



## **EDUCATION, SCHOLARSHIPS, APPRENTICESHIPS AND YOUTH ENTREPRENEURSHIP PROGRAMME IN ROMANIA**

### **FINANCED THROUGH THE EEA GRANTS 2014-2021**

### **GUIDELINES FOR APPLICANTS 2019 PROJECTS IN THE FIELD OF VOCATIONAL EDUCATION AND TRAINING (VET)**

#### **1. LEGAL BASIS**

- Regulation on the implementation of the EEA Grants 2014-2021
- Guideline for Educational Programmes - Rules for the establishment and implementation of programmes falling under programme Area 3 “Education, Scholarships, Apprenticeships and Youth Entrepreneurship”
- Memorandum of Understanding between Iceland, Liechtenstein and Norway and the Romanian Government concerning the EEA Grants 2014-2021
- Government Ordinance no 34/2017 concerning the institutional framework for the coordination, implementation and management of the financial support granted to Romania through the EEA and Norway Grants 2014-2021

#### **2. GLOSSARY**

- Donor States (DS): Iceland, Liechtenstein, Norway
- Beneficiary State (BS): Romania
- Programme Operator (PO): National Agency for Community Programmes in the Field of Education and Vocational Training (ANPCDEFP)
- Donor Programme Partners: The Norwegian Centre for International Cooperation in Education – SIU and The National Agency for International Education Affairs – AIBA.
- National Focal Point (NFP): Ministry of Regional Development, Public Administration and European Funds
- Project Promoter (PP): the successful applicant that receives a grant.
- EEA: European Economic Area

### **3. CONDITIONS FOR SUBMISSION OF THE APPLICATION**

#### **3.1 Cooperation and mobility projects in the field of VET**

<b>Eligible applicants</b>	Romanian VET schools
<b>Eligible Romanian partner</b>	A Romanian Company which has signed an agreement for students` internship (practical stages) with the applicant institution.
<b>Host institution</b>	<p>VET institutions or other entities connected to VET systems from:</p> <ul style="list-style-type: none"><li>• Donor States or from Switzerland (institutions which have specific cooperation agreements with Liechtenstein).</li><li>• The Beneficiary States (BS) of the program (except for Romania): Bulgaria, Czech Republic, Cyprus, Croatia, Estonia, Greece, Latvia, Lithuania, Malta, Poland, Portugal, Slovakia, Slovenia and Hungary.</li></ul>
<b>Description</b>	<p>The general objective of the Programme – to enhance the human capital and knowledge base in Romania – is materialised in the Vocational Education and Training (VET) field through projects that aim at improving the quality of students' work-based learning in Romania.</p> <p>Through these projects, the need for improved matchmaking of graduates` skills to labour market demands will be addressed.</p> <p>During a study visit which will take place in a Donor or Beneficiary State, the staff of Romanian VET schools and Romanian partner companies will identify best practices and will learn from the Host institution and from the host partner companies how to improve the work based learning for Romanian VET students.</p> <p>The learning outcomes of the participants of the study visit will be valorized through the improvement of the work based learning activities of the students.</p>

## Eligible activities

- activities that strengthen the cooperation and networking between Romanian partner institutions and Donor State host institution;
- testing and/or implementation of innovative practices in the field of work based learning;
- designing, testing and using better documents and tools for the improvement of work based learning of students (memorandum of understanding, learning agreements, assessment tools guides for internships tutors, new curriculum, etc...);
- activities that facilitate the recognition and validation of knowledge, skills and attitudes acquired through work based learning;
- activities to support learners with disabilities/special needs to complete education cycles and facilitate their transition to the labour market;
- activities to better prepare the professionals (VET teachers and tutors in companies) for implementing in practice the principles of equity, diversity and inclusion in their behavior towards the students;
- Study Visit-Mobility activity (**compulsory**). During the study visit the following activities may be organised: presentations of the systems and strategies in the VET field in both countries, workshops, visits to companies in DS that organise internships for students (**compulsory**), debates with relevant stakeholders, job shadowing, documents` analysis.

