



CALL FOR PROPOSALS 2023/CFP/POST/01

**FOR SPECIFIC AGREEMENTS FOR THE PROVISION OF
REINTEGRATION SERVICES TO NON-EU NATIONALS
RETURNING TO THEIR COUNTRY OF ORIGIN RESTRICTED
TO FRONTEx FRAMEWORK PARTNERS SELECTED UNDER
CALL FOR PROPOSALS No 2021/CFP/POST/01**

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Glossary

AO	Authorizing Officer
Country of origin	A non-EU country to which a non-EU national is returning to
CoOGC	Country of Origin Guest Counsellor
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.

On 5 November 2021 the Call for Proposals NO 2021/CFP/POST/01 for a Framework Partnership Agreement to provide reintegration services to non-EU nationals returning to their countries of origin was published on the Frontex website. This open call had the objective to conclude Framework Partnership Agreements with interested reintegration service providers (hereinafter referred to as reintegration partners or RP) for a period of four years.

Following the expiration of the deadline on 17 December 2021, the proposals from 8 applicants were carefully evaluated against the admissibility, eligibility and award criteria. The Evaluation Committee, appointed by the Frontex Executive Director provided on 14 of January 2022 a recommendation to the Authorizing Officer for an award decision wherein out of eight applicants, six applicants were presented that passed all criteria and could be offered a Framework Partnership Agreement (FPA). The award decision was signed the same day by the Authorizing Officer, confirming the recommendation of the Evaluation Committee. The successful applicants are Caritas International Belgium, IRARA, IOM, ETTC, WELDO and Life Makers Foundation Egypt. The unsuccessful applicants are BRAC and WISE. All applicants were informed about the decision in writing on 17 January 2022.

Following this decision, the FPA’s were prepared and sent to the applicants for signature on 28 January 2022.

Following the start of implementation of the Frontex Joint Reintegration Services on 1 April 2022, 24 Countries of Origin were covered by the selected partners. The caseload gradually increased as MS started to make use of the services.

As previously stated, a yearly consultation with MS was conducted in August 2022 to collect data regarding the needs for geographical coverage and the estimated number of potential returnees for 2023. This call for proposals takes into account the results of this consultation and aims to fulfil the needs of the MS by increasing the geographical coverage and diversifying the services offered.

2 Objectives and expected results

2.1 General objective

The general objective is that the selected partner will assist Frontex in implementing its mandate in the area of return, as specified in Article 48 (1) (a) (i) and (iv) of Regulation (EU) 2019/1896 of the European Parliament and of the Council of 13 November 2019 on the European Border and Coast Guard and repealing Regulations (EU) No 1052/2013 and (EU) 2016/1624, by way of providing post-arrival and post-return assistance, also known

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

as reintegration assistance, to non-EU nationals returning to their countries of origin, taking into account the needs of vulnerable persons.²

The general expected outcome of this call for proposals is to **conclude Specific Agreements with Reintegration Partners** for a period of one year to cover specific countries of origin.

2.2 Specific objective

1. The first specific objective of this call for proposals is to ensure the provision of high-quality Charter-flight Arrival Assistance (short-term, covering one day), Post-Arrival Assistance (short-term, covering three days) and Post-Return Assistance (long-term, up to 12 months) to irregular staying non-EU nationals³ 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.

No.	Country of origin	No.	Country of origin	No.	Country of origin	No.	Country of origin
1	Iraq 800	12	Tunisia 134	23	Egypt 55	34	Kazakhstan 36
2	Georgia 533	13	Kosovo 129	24	Somalia 49	35	Cameroon 36
3	Albania 357	14	Ghana 93	25	Mongolia 46	36	Kyrgyzstan 36
4	Pakistan 316	15	India 82	26	Ethiopia 38	37	Congo (Kinshasa) 36
5	Serbia 253	16	Morocco 80	27	Vietnam 38	38	Nepal 36
6	Armenia 227	17	Afghanistan 75	28	Guinea 38	39	El Salvador 36
7	Moldova 223	18	Bangladesh 75	29	Sri Lanka 36	40	Philippines 36
8	North Macedonia 223	19	Algeria 61	30	Jordan 36	41	Brazil 36
9	Türkiye 215	20	Russia 60	31	Ukraine 36	42	Congo (Brazzaville) 36
10	The Gambia 200	21	Tajikistan 60	32	Palestine 36	43	Kenya 36
11	Nigeria 199	22	Syria 57	33	Somaliland 36		

² [EUR-Lex - 32019R1896 - EN - EUR-Lex \(europa.eu\)](#)

