

EDUCATION, SCHOLARSHIPS, APPRENTICESHIPS AND YOUTH ENTREPRENEURSHIP PROGRAMME IN ROMANIA

FINANCED THROUGH THE EEA GRANTS 2014-2021

APPLICANTS GUIDE 2018

NATIONAL PARTNERSHIP COOPERATION PROJECTS IN THE FIELD OF ROMA CHILDREN INCLUSION IN SCHOOL (RCIS)

A. LEGAL BASIS

- [Regulation on the implementation of the EEA Grants 2014-2021 and Annex 3 on Information and Communication Requirements](#)
- [Memorandum of Understanding between Norway, Iceland, Liechtenstein and the Government of Romania on the Implementation of the EEA Financial Mechanism 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”](#)
- [Government Ordinance no 34/2017 concerning the institutional framework for the coordination, implementation and management of financial support granted to Romania through the EEA and Norway Grants 2014-2021](#)

B. GLOSSARY

- Donor States (DS): Iceland, Liechtenstein, Norway
- Beneficiary State (BS): Romania (RO)
- 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 (Liechtenstein)
- National Focal Point (NFP): within the Ministry of Regional Development, Public Administration and European Funds
- Project Promoter (PP): the successful applicant that receives a grant
- EEA: European Economic Area

1. CONDITIONS FOR SUBMISSION OF THE APPLICATION	
Eligible applicants	<p>Romanian non-governmental organisations (NGOs) or Romanian public institutions active in the field of Roma children inclusion, on behalf of a consortium.</p> <p>The successful applicant will become the Project Promoter (coordinator of the consortium).</p> <p>NB: <i>an applicant may have only one application per Call. If several applications will be submitted by the same applicant, only the first, in chronological order, will be taken into account.</i></p>
Eligible partners in the consortium	<p>Minimum 5 and maximum 6 Romanian schools enrolling at least 20% of Roma children, situated in disadvantaged communities.</p> <p>NB: <i>a school can become a partner only in one project (consortium) per Call, no matter the applicant. If a school will participate, within the same Call, in 2 different projects with 2 different applicants, both projects will be declared ineligible.</i></p>
Description	<p>The general objective of the Programme – to enhance the human capital and knowledge base in Romania – is materialised in the field of Roma children inclusion in school (RCIS) through national partnership cooperation projects.</p> <p>The aim of the national partnership cooperation projects is to increase the institutional capacity of schools to ensure an effective inclusion of Roma children. These projects are expected to bring positive and long-lasting effects on the participating schools and on the persons directly or indirectly involved in the organised activities.</p> <p>A project shall be submitted and implemented in a consortium composed of one coordinator and min. 5 – max. 6 schools situated in disadvantaged communities, with Roma children amounting to at least 20% of students enrolled.</p> <p>The projects shall include the following compulsory activities:</p> <ul style="list-style-type: none"> • training of teachers working with the Roma children; • development of curriculum on inclusiveness and multicultural environment; • Learning/awareness rising activities on discrimination issues, organised for Roma and non-Roma parents together; • awareness rising activities on inclusion issues and developing competences, organised for Roma and non-Roma pupils together. <p>Romanian trainers/facilitators and experts from the Donor States (DS) might be involved in the project activities. Their expertise should be relevant for the activities they are involved in. Experts could be, for example: trainers, facilitators, consultants in the fields related to the project (education, curriculum development, democracy, human rights, children rights, inclusion of vulnerable groups, anti-discrimination, tolerance, citizenship, etc.).</p> <p>Projects should propose innovative ways and/or complementary to other projects</p>

already carried out, in order to:

- Improve teachers' skills regarding the Roma pupils inclusion;
- Increase the share of staff (teachers) in partner schools who declare better skills / competencies regarding the Roma pupils inclusion;
- Develop curricula on inclusiveness and multicultural environment;
- Increase the number of Roma and non-Roma parents participating in joint learning activities on discrimination issues;
- Increase the number of Roma and non-Roma pupils involved in joint activities on inclusion issues;
- Increase the rate of pupils' satisfaction (satisfied and very satisfied) when participating in these joint activities on inclusion issues;
- Reduce the percentage of Roma pupils experiencing discrimination (from the part of the teachers and colleagues) in partner schools.

The learning outcomes of the participants in training activities with teachers working with Roma children will be valorised by improving the schools institutional capacity to ensure an effective inclusion of Roma children.

