



CALL FOR PROPOSALS 2021/CFP/POST/01

**FOR A FRAMEWORK PARTNERSHIP AGREEMENT TO PROVIDE
REINTEGRATION SERVICES TO NON-EU NATIONALS RETURNING TO THEIR
COUNTRIES OF ORIGIN**

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Glossary

AO	Authorizing Officer
Country of return	A non-EU country where reintegration assistance is provided by reintegration partners
ERRIN	European Return and Reintegration Network
FPA	Framework Partnership Agreement
FR	Forced return
Frontex	European Border and Coast Guard Agency
JRS	Joint Reintegration Services
LRP	Local Reintegration Partner
SA	Specific Agreement
MS	European Union Member States and Schengen Associated Countries
Non-EU country	A country outside the EU and Schengen Associated Countries
Non-EU national	A person who is not a citizen of one of the EU Member States or Schengen Associated Countries
RP	Reintegration partner
PA	Post arrival assistance
PR	Post return assistance
UAM	Unaccompanied Minor
VR	Voluntary Return

1 Introduction

Pursuant to Article 48 (1)(a)(i) and (iv) of Regulation (EU) 1896/2019 on the European Border and Coast Guard (hereinafter referred to as ‘Regulation’)¹, Frontex is mandated to support Member States and Schengen Associated Countries (hereinafter collectively referred as Member States or MS) in providing post-arrival and post-return (PA/PR) assistance, also known as reintegration assistance.

Reintegration assistance is provided in the MS through various national projects and programmes, using different service providers working on return and reintegration around the globe. However, due to the complexity and the diversity of the delivery of these services, and the need to address the many administrative challenges related to it has led to the establishment of the ERIN (European Reintegration Network) programme in 2014, and its successor the ERRIN (European Return and Reintegration Network) programme in 2018. Within these programmes, this need was addressed by the establishment of the so-called ‘Joint Reintegration Services’. By concluding joint contracts with service providers (hereinafter referred to as reintegration partners - RP) it allowed all participating ERRIN MS to use one single contract, thus avoiding launching separate procurement procedures at national level. This activity has produced the expected outcomes which led to a political will to further expand it, under the enhanced mandate of Frontex. To that end, an agreement was found to transfer the key activities of ERRIN, including joint reintegration services to Frontex by June 2022, when the ERRIN programme will end its activities.

Taking on board the experience and lessons learnt from the ERIN and ERRIN programme, a pilot project on joint reintegration services is being implemented on a small scale to test the activity under Frontex, with the objective to use its outcomes for the preparation of the full takeover of ERRIN’s joint reintegration services as of April-July 2022.

Indeed, this call for proposals marks the start of the full roll-out of joint reintegration services under Frontex and addresses the need to ensure unhampered continuation of service delivery for reintegration assistance. The call for proposals will aim to establish cooperation with reintegration partners that can ensure the provision of both post-arrival² and post-return³ assistance to non-EU nationals returning to their countries of origin.

2 Objectives and expected results

2.3 General objective

According to the strategic objective indicated in section 2.3, Key Activity 2.4.1, of the Single Programming document 2021-2023 to “provide operational and technical

¹ [EUR-Lex - 32019R1896 - EN - EUR-Lex \(europa.eu\)](#)

² Post-arrival is defined as short term assistance upon arrival of the migrant his/her country of origin.

³ Post-return is defined as long-term assistance and more durable reintegration assistance up to 12 months after arrival.

assistance for all stages of the return process, from the pre-return stage to (assisted) voluntary and forced returns, and post-arrival/post-return area, including pooling and sharing of information and practices” this call for proposals aims to establish support actions of common interest to be prepared and implemented within the framework of Key Activity 2.4.1.

The general objective of this call for proposals is to conclude Framework Partnership Agreements with interested reintegration service providers (hereinafter referred to as reintegration partner or RP) for a period of four years.

The Framework Partnership Agreement formalises the partnership between Frontex and the selected Partners by specifying the common objectives agreed, the type of activities envisaged, the procedure for awarding Specific Agreements and the general rights and obligations of each party under the Specific Agreements. However, the Framework Partnership Agreement does not per se constitute an obligation to Frontex to award grants to the Partners.

2.2 Specific objective

The specific objective of this call for proposals is to ensure the provision of high-quality post-arrival assistance (short-term, covering three days) and post-return reintegration assistance (long-term, up to 12 months) to irregular staying non-EU nationals to the following countries of origin, indicated below in the table, in accordance with the respect for fundamental rights, and taking into account the best interest of the child.

Rank ⁴	Country of origin	Rank	Country of origin	Rank	Country of origin	Rank	Country of origin
1	IRAQ 1400	14	MOLDOVA 50	27	ALBANIA 50	40	KYRGYZSTAN 25
2	RUSSIA 800	15	EGYPT 75	28	THE GAMBIA 50	41	SRI LANKA 25
3	AFGHANISTAN 850	16	TURKEY 50	29	KOSOVO* ⁵ 75	42	LEBANON 15
4	PAKISTAN 600	17	SOMALIA 150	30	SENEGAL 50	43	CHINA 10
5	UKRAINE 450	18	IRAN 75	31	CAMEROON 75	44	SIERRA LEONE 50
6	GEORGIA 375	19	ALGERIA 50	32	NEPAL 75	45	EL SALVADOR 250

⁴ This list, which was developed in cooperation with the MS, represents the countries of return ranked in order of priority, based on analysis of the effective return versus estimated eligible countries of return requested by MS.

⁵ This designation is without prejudice to positions on status and is in line with the UNSCR 1244(1999) and the ICJ Opinion on the Kosovo Declaration of Independence.

7	MOROCCO 150	20	BELARUS 50	33	AZERBAIJAN 25	46	KAZAKHSTAN 10
8	INDIA 275	21	BRAZIL 150	34	TUNISIA 25	47	SOMALILAND 10
9	ARMENIA 375	22	N. MACEDONIA 75	35	CONGO 75	48	PHILIPPINES 10
10	NIGERIA 250	23	ERITREA 425	36	UZBEKISTAN 25	49	CAPE VERDE 10
11	BANGLADESH 125	24	ETHIOPIA 75	37	SERBIA 25	50	PALESTINE 30
12	VIETNAM 75	25	MONGOLIA 125	38	SYRIA 25	51	JORDAN 10
13	GHANA 125	26	GUINEA 75	39	TAJKISTAN 75	52	KENYA 10
						53	UGANDA 10

The number under each of the countries of return represents just an estimation of the number of persons that would be eligible to receive reintegration assistance after return, per year. These estimates should be used when estimating a budget. The number of each category of non-EU national that is eligible to receive reintegration should be calculated as follows from the total number:

For post-arrival package:

- Total estimate x 50%

For post-return package:

- Family members = total estimate x 0.4
- Main applicants FR = (total estimate-family members) x 5.5%
- Main applicant VR = total estimate - family members - main applicant FR

Applicants shall submit a **Strategic Action Plan** for period 2022 - 2026 which shall define the broad strategic approach and explain how the specific objectives will be achieved. It shall also include a preliminary estimated budget for the 2022 - 2026 period. This plan shall be annexed to the FPA.

