

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

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

**GUIDELINE FOR APPLICANTS 2018  
Projects in the field of School Education (SE)**

**A. LEGAL BASIS**

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- [Regulation on the implementation of the EEA Financial Mechanism \(EEA\) 2014-2021 and Annex 3 on Information and Communication Requirements](#)
- [Memorandum of Understanding between Iceland, Liechtenstein, Norway and the Romanian Government concerning the EEA Financial Mechanism 2014-2021](#)
- [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 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”](#)

**B. GLOSSARY**

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- 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 (DPP): The Norwegian Centre for International Cooperation in Education – SIU and the 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

<b>Eligible applicants</b>	<p><b>Romanian institutions tasked with supporting schools in increasing the quality of education:</b></p> <ul style="list-style-type: none"> <li>• County School Inspectorates (ISJ)</li> <li>• Teacher Training Houses (CCD)</li> <li>• County Centres for Resources and Educational Assistance (CJRAE)</li> </ul>
<b>Host institutions</b>	<p><b>Legal entities established in the DS:</b></p> <ul style="list-style-type: none"> <li>• similar institutions (similar with the applicant institution in what the roles or tasks are concerned)</li> <li>• training institutes/centres</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 School Education field through mobility projects that aim at improving skills / competencies of the Romanian educational experts (school inspectors, teacher trainers, counsellors) in their field of service provision or in the areas of democracy, human rights and social inclusion.</p> <p>Through the mobility projects submitted the need for supporting the Romanian schools in increasing the quality of education will be addressed.</p> <p>A mobility project can involve learning mobility in one or more DS(s) and can contain different types of eligible learning activities. The eligible institutions can cooperate with any number of host institutions from the DS within the same project.</p> <p>The mobility project consists in the following stages:</p> <ul style="list-style-type: none"> <li>• preparation and management (including practical arrangements, transparent selection of participants, set up of agreements with partners/host institutions and participants)</li> <li>• implementation of the mobility activities</li> <li>• follow up (including the evaluation of the activities, the formal recognition, where applicable, of the learning outcomes acquired by the participants as a result of the learning activities, as well as the dissemination and use or transfer of project results).</li> </ul> <p>During the mobility in DS, the educational experts from ISJ, CCD, CJRAE will learn and identify good practices in service provision from the host institution (similar with the applicant institution), and/or will improve their skills/competencies by attending courses in the areas of democracy, human rights, citizenship and social inclusion.</p> <p>At the end of the mobility in DS, the host and the sending institution will issue to the participants the Europass Mobility Document (compulsory). The Europass Document will describe the knowledge and skills/competencies acquired by each</p>

	<p>participant in the mobility.</p> <p>The learning outcomes of the participants in the mobility will be valorised by improving the institution's capacity to increase the quality of the education in the schools under the institution's responsibility.</p>
<p><b>Who can participate</b></p>	<p><b>in the learning mobility:</b></p> <p>Romanian participants: PP's educational experts, Participants from the DS: staff of the host institution and/or its specific partners.</p> <p><b>in activities at local level:</b></p> <p>PP's educational experts, teachers, counsellors, pupils, parents of pupils from the county schools; representatives of the local/national authorities, of the pupils (Pupil's Councils, etc.) and of the parents (Representative Council of Parents, Parent's Association); school inspectors, teacher trainers, counsellors from ISJ, CCD, CJRAE from other counties; local NGOs active in the field of children's rights, inclusion or education.</p> <p><i><b>N.B.</b> The number of Romanian participants in the learning mobility depends on the institutional needs, on the project objectives and on the institutional capacity of the host institution to receive the participants.</i></p> <p><i><b>NB:</b> Although an eligible institution may submit an application through which several experts will go in mobility, one educational expert can participate only in one mobility under a certain Call.</i></p>
<p><b>Eligible activities</b></p>	<ul style="list-style-type: none"> <li>• activities that strengthen the cooperation and networking between the Romanian institutions and the Donor State host institution;</li> <li>• mobility (compulsory activity). During the mobility the following learning activities may be organised: job shadowing, study visits, seminars in similar institutions from DS. Participants may attend, as well, structured courses with a focus on democracy, human rights, citizenship and social inclusion offered by training institutions/centres from DS. 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, number of participants, the expected outcomes and impact. At the end of the period spent abroad, the hosting institution will issue, together with the sending institution, the Europass Mobility Document to the Romanian participants;</li> </ul> <p>Follow-up activities:</p> <ul style="list-style-type: none"> <li>• elaboration of new optional curricula, specific teaching methods and teaching/counselling materials on inclusiveness and multicultural environment, human rights education, active participation and citizenship, teaching approach centred on pupils, etc. in order to better prepare and deploy the education and training of school teachers;</li> <li>• testing and/or implementing innovative practices or guidelines in the field of service provision or in the areas of democracy, human rights, citizenship and</li> </ul>