NB:

1. in each project a minimum of 60 teachers working with the Roma children shall be involved in training activities;
2. in each project a minimum of 70 parents (Roma and non-Roma) shall be involved in learning/awareness rising activities on discrimination issues;
3. in each project a minimum of 200 pupils (Roma and non-Roma) shall be involved in awareness rising activities on inclusion issues;
4. in each project a minimum of 6 new curricula or teaching materials on inclusiveness and multicultural environment shall be developed;
5. each learning/awareness rising activity for parents shall be organised for Roma and non-Roma parents together and shall include minimum 40% of Roma parents each. A mixt composition of the group shall be assured in each activity;
6. each awareness rising activity for pupils shall be organised for Roma and non-Roma pupils together and shall include minimum 40% of Roma pupils each. A mixt composition of the group shall be assured in each activity;
7. in each other activity (if applicable) with parents or with children, a balanced participation of Roma and non-Roma parents, respective Roma and non-Roma children should be assured;
8. each project shall have its own website or webpage in order to disseminate the projects objectives, activities, results (outputs, outcomes and impact), etc.

Who can participate	<p>The target groups of the projects are:</p> <ul style="list-style-type: none"> • teachers working with the Roma children, from partner schools; • Roma and non-Roma parents of pupils from partner schools; • Roma and non-Roma pupils from partner schools. <p>Others participants in project activities may include: representatives of the local/national authorities, local/county/national institutions from the education system, city/commune hall, NGOs working with children on inclusion and/or discrimination issues, stakeholders supporting local schools, professionals active in the field, etc.</p> <p><i>N.B. The number of teachers trained, parents and pupils involved in activities depends on the institutional needs of each partner school and on the project objectives.</i></p>
Eligible activities	<p>1) Training of teachers working with the Roma children on topics concerning:</p> <ul style="list-style-type: none"> • teaching approaches centred on the pupil; • inclusive school and teaching in a multicultural environment; • democracy and citizenship education; • human/pupils rights, tolerance, anti-discrimination, etc.; <p>2) Development of curriculum (intellectual outputs¹): elaboration of new optional curricula and/or teaching materials on inclusiveness and multicultural environment;</p> <p>3) Extra-curricular activities for Roma and non-Roma parents together: learning / rising awareness on discrimination issues, fostering social inclusion and tolerance, human/pupils rights;</p> <p>4) Extra-curricular activities for Roma and non-Roma pupils together: rising awareness on inclusion issues, fostering social inclusion and competences.</p>
Application procedure	<p>The application form and annexes will be sent electronically to the PO, at the following e-mail address: proiecte@eea4edu.ro</p>
Deadline for application	<p>Applicants shall submit their application by 31/05/2018, 22.00 hours the latest.</p>

¹ 2. An intellectual output is a substantial, tangible, original, transferrable (at least at the level of the consortium members) product which may be quantified, prove the potential for large-scale use, exploitation and impact.

Duration	<p>The duration of a national partnership cooperation project is between 12 - 24 months.</p> <p>Projects shall start between: 01/10/2018 – 31.12/2018</p>				
Funding	<p>Budget per project: min. 60 000 Euro, max 200 000 Euro, depending on the complexity and the duration of the project.</p> <p>According to the type of applicant, the following allocation of funds will be applied:</p>				
	Applicant (coordinator of the consortium)	Public institution	NGO²		
	Grant allocated for the project (€)	100%	90%		
Eligible costs and payments flows:	Eligible costs				
	a) project management, implementation and activities costs				
	Eligible costs	Description	Financing mechanism	Amount EURO	Rule of allocation
	Project management and implementation	Project management (e.g. planning, financial management, coordination and communication between partners, offline and online cooperation; organisation of local project activities, safety of participants, travel, etc.; monitoring, evaluation; information and dissemination (e.g. brochures, leaflets, web information, etc.), etc.	Scale of unit costs	Contribution to the activities of the project coordinator (coordinator of the consortium) 500 EUR per month	Automatic
		Scale of unit costs	Contribution to the activities of the other members of the consortium (partner schools) 250 EUR per partner school per month	Automatic	
Training, elaboration of curriculum and/or extracurricular activities for	1) Training of teachers working with the Roma children on topics concerning: <ul style="list-style-type: none"> teaching approaches centred on the pupil; inclusive school and 	Scale of unit costs	Contribution to the elaboration of the intellectual outputs, to activities of the trainers or facilitators involved		