2.3 Expected results

The Call for Proposals should result in the following:

- Availability of Framework Partnership Agreements with reliable reintegration partners covering the countries of return highlighted in paragraph 2.2 to provide post-arrival and post-return reintegration assistance.
- The provision of a wide range of high-quality post-arrival assistance and post-return reintegration assistance to irregular residing non-EU nationals on the territories of the MS, returning to their countries of origin, both voluntarily and non-voluntarily. To support an efficient service delivery, the selected partners shall be requested to use Reintegration Assistance Tool (RIAT), developed by the Commission. Moreover, the available activities and services by the partners shall meet high standards of delivery and will be monitored in accordance with a quality monitoring framework⁶.

3 Timetable

The maximum duration of the Framework Partnership Agreements is four years with the possibility of two years extension, as in duly justified cases, only by decision taken by the Authorising Officer (AO) in respect to article 74(9) and 130 (c) of Regulation 2018/1046⁷.

The selection of suitable reintegration partners and the subsequent award of Specific Agreements (SA) for this call for proposals shall be conducted according to the following indicative timetable:

	Steps⁸	Date and time or indicative period
(a)	Publication of the call	November 2021
(b)	Deadline for submitting applications	17 December 2021
(c)	Evaluation period for applications	17 Dec 21 - 14 Jan 22
(d)	Information to applicants	January 2022
(e)	Signature of Framework Partnership Agreement	January/February 2022
(f)	Invitation for proposals for specific country of return	February 2022
(g)	Deadline for submitting proposals for specific country of return	Mid-February 2022

⁶ According to the EU Strategy on Voluntary Return a Quality Monitoring Framework is being developed by ERRIN and MPI in close cooperation with the MS and Frontex. This Quality Monitoring Framework will be used to ensure the quality of the reintegration services within the FPA.

⁷ Regulation (EU, Euratom) 2018/1046 of the European Parliament... - EUR-Lex (europa.eu)

⁸ Steps (b), (c), (d) (or equivalent) and (e) to be repeated in case of a two-stage submission procedure.

(h)	Evaluation period for proposals for specific country of return	End February 2022
(i)	Award and signatures of Specific Agreements	End March 2022
(j)	Start of implementation	April 2022

4. Budget available

The total indicative budget for 2022 - 2026 is EUR 80,300,000.

The total budget earmarked for 2022 for the co-financing of projects under this call for proposals is estimated at EUR 14,300,000. This amount will be split between multiple specific agreements with multiple RP.

This amount is subject to the availability of the appropriations provided for in the draft budget for 2022 after the adoption of the budget for 2022 by the budgetary authority or provided for in the provisional twelfths.

Frontex reserves the right not to distribute all the funds available.

The total budget for the consecutive years will be allocated on a yearly basis.

5. Admissibility Requirements

In order to be admissible:

- Applications must be sent by post or delivered by courier no later than the deadline for submitting applications referred to in section 3;
- Applicants are required to send a notification email the functional email of the Post Return Unit within the European Centre for Returns Division HoU.POST@frontex.europa.eu confirming application's submission;
- Applications shall be submitted in writing (see section 14), using the application form;
- Applications must be drafted in English.

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

6. Eligibility Criteria

6.1. Eligible applicants

Proposals for the FPA may be submitted by any of the following applicants:

- non-profit organisations
- international organisations

The applicants must adhere by the following principles:

- **Mission and Values:**
 - The mission statement of the organisation is publicly available.
 - The mission statement of the organisation includes principles of equal treatment and confidentiality.
 - The mission statement of the organisation includes social objectives.
 - The organisation has written guidelines on impartiality and non-discrimination that are applicable to all staff.
 - The organisation has written Data Protection guidelines on how to safely handle and protect personal data of returnees (including before and after uploading to / downloading from RIAT - The Reintegration Assistance Tool) and that they are GDPR⁹ compliant.
 - The organisation has a clear complaint procedure that is accessible to the beneficiaries of their services including returnees.

Any affiliate entity or subcontractor of the main applicant must fulfil the same eligibility, exclusion and selection criteria and must provide the same supporting documents.

Country of establishment

Only applications from legal entities established in the following countries are eligible:

- EU Member States;
- EFTA and EEA countries: Iceland, Liechtenstein, Norway and Switzerland;
- The 53 countries or origin listed in section 2.2 ‘Specific objectives’.

Supporting documents

In order to assess the applicants' eligibility, the following supporting documents are requested:

- A copy of the certificate of official registration or another official document attesting the establishment of the entity;
- A copy of the articles of association/founding act/statutes or equivalent;
- A copy of a document confirming the applicant's tax or VAT number;
- Declaration of honour (Annex 6);
- Documents listed in Annex 1 - Application form.

6.2. Eligible activities to be covered under the Framework Partnership Agreement

The main activity eligible for the Framework Partnership Agreement is the provision of reintegration services to non-EU nationals returning to their countries of origin by:

⁹ [EUR-Lex - 32016R0679 - EN - EUR-Lex \(europa.eu\)](#)

- Having the necessary infrastructure available (availability of in person or digital); meetings, office space, adequate power and access to the internet);
- Having the necessary operational capacity;
- Having relevant experience in the field of reintegration;
- Ensuring the quality and sustainability of the services provided;
- Ensuring an effective follow-up of reintegration cases via the Reintegration Assistance Tool (RIAT).

Implementation period

- Activities may not start before April 2022.
- Framework Partnerships Agreements will be signed for four years. The signature of the FPA marks the start of the cooperation.
- Applications for projects scheduled to run for a longer period than that specified in this call for proposals will not be accepted.