	<p>social inclusion in schools;</p> <ul style="list-style-type: none"> <li>• elaboration of new continuous training courses for the teachers, piloting them and including the final version in the training offer of the sending institution</li> <li>• participating at peer learning and reflection meetings with beneficiaries from other similar projects, in order to improve the quality of the results to be transferred into the educational system</li> <li>• activities that facilitate the recognition and validation of knowledge, skills and attitudes acquired through the learning mobility (if possible).</li> </ul>							
<b>Application procedure</b>	The application and annexes will be sent to the PO, at the following e-mail address: <a href="mailto:proiecte@eea4edu.ro">proiecte@eea4edu.ro</a>							
<b>Deadline for application</b>	Applicants shall submit their application by <b>31/05/2018, 22.00</b> hours the latest.							
<b>Duration</b>	<p>The duration of a Mobility Project is between 12 - 24 months.</p> <p>The duration of the learning mobility: between 3 – 10 working days (no travel days included).</p> <p>The duration of the travel: maximum 2 days (one day before and one after the learning activity, if needed).</p>							
<b>Eligible costs and payments flows:</b>	<p><b>Costs related to the mobility (scale of unit costs applicable)</b></p> <p><b>a. Individual support for participants in the mobility in the DS</b></p> <table border="1"> <tr> <td>Individual support (subsistence) for the Romanian participants in mobility, including accompanying persons<sup>1</sup> during mobility</td> <td>200 EUR /day/participant (unit cost) If needed, subsistence for additional 2 travel days could be allocated (one day before and one after the learning activity).</td> </tr> </table> <p><b>b. Travel (unit costs):</b> according to the distance band calculated with the distance calculator available <a href="#">here</a>.</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Amount (unit cost)</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Contribution to travel costs of</td> <td>Distances between 100-499 km: 180EUR / participant</td> </tr> <tr> <td>Distances between 500-1999 km: 275 EUR /</td> </tr> </tbody> </table>	Individual support (subsistence) for the Romanian participants in mobility, including accompanying persons <sup>1</sup> during mobility	200 EUR /day/participant (unit cost) If needed, subsistence for additional 2 travel days could be allocated (one day before and one after the learning activity).	Description	Amount (unit cost)	Contribution to travel costs of	Distances between 100-499 km: 180EUR / participant	Distances between 500-1999 km: 275 EUR /
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<sup>1</sup> The accompanying person is the one who accompanies participants with special needs (i.e. with disabilities) in a mobility action, in order to ensure protection, provide support and extra assistance.

participants, from their place of location to activity venue and return	<p>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>
<b>c. Linguistic support:</b>	
<b>Description</b>	<b>Amount (unit cost)</b>
Costs linked to participant support - for studying or receiving training - prior to departure or during mobility, in order to improve the working language to be used during the mobility	150 EUR/participant in the mobility
<b>d. Organisational support:</b>	
Organisational support for the sending institution (PP)	150 EUR/participant
Organisational support for the host institution in DS	200 EUR/participant for job shadowing, study visits, seminars 70 EUR/day/participant for attending structured courses in DS (course fees)
<b>e. Special needs support</b>	
Additional costs related to participants with special needs	<p>Additional costs related to participants with special needs and costs related to accompanying persons (if needed), approved by PO, will be reimbursed 100% based on real costs.</p> <p>Travel and individual support (subsistence) is covered for the approved accompanying person in the mobility, as described at point a. and b.</p>
<p><b>Co-funding is NOT necessary.</b></p> <p>Explanations of the costs:</p> <p>a) the organisational support for the mobility projects is meant for any cost directly linked to the implementation of the mobility activities (excluding subsistence and</p>	