The sending and the Host institutions shall first agree on a Work Programme to be achieved by the staff undertaking the mobility. The Work Programme will contain at least the following: objectives of the mobility, added value of the mobility, agenda and content description of the programme and the expected outcomes. At the end of the period spent abroad, the Host institution will provide to the Romanian participants a Certificate of Attendance and, if applicable, the Europass Mobility Document.

The study visit duration:5-10 days.

**NB: All the documents/tools/materials will be developed jointly by both partners: the Romanian VET school and the partner company**

## Who can participate

### **Activities at local level:**

Students and staff of the PP and partner company staff.

**Participants at the study visit:**

VET staff and one English language teacher from the PP, together with Romanian partner company staff (managers, tutors for students internships/practical stages).

**N.B. The number of Romanian participants at the study visit depends on the institutional needs and the objectives of the visit and it is limited by the maximum grant of a project, but also by the capacity of the Host institution in DS or BS to organise the visit.**

During the Study Visit, students and staff of the host institution or related companies will join the Romanian participants for the activities in the DS or BS.

**Application procedure**

The application will be sent electronically to PO, at [proiecte@eea4edu.ro](mailto:proiecte@eea4edu.ro), following the procedures described in the 2019 Call for Proposals (available on [www.eea4edu.ro](http://www.eea4edu.ro)).

**Deadline for application**

Applicants shall submit their application by **4.05.2020**, 13.00 Romanian hours the latest.

**Duration**

The duration of a Mobility Project is 12 months (01.10.2020-30.09.2021).

**Eligible costs and payments flows:**

**Eligible costs:**

**Project management and implementation (scale of units costs)**

Project management (e.g. for activity planning, budget planning, coordination and communication between partners, financial management, etc.); local project activities (e.g. classroom work with learners, organization and mentoring of embedded learning/training activities, drafting the Memorandum of Understanding, the learning agreements, elaborating the units of learning outcomes for work based learning and local curriculum etc.); information, promotion and dissemination (e.g. brochures, leaflets, web information, etc.)	500 Euro /month for PP
	Contribution to the activities of PP (the VET school)
	250 Euro/month
	Contribution to the activities of the partner company

## **Costs related to the mobility-Study Visit**

### a. Individual support for participants at the Study Visit

<p>Individual support for Romanian staff inclusively for accompanying persons for participants with special needs (if applicable) -unit cost</p>	<ul style="list-style-type: none"> <li>• If the host organization / institution is resident in a DS or in Switzerland: 200 Euro / day (unit cost)</li> <li>• If the host organization / institution is resident in one of the Beneficiary States of the program: 150 Euro / day (unit cost) 200 € /day (unit cost)</li> </ul> <p>Subsistence for additional 2 travel days (one before and one after the activity period) could be allocated (if needed)</p>
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### b. Transport (unit cost): according to the distance band calculated with the distance calculator available at:

[http://ec.europa.eu/programmes/erasmus-plus/resources\\_en#tab-1-4](http://ec.europa.eu/programmes/erasmus-plus/resources_en#tab-1-4)

Description	Amount (unit cost)
<p>Contribution to travel costs of participants, from their place of location to activity venue and return</p>	<p>Distances between 500-1999 km: 275 EUR / participant            Distances between 2000-2999 km: 360 EUR / participant            Distances between 3000-3999 km: 530 EUR / participant            Distances between 4000-7999 km: 820 EUR / participant</p>

### c. Linguistic support:

<p>Contribution to the linguistic preparation of the participants at the Study visit-staff of the VET school and partner company (except for the English teacher)</p>	<p>150 Euro/participant (unit cost)</p>
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### d. Special needs support

<p>Additional costs related to participants with special needs</p>	<p>Up to 100% of eligible costs-real costs            Conditional: financial support for special needs must be motivated in application</p>
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### e. Organisational support for the institution Host the mobility:

<p>Organisational support for Host</p>	<p>200 Euro / Romanian participant at the Study Visit for the</p>
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institution	Host institution. <u>Alternatively, the Organisational Support for the Host Institution from a Donor State may be allocated based on real costs, on the basis of an invoice issued by the Host Institution.</u>
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**Exceptional costs**

Contribution to real costs related to subcontracting or purchase of goods and services, that are necessary for the implementation of the project and that are not covered by the unit costs	100% of eligible costs-real costs  Conditional: Subcontracting has to be related to services that cannot be provided directly by participating organisations for duly justified reasons. Equipment cannot concern normal office equipment or equipment normally used by the participating organisations.
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**Financing mechanism and rule of allocation**

For Project Management and Implementation, Individual support, linguistic support, Transport and Organisational support for the Host institution: scale of unit costs, automatic allocation. Alternatively, the Organisational Support for the Host Institution from a Donor State may be allocated based on real costs, on the basis of an invoice issued by the Host Institution.

For Special needs support and Exceptional costs: real costs, covering 100% of the eligible costs if they were approved by PO.

**Payments**

First advance payment : 80% of the approved financing.

The first advance will be paid to the PP within 60 days from the signing of the project contract.

The second installment in advance, up to the remaining 20% of the funds will be paid within 60 days from the receipt of the interim project report, provided that the project promoter has already spent at least 70% of the first installment.

After the evaluation and approval of the final report, within 60 days of receiving it, the final grant will be established and, if appropriate, the PO will issue a debit note for the remaining unpaid funds.

**3.2 National projects in the VET field**

**Eligible applicants**

Public institutions / authorities with responsibilities in the field of TVET at national, regional or county level. **VET schools are not in this category.**

**Description**

The general objective of the Program - to enhance the human capital and knowledge base in Romania - is materialized in the

field of vocational education and training (VET) through projects aimed at improving the quality of learning of VET students in Romania through work based learning.

Through these projects there will be addressed the needs to improve the correlation of the learning outcomes (knowledge, skills, attitudes and behaviors) acquired by the initial VET graduates with the requirements of the labor market.

Within the project there will be planned, organized and carried out 1-2 events like:

- information / learning events, focusing on ways to improve the quality of Romanian students' work based learning.
- workshops for designing of relevant documents for improving the quality of the Romanian students' learning, so that they could achieve the necessary skills for the labor market.

The learning outcomes of the participants at the event / events will be valorized by improving the work-based learning activities of the Romanian students.

### **Eligible activities**

The projects consist of:

- Planning, organizing and conducting 1-2 type events like:
  - information / training sessions for people with responsibilities in the field of VET at national, regional, county, local level, VET teachers, tutors from companies, representatives of VET schools, companies and of the social partners;
  - workshops for:
    - o elaboration, testing and use of better documents and tools for improving students' work-based learning (Training Standards, Memoranda of Understanding, Learning Agreements, Schooling Plans;
    - o elaboration of methodologies and tools necessary for the validation and recognition of the knowledge, skills and attitudes acquired by the VET students through work-based learning;

- activities dedicated to better training of professionals (VET teachers) in order to put into practice the principles of equity, diversity and inclusion in their behavior towards students.

The duration of an event is a minimum of 2 and a maximum of 3 days of activity.

- Dissemination and exploitation of the results and products obtained / achieved in the event / events.

## **Who can participate**

### **Planning and organizing event activities**

The staff of the PP institution.

### **Dissemination and exploitation of the results and products (obtained / realized in the event / events) activities.**

The staff of the PP institution and the participants in the event / events.

Participants in the event:

- People with responsibilities in the field of VET at national, regional, county, local level;
- Representatives of the Sectoral Committees;
- Representatives of the social partners;
- Representatives of the VET schools and of the companies that provide work based learning activities for students;
- VET teachers;
- Tutors from companies;
- Personnel of the PP institution;
- Maximum 1 expert in VET field from DS.

