

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

FINANCED THROUGH THE EEA GRANTS 2014-2021

**GUIDELINES FOR APPLICANTS 2018
PROJECTS IN THE FIELD OF VOCATIONAL EDUCATION AND TRAINING
(VET)**

1. 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](#)

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 (ANPCDEF)
- 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

1. CONDITIONS FOR SUBMISSION OF THE APPLICATION

Eligible applicants Romanian VET schools

Eligible Romanian partner A Romanian Company which has signed an agreement for students' internship (practical stages) with the applicant institution.

Host institution VET institutions (similar to applicant institution) from Donor States or VET institutions in Switzerland, with a specific cooperation agreement with Liechtenstein

Description 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.

Through these projects, the need for improved matchmaking of graduates' skills to labour market demands will be addressed.

During a study visit which will take place in a Donor State, 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.

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.

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;
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- Study Visit-Mobility activity (compulsory). During the study visit the following activities may be organised: workshops, visits to companies in DS that organise internships for students, debates, 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.

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 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.

Application procedure

The application will be sent electronically to PO, at proiecte@eea4edu.ro, following the procedures described in the 2018 Call for Proposals (available on www.eea4edu.ro).

Deadline for application

Applicants shall submit their application by **11.05.2018, 22.00 hours** the latest.

Duration

The duration of a Mobility Project is 12 months.

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

Individual support (subsistence) for Romanian staff	200 € /day (unit cost) Subsistence for additional 2 travel days (one before and one after the activity period) could be allocated (if needed)
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b. Transport (unit cost): according to the distance band calculated with the distance calculator available [here](#).

Description	Amount (unit cost)
Contribution to travel costs of participants, from their place of location to activity venue and return	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

c. Linguistic support:

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)	150 Euro/participant (unit cost)
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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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e. Organisational support for the institution Host the mobility:

Organisational support for Host institution	200 Euro / Romanian participant at the Study Visit for the Host institution
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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, Transport and Organisational support for the Host institution: scale of unit costs, automatic allocation.
For Special needs support and Exceptional costs: reimbursement of the eligible costs if they were approved by PO.

Payments

First advance payment: 80% of the grant approved

The first advance installment shall be paid to the PPs within 30 calendar days following the signature of the Project Contract.

Final payment: the balance payment, up to 20% of the approved budget, after the approval of the final report.

The balance shall be paid within 60 calendar days from the submission of the report.

2. EVALUATION PROCEDURES

Eligibility rules :

- The application and all annexes were submitted by the application deadline (as announced in the 2018 Call for Proposals);
- All the sections of the application are filled in;
- 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, as well as the stamp of this institution/organisation (if applicable).
- The Applicant is an eligible institution for this action.
- The Host institution is located in one of the DS or Switzerland¹

¹ VET-institutions in Switzerland, with a specific cooperation agreement with Liechtenstein

- The Host institution is a similar institution as the applicant institution.
- All the supplementary documents (annexes) required in the 2017 Call for Proposals are attached.

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).

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

3.CONTRACTUAL PROCEDURES

Estimated date of sending preliminary information about selection results

30.06.2018

Partnership agreements

The Project Promoter shall sign a partnership agreement, with both the partner company and the Host institution. A draft partnership agreement shall be submitted to the Programme Operator before the signing of the project contract. The template of such an agreement can be found at: <https://eeagrants.org/Results-data/Documents/Legal-documents/Guidelines-mandates-and-strategy/EEA-and-Norway-Grants-2014-2021/Bilateral-Guideline-with-Annexes>

Contracting

The Project Promoter will receive the electronic version of the contract in 5 working days after the publication of the selection results and shall send to the Programme Operator two original copies of the contract, stamped (if applicable) and signed by the legal representative of the institution, within maximum 10 working days.

Reporting

The final report will be sent by the PP within 2 months of the completion of the eligibility period and the final grant will be calculated based on the report assessment.

4. 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 2 of Evaluation Procedures chapter - Eligibility rules will be verified.

For the quality assessment, the elements mentioned in section 2 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.

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.