sup>2</sup> Frontex Management Board Decision no 46/2016 of 31 December 2016 adopting the Programming Document 2017-2019 containing the Multi Annual Programming 2017-2019 and the Work Programme 2017, and the Budget 2017 (including the Establishment Plan 2017)

effective opportunities to engage in exchange/mobility programmes, to learn and work together, advancing best practice in the border and coast guard field.

This will further offer to Member States the possibility to implement education and training courses in their national systems as accredited courses, leading to recognised and comparable qualifications in the border and coast guard sector. This would ensure that the officers deployed in joint operations are able to work together, being trained on compatible standards. It will also enhance the trust between organisations, creating exchange mobility programmes and exercises, testing in the classroom procedures and processes that define the terms of European and international collaboration and partnership and strategic developments. Furthermore, it will intensify cooperation and the range of common activities, practices, ultimately contributing to increased interoperability, accountability and strategic cooperation at the European Union external borders.

The main strategic measures are:

- To enhance the capabilities of the Member States to respond to the operational needs at the external borders;
- To ensure that border and coast guard officers deployed in joint operations are properly trained;
- To design and deliver high-level specific training products for national border and coast guards and trainers of border and coast guards, based on prior needs assessment;
- To strengthen the interaction and establishment of current training networks and to utilise the support from the educational community;
- To align Frontex curricula and courses with the SQF and support the Member States in the alignment of their national curricula for increased interoperability;
- To develop and implement a quality assurance mechanism for Frontex training to enable validation and international recognition of border and coast guard qualifications;
- To develop and implement exchange and mobility programmes;
- To maintain a powerful state-of-the-art platform for knowledge management and learning, supporting effective online learning and shared resources;
- To promote training cooperation among Justice and Home Affairs agencies and international partner organisations, sharing good practices and
- To cooperate with third countries in the field of training, based on European standards.

Within the scope of these strategic measures, the Partnership Academies Network was established as a network of national border and coast guard academies from the Member States. Since 2005 the Partnership Academies network has mainly provided the facilities and logistical services for Frontex training activities. Further developing its network and cooperation with other European training organisations carrying out duties in the border and coast guard context, the Agency will be in the position to enhance its support to the Member States border and coast guard organisations by developing and delivering accredited courses, providing accredited qualifications, and create exchange/mobility partnerships in the classroom and in the operational area.

The Frontex survey on training needs carried out in 2016 identified a variety of challenges to be met at national level during the next 5 years. The crucial factors indicated in achieving interoperability in European border and coast guarding are linked to information exchange, language skills, and cross-border crime intelligence. For border and coast guard basic education, some of the main challenges to be addressed is the need to upgrade training provisions in terms of training methods and curriculum development, but also to enhance training activities responding to the new border security and management in a flexible manner.

In addition to what can be provided by Frontex, support to the cooperation among border and coast guard academies is crucial in order to meet challenges and needs identified.

## 2. OBJECTIVES AND EXPECTED RESULTS

### 2.1. Objectives

This Call for proposals aims to support the Member States to contribute to the harmonization of border and coast guard education and training, comparability and compatibility of qualifications and interoperability.

The objective of this call is to support the development and implementation of courses. The courses shall be developed and implemented in accordance with the European standards in vocational and higher education and in line with the Sectoral Qualifications Framework for Border Guarding, to respond to the current challenges and training needs of the European Border and Coast Guard community.

The specific objectives for education and training are:

- Support the capacity of the Member States to develop and implement courses at European standards, enhancing collaboration and harmonization;
- Facilitate the sharing of training resources and concepts in a most effective way through the delivery of courses to European border and coast guards;
- Facilitating quality and innovation in education and training of border and coast guards by actively contributing to cooperation between different training institutions in order to achieve a common organisational culture and a professional identity;
- Promoting a European area of life-long education and training for border and coast guards to support the modernisation process of professional education and training for border and coast guards, through strategic cooperation, a better employment of European instruments and dissemination of best practices.

### 2.2 Supported actions

The following actions are supported to achieve the objectives in the field of Border and Coast Guard education and training:

- activities that strengthen the cooperation and networking between border and coast guard training organisations;
- implementation of projects in the field of border and coast guard education and training;
- activities that facilitate the recognition and validation of knowledge, skills and competences acquired through formal, non-formal and informal learning;
- activities of cooperation between authorities to promote the development of education and training systems and their integration in actions of European border and coast guard community development.