³ A person who is not a citizen of one of the EU Member States or Schengen Associated Countries

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 proposing 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 indicated in the table above:

For the Charter-Flight Arrival Package:

- Total estimates x 25% (*example: 100 persons estimated for a specific country of origin would mean $100 \times 25\% = 25$ persons eligible for this package*)

For the Post-Arrival package:

- Total estimate x 50% (*example: 100 persons estimated for a specific country of origin would mean $100 \times 50\% = 50$ persons eligible for this package*)

For the 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

Example of calculation for the Post-Return package for 1000 returnees:

- *Family members = $1000 \times 0.4 = 400$ persons*
- *Main applicants FR = $(1000-400) \times 5.5\% = 600 \times 5.5\% = 33$ persons*
- *Main applicants VR = $1000 - 400 - 33 = 567$ persons*

- The second specific objective is to provide assistance to the MS by organising Joint Reintegration Counselling Missions (JRCM). This objective will be reached by deploying reintegration counsellors (country of origin guest counsellors - CoOGC) from the CoO to the MS to provide counselling to potential returnees. The CoOGCs are staff employed by the same Reintegration Partners that provide reintegration services to returnees.

2.3 Expected results

The Call for Proposals should result in the following:

- Signature of Specific Agreements with reliable reintegration partners covering the countries of origin highlighted in section 2.2.
- The provision of a wide range of high-quality services in the area of pre-departure, post-arrival and post-return 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 framework⁴.

3 Timetable

The award of Specific Agreements (SA) for this call for proposals shall be conducted according to the following indicative timetable:

	Steps	Date and time or indicative period
(a)	Call for proposals for specific countries of origin	5 January 2023
(b)	Deadline for submitting proposals for specific countries of origin	6 February 2023
(c)	Evaluation period for proposals for specific countries of origin	7 February 2023 - 7 March 2023
(d)	Award and signatures of Specific Agreements	8 March 2023 - 31 March 2023
(e)	Start of implementation	1 April 2023

4 Budget available

The total budget earmarked for 2023 for the co-financing of projects under this call for proposals is estimated at EUR 7,000,000. 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 2023 after the adoption of the budget for 2023 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 under the FPA will be allocated on a yearly basis.

5 Admissibility Requirements

In order to be admissible:

- Proposals must be sent by email to ECRET.EVALUATION@frontex.europa.eu no later than the deadline for submitting applications referred to in section 3.

⁴ 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.

- Proposals shall be submitted in electronic form, in 2 copies. One copy shall be in PDF format and one copy in Word/Excel (see section 14), especially the application form and factsheet.
- Proposals must be drafted in English.

Failure to comply with these requirements will lead to rejection of the proposal.

6 Eligibility Criteria

6.1 Eligible proposals

Proposals for coverage of specific countries of origin must meet the following criteria:

- Must be submitted by an organisation that has been awarded and signed an FPA with Frontex following the call for proposals no. **2021/CFP/POST/01** and signed the FPA amendment no. 1, for a framework partnership agreement to provide reintegration services to non-EU nationals returning to their countries of origin.
- The countries of origin included in the proposal match the initial coverage specified in the FPA and also matches the requested coverage specified in this call;
- The partner or subcontractor of the partner has been established in the country of origin for at least 3 years prior to the submission of the proposal.

Supporting documents

In order to assess the proposals' eligibility, the following supporting documents are requested, for each third country included in the proposal:

- A copy of the certificate of official registration or another official document attesting the establishment of the entity or its' subcontractor/partner in the country of origin for at least 3 years;
- Annex II - Factsheet, one for each country of origin covered in the proposal, filled in with details regarding only that country of origin.
- Annex III - Estimated Budget, one for each country of origin covered in the proposal.
- Annex IV - Declaration on Honour

6.2 Eligible activities to be covered under the Specific Agreement

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

- Providing arrival assistance
- Providing guidance and counselling
- Supporting the development of the reintegration plan
- Implementing the reintegration plan
- Ensuring quality of services and monitoring of reintegration
- Reporting

- Having the necessary infrastructure available to conduct (in person or digital) meetings, adequate office space with private counselling rooms, adequate power and access to internet);
- Having the necessary operational capacity in terms of human resources;
- 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 case management tool.

A secondary activity that is eligible for the Specific Agreement is the deployment of staff from CoO Reintegration Partners to support MS in providing reintegration counselling by:

- Having the necessary operational capacity in terms of human resources.
- Having relevant experience in reintegration counselling.

Implementation period

- Activities shall not start before April 2023.
- Specific Agreements will be signed for one year. The signature of the SA marks the start of the cooperation.
- Applications for actions scheduled to run for a longer period than that specified in this call for proposals will not be accepted.