² According to article 6.4.3 of the Regulation on the Implementation of the EEA Financial Mechanism 2014 – 2021, if the applicant is an NGO “the project grant may be up to 90% of eligible expenditure of the project”.

parents and for pupils	<p>teaching in a multicultural environment;</p> <ul style="list-style-type: none"> democracy and citizenship education; human/pupils rights, tolerance, anti-discrimination, etc.; <p>2) Development of curriculum (intellectual outputs): elaboration of new optional curricula and/or teaching materials on inclusiveness and multicultural environment;</p> <p>3) Extracurricular activities for Roma and non-Roma parents together, rising awareness on discrimination issues, fostering social inclusion and anti-discrimination;</p> <p>4) Extracurricular activities for Roma and non-Roma pupils together, rising awareness on inclusion issues, fostering social inclusion and competences.</p>	The unit being the staff cost corresponding for 1 working day (8 working hours)	<p>in training and/or extracurricular activities for parents and for pupils</p> <p>74 EUR/working day / Romanian expert, trainer or facilitator</p> <p>241 EUR/working day / Liechtenstein, Norway expert</p> <p>214 EUR/working day / Iceland expert</p>	Automatic
Organisational costs (accommodation, rent of meeting rooms, meals) for extra-curricular activities with pupils	Only for extra-curricular activities with pupils which take place outside partner schools	Scale of unit costs	20 EUR / pupil or accompanying teacher (if applicable) / day of activity	<p>Conditional</p> <p>Location of the activity outside partner schools should have duly justified reasons.</p>
<p>b) travel costs (unit costs applicable)</p> <p>Travel costs are granted only to pupils from partner schools, accompanying teacher(s) for minor pupils and accompanying persons for participants with special needs.</p>				
Eligible costs	Description	Financing mechanisms	Amount	Rule of allocation
Travel	Contribution to travel costs for pupils, accompanying teachers (*) and/or accompanying persons (**) for participants with special needs from their place of origin to activity venue and return	Scale of unit costs	<p>Distances between 10 – 99 KM: 20 EUR per participant</p> <p>Distances between 100 – 499 KM: 180 EUR per participant</p>	<p>Conditional</p> <p>Only for pupils from partner schools, accompanying teachers and/or accompanying persons.</p> <p>Applicants to justify the financial needs related to project objectives, activities and results.</p>
(*) accompanying teacher(s) for minor pupils.				

(**) as a general definition an accompanying person is the one who accompanies, in the activity, participants with special needs (i.e. with disabilities) – whether applicant’s and partner schools staff (teachers working with Roma children), pupils or parents involved in the project - in order to ensure protection, provide support and extra assistance.

For the establishment of the distance band applicable, the applicant shall indicate the distance of one-way travel using the on-line distance calculator available at: http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en

By default, the place of origin is understood as the place where the sending institution (partner schools) is located and the place of venue as the place where the activity is located. No travel costs are provided for the transportation within a locality (if the sending organization/institution has the same location as the activity).

c) Travel and individual support for DS experts (unit costs applicable)

Eligible costs	Description	Financing mechanisms	Amount	Rule of allocation
Travel	Contribution to travel for DS experts	Scale of unit costs	Distances between 10 – 99 KM: 20 EUR per participant Distances between 100 – 499 KM: 180 EUR per participant 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	Automatic
Individual support	Contribution to accommodation, meals, local transport, etc. for DS experts	Scale of unit costs	150 EUR/ day per DS expert	Automatic If needed, subsistence for additional 2 travel days could be allocated (one day before and one after the activity).

For the establishment of the distance band applicable, the applicant shall indicate the distance of one-way travel using the on-line distance calculator available at: http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en

By default, the place of origin is understood as the place where the expert is located and the place of venue as the place where the activity is located. No additional travel costs are provided for the transportation between different localities in Romania.

d) Special needs support

The applicant can request additional funds for envisaged staff or participants with

special needs. As a general rule, 100% of the real costs proved as necessary for supporting the participation in activities of persons with special needs, including costs related to accompanying persons (if needed), will be allocated (in addition to the travel costs mentioned at point b) above.

If the project will be successful, medical certificates will be provided to the PO, attesting the person’s disability, including the need for an accompanying person.

Eligible costs	Description	Financing mechanisms	Amount	Rule of allocation
Special support	needs Additional costs related to participants with special needs	Reimbursement of up to 100% of eligible costs	100% of the eligible costs	Conditional: Financial support for special needs (including costs for a potential accompanying person) must be motivated in the application

Co-funding:

- for projects that have a public institution as applicant (coordinator of consortia), the grant will cover 100% of the eligible costs – no co-funding necessary;
- for projects that have a NGO as applicant (coordinator of consortia), the grant will cover 90% of the eligible costs³.