### 2.3 Expected results

Proposals should result in:

- Harmonised, learner centred, cost-efficient learning interventions according to the needs of the stakeholders and as a response to their need for specific training based on the following aspects:
  - o Development/review of European courses for border and coast guards and planning the implementation of training courses in an area of interest (e.g. pre-deployment, thematic training as they are defined in the Frontex Training Portfolio (Annex IV).
  - o The curriculum for the training courses shall be designed/developed/reviewed in line with Bologna/Copenhagen principles for higher and vocational education and training, using the SQF for Border Guarding framework as a facilitative tool.
  - o The training materials will be developed/reviewed taking into account innovative learning approaches for addressing their target groups.
  - o The planned implementation of course(s).
- Delivery of accredited and/or SQF for Border Guarding aligned courses that address the training needs and interests of the European border and coast guard organisations:
  - o Delivery of European courses for European border and coast guard community. The delivery shall address the European Border and Coast Guard community and include educational technology approaches for addressing their target groups. It should provide

engaging education and training opportunities, in line with individual needs and expectations; use of participatory approaches and educational technologies, increased capacity and professionalism to work at European/international level: improved management competences and strategies, reinforced cooperation with partners from Member States and Schengen Associated Countries.

## 2.4 Dissemination of results

The beneficiary shall share the results of the project that were developed and/or delivered within the grant, enhancing the impact and justifying the benefit of the courses at European level. For that reason, the applicants are asked to foresee the dissemination and employment activities in the development and implementation phases. The level and dimension of these activities has to be proportional with the objectives, the area of applicability and the mandate of Frontex. The results achieved in a specific project may be relevant for other areas not covered by the project, thus the applicant may develop strategies to facilitate access to the product.

## 3. TIMETABLE

	Stages	Date and time or indicative period
a)	Publication of the call	12 June 2017
b)	Deadline for submitting applications	11 August 2017
c)	Evaluation period	August-September 2017
d)	Information to applicants	September 2017
e)	Signature of grant agreement	September-October 2017
f)	Starting date of the action <sup>3</sup>	As of September 2017

## 4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of projects is estimated at **EUR 600.000**. Frontex reserves the right to increase the total budget or not to distribute all the funds available.

There is no limit on the total value of an individual project for which an application is submitted. However, the grant (Frontex co-financing) per project may be maximum **EUR 60,000** and maximum **95%** of the eligible costs of the project.

One entity (regardless if the application is submitted individually or jointly, see point 6) may submit up to 2 applications.

## 5. ADMISSIBILITY REQUIREMENTS

- Applications must be sent no later than the deadline for submitting applications referred to in section 3.
- Applications must be submitted in writing, using the application form (Annex I). Hand-written applications will not be accepted.
- Applications must be drafted in English language.
- Applications sent by fax or e-mail will not be accepted.

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

See point 15 for further guidance related to the submission practicalities.

<sup>3</sup> For the purpose of this Call for proposals the term 'action' is equivalent to 'project'.

## 6. ELIGIBILITY CRITERIA

Applications for projects not complying with the conditions in 6.1, 6.2 and 6.3 will be considered ineligible.

### 6.1. Eligible applicants

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

- have legal personality under the applicable national law;
- be a public institution (public law entity) responsible for providing professional education and/or training to law enforcement officers with border and coast guarding tasks;
- be established in a Member State / Schengen Associated Country (United Kingdom and Ireland are eligible provided that they follow the procedure described in the European Border and Coast Guard Regulation<sup>4</sup> and respective Management Board decisions<sup>5</sup>);

**Applications may be submitted individually** (by a sole applicant) **or jointly** (by a consortium of two or more entities). In case of applications submitted jointly, consortium members have to appoint one of them as a Coordinator who will submit the application on behalf of all members.

In the case of a consortium, all consortium members have to fulfil the eligibility criteria above.

For the purpose of this Call for proposals, only a declaration on honour is required to prove the applicant's eligibility. The declaration on honour forms part of the application.