7. Exclusion Criteria

7.1. Exclusion

The authorising officer (AO) shall exclude an applicant from participating in call for proposals procedures where:

- the applicant is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended, or it is in any analogous situation arising from a similar procedure provided for under EU or national laws or regulations;
- it has been established by a final judgment or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- it has been established by a final judgment or a final administrative decision that the applicant is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful intent or gross negligence, including, in particular, any of the following:
 - (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the performance of a contract, a grant agreement or a grant decision;
 - (ii) entering into agreement with other applicants with the aim of distorting competition;
 - (iii) violating intellectual property rights;

- (iv) attempting to influence the decision-making process of Frontex during the award procedure;
 - (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;
- it has been established by a final judgment that the applicant is guilty of any of the following:
 - (i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 of the European Parliament and of the Council and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;
 - (ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in the applicable law;
 - (iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;
 - (iv) money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;
 - (v) terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;
 - (vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;
- the applicant has shown significant deficiencies in complying with main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;
- it has been established by a final judgment or final administrative decision that the applicant has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;
- It has been established by a final judgement or final administrative decision that the applicant has created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in

the jurisdiction of its registered office, central administration or principal place of business;

- it has been established by a final judgement or final administrative decision that an entity has been created with the intent referred to in point (g);
- for the situations referred to in points (c) to (h) above, the applicant is subject to:
 - (i) facts established in the context of audits or investigations carried out by European Public Prosecutor's Office after its establishment, the Court of Auditors, the European Anti-Fraud Office or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;
 - (ii) non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
 - (iii) facts referred to in decisions of persons or entities being entrusted with EU budget implementation tasks;
 - (iv) information transmitted by Member States implementing Union funds;
 - (v) decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; or
 - (vi) decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

7.2. Remedial measures

If an applicant declares one of the situations of exclusion listed above, it must indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to correct the conduct and prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to the declaration. This does not apply for situations referred in point (d) of section 8.1.

7.3. Rejection from the call for proposals

The authorising officer shall not award a Specific Agreement to an applicant who:

- (a) is in an exclusion situation established in accordance with section 7.1; or
- (b) has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information; or
- (c) was previously involved in the preparation of documents used in the award procedure where this entails a breach of the principle of equal treatment, including distortion of competition, that cannot be remedied otherwise.

The same exclusion criteria apply to affiliated entities.

Administrative sanctions (exclusion)¹⁰ may be imposed on applicants, or affiliated entities where applicable, if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

7.4. Supporting documents¹¹

Applicants and affiliated entities must provide a declaration on their honour certifying that they are not in one of the situations referred to in Articles 136(1) and 141 FR, by filling in the relevant form attached to the application form accompanying the call for proposals and available on the Frontex website.

This obligation may be fulfilled in one of the following ways:

- (i) the applicant signs a declaration in its name and on behalf of its affiliated entities;

8. Selection criteria¹²

For selection of the RP that will be offered a FPA, evaluation of the Strategic Action Plan and the criteria under sections 6.1, 6.2, 7, 8.1, 8.2 and 9.1 will be used.

8.1. Financial capacity¹³

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the duration of the specific agreement and to participate in its funding. The applicants' financial capacity will be assessed based on the following supporting documents to be submitted with the application, based on the estimated yearly budget provided in the Strategic Action Plan:

- a) Low value Specific Agreements (\leq EUR 60 000):
 - a declaration on their honour.
- b) Specific Agreements $>$ EUR 60 000:
 - a declaration on their honour, and
 - the profit and loss account as well as the balance sheet for the last 1 financial year for which the accounts were closed;
- c) Specific Agreements for an action $>$ EUR 750 000:
 - (i) the information and supporting documents mentioned in point b) above, and

¹⁰ Article 138 FR

¹¹ Article 137 FR

¹² Article 198 FR

¹³ Article 198 FR.

- (ii) an audit report produced by an approved external auditor certifying the accounts for the last two years available, where such an audit report is available or whenever a statutory report is required by law.

If the audit report is not available AND a statutory report is not required by law, a self-declaration signed by the applicant's authorised representative certifying the validity of its accounts for the last 2 financial years available must be provided.

On the basis of the documents submitted, if Frontex considers that financial capacity is weak, it may:

- request further information;
- decide not to give pre-financing;
- decide to give pre-financing paid in instalments;
- decide to give pre-financing covered by a bank guarantee (see section 11.4 below);
- where applicable, require the joint and several financial liability of all the co-beneficiaries.

8.2. Operational capacity¹⁴

Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action. In this respect, applicants must submit a declaration on their honour, and the following supporting documents:

- curriculum vitae or description of the profile of the people primarily responsible for managing and implementing the operation.
- Organigram of the organisation to highlight the following:
 - Number of full-time equivalents (FTE) that the Reintegration Partner must perform the activities related to this call.
 - Formal structure with staff members assigned to
 - Contract management
 - Operations
 - Supporting services (HR, Finance)
 - Proportion (%) of staff working on the activities related to this call that have:
 - Social care profile
 - Management profile
 - Business/economic profile

¹⁴

Article 196 and 198 FR.

- Healthcare/psychotherapy profile
 - Proportion (%) of staff that has more than 2 years of experience in reintegration assistance planning.
- An exhaustive list of previous projects and activities performed and connected to the provision of reintegration assistance. By providing this list of previous projects you hereby agree that Frontex can contact the project management teams and ask for references.
- The RP or its affiliates/subcontractors **must** be registered in the country of origin for a minimum of **3 years** at the time of launching of this call. Supporting documents for each country of return must be provided.

9. Award criteria¹⁵

9.1. Award criteria for the FPA

Eligible applications will be assessed based on the following criteria in order to be offered an FPA:

AWARD CRITERIA AND KEY ELEMENTS TO BE ASSESSED BY THE EVALUATION COMMITTEE FOR AWARD OF FPA	Points
Q1. The level of relevance of the proposal and the contribution of its expected results to the objectives of the call	
1.1 How relevant is the proposal (Strategic Action Plan)	0 - 5 points
1.2 Overall quality of the proposal in terms of its methodology	0 - 5 points
1.3 Overall quality of the proposal in terms of structure and methodology for Frontex and programme related requirements	0 - 5 points
Q2. Cost effectiveness of the proposed action, and in particular the relevance and quality of the means of implementation and the resources deployed in relation to the objectives envisaged	
2.1 Level of detail of the proposed budget, cost projection and cost breakdown	0 - 5 points
2.2 Coherence and clarity in matching the proposed activities and schedule with a credible cost structure and budget	0 - 5 points

2.3 Maximisation of the benefits to the programme resources	0 - 5 points
Q3. the sustainability of the expected results as described in the Strategic Action Plan	
3.1 Coherence and clarity in describing the expected outcomes of delivering reintegration services	0 - 5 points
3.2 The quality of the proposal in terms of service specifications (number of meetings to discuss the reintegration plan, availability for adaptation, etc)	0 - 5 points
3.3 Coherence and clarity in describing the monitoring process of the reintegration cases	0 - 5 points

Each question will be awarded between 0 and 5 points. The applicant must obtain a minimum of 30 points from the 45 total possible points for the above criteria in order to be awarded an FPA.