7. Exclusion Criteria

For details regarding Exclusion criteria please refer to the Call for Proposals 2021/CFP/POST/01 available at <https://frontex.europa.eu/about-frontex/grants/>.

7.1. Supporting documents⁵

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 of the Financial Regulation, 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 as follows:

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

8. Selection criteria⁶

Selection criteria enable the assessment of the applicant's ability to perform the proposed action. The necessary ability of the applicant is assessed under both financial and operational aspects.

⁵ [Article 137 REGULATION \(EU, Euratom\) 2018/1046 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 18 July 2018 as referred to in Article 91 of MANAGEMENT BOARD DECISION 19/2019 of 23 July 2019 adopting the Frontex Financial Regulation](#)

⁶ [Article 198 REGULATION \(EU, Euratom\) 2018/1046 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 18 July 2018 as referred to in Article 91 of MANAGEMENT BOARD DECISION 19/2019 of 23 July 2019 adopting the Frontex Financial Regulation](#)

The applicant has to fulfil all selection criteria below. For the purposes of this call for proposals, a declaration on honour is required to prove the applicant's financial and operational capacity.

8.1. Financial capacity⁷

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:

- 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
 - (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;
- where applicable, require the joint and several financial liability of all the co-beneficiaries.

8.2. Operational capacity⁸

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.

⁷ Article 198 FR.

⁸ Article 196 and 198 FR.

9 Award criteria⁹

9.1 Award criteria for the Specific Agreements

The evaluation of the proposals is to be organised as follows:

- During the evaluation of the proposals for SA, the RP will be ranked using the indicators specified in the Factsheet (Annex II). The highest scoring RP will be selected for each country of origin. There is a minimum threshold of 60% (198 points) of the total maximum possible points (230 points for the indicators in the factsheet + 100 points for the questions = 330 points) that the RP must obtain to be awarded a SA for a specific country of origin. Frontex reserves the right to select one or more RP for the same country of origin 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 origin.
- In order to be considered each applicant should complete and submit one Factsheet (Annex II) and a proposed budget (Annex III), for each country of origin they have been invited to submit proposals for.
- The same process of evaluation will take place before the award of each subsequent grant.
- If during the period of the validity of the FPA the selected RP, that 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 origin.

In addition to the above-mentioned indicators, the RP will be required to provide answers to 5 questions in the Factsheet (Annex II). The answers will be evaluated by the selection committee and given a value of between 0 and 20 points each. These points are integral part of the final scoring. Please keep the answers as short as possible without detriment to the quality of the answer (max 100 words).

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. A CV and contact details of project manager/country director for each country of origin covered in the proposal must be submitted.

Together with Annex II - The Factsheet for each third country covered, the proposal must include a 1-year budget (Annex III) for that respective country or origin that includes a very detailed break-down for each proposed Unit Cost (Operating Cost, Handling Fee for the following packages: Charter Flight Arrival Package, Post Arrival package and Post Return package and the packages themselves). At the same time, for the reintegration counselling missions a single unit cost is established and should be proposed - Country of Origin Guest counsellor Expert Cost - a cost to cover all expenses on a “per day” basis.

⁹ Article 199 [REGULATION \(EU, Euratom\) 2018/1046 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 18 July 2018 as referred to in Article 91 of MANAGEMENT BOARD DECISION 19/2019 of 23 July 2019 adopting the Frontex Financial Regulation](#)

10. Legal commitments¹⁰

For details regarding Legal Commitments please refer to the Call for Proposals 2021/CFP/POST/01 available at <https://frontex.europa.eu/about-frontex/grants/>.

11. Financial provisions

11.1. Form of the Specific Agreement¹¹

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 205 per each charter-flight arrival package granted to each applicant that is eligible to receive it.
- (e) An amount of EUR 615 per each post-arrival package granted to each applicant that is eligible to receive it.

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) **Charter-Flight Arrival Package** - immediate assistance upon landing of a charter flight in the CoO. This assistance is provided outside the reintegration plan. The package will be in the amount of a unit cost **EUR 205**, equivalent to 1 day of the average global daily rate (EUR 205/day)¹². This package can only be given in those cases where the returnees travel non-voluntarily by charter flights supported by Frontex. This package cannot be combined with the Post-Arrival package. 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 the case management tool. The Reintegration Partner (RP) shall always be present at the airport upon arrival to provide support.

¹⁰ Article 201 [REGULATION \(EU, Euratom\) 2018/1046 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 18 July 2018](#) as referred to in [Article 91 of MANAGEMENT BOARD DECISION 19/2019 of 23 July 2019 adopting the Frontex Financial Regulation](#).