### 6.2. Eligible activities

The eligible activities should refer to at least one of the following areas:

- A. Development/review of curriculum for border and coast guard education/training in line with Bologna/Copenhagen principles using SQF for Border Guarding;
  - o designing the course descriptor based on the templates developed by Frontex Training Unit (TRU);
  - o development of the course handbook based on the templates developed by Frontex Training Unit (TRU), that will include session plans, teacher/tutor references, training materials/resources to be used, blended/distance learning concepts and tools, educational technology integration;
  - o development of the training materials/resources blended/distance learning tools and educational technology including requirements and cost assessment for the supporting resources and educational technology used.
- B. Delivery of:
  - o Accredited course(s)/qualification(s) or
  - o Course(s)/qualification(s) which are in an accreditation process at the time of submitting the application or
  - o Course(s)/qualification(s) which are creditable under national law
  - o And/or course(s)/qualification(s) which are developed/reviewed according to Bologna/Copenhagen principles and in line with SQF for Border Guarding

---

<sup>4</sup> REGULATION (EU) 2016/1624 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 14 September 2016 on the European Border and Coast Guard and amending Regulation (EU) 2016/399 of the European Parliament and of the Council and repealing Regulation (EC) No 863/2007 of the European Parliament and of the Council, Council Regulation (EC) No 2007/2004 and Council Decision 2005/267/EC.

<sup>5</sup> Management Board Decision No 3/2016 of 24 February 2016 on the practical arrangements for the participation in and financial contribution to Frontex activities by the United Kingdom and Ireland.



In particular, the following **specific activities** and **artefacts** are eligible under this Call for proposals:

- Meetings and/or workshops for designing/reviewing the course descriptor and development of the course handbook,
- Meetings and/or workshops for delivery or planning the delivery of the course(s),
- Meetings and/or workshops for development of the course/programme evaluation report,
- Student/teacher mobility/exchange programmes
- Research and documentation,
- Training materials/resources, equipment, blended/distance learning tools and educational technology development services,
- Delivery plan with schedule,
- Cost and benefit assessment for the activities and products necessary for delivering the training/course in compliance with the course handbook,
- Training/course delivery, including trainers fees, transportation and accommodation for trainees and trainers, translation of materials,
- Publication and dissemination of results.

Given the variable timeline necessary for completing the activities according to the areas above, some proposals could limit their scope just to development or delivery. In case of proposals that will cover only development, monitoring the delivery will be part of the grant follow up. The beneficiary will report the course evaluation results to Frontex.

### 6.3. Implementation period

- The action may not start before September 2017, and in any case not before the grant agreement enters into force;
- The action has to be completed by 31 August 2018;
- The maximum duration of the action is 12 months.

When planning the project the applicants shall take into account the quality assurance steps (see point 10) and timeline.

## 7. EXCLUSION CRITERIA

### 7.1. Exclusions from participation

Applicants will be excluded from participating in the Call for proposals procedure if they are in any of the following situations:

- (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;
- (b) they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the European Investment Bank and international organisations;
- (d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the Member State in which they are established or those of the Member State where the grant agreement is to be performed;
- (e) they (persons having powers of representation, decision making or control over them) have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a

criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the Union's financial interests;

- (f) they are currently subject to an administrative penalty referred to in Article 109(1) of General Financial Regulation<sup>6</sup>.

In the case of a consortium, all consortium members have to fulfil the exclusion criteria above.

## 7.2. Exclusion from award

Applicants will not be granted financial assistance if, in the course of the grant award procedure, they:

- (a) are subject to a conflict of interest;
- (b) are guilty of misrepresentation in supplying the information required by the Commission or by Frontex as a condition of participation in the grant award procedure or fail to supply this information;
- (c) find themselves in one of the situations of exclusion, referred to in section 7.1.

Administrative and financial penalties may be imposed on applicants who are guilty of misrepresentation.

## 8. SELECTION CRITERIA

A sole applicant or a consortium of applicants as a whole has to fulfil all selection criteria below. In the case of a consortium, consortium members have to fulfil the selection criteria below to the extent that they are involved in the project. For the purposes of this Call for proposals, only a declaration on honour is required to prove the applicants' financial and operational capacity.

### 8.1. Financial capacity

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

### 8.2. Operational capacity

Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action. These would include knowledge on Bologna/Copenhagen processes, national and sectoral qualifications frameworks, in particular the Sectoral Qualifications Framework for Border Guarding, knowledge on the subject matter of the curriculum proposed to be designed/reviewed/developed/delivered, skills, and competences in course design and training.

---

<sup>6</sup> Regulation (EU, EURATOM) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union.