9.2. Award criteria for SA

For those RP with whom Frontex will sign a Framework Partnership Agreement, an invitation by Frontex will be sent to submit proposals for awarding a SA for specific countries of return listed in section 2.2 of this Call. While this procedure is outside the scope of this Call for Proposals, it is envisaged to be organised as follows:

- During the evaluation of the proposals for SA, the RP will be ranked using the following indicators. In principle, the highest scoring RP will be selected for each country of return. There is a minimum threshold of 60% of the total available points that the RP must obtain to be awarded a SA for a specific country of return. Frontex reserves the right to select one or more RP for the same country of return based on the capacity to provide services and operational needs. If more than one RP scores above 60%, the one with the most points will be selected. If there are 2 or more RP with the same amount of points, then the lowest cost option will be selected. The rest of the RP will be put on a reserve list for that particular country of return.
- In order to be evaluated each applicant should complete and submit one form (Annex 2) for each country of return they have been invited to submit proposals for.
- The same process of evaluation will take place before the award of each subsequent grant.
- All of the following criteria will be evaluated on a regular basis, no less than once per year, before the RP will be awarded the next grant. This will be requested

only for the partners that have been awarded a SA and not for the ones on the reserve list.

- If during the period of the validity of the FPA the selected RP, that is was also awarded a SA, falls under the score with which they were selected they must take swift action to remedy the situation. If the situation has not been remedied by the expiration date of the grant they were already awarded, Frontex may not award a subsequent SA to that partner and may choose the next one on the reserve list to continue providing reintegration services in that particular country of return.
- Submission of all proposals for SA will take place only after the FPA is signed.

	Description of indicator	Subcategory	Score
	Availability of services depending on the type of return		
1.	The organisation is willing to assist returnees after both voluntary and non-voluntary return		20 points
	Accessibility - Physical presence		
2.	The RP has an office in the capital of the country of return		5 points
3.	The RP has offices outside the capital of the country of return	Between 1 and 5 offices	5 points
		Between 5 and 10 offices	10 points
		More than 10 offices	15 points
4.	The RP has a process to cover reintegration assistance in areas where it does not have an office		5 points
	Accessibility - Opening hours		
5.	Number of hours per week that the RP is open for returnees	Less than 20 hours/week	0 points
		More than 20 hours/week	15 points
6.	The RP allows for returnees to walk into the office without prior appointment		10 points
7.	The RP can secure in-person appointments/contacts at the offices with returnees before or after normal working hours.		5 points
	Accessibility - Contact channels		
8.	The Reintegration Partner can accommodate digital meetings with returnees		10 points
9.	The Reintegration Partner can accommodate digital meetings with returnees before or after normal working hours		5 points
10.	The contact details that the RP provides are functional		15 points
	Physical Infrastructure		
11.	Availability of power supply (average for all locations)	Less than 2 hours/day	0 points
		More than 2 hours/day	5 points
12.	Availability of Internet access (average for all locations)	Less than 2 hours/day	0 points
		More than 2 hours/day	5 points
13.	Ability to organise Airport pick-up within 5 days after the request		5 points
	Network/Embeddedness of the RP		
	List of organisations that the Reintegration Partner has a documented operational relationship within the field of (local/regional/national) to be included if the answer is yes to any of the following		
14.	Embeddedness with employment services	1 partner and above	5 points
15.	Embeddedness with local education services	1 partner and above	5 points
16.	Embeddedness with local health services	1 partner and above	5 points
17.	Embeddedness with local administrative services	1 partner and above	5 points
18.	Embeddedness with local government / authorities	1 partner and above	5 points

19.	Embeddedness with local NGO / civil society networks	1 partner and above	5 points
Organisational Background			
20.	Local presence of the Reintegration Partner in the country of return - documented number of years in the country of return	Between 3 and 5 years	5 points
		More than 5 years	10 points
21.	Number of years that the organisation has implemented activities in the area of reintegration (not necessarily after return, can also include Internally Displaced or similar).	Between 3 and 5 years	5 points
		More than 5 years	10 points
22.	Number of years that the organisation has implemented activities in the area of reintegration after return from the EU.	Between 3 and 5 years	5 points
		More than 5 years	10 points
23.	Organisation has an internal monitoring and control system, incl. early warning, to detect any disruption in the continuity or quality of local service delivery		5 points
24.	Organisation has internal guidelines on the management of a reintegration case, the inception of a reintegration plan, the financial justification of expenses and overall reporting requirements.		5 points
25.	Number of reintegration cases after return that the RP has managed over the last 3 years (average) in that particular country of return	Less than 25 cases/year	0 points
		Between 25 and 100 and over cases/year	5 points
		More than 100 cases/year	10 points
26.	Budget that the RP has spent on reintegration projects after return over the last 3 years (average)	Less than EUR 60.000/year	0 points
		Between EUR 60,000 and EUR 750,000 / year	5 points
		Over EUR 750,000 / year	10 points
		TOTAL POINTS	240 points

In addition to the above-mentioned point system, the RP will be required to provide answers to the following 5 questions. The answers will be evaluated by the selection committee and given a value of between 0 and 20 points each. Please keep the answers as short as possible without detriment to the quality of the answer.

- Please describe the steps you take to provide reintegration assistance to returnees, starting from the initial contact, going through the entire process, including meetings, evaluation of requirements stated by the returnee, planning, amending of the reintegration plan, referrals, monitoring of the process and finishing with the case closure and final reporting.

- Please indicate how you would provide reintegration assistance to a returnee that lives in an area that is not covered physically by an office.
- Please indicate the process of evaluating the need for specialised assistance for vulnerable persons including but not limited to unaccompanied minors, single women, victims of trafficking, the elderly, etc.
- Please indicate what challenges you have encountered in providing reintegration assistance in this country of return and what steps have you taken to overcome them.
- Please explain how the COVID-19 pandemic has affected your operations in this country of return and what steps have you taken to ensure uninterrupted assistance to the returnees.

If there is a need for more information, during the evaluation process of the proposals for SA Frontex may invite the project manager/country director responsible for every specific TC for an interview.

10. Legal commitments¹⁶

Once the selection of the suitable partners is completed a Framework Partnership Agreement detailing the conditions of cooperation will be sent to the applicant, as well as information on the procedure to formalise the agreement of the parties. (see template Framework Partnership Agreement in Annex 4.

The Framework Partnership Agreement is signed by Frontex first and sent to the RP for countersignature.¹⁷ Countersigned documents should be sent back to Frontex. The following methods are accepted:

1. Electronic signature (recommended option):

In case you have the possibility to sign the FPA and other documents using a qualified electronic signature (QES), please have it signed electronically by your authorised representative(s). Please note that only the qualified electronic signature (QES) within the meaning of Regulation (EU) No 910/2014¹⁸ (eIDAS Regulation) will be accepted.