¹¹ Articles 125 and 194(1)(c) FR

¹² Commission Decision of 24 January 2002

List of eligible services under this package are:

- a) **Cash assistance:** a MS can decide to give part of the charter-flight arrival package in cash. This is communicated prior to return to the RP in the case management tool.
 - b) **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.
 - c) **Housing upon arrival:** Temporary accommodation or emergency housing upon arrival (max 1 night) should be arranged by the LRP. 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.
 - d) **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.
 - ii) Arrival COVID test (or other medical check) if required for entry to the country of origin.
- 2) **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 a unit cost **EUR 615**, equivalent to 3 days of the average global daily rate for the country of return (EUR 205/day)¹³. This package cannot be combined with the Charter-Flight Arrival package. 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 the case management tool.

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 the case management tool.
- b) **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.
- c) **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

¹³ Commission Decision of 24 January 2002

shared prior to return to make the necessary arrangements. In case of UAMs, adequate housing for UAMs to be ensured.

d) 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.
- ii) Arrival COVID test (or other medical check) if required for entry to the country of return.

e) 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.

3) 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 the case management tool.

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 the case management tool.
- 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, UAM, victims of trafficking, etc.).
- c) **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 charter-flight arrival package, 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 beneficiaries¹⁴

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
 - (iv) Office running costs including staff salaries directly involved in the Frontex JRS
 - (v) Travel costs

¹⁴ This option corresponds to point (v) of Article 1.3.2(a) of the model grant agreement published on BudgWeb.

(vi) Staff training

- **Country of Origin Guest Counsellor Expert cost:**

(b) In the amount of EUR _____ per each day a counsellor if deployed to MS, covering:

(i) all costs including fees, DSA, accommodation¹⁵, travel, and related administrative costs, counted by calendar day (excluding the salaries if already included in the operating costs or handling fee unit cost).

- **Handling fee for the charter-flight arrival package:**

(c) In the amount of EUR _____ per each assisted person that is entitled to receive the charter-flight arrival package covering:

(i) Costs with personnel participating in the reception, other than the ones calculated under operating costs.

(ii) Costs relating to set-up and transportation of staff and materials from RP HQ to airport, port, bus station or other reception terminal.

(iii) Costs relating to ensuring the presence of one or more medical professionals (doctor, nurse) during the reception activities.

(iv) Costs relating to materials (tents, generator) used for reception.

(v) Cost relating to support offered to national authorities in the registration process

(vi) Costs relating to the provision of a welcome kit to each returnee that is eligible for this package. The welcome kit should include:

1. Bottle of water
2. 1 hot meal or a voucher for a meal
3. Age-appropriate children's toys/books/other
4. Pre-paid SIM card with number - to ensure further communication
5. Toiletries set (male/female):
 - a. Toothbrush and toothpaste
 - b. Soap
 - c. Shampoo
 - d. Female hygiene products if applicable

(vii) Providing charter-flight arrival assistance as described in section 6.2

(viii) Reporting and Financial reporting - collecting and uploading of financial proof for all expenses

- **Handling fee for the post-arrival package:**

○ In the amount of EUR _____ per each assisted person that is entitled to receive the post-arrival package covering:

▪ Always being present at the airport, port, or other arrival location, to welcome the returnees and make first contact. This activity will also require the provision of a welcome kit to each returnee that is eligible for this package. The welcome kit should include:

1. Bottle of water

¹⁵ The EU COM daily rates should be considered when calculating. <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32016R1611&from=HR>

2. 1 hot meal or a voucher for a meal
 3. Age-appropriate children's toys/books/other
 4. Pre-paid SIM card with number - to ensure further communication
 5. Toiletries set (male/female):
 - a. Toothbrush and toothpaste
 - b. Soap
 - c. Shampoo
 - d. Female hygiene products
- Providing post-arrival assistance as described in section 6.2
 - Referral to specialised services
 - Reporting on assistance given
 - Financial reporting - collecting and uploading of financial proof for all expenses
- **Handling fee for the post-return package:**
- In the amount of EUR _____ per each assisted person that is entitled to receive the post-return package covering:
 - Organising of meetings with the non-EU nationals after their return
 - Development of a tailor-made reintegration plan
 - Counselling
 - Referral to specialised services
 - Reintegration assistance on specific types of reintegration
 - Quality monitoring of the reintegration
 - Reporting - Interim and final narrative
 - Financial reporting - collecting and uploading of financial proof for all expenses into the case management tool.

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 available 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 if requested.