## 9. AWARD CRITERIA

Eligible applications will be assessed based on the following criteria:

Relevance of the course	Maximum points
The proposed courses and the results will effectively contribute to achieving the objectives of enhancing the skills and competences of <b>border/coast guards</b> and they are specific to their tasks and duties (exclusively)	5
The application addresses challenges and recommendations made in the Frontex Training Needs Assessment 2016 Report (Annex III)	5
The project is compliant with Frontex mission and strategic objectives <sup>7</sup> and contributes to the achievement of a common border and coast guarding culture and interoperability at the borders	5
Depending on the scope of the project (see section 6.2) the course(s)/qualification(s) to be designed/developed/reviewed/delivered is/are in line with SQF for Border Guarding and/or accredited/in an accreditation process/accreditable under national law	5
<b>Total maximum points</b>	<b>20</b>

Quality of development and/or delivery	Maximum points
The activities are well defined and the deadlines are realistic. The planned activities lead to the achievement of the intended objectives and results. The project includes relevant and applicable phases: analysis, design, development, delivery, evaluation, monitoring and dissemination	10
The proposed methodology is feasible and adequate for achieving the proposed results and respects the common standards of Frontex, specifically the Sectoral Qualifications Framework for Border Guarding (Vol. I, Vol. II) <sup>8</sup>	5
The project guarantees resources for each activity, the budget is well defined, realistic and offers best value for money	5
The project guarantees adequate opportunities for interaction and communication student to student, student to trainer and student to content where applicable	5
The project guarantees a variety of educational technology to facilitate communication and learning	5
The risks are clearly identified and there are reasonable measures in place to address the risks.	5
<b>Total maximum points</b>	<b>35</b>

<sup>7</sup> [http://frontex.europa.eu/assets/About\\_Frontex/Governance\\_documents/Work\\_programme/2017/Programme\\_of\\_work\\_2017.pdf](http://frontex.europa.eu/assets/About_Frontex/Governance_documents/Work_programme/2017/Programme_of_work_2017.pdf)

<sup>8</sup> The Sectoral Qualifications Framework for Border Guarding will be made available to the applicants based on their request to: [grants.TRU@frontex.europa.eu](mailto:grants.TRU@frontex.europa.eu)

Quality of the project team	Maximum points
European dimension of the application: <ul style="list-style-type: none"> <li>• One Member State as applicant (0 points)</li> <li>• Application submitted jointly by a consortium of two or more applicants from different Member States (5 points)</li> </ul>	5
A. The team consists of at least 2 persons from which 1 team leader and 1 curriculum designer/trainer/teacher. (3 points) B. The team consists of at least 4 persons from which 1 team leader, 1 SQF course graduate, 1 curriculum designer/trainer/teacher and 1 subject matter expert (6 points) C. The team has one or more members in addition to team B. (9 points) <i>Any other compositions of the team will be scored partially in line with the criteria A, B, C</i>	9
No European expert <sup>9</sup> involved in the team (0 points) One European expert involved in the team (3 points) Two or more European experts involved in the team (5 points)	5
A good distribution of tasks, knowledge on the topic and educational/training knowledge within the project team is ensured; project management experience of the team leader is an advantage	3
Experts should demonstrate knowledge on both the subject area of the application from a European perspective (legislation, policy documents etc.) and expertise in the field of adult learning, Bologna/Copenhagen principles, SQF for Border Guarding and course design	3
None or one of the team members has the knowledge of English at least at B2 (Common European Framework of Reference for Languages) (0 points) Two team members have the knowledge of English at least B2 (3 points) Three or more team members have the knowledge of English at least B2 (5 points)	5
<b>Total maximum points</b>	<b>30</b>

The CV of the following experts shall be attached to the application if included in the team: the team leader, the SQF course graduate(s), curriculum designer(s)/trainer(s), subject matter expert(s) and European expert(s). Please do not attach more than six CVs.

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

<sup>9</sup> For the purpose of this Call for proposals 'European expert' means an expert from an organisation of another Member State than the Member State of the applicant. In case of an application submitted by a consortium, only experts from MS different than MS of all consortium members shall be treated as European experts. The expert should qualify in at least one of the following roles: SQF course graduate, curriculum designer, subject matter expert, trainer or teacher.