Before sending back your electronically signed document, please check the signature and validity of the certificate with one of the following tools:

- DSS Demonstration validation tool available at <https://ec.europa.eu/cefdigital/DSS/webapp-demo/validation> can help you check the validity of a certificate by indicating the number and type of valid signatures in a document.

¹⁶ Article 201 FR.

¹⁸ [eIDAS Regulation \(Regulation \(EU\) N° 910/2014\)](#) | FUTURIUM | [European Commission \(europa.eu\)](#)

- EU Trusted List Browser can be consulted in order to check whether the electronic signature provider and the trust service it provides are part of European Union Trusted List: <https://webgate.ec.europa.eu/tl-browser/#>

To make sure you use a QES compliant to eIDAS Regulation, you need to check that both the service provider and the qualified certificate generation service used are included in the EU Trusted List Browser.

2. Handwritten signature:

In case you do not have the possibility to sign the documents using a qualified electronic signature (QES), please fill it in electronically, then print it and have it signed and dated by your authorised representative(s) using a hand-written signature.

The applicants understand that submission of a grant application implies acceptance of the general conditions attached to this call for proposals. These general conditions bind the beneficiary to whom the grant is awarded and shall constitute an annex to the specific agreement.

11. Financial provisions

11.1. Form of the Specific Agreement¹⁹

The reimbursement based on the unit costs, in the context of the call shall be made based on the Specific Agreement signed between Frontex and the Reintegration Partner.

The Specific Agreement enters into force on the date on which the last party signs it. The Specific Agreement will recognise two types of unit costs, as seen below in section 11.1.1 - Unit costs imposed by Frontex and section 11.1.2 - unit costs proposed by the Reintegration Partners.

11.1.1. Reimbursement of eligible costs declared on the basis of unit costs

The Specific Agreements will be defined by applying a maximum co-financing rate of 100 % to the eligible costs declared by the beneficiary and its affiliated entities on the basis of:

- (a) An amount of EUR 2000 per each post-return package granted to the main applicant in voluntary return;
- (b) An amount of EUR 1000 per each post-return package granted to the main applicant in forced return;
- (c) An amount of EUR 1000 per each post-return package granted to each of the family members of the main applicant in voluntary or forced return.
- (d) An amount of EUR 615 per each post-arrival package granted to each returnee that is eligible to receive it.

¹⁹

Articles 125 and 194(1)(c) FR

The amount per unit will be paid for every unit consumed.

To be eligible for reimbursement by Frontex, the type of assistance should fall under one or more of the categories eligible under the JRS. The following categories of assistance are eligible for Frontex support:

- 1) **Post-arrival package** - immediate assistance upon arrival to cover the first **3 days** after return, organised and coordinated between the responsible Member State (MS) and the Reintegration Partner (RP) prior to departure of the returnee. This assistance is provided outside the reintegration plan. The package will be in the amount of unit cost **EUR 615**, equivalent to 3 days of the average global daily rate for the country of return (EUR 205/day)²⁰. This package can only be given if the MS informs the RP **at least 5 working days prior** to departure and includes all the relevant information needed, for example: flight information, immediate medical needs, need for emergency housing, onward transportation need, etc. All invoices must be uploaded into RIAT.

List of eligible services under this package are:

- a) **Cash assistance:** a MS can decide to give part of the post arrival package in cash. This is communicated prior to return to the RP in RIAT.
- b) **Airport pick-up:** this is possible only in case that the sending MS informs the local reintegration partner (LRP) about the needed airport pick-up at least five days prior to the scheduled return. Contact details of the non-EU nationals are shared prior to return to make the necessary arrangements.
- c) **Onward transportation:** Feasibility is to be assessed on a case by case basis. If it is possible, the MS informs the RP about the needed onward transportation five days prior to the scheduled return. Contact details of the non-EU nationals are shared prior to return to make the necessary arrangements.
- d) **Housing upon arrival:** Temporary accommodation or emergency housing upon arrival (max 3 days) should be arranged by the LRP. This is possible with or without airport pick-up. The MS informs the RP about the needed emergency housing five days prior to the scheduled return. Contact details of the non-EU nationals are shared prior to return to make the necessary arrangements. In case of UAMs, adequate housing for UAMs to be ensured.
- e) **Medical assistance upon arrival:**
 - i) The needs assessment is done by the sending MS prior to departure. This kind of assistance entails referral to medical professionals, which can lead to purchase of medication with a prescription or purchase of over the counter medication. Urgent needs upon arrival would need to be communicated at least five days prior to the scheduled return. Contact details of the non-EU nationals are shared prior to return to make the necessary arrangements.

²⁰ Commission Decision of 24 January 2002

- ii) Arrival COVID test (or other medical check) if required for entry to the country of return.
 - f) **Family reunification for UAMs:** The LRP facilitates and monitors the entire reunification process and informs the MS accordingly. This reunification can be with a family member or with a governmental appointed guardian.
- 2) **Post-return package** - assistance beyond immediate arrival which is discussed and agreed between the RP and the returnee during one or more meetings in the country of return. The reintegration activities related to the post-return package can be implemented in a period no longer than 12 months after the approval of the reintegration plan.
- This package can be one or a combination of the following unit costs:
- EUR 2000** - main applicant in Voluntary Return (VR)
 - EUR 1000** - main applicant in Forced Return (FR)
 - EUR 1000** - for each additional family member (same amount for both VR and FR)
- This process can also start before departure and be (partly) agreed between the returnee and the return counsellor. The resulting reintegration support and costs are described in the reintegration plan which is accepted and approved by the sending MS and by Frontex. All invoices must be uploaded into RIAT.

List of eligible services under this package are:

- a) **Cash assistance:** a MS can decide to give part of the reintegration assistance in cash. This is communicated prior to return to the RP in RIAT.
- b) **Long-term housing and related costs:** Rent, basic furniture and renovation/refurbishing costs can be paid from the reintegration budget. Long-term housing can be offered for up to 12 months. This can also include referral to appropriate housing for vulnerable groups (elderly, victims of trafficking).
- c) **Regular medical assistance:** Any type of medical assistance as long as it falls within the budget and timeframe for reintegration, including for vulnerable groups.
- d) **Education:**
 - i) **Schooling:** School fees or further education costs for both children and adults can be covered. Specific advice and guidance regarding the most appropriate/adequate structures should be given by the LRP. This can also include special needs referrals and schooling.
 - ii) **Vocational training:** Fees for vocational training can be covered. Specific advice and guidance regarding the most appropriate/adequate structures should be given by the RP.
- e) **Job counselling and assistance in accessing the labour market:** LRP can inform the non-EU nationals about the current labour market and give guidance on how to access it. If needed this can be in combination with referral to other relevant organisations.