Minimum number of participants if a single event is foreseen in the project:

For 2-day events:

for the minimum grant (24000Euro): 42 participants;

for the maximum grant (35000 Euro): 60 participants;

For 3-day events:

for the minimum grant (24000Euro): 30



participants;  
for the maximum grant (35000 Euro): 48 participants;

If 2 events are foreseen in the project, the minimum number of participants for one event is: 21 participants.

**Application procedure** The application will be sent electronically to PO, at [proiecte@eea4edu.ro](mailto:proiecte@eea4edu.ro), following the procedures described in the 2019 Call for Proposals (available on [www.eea4edu.ro](http://www.eea4edu.ro)).

**Deadline for application** Applicants shall submit their application by **18.05.2020**, 13.00 Romanian hours the latest.

**Duration** The duration of a national project in the field of VET is 6 months from the date of the signature of the contract by the last of the two parties.

**Eligible costs and payments flows:**

**Eligible costs:**

**Project management and implementation (scale of units costs)**

Project management (for example: for planning activities, budget planning, coordinating activities, financial management, etc.); logistical activities related to the event / events; information, promotion and dissemination activities (for example: brochures, leaflets, information on the web, etc.), activities to exploit the results obtained in the event / events.

500 Euro /month for PP

Contribution to the activities of PP (the VET school)

**Costs related to the event/events**

a. **Individual support for event/events participants**

Individual support for participants in the event - unit cost (subsistence during the event) -inclusively for accompanying persons for participants with special needs (if applicable)

**150 Euro / day** for each participant who needs accommodation

For the experts / trainers in DS could be allocated (if necessary) subsistence for another 2 days of travel (one before and one after the activity period).

**50 Euro / day** for each participant from Romania who

	does not require accommodation
<p><b>b. Transport:</b> the grant is awarded at the application stage in accordance with the distance band calculated with the distance calculator available at:  <a href="http://ec.europa.eu/programmes/erasmus-plus/resources_en#tab-1-4">http://ec.europa.eu/programmes/erasmus-plus/resources_en#tab-1-4</a>.</p>	
<p>Contribution to the travel costs of the participants, from the place of origin to the place of activity and return.</p>	<p>Maximum of the grant required in the application:</p> <p>Distances between 10-99 km: 20 EUR / participant</p> <p>Distances between 100-499 km: 180 EUR / participant</p> <p>Distances between 500-1999 km: 275 EUR / participant</p> <p>Distances between 2000-2999 km: 360 EUR / participant</p> <p>Distances between 3000-3999 km: 530 EUR / participant</p> <p>Distances between 4000-7999 km: 820 EUR / participant</p> <p><b>Note: The reporting of the travel costs of the Romanian participants will be done as real costs, based on the travel documents.</b></p>
<p><b>c. Designing / training and conducting activities during the event (s)</b></p>	
<p>Fees for organizing and running the event</p>	<p>Fees for 2 days of preparation + days corresponding to the duration of the event. (maximum 4 days for 2-day events and maximum 5 days for 3-day events).</p> <p>For events with 21-29 participants, 1 trainer / expert is funded</p> <p>For the events with 30 -44 participants, 2 trainers / experts are funded.</p> <p>For the events with 35-60 participants, 3 trainers / experts are funded.</p> <p>For events with more than 60 participants, 4 trainers / experts are funded.</p> <p>The fee is:</p> <p>74 Euro / day for each Romanian trainer / expert</p> <p>241 Euro / day for each trainer / expert from DS</p>

#### d. Special needs support

Additional costs related to participants with special needs	Up to 100% of eligible costs-real costs Conditional: financial support for special needs must be motivated in application.
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#### **Financing mechanism and rule of allocation**

For Project Management and Implementation, Individual support, Transport and Designing / training and conducting activities during the event: scale of unit costs, automatic allocation.  
For Special needs support: real costs, covering 100% of the eligible costs if they were approved by PO.