<b>Impact and sustainability</b>	<b>Maximum points</b>
The project will have a significant impact on the education and training for border and/or coast guards and will help them perform their tasks and duties, being able to collaborate and cooperate with their colleagues at European level	5
Impact of the project (number of cadets/students/border and coast guards etc. to be trained on annual basis)	2
The project will support sustainable development of education and training for border and coast guards and contribute to national and European long-term strategic objectives	3
The dissemination plan has been clearly defined and includes resources to ensure a high quality dissemination of the experiences and results gained during the project	3
The applicant ensures that Frontex contribution (both financial and technical) is adequately applied in accordance with point 13.1 of the Call for proposals	2
<b>Total maximum points</b>	<b>15</b>

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

<b>Categories</b>	<b>Max number of points</b>	<b>Minimum required</b>
Relevance of curriculum	20 points	10 points
Quality of development and implementation	35 points	15 points
Quality of project team	30 points	15 points
Impact and sustainability	15 points	6 points

## 10. QUALITY ASSURANCE

Frontex will implement a quality assurance procedure, consisting in the following actions:

- One review of project progress at 1/4 of the proposed project duration.
- One review of project progress at 3/4 of the proposed project duration.

The reviews might refer to: course descriptor, learning and assessment strategies (including assessments) of the curriculum course handbook, course delivery methodology, timetable including session plans, indicative content, supporting resources, educational technology used, evaluation strategy of the course, requirements and cost assessment for the training resources, educational technology development/procurement, delivery plan, cost delivery assessment and course evaluation. The relevant templates will be provided by Frontex.

Frontex gives feedback within reasonable time after each review.

## 11. LEGAL COMMITMENTS

In the event of a grant awarded by Frontex, a grant agreement drawn up in euro and detailing the conditions and level of funding, will be sent to the grant beneficiary.

Both the grant beneficiary and Frontex must sign two copies of the original agreement. The implementation of the action may begin only after the signature of the agreement by both parties and its entry into force.

## 12. FINANCIAL PROVISIONS

### 12.1. Non-cumulative award

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

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

### 12.2. Non-retroactivity

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

### 12.3. Co-financing and maximum amount requested

The grant per project is limited to maximum **EUR 60.000** and a maximum co-financing rate of **95% of eligible costs**. Consequently, part of the total eligible costs entered in the estimated budget must be financed from sources other than the European Union grant.

Co-financing means that the resources, which are necessary to carry out the action, may not be entirely provided by Frontex grant. Co-financing of the action may take the form of:

- own resources of the applicant (including the resources of any consortium member),
- financial contribution from third parties.

### 12.4. Balanced budget

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

The budget must be drawn up in euros. Applicants who foresee that costs will not be incurred in euros, are invited to use the exchange rate published on the Infor-euro website available at [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm).

### 12.5. Subcontracting

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

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

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

### 12.6. Eligible costs

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

- they are incurred during the duration of the action;
- the period of eligibility of costs will start as specified in the grant agreement. Under no circumstances can the eligibility period start before the signature of the grant agreement and its entry into force;
- they are indicated in the estimated budget of the action;
- they are necessary for the implementation of the action which is the subject of the grant;

- they are identifiable and verifiable, in particular being recorded in the accounting records of the grant beneficiary and determined according to the applicable accounting standards of the Member State where the grant beneficiary is established and according to the usual cost accounting practices of the grant beneficiary;
- they comply with the requirements of applicable tax and social legislation;
- they are reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

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

#### 12.7. Eligible direct costs

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

- the costs of personnel working under an employment contract with the grant beneficiary or equivalent appointing act and assigned to the action, comprising actual salaries plus social security contributions and other statutory costs included in the remuneration, provided that these costs are in line with the grant beneficiary's usual policy on remuneration. Those costs may include additional remuneration, including payments on the basis of supplementary contracts regardless of their nature, provided that it is paid in a consistent manner whenever the same kind of work or expertise is required and independently from the source of funding used;
- costs of the personnel of national administrations to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned were not undertaken;
- fees of external experts/trainers to the extent that they relate to the activities which the grant beneficiary would not be able to carry out with its own staff;
- subsistence allowances (for meetings, for training delivery, workshops etc.) provided that these costs are in line with the grant beneficiary's usual practices and they do not exceed maximum European Union rates;
- costs of travel (for meetings, training delivery, workshops etc.) and accommodation, provided that these costs are in line with the grant beneficiary's usual practices on travel;
- costs related to the equipment needed for the implementation of the project up to 20% of eligible direct costs of the project and not exceeding EUR 15,000;
- costs related to organisation of meetings and training delivery etc. (e.g. rental of conference room, catering, equipment rental);
- costs of consumables and supplies, provided that they are identifiable and assigned to the action;
- costs arising directly from requirements linked to the implementation of the action (dissemination of information, translations, reproduction, publication, training materials, educational technology and software development/procurement).