- f) **Assistance in setting up a small business:** The LRP should offer assistance to the returnee during the preparation and implementation of a business project. Depending on the needs and capacities of the returnee in setting up a certain business, the role of the LRP can be limited/extended. In any case, the LRP should advise the returnee about possible business ideas and explore together the strengths and weaknesses of a certain project. In the end, the returnee decides which type of business to implement.
- g) **Family Reunification (monitoring):** LRP checks/monitors if reunification has happened and provides feedback.
- h) **Legal counselling and administrative support:** These include advice and referral to relevant organisations in relation to the concrete needs of the non-EU nationals. This often goes hand in hand with administrative support - guidance with the renewal of ID documents, driver's license, enrolment of children in school, translations of legal/medical documents, support to UAMs regarding guardianship, etc. Due care and specialised assistance to be provided in the case of UAMs.
- i) **Psychosocial support:** If needed, the RP will refer the non-EU nationals to more specialised organisations/hospitals. Due care and specialised assistance to be provided in the case of UAMs and other vulnerable groups (elderly, victims of trafficking).

All other expenses that do not fall under the above categories are not eligible for Frontex financial support and will not be reimbursed.

If the sending MS wish to top-up the amounts for the post-arrival and post-return packages, due to national policy or other reasons, this can be done on the basis of a bilateral agreement between the MS and the RP. Frontex will not be party to this agreement.

11.1.2. Reimbursement of eligible costs declared on the basis of unit costs based on the usual cost accounting practices of the beneficiaries²¹

The specific agreement will be defined by applying a co-financing rate of 100 % to the eligible costs declared by the beneficiary and its affiliated entities on the basis of:

- (a) an amount per unit calculated in accordance with the beneficiary's usual cost accounting practices for the following categories of costs:
 - **Operating Costs:**
 - (a) In the amount of EUR _____ per month for each country of return covered by the RP covering:
 - (i) Information and communication
 - (ii) Contact with the non-EU national prior to departure
 - (iii) Quality monitoring of the reintegration process

²¹

This option corresponds to point (v) of Article 1.3.2(a) of the model grant agreement published on BudgWeb.

- (iv) Office running costs
 - (v) Travel costs
 - (vi) Staff training
- **Handling fee for the post-arrival package:**
- (b) In the amount of EUR ____ per each assisted person that is entitled to receive the post-arrival package covering:
- (i) Organising of airport pick-up
 - (ii) Providing post-arrival assistance as described in section 6.2
 - (iii) Referral to specialised services
 - (iv) Reporting on assistance given
 - (v) Financial reporting - collecting and uploading of financial proof for all expenses
- **Handling fee for the post-return package:**
- (c) In the amount of EUR ____ per each assisted person that is entitled to receive the post-return package covering:
- (i) Organising of meetings with the non-EU nationals after their return
 - (ii) Development of a tailor-made reintegration plan
 - (iii) Counselling
 - (iv) Referral to specialised services
 - (v) Reintegration assistance on specific types of reintegration
 - (vi) Quality monitoring of the reintegration
 - (vii) Reporting - Interim and final narrative
 - i. Financial reporting - collecting and uploading of financial proof for all expenses.

The amount per unit will be paid for every unit consumed.

Conditions for compliance of the beneficiary's usual cost accounting practices

The beneficiary must ensure that the cost accounting practices used for the purpose of declaring eligible costs are in compliance with the following conditions:

- (i) the cost accounting practices that are used must constitute the usual cost accounting practices of the beneficiary. The beneficiary must apply those practices in a consistent manner, based on objective criteria irrespective of the source of funding (EU financing or other);
- (ii) the costs declared can be directly reconciled with the amounts recorded in its general accounts; and
- (iii) the categories of costs used for the purpose of determining the costs declared do not include any ineligible costs or costs already covered by other forms of grant;

- (iv) supporting financial documents covering the entire amount proposed must be provided for a period of minimum 12 months prior to the date of the publication of the call. These documents will be submitted before the award of each SA under the FPA.

11.2. Payment conditions, checks and audits for unit costs

Contributions based on unit costs will be paid in full provided the reintegration services were provided to the returning non-EU nationals, that the services were implemented properly (with the required quality, fully and on time). If the reintegration services are not properly provided, as shown by the quality monitoring framework, the amount of the grant will be reduced proportionately.

The fulfilment of the above conditions and/or results triggering the payment of the unit costs as specified in section 11.1.1 and 11.1.2 including where required the achievement of outputs and/or results, will be checked at the latest before the payment of the balance. In addition, the fulfilment of those conditions and/or results may be subject to ex post controls.

For this purpose, in case of verifications, checks or audits, the beneficiary will be required to provide the supporting documents proving: **the number of units declared**.

Where the grant takes the form specified in section 11.1.1 and 11.1.2 the beneficiary will not be required to report on the costs actually incurred for the implementation.

The amounts of unit costs as specified in section 11.1.1 will not be challenged by ex-post controls. This does not affect the possibility to reduce the grant as specified above or in the case of irregularity, fraud or a breach of other obligations.

If Frontex has confirmed explicitly that the beneficiary's usual cost accounting practices are in compliance with the conditions set out in this call, costs declared in application of these practices may not be challenged ex post, if:

- the practices actually used comply with those approved by the Frontex; and
- the beneficiary did not conceal any information for the purpose of the approval of its cost accounting practices.

This does not affect the possibility to reduce the grant as specified above or in the case of irregularity, fraud or a breach of other obligations.

Frontex reserves its right to challenge the amounts of unit costs by ex-post controls, where:

- Frontex did not confirm the usual cost accounting practices as complying with the conditions set out in this call, or
- the unit costs are not calculated in accordance with the confirmed cost accounting practices.

Payment of grant on the basis of unit costs as specified in section 11.1.1 and 11.1.2, does not affect the right of access to the statutory records of the beneficiaries for the purposes of:

- reviewing them for future grant, or
- protecting the Union financial interests, e.g. detection of fraud, irregularities or breach of obligations.