#### **Payments**

First advance payment : 80% of the approved financing.

The first advance will be paid to the PP within 30 days from the signing of the project contract.

The second installment in advance, up to the remaining 20% of the funds will be paid within 60 days from the receipt of the interim project report, provided that the project promoter has already spent at least 70% of the first installment.

After the evaluation and approval of the final report, within 60 days of receiving it, the final grant will be established and, if appropriate, the PO will issue a debit note for the remaining unpaid funds.

## **4. EVALUATION PROCEDURES**

### **4.1 Cooperation and mobility projects in the field of VET**

#### **Eligibility rules :**

- The application and all annexes were submitted by the application deadline (as announced in the 2019 Call for Proposals);
- The application is submitted by a body which is a legal entity;
- The declaration of honour bears the signature of the person legally authorised to sign on behalf of the applicant institution/organisation.
- The Applicant is an eligible institution for this action.
- The Host institution is located in one of the DS or Switzerland<sup>1</sup> or a Beneficiary State.
- The Host institution is a similar institution as the applicant

<sup>1</sup> VET-institutions in Switzerland, with a specific cooperation agreement with Liechtenstein

institution or other entities connected to VET systems.

- All the supplementary documents (annexes) required in the 2019 Call for Proposals are attached.
- The candidate institution is not in the case of double financing.

**Note: if one or more of the eligibility rules is not / are not met by the applicant, the application is declared by the OP to be ineligible and is not included in the qualitative evaluation process.**

## **Grant awarding criteria**

Projects will be assessed against the following criteria:

Relevance (30 points);

Design and implementation (25 points);

Quality of the partnership and cooperation (25 points);

Impact and dissemination (20 points).

**Note: applications submitted by VET schools situated in rural and/or disadvantaged areas, VET schools for pupils with special needs, VET schools enrolling Roma students amounting to at least 10% of students enrolled or applications that propose a study visit in one DS will be considered as a priority and they will receive bonus points (10 points for each category).**

### **4.2 National projects in the VET field**

## **Eligibility rules**

- The application and all annexes were submitted by the application deadline (as announced in the 2019 Call for Proposals);
- The application is submitted by a body which is a legal entity;
- The declaration of honour bears the signature of the person legally authorised to sign on behalf of the applicant institution/organisation.
- The Applicant is an eligible institution for this action.
- The CVs and letters of intent of the experts / trainers for which funding has been requested are attached to the application form.
- The candidate institution is not in the case of double financing.

**Note: if one or more of the eligibility rules is not / are not met by the applicant, the application is declared by the OP to be ineligible and is not included in the qualitative evaluation process.**

## **Grant awarding criteria**

The projects will be evaluated according to the following criteria:

Relevance (40 points);

Design and implementation (30 points);

Impact and dissemination (30 points).

**Note: The applications in which there is foreseen the participation in the event / events of some people teaching in VET schools situated in rural and/or disadvantaged areas, in VET schools for pupils with special needs, in VET schools enrolling Roma students amounting to at least 10% of students enrolled or in which one expert/trainer from one DS will be invited will be considered as a priority and they will receive bonus points (10 points for each category).**

An application can receive a maximum of 100 points for quality.

One application could be financed if it scores at least 60 points.

Priority points are awarded only for applications that have received at least 60 points for quality.

## **5. CONTRACTUAL PROCEDURES**

**Estimated date of sending preliminary information about selection results**

1.07.2020

**Partnership agreements**

In the case of cooperation and mobility projects, the project promoter must sign partnership agreements / contracts, both with the partner company and with the host institution.

They must also sign contracts with each participant at the study visit.

In the case of national projects, the project promoters must sign agreements with the trainers / experts for whom they request funding.