#### 12.8. Eligible indirect costs (overheads)

A flat-rate amount of 7% of the total eligible direct costs of the action, is eligible under indirect costs, representing the grant beneficiary's general administrative costs which can be regarded as chargeable to the action.

Indirect costs may not include costs entered under another budget heading.

Applicants' attention is drawn to the fact that in the case of organisations receiving an operating grant, indirect costs are not eligible under specific actions.

#### 12.9. Ineligible costs

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

- contribution in kind;

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

#### 12.10. Calculation of the final grant amount

The final amount of the grant to be awarded to the grant beneficiary is established after completion of the action, upon:

- approval of the request for payment containing the following documents:
  - The final report providing a summary about the project implementation;
  - The final financial statement of costs actually incurred with relevant supporting documents, as requested, proving the costs borne;
- verification of the implementation of the activities and/or of the production of the deliverables planned in the application.

In the event of non-execution or clearly inadequate execution of an activity planned in the application attached to the funding agreement, the final grant will be reduced accordingly.

#### 12.11. Payment arrangements

A pre-financing payment corresponding to 50% of the grant amount will be transferred to the grant beneficiary within 30 days from the reception of a request for pre-financing.

Frontex will establish the amount of the final payment to be made to the grant beneficiary on the basis of the calculation of the final grant amount (see section 12.10 above). If the total of earlier payments is higher than the final grant amount, the grant beneficiary will be required to reimburse the amount paid in excess by Frontex through a recovery order.

### 13. PUBLICITY

#### 13.1. By the grant beneficiaries

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

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

To do this they must use:

- the text “This activity has received funding from Frontex”;
- Frontex emblem;
- and the disclaimer “Frontex is not responsible for the views displayed in the publications and/or in the activities for which the grant is used”.

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



### 13.2. By Frontex

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

Frontex will publish the following information:

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

Upon a reasoned and duly substantiated request by the grant beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the grant beneficiaries.

## 14. DATA PROTECTION

The reply to any Call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, 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 Frontex. Details concerning the processing of personal data are available on the privacy statement in Annex V.

Personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should the grant beneficiary be in one of the situations mentioned in:

- the Commission Decision 2014/792 of 13.11.2014 on the Early Warning System (for more information see the Privacy Statement on: [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm) ),

or

- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on [http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm))

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

## 15. PROCEDURE FOR THE SUBMISSION OF APPLICATIONS

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

Applications must be submitted in 3 copies (one original clearly identified as such, plus two copies).

Application forms are available at <http://frontex.europa.eu/about-frontex/grants/open-calls-for-proposals/>

Applications must be submitted in a single sealed envelope bearing:

- The address for submission:  
Attn: Training Unit - Grants  
Frontex  
Plac Europejski 6  
00-844 Warsaw  
Poland
- the reference number of this Call for proposals (2017/CFP/TRU/01);
- the words: "Not to be opened before the opening session".

Applications may be submitted:

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

Frontex holidays). If this delivery option is chosen, a receipt must be obtained as proof of submission, signed and dated by Frontex Reception Desk.

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

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

## **16. CONTACTS**

### **16.1. By the applicant**

Questions regarding the Call for proposals, indicating the reference number of this Call for proposals (2017/CFP/TRU/01), can be sent to the functional email address [grants.TRU@frontex.europa.eu](mailto:grants.TRU@frontex.europa.eu)

The last day for submission of questions on the Call for proposals will be 5 working days before the deadline for submitting applications i.e. 4 August 2017.

Frontex replies to inquiries within 2 working days. Frontex sends 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.

### **16.2. By Frontex**

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

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

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

Annex I: Documents for application

- I.1 Application form
- I.2 Budget form and sources of funding
- I.3 Declaration on honour by the applicant,
- I.4 Financial Identification Form
- I.5 Legal Entity Form

Annex II: Model grant agreement

Annex III: Frontex Training Needs Assessment 2016 Report

Annex IV: Frontex Training Portfolio (2017)

Annex V: Privacy statement

Annex VI: Technical report template

Annex VII: Financial statement template