11.3. Eligible direct costs

The eligible direct costs for the provision of reintegration services in countries of return are those costs which:

with due regard to the conditions of eligibility set out above, are identifiable as specific costs directly linked to the provision of reintegration services and which can therefore be booked to it directly. For the purpose of providing reintegration assistance, for the purpose of this call for proposals, 2 types of Unit Costs are recognised:

- (1) Unit costs dedicated to the reintegration partner
 - (a) **Operating costs**, to be paid as a unit cost per month for each country of return;
Handling fee for the post-arrival package, covering the handling for each individual;
 - (b) **Handling fee for the post-return package**, covering the handling for each individual;
- (2) Unit costs to be fully used for reintegration activities for the benefit of the returnees
 - (a) **Post-arrival package** - as described in section 6.2
 - (b) **Post-return package** - as described in section 6.2

11.4. Ineligible costs

The following items are not considered as eligible costs:

- a) return on capital and dividends paid by a beneficiary;
- b) debt and debt service charges;
- c) provisions for losses or debts;
- d) interest owed;
- e) doubtful debts;
- f) exchange losses;
- g) costs of transfers from the Commission charged by the bank of a beneficiary;
- h) costs declared by the beneficiary under another action receiving a grant financed from the Union budget. Such grants include grants awarded by a Member State and financed from the Union budget and grants awarded by bodies other than the Commission for the purpose of implementing the Union budget. In particular,

beneficiaries receiving an operating grant financed by the EU or Euratom budget cannot declare indirect costs for the period(s) covered by the operating grant, unless they can demonstrate that the operating grant does not cover any costs of the action.

- i) contributions in kind from third parties;
- j) excessive or reckless expenditure;

11.5. Balanced budget²²

This budget refers to the implementation of the Strategic Action Plan (see section 2.2).

The estimated budget of the entire action, broken down by each country of return must be attached to the application form. It must have revenue and expenditure in balance. The budget must be detailed and must clearly indicate the eligible costs of the action.

The budget must be drawn up in euros.

Applicants for whom costs will not be incurred in euros should use the exchange rate published on the Infor-euro website available at:

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

11.6. Calculation of the final grant amount

The final amount of the grant is calculated by Frontex at the time of the payment of the balance. The calculation involves the following steps:

Step 1 – Application of the reimbursement of the unit costs

The amount under step 1 is obtained by applying the reimbursement of unit costs to which the co-financing rate applies in accordance with sections 11.1.1 and 11.1.2.

Step 2 – Limit to the maximum amount of the SA

The total amount paid to the beneficiaries by Frontex may in no circumstances exceed the maximum amount of the grant as indicated in the SA. If the amount obtained following Step 1 is higher than this maximum amount, the final amount of the grant is limited to the latter.

Step 3 – Reduction due to the no-profit rule

‘Profit’ means the surplus of receipts over the total eligible costs of the action, where receipts are the amount obtained following Steps 1 and 2 plus the revenue generated by the action for beneficiaries and affiliated entities other than non-profit organisations.

²² Article 196(1)(e) FR

In-kind and financial contributions by third parties are not considered receipts.

The total eligible costs of the action are the consolidated total eligible costs approved by Frontex. The revenue generated by the action is the consolidated revenue established, generated or confirmed for beneficiaries and affiliated entities other than non-profit organisations on the date on which the request for payment of the balance is drawn up.

If there is a profit, it will be deducted in proportion to the final rate of reimbursement of the actual eligible costs of the action approved by Frontex.

Step 4 – Reduction due to improper implementation or breach of other obligations

Frontex may reduce the maximum amount of the grant if the action has not been implemented properly (i.e. if it has not been implemented or has been implemented poorly, partially or late), or if another obligation under the Agreement has been breached.

The amount of the reduction will be proportionate to the degree to which the action has been implemented improperly or to the seriousness of the breach.

11.7. Reporting and payment arrangements

Reporting

The Beneficiary reports on the performance and costs under the Agreement using the reporting tool provided by Frontex.

For reintegration services, the reports are provided on a monthly basis and they are accumulative, i.e. they cover the period from the start date of the implementation. The reports are provided at the latest on the 15th day after the end of each reporting period covering 30 days.

Frontex validates the reports within 30 days from the established deadlines unless clarification is needed and further communication with the Beneficiary takes place. Validation is a process that includes a cross-checking of reported data with Frontex's internal records, in case of discrepancies a notification to the Beneficiary on corrections to be introduced and a final confirmation of the report.

In case of costs where simplified forms of funding are allowed, once fully validated the information contained in the report is binding for the purposes of the balance payment.

Fulfilling the reporting obligations is as a pre-condition for any amendment to the Agreement and balance payments.

The Beneficiary and Frontex ensure timely completion and updates of data.

Pre-financing

The pre-financing is intended to cover the Beneficiary's future expenditures related to the implementation of the Agreement.

Following the signature of the Agreement by the last party and its receipt by Frontex, the Beneficiary may send to Frontex a request for the pre-financing up to 80% of the cost.

Frontex shall assess the payment request and, if approved, pay within 30 days from receipt of the request for pre-financing, notwithstanding any suspension periods.

Payment of the balance

Payment of the balance, which may not be repeated, is intended to cover the remaining costs of the Beneficiary on the basis of a detailed statement of the costs incurred, after the end of the operational activity. It clears any outstanding pre-financing.

Payment of the balance may take the form of a recovery order, if previous payments exceed the amount of the final financing determined in accordance with the Agreement.

The Beneficiary itself shall certify that the financial documents submitted to Frontex comply with the financial provisions of the Agreement and that the request for payment is substantiated by adequate supporting documents that can be checked.

Upon receipt of the request for payment of the balance and the accompanying documents, Frontex shall:

- a. approve the request; or
- b. ask the Beneficiary for supporting documents or any additional information it deems necessary to allow the approval of the request; or
- c. reject the request and ask for the submission of a new request.

Approval of the documents accompanying the request for payment shall not imply recognition of the regularity or the authenticity, completeness and correctness of the declarations and information it contains.

Frontex shall assess any submitted documents and, if approved, pay within 60 days from receipt of the request for payment of the balance, notwithstanding any suspension periods.

Payment arrangements

The beneficiary may request the following payments provided that the conditions of the grant agreement are fulfilled (e.g. payment deadlines, ceilings, etc.). The payment requests shall be accompanied by the documents provided below and detailed in the specific agreement:

Payment request ²³	Accompanying documents ²⁴
A pre-financing payment up to 80 % of the maximum grant amount	(a) Request for pre-financing
<p>Payment of the balance</p> <p>Frontex will establish the amount of this payment on the basis of the calculation of the final grant amount (see section 11.2 above). If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by Frontex through a recovery order²⁵.</p>	<p>(a) Request for the final payment (b) Final financial statement (c) Final Monitoring Report (d) Final Report on the implementation of the action under the Specific Agreement (e) a certificate on the financial statements and underlying accounts (if requested)</p>

In case of a weak financial capacity, section 8.1 above applies.

Determining the final amount to be paid is conducted according to Frontex policy on ex-ante control (ED Decision R-ED-2020-56)²⁶.