The models of these agreements / contracts can be found at: [http://eea4edu.ro/contracte\\_ro\\_vet\\_2019/](http://eea4edu.ro/contracte_ro_vet_2019/) and they are annexes to the financing contract.

**Contracting**

The Project Promoter will receive the electronic version of the financing contract after the publication of the selection results and shall send to the Programme Operator, in term of 10 working days, two original copies of the contract signed by the legal representative of the institution.

**Reporting**

The project promoter (PP) submits an intermediate report until the middle of the contractual period, including information on: the progress of the project, the implementation of the planned activities and the achievement of the results, and a financial

statement. After the approval of the Interim Report of the project, the second installment is paid in advance, if this report provided that the project promoter has already spent at least 70% of the previous advance payment.

The final report will be sent by the project promoter within 2 months from the completion of the project. After the evaluation and approval of the final report, within 60 days of receiving it, the final grant will be established and, if appropriate, the PO will issue a debit note for the remaining unpaid funds.

## **6. SELECTION OF THE APPLICATIONS**

PO has the entire responsibility for organising the selection process and for taking the grant award decision.

The selection process consists in an administrative/ eligibility check and a qualitative assessment.

The administrative/eligibility check is performed by PO's experts, members of the programme implementation unit, using specific check-lists.

After finalising this stage, a list of eligible projects will be drafted and the eligible applications will be assessed by external experts. Each application will be assessed by two external evaluation experts, in a fully transparent way, guaranteeing impartiality and equal treatment to all applicants.

The list with projects proposed for funding, projects on the reserve lists and projects rejected will be drafted and submitted to the Selection Committee for review.

The final proposal of the Selection Committee is submitted to PO director, who takes the grant award decision.

For the administrative/eligibility check the elements mentioned in section 4 of Evaluation Procedures chapter - Eligibility rules will be verified.

For the quality assessment, the elements mentioned in section 4 of Evaluation procedures chapter-Grant awarding criteria-will be taken into account.

In the case where clerical errors are detected, the applicants will be notified and may make corrections in a period of up to 5 working days from the receipt of the notification.

**Note: For the national projects in the field of VET, the selection process will be organized only if funds available (following the selection of the cooperation and mobility projects in the field of VET) will remain.**

## **7. PROCEDURES FOR APPEAL**

### **a. Eligibility check**

Applicants rejected as a result of the administrative or eligibility check can submit an argued appeal against this decision in up to 5 working days from the publication of results; the appeal should be sent by e-mail to [contestatie@anpcdefp.ro](mailto:contestatie@anpcdefp.ro) using the specific form.

The appeal will be analysed in two stages: PO is the first instance analysing the appeal and if the appeal is rejected, NFP is the second instance where the applicant can submit an appeal.

If the NFP also rejects the appeal, the decision to reject the application is deemed final.

If the appeal is accepted by one of the two instances, then the application is deemed approved and passed on to qualitative assessment.

The applicant who submits the appeal will be notified of the result by email within maximum 15 working days from the receipt of the appeal.

#### **b. Qualitative assessment**

All the applications declared approved following the administrative or eligibility check, will undergo a qualitative assessment, according to the criteria described under paragraph 4.

Rejected applicants can appeal, with arguments, within maximum 5 working days from the publication of the results; the appeal should be sent by e-mail to [contestatie@anpcdefp.ro](mailto:contestatie@anpcdefp.ro) using the specific form.

The appeal will be analysed in 2 stages: PO is the first instance analysing the appeal and, if the appeal is rejected, NFP is the 2nd instance where the applicant can submit an appeal.

During the analysis of the appeal, there will be reviewed the conformity and regularity of the qualitative assessment process (conformity to internal assessment procedures) but PO and the NFP will not redo the qualitative assessment and will not give a different score to the applicant. If the NFP also rejects the appeal, the decision to reject the application is deemed final.

The applicant who submits the appeal will be notified of the result by email within maximum 15 working days from the receipt of the appeal.