	<p>travel for participants), including preparation (pedagogical, intercultural), safety, monitoring and support of participants during mobility, other local activities within the project.</p> <p>b) the special needs support: the applicant can request additional funds for envisaged participants with special needs. Financial support for the participants with special needs (including costs for a potential accompanying person) must be motivated in the application.</p> <p>c) the linguistic support: on the basis of their needs, participants in the mobility may request linguistic support in the English language (the language of the activity). The compulsory justifying documents to be provided by these participants - at the moment of the final report - are:</p> <ul style="list-style-type: none"> <li>- the proof of participation in the linguistic course, in the form of a statement signed, signed and stamped (if applicable) by the course provider. The statement will specify: the name of the participant, the foreign language of the course followed, the format and the duration of the language course provided;</li> <li>- the invoice for purchasing the course materials, specifying the language in question, the name and address of the organisation issuing the invoice, the amount and the currency, and the date of issue;</li> <li>- if the linguistic support is provided directly by the PP: the statement issued, signed and stamped (if applicable) by the PP representative, specifying the name of the participant, the foreign language of the course followed, the format and duration of the language course provided.</li> </ul> <p><b>Financing mechanism and rule of allocation</b></p> <p>For mobility costs: scale of unit costs, automatic allocation  For special needs support: reimbursement of the real costs provided they were approved by the PO.</p> <p><b>Payments flows:</b></p> <ul style="list-style-type: none"> <li>• <b>First advance payment:</b> 80% of the grant approved  The first advance instalment shall be paid to the PPs within 30 calendar days following the signature of the project contract.</li> <li>• <b>Final payment:</b> the remaining balance, up to 20% of the approved budget.  The final payment shall be made upon approval of the final project report, within 60 calendar days (from the submission date of the final project report).</li> </ul>
<p><b>2. EVALUATION PROCEDURES</b></p>	
<p><b>Eligibility Rules :</b></p>	<ul style="list-style-type: none"> <li>- Application and annexes required were submitted by the application deadline (as announced in the 2018 Call for Proposals);</li> <li>- All sections of the application are filled in;</li> <li>- All annexes required in the 2018 Call for Proposals are attached to the</li> </ul>

	<p>submitted application;</p> <ul style="list-style-type: none"> <li>- The application is submitted by a body which is a legal entity;</li> <li>- 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);</li> <li>- The applicant is an eligible institution according to the 2018 Call of Proposals;</li> <li>- The host institution is a similar institution (in role or tasks) with the applicant institution and / or a training institution / centre in DS</li> <li>- The host institution is located in one of the DS: Iceland, Liechtenstein or Norway</li> </ul> <p><b>NB:</b> if one or more of the eligibility rules are not fulfilled by the applicant, the proposal is declared ineligible by the PO and it is withdrawn from further evaluation.</p>
<b>Grant Awarding Criteria</b>	<p>Mobility projects will be assessed against the following criteria:</p> <ul style="list-style-type: none"> <li>• Relevance (35 points);</li> <li>• Design and implementation (30 points);</li> <li>• Impact, dissemination and transfer of results (35 points).</li> </ul> <p>NB: learning mobility activities focusing on Democracy, Citizenship, Human Rights education and Social inclusion will be prioritised through bonus points in the selection process (10 points).</p>
<b>3.CONTRACTUAL PROCEDURES</b>	
<b>Estimated date of sending preliminary information about selection results</b>	<b>31/07/2018</b>
<b>Contracting</b>	The Project Promoter will receive the electronic version of the contract after the publication of the selection results and shall send to the Programme Operator two original copies of the contract, stamped (if it is the case) and signed by the legal representative of the institution, within maximum 10 working days following its receipt date.
<b>Reporting</b>	The final report will be sent within 2 months of the completion of eligibility period and the final grant will be calculated based on the report assessment.
<b>4. SELECTION OF THE APPLICATIONS</b>	
	<p>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</p>

the Programme Implementation Unit, using the specific check-list whose elements were mentioned in section 2 of the Evaluation Procedures Chapter - Eligibility Rules. These elements will be verified.

After finalising the administrative/eligibility check, 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.

A third expert will 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. SELECTION OF PARTICIPANTS

The PPs are responsible for the selection of the participants in the mobility.

## 6. 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](mailto: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](mailto: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.