Financing mechanism and rule of allocation

Payments flows:

For projects with a duration of more than 12 months:

- **First Advance Payment:** 40% of the total grant approved
The first advance instalment shall be paid to the the Project Promoter (PP) within 30 calendar days following the last signature of the project contract.
- **Second Advance Payment:** 40% of the total grant approved
The second advance instalment shall be paid to the PP within 60 calendar days after the receipt of the Project Interim Report providing that the PP already spent at least 70% of the 1stinstallment and that the report was approved.
- **Final Payment:** 20% of the total grant approved
After the assessment and upon approval of the final report, a final payment could be made up to 20% of the budget, within 60 calendar days after the receipt of the final report.

For projects lasting 12 months, the first advance payment will be 80% of the total grant approved and the final payment, after the approval of the final report, will be

³ According to article 6.4.3 of the Regulation on the Implementation of the EEA Financial Mechanism 2014 – 2021, if the applicant will be an NGO “the project grant may be up to 90% of eligible expenditure of the project”.

	up to 20% of the grant.
2. EVALUATION PROCEDURES	
Eligibility Rules	<ol style="list-style-type: none"> 1. the application and all annexes required were submitted until the application deadline (as announced in the 2018 Call for Proposals); 2. all sections of the application are filled in; 3. the applicant is a Romanian public institution or a NGO; 4. the consortium contains minimum 5 and maximum 6 Romanian school partners; 5. the Declaration of Honour bears the signature of the person legally authorised to sign on behalf of the applicant public institution/organisation, as well as the stamp (if applicable) of this institution/organisation; 6. the duration of the proposed project is between 12-24 months. <p>Only for the NGOs applicant(s):</p> <ol style="list-style-type: none"> 7. the copy of the updated Statute of the NGO, attesting the name of the current legal representative of the organization, is attached to the application; 8. the copy of the Fiscal Identity Code (CIF) of the organization is attached to the application; 9. the copy of the fiscal certificate, proving the lack of unpaid debts of the organisation to the State budget is attached to the application; 10. the copy of the most recent yearly financial statement submitted by the organisation to the Ministry of Public Finances is attached to the application. <p>Only for the private partner school(s):</p> <ol style="list-style-type: none"> 11. the copy of the Accreditation or Authorisation Certificate issued by the Romanian Agency for Quality Assurance in the Pre-university Education (ARACIP), valid for the entire duration of the project, is attached to the application. <p><i>NB: if one or more of the eligibility criteria is/are not fulfilled by the applicant, the proposal is declared ineligible by the PO and it is withdrawn from further evaluation.</i></p>
Minimum number of countries	n/a Projects will be implemented only in Romania by the Romanian members of the consortium.
Number of partners in the consortium	Minimum 5 and maximum 6 partner schools, together with one coordinator.
Grant Awarding Criteria	<p>Projects will be assessed against the following criteria:</p> <ol style="list-style-type: none"> 1. Relevance: the project objectives and expected results are relevant for the specific outcome of the RCIS field. The objectives are SMART and refer to the specific topics and target groups (20 points);

- 2. Innovative character:** the project provides innovative solutions and/or complementary to other initiatives or projects already carried out by the consortium members, leading to high quality training, teaching, learning and institutional development in partner schools in the field of RCIS (10 points);
- 3. Quality of the work:** the organisation of the project work is clear and appropriate for fulfilling the objectives. The tasks/activities distributed to the partners guarantee the results achieved in due time and within the requested budget. The implementation timeline is realistic and appropriate (10 points);
- 4. Cost effectiveness:** the proposed project is cost effective in terms of budget requested to implement the planned activities and to achieve the planned results (10 points);
- 5. Quality of the partnership (consortium):** the partnership has all the professional competences, expertise and experience required to implement the project activities and to achieve the objectives and results. Tasks are adequately distributed among partners.

As the professional competences, expertise and experience of the applicant are crucial, in order to obtain the maximum score at this item, the applicant should prove a solid experience in the field of RCIS, with results obtained by implementing and coordinating so far a minimum of 3 projects in this field; in each of these projects, schools should have been involved and coordinated by the applicant; the applicant should indicate the links to the websites where these projects and their results are available.