In case of grants where the majority of co-financing is based on unit costs, ex-ante control includes a sample check of the number of units claimed under a specific record against supporting documents. A record is defined as an entry with a single deployment or, in case of return activities, an entry related to a given type of cost, in the monitoring tool⁶. The documents provided for each record should justify the number of units claimed under this record. If the record includes additional costs claimed on the reimbursable basis, ex-ante control covers also supporting documents proving these costs.

11.8. Other financial conditions

a) Non-cumulative award²⁷

Under no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate in the Specific Agreement application the sources and amounts of Union funding received or applied for the same action or part of the action or for its (the applicant's) functioning during the same financial year as well as any other funding received or applied for the same action.²⁸

²³ Article 115 FR

²⁴ Article 203(2) FR

²⁵ Article 115(2) FR

²⁶ ED Decision No R-ED-2020-56 of 23/03/2020 on ex-ante policy.

²⁷ Article 191 FR

²⁸ Article 196(1)(f) FR

b) Non-retroactivity²⁹

No Specific Agreement may be awarded retrospectively for actions already completed.

c) Implementation contracts/subcontracting³⁰

Where the implementation of the provision of reintegration services or specialised services (appropriate accommodation for UAM, medical, psychosocial, etc.) requires the award of procurement contracts (implementation contracts), the beneficiary may award the contract in accordance with its usual purchasing practices provided that the contract is awarded to the tender offering best value for money or the lowest price (as appropriate), avoiding conflicts of interest.

The beneficiary is expected to clearly document the tendering procedure and retain the documentation in the event of an audit.

Beneficiaries may subcontract tasks forming part of the action. If they do so, they must ensure that, in addition to the above-mentioned conditions of best value for money and absence of conflicts of interests, the following conditions are also complied with:

- a) recourse to subcontracting is justified because of the nature of the action and what is necessary for its implementation;
- b) the beneficiaries ensure that certain conditions applicable to beneficiaries, enumerated in the grant agreement (e.g. visibility, confidentiality, etc.), are also applicable to the subcontractors.

d) Financial support to third parties³¹

The applications may not envisage provision of financial support to third parties.

12. Publicity

12.1. By the beneficiaries

Beneficiaries must clearly acknowledge the Frontex's contribution in all publications or in conjunction with activities for which the Framework Partnership Agreement is used.

Any mention of Frontex in any type of publicity must be consulted beforehand with Frontex.

To do this please contact HoU.POST@frontex.europa.eu and Press@frontex.europa.eu.

If this requirement is not fully complied with, the beneficiary's SA may be reduced in accordance with the provisions of the specific agreement.

²⁹ Article 193 FR

³⁰ Article 205 FR

³¹ Article 204 FR

12.2. By Frontex³²

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, all information relating to Specific Agreements awarded in the course of a financial year shall be published on an internet site of the Agency no later than the 30 June of the year following the financial year in which the grants were awarded.

Frontex will publish the following information:

- name of the beneficiary;
- address of the beneficiary when the latter is a legal person, as defined on NUTS 2 level³³ if he/she is domiciled within the EU or equivalent if domiciled outside the EU;
- subject of the Specific Agreement;
- amount awarded.

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

13. Processing of personal data

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EU) No.2018/1725 on the protection of individuals with regard to the processing of personal data by the Community institutions Call for proposals 2021/CFP/POST/01 and bodies and on the free movement of such data. Any personal data requested are required to evaluate the application in accordance with the specifications of the call for proposal and will be processed solely for that purpose by Head of the Post-Return Unit in Frontex.

Information concerning the processing of personal data is available on the privacy statement in Annex 9.

Personal data may be registered in the Early Detection and Exclusion System by the Commission, should the grant beneficiary be in one of the situations mentioned in Articles 136 and 141 of Regulation (EU, Euratom) 2018/10467.

For more information see the Privacy Statement on: https://ec.europa.eu/info/data-protection-public-procurement-procedures_en

³² Articles 38 and 189 FR.

³³ Commission Regulation (EC) No 105/2007 of 1 February 2007 amending the annexes to Regulation (EC) No 1059/2003 of the European Parliament and of the Council on the establishment of a common classification of territorial units for statistics (NUTS), OJ L39, 10.2.2007, p.1.

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

The eligible organizations must comply with the EU General Data Protection Regulation (Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC).

The selected organizations will be processing personal data of non-EU nationals on behalf of the Data controllers, therefore a specific processing agreement between Frontex and the RP will be required.

14. Procedure for the submission of proposals

Proposals must be submitted by the deadline set out under section 3.

No modification to the application is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or to correct clerical mistakes, Frontex may contact the applicant during the evaluation process³⁴.

Applicants will be informed in writing about the results of the selection process.³⁵

Submission on paper:

Application forms are available at <https://frontex.europa.eu/about-frontex/grants/>. Applications must be submitted in the correct form, duly completed and dated. They must be submitted in **2** copies (one original clearly identified as such, plus **1** copy) and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation.

Where applicable, all additional information considered necessary by the applicant can be included on separate sheets.

Applications must be sent to the following address³⁶:

**European Border and Coast Guard Agency, European Centre for Returns Division,
Post-Return Unit**

Plac Europejski 6, 00-844 Warsaw, Poland

- by post (evidence will be constituted by the postmark),
- by hand-delivery, (evidence will be constituted by the acknowledgement of receipt), or

³⁴ Articles 151 and 200(3) FR

³⁵ Article 200 FR

³⁶ Article 149(5) FR

- by courier service (evidence will be constituted by the acknowledgement of receipt).

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

Hand-written applications will not be accepted.

15. Contacts

Questions regarding the call for proposals, indicating the reference number of this call for proposals (2021/CFP/POST/01), can be sent to the functional mailbox address HoU.POST@frontex.europa.eu.

The last day for submission of questions on the call for proposals will be 10 working days before the deadline for submitting applications. Frontex will reply to inquiries as soon as possible.

Frontex will send the reply directly to the email address from which the inquiry was sent. The questions and answers may be anonymously published on Frontex website if they are relevant to other applicants.

A file (pdf) document with all such questions and answers will be available on Frontex' website together with all the documents related to the call for proposals.

16. Annexes

- Annex 1 - Application form
- Annex 2 - Model Factsheet to be submitted in with the proposal for a Specific Agreement for a specific country of return
- Annex 3 - Estimated Budget
- Annex 4 - Model Framework Partnership Agreement
- Annex 5 - Model Specific Agreement
- Annex 6 - Declaration of Honour
- Annex 7 - Legal Entity Form
- Annex 8 - Financial Identification Form
- Annex 9 - Privacy Statement