11.1 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 first mechanisms of the Quality Monitoring Framework will be developed and implemented in 2023.

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.

11.2 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 and supporting the MS in their effort to provide counselling to potential returnees, for the purpose of this call for proposals, 3 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; In situations whereby the same RP is selected to provide services in a given country, where they continue providing the reintegration in line with the ongoing SA to the cases that were started in the previous grant and are still ongoing, the operating cost will only be paid once based on the new calculation in this call. The new SA will be awarded to complete the ongoing cases, if any, and to finance new cases eligible under this Call for Proposal.
 - (b) **Country of Origin Guest Counsellor Expert cost**, to be paid as a unit cost for each day of the Guest Counsellors deployment to the EU;
 - (c) **Handling fee for the charter-flight arrival package**, covering the handling for each individual;
 - (d) **Handling fee for the post-arrival package**, covering the handling for each individual;
 - (e) **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) **Charter-Flight Arrival package** - as described in section 6.2
 - (b) **Post-arrival package** - as described in section 6.2
 - (c) **Post-return package** - as described in section 6.2

11.3 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;

11.4 Balanced budget¹⁶

This budget refers to the implementation of the action under this Call for Proposals.

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

11.5 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 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.

11.6 Reporting and payment arrangements

Reporting

¹⁶ Article 196(1)(e) FR

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

For deployments and 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 ¹⁷	Accompanying documents ¹⁸
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 order¹⁹.</p>	<p>(a) Request for the final payment</p> <p>(b) Final financial statement</p> <p>(c) Final Monitoring Report</p> <p>(d) Final Report on the implementation of the action under the Specific Agreement</p> <p>(e) a certificate on the financial statements and underlying accounts (if requested)</p> <p>(f) Final Joint Reintegration Counselling Mission Report</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)²⁰.

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 tool. 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.

¹⁷ Article 115 FR

¹⁸ Article 203(2) FR

¹⁹ Article 115(2) FR

²⁰ ED Decision No R-ED-2020-56 of 23/03/2020 on ex-ante policy.

11.7 Other financial conditions

a) **Non-cumulative award**²¹

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.²²

b) **Non-retroactivity**²³

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

c) **Implementation contracts/subcontracting**²⁴

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 parties**²⁵

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

12. Publicity

For details regarding Publicity please refer to the Call for Proposals 2021/CFP/POST/01 available at <https://frontex.europa.eu/about-frontex/grants/>.

²¹ Article 191 FR

²² Article 196(1)(f) FR

²³ Article 193 FR

²⁴ Article 205 FR

²⁵ Article 204 FR

13. Processing of personal data

For details regarding the Processing of personal data please refer to the Call for Proposals 2021/CFP/POST/01 available at <https://frontex.europa.eu/about-frontex/grants/>.

14 Procedure for the submission of proposals

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

No modification to the proposal 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 process²⁶.

Applicants will be informed in writing about the results of the selection process.²⁷

Submission by email:

Applications must be submitted in the electronic form, duly completed and dated, both in PDF (application must be signed) and in Word/Excel.

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

Applications must be sent to the following email address²⁸:

ECRET.EVALUATION@frontex.europa.eu

Applications delivered on paper or hand-written applications will not be accepted.

15 Contacts

Questions regarding the call for proposals, indicating the reference number of this call for proposals (2023/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 3 working days before the deadline for submitting applications. Frontex will reply to inquiries as soon as possible.

The record of the questions and given replies will form integral part of the Evaluation Report made by the Evaluation Committee. Any questions received after the deadline will not be accepted. Any further contact concerning the grant application procedure between members of the Evaluation Committee and the applicants are not allowed and cannot serve as an exchange of information on the evaluation of individual case.

At the initiative of the members of the Evaluation Committee, contact is allowed to clarify issues concerning the application (proposal) which the Evaluation Committee is not able to assess properly. This contact is allowed as long as it is in line with the principle of equal treatment and does not give rise to legitimate expectations on the

²⁶ Articles 151 and 200(3) [REGULATION \(EU, Euratom\) 2018/1046 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 18 July 2018](#) as referred to in [Article 91 of MANAGEMENT BOARD DECISION 19/2019 of 23 July 2019 adopting the Frontex Financial Regulation](#)

²⁷ Article 200 [REGULATION \(EU, Euratom\) 2018/1046 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 18 July 2018](#) as referred to in [Article 91 of MANAGEMENT BOARD DECISION 19/2019 of 23 July 2019 adopting the Frontex Financial Regulation](#)

²⁸ Article 149(5) [REGULATION \(EU, Euratom\) 2018/1046 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 18 July 2018](#) as referred to in