Score of the item: 20 points

- 6. Impact:** foreseeable impact on target groups, institutions and systems is clearly defined. Measures to ensure this impact are detailed. There are clear procedures, methods and instruments to measure the project impact. There are clear and effective measures established to increase pupils' level of satisfaction regarding their involvement in the awareness raising activities on inclusion issues. There are clear and effective procedures in order to measure the percentage of Roma pupils involved in the project, experiencing decreased discrimination from the part of the teachers and non-Roma pupils in partner schools at the end of the project. There are clear and effective procedures in order to measure the share (%) of schools staff who declare better skills /competences regarding the Roma inclusion, at the end of the project. (20 points);
- 7. Dissemination:** the dissemination and transfer of results activities will allow optimal use of results beyond the partners and lifetime of the project, during and after the contractual period (10 points)

3.CONTRACTUAL PROCEDURES

Estimated date of sending preliminary information about selection results	31.07.2018
Contracting	<p>The Project Promoter will receive the electronic version of the contract after the publication of the selection results and shall send by post to the Programme Operator two original copies of the contract, stamped (if it is the case) and signed by the legal representatives of the PP (coordinator of the consortium), within maximum 10 working days following its receipt date.</p> <p>Please note that the PO reserves its right to conclude the contracts only if all the conditions set above are accomplished.</p>
Reporting	<p>For projects lasting more than 12 months, the Project Promoter (PP) shall submit an Interim Report at the middle of the contractual period, including information on the project progress, on implementing the planned activities and achieving the results, jointly with a financial statement. After the approval of the Project Interim Report, the second advance installment shall be paid, providing that the Project Promoter already have spent at least 70% of previous advance payment.</p> <p>The Project Final Report shall be submitted by the Project Promoter within 2 months after the end of the project. Upon approval of the Project Final Report, the remaining balance will be disbursed by the PO.</p> <p>For projects lasting 12 months, the Project Final Report shall be submitted by the Project Promoter within 2 months after the end of the project. Upon approval of the Project Final Report, the remaining balance will be disbursed by the PO.</p>
4. SELECTION OF THE APPLICATIONS	
	<p>The PO has the entire responsibility for organising the selection process and taking the grant award decision. The selection process consists in an administrative/ formal eligibility check and a qualitative assessment.</p> <p>The administrative/ eligibility check is performed by the PO's experts, members of the Programme Implementation Unit, using the specific check-list whose elements were presented in the Section 2 of the Evaluation Procedures Chapter - Eligibility Rules. These elements will be verified.</p> <p>After finalising the administrative/eligibility check, a list of eligible projects will be drafted and the eligible applications will be submitted to the external evaluation experts.</p> <p>For the qualitative assessment, the elements in the section 2 of the "Evaluation Procedures section – Grant award criteria" will be evaluated. Each application will be assessed by two external evaluation experts, in a fully transparent way, guaranteeing impartiality and equal treatment to all applicants. A third expert will</p>

be commissioned by the PO to score the project where the difference between the scores given by the first two experts is greater than 10 points.

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

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

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.

5. PROCEDURES FOR APPEAL

a) Eligibility check

Applicants rejected as a result of the administrative /eligibility check can appeal against the decision, with arguments, in up to 5 working days from the publication of the results. The appeal will be send electronically to contestatie@anpcdefp.ro using the [specific form](#).

The appeal will be analysed in two stages: the PO is the first instance analysing the appeal and, if the appeal is rejected, the 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 instances, then the application is deemed approved and passed on the qualitative assessment.

The applicant who submits the appeal will be notified by the respective instance by email, in maximum 15 working days from the receipt of the appeal.

b. Qualitative assessment

All applications declared approved following the administrative / eligibility check, will undergo a qualitative assessment, according to the criteria described under section 2 of the “Evaluation Procedures section – Grant award criteria”.

Rejected applicants can appeal, with arguments, in maximum 5 working days from the publication of results. The appeal will be sent electronically to: contestatie@anpcdefp.ro using the [specific form](#).

The appeal will be analysed in two stages: the PO is the first instance analyzing the appeal and, if the appeal is rejected, the NFP is the second instance where the applicant can submit the appeal. During the analyses of the appeal, the conformity and regularity of the qualitative assessment process (conformity to the internal assessment procedures) will be reviewed, but the PO and the NFP will not redo the qualitative assessment and will not give a different score to the application. 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 by the respective instance by email, in maximum 15 working days from the receipt of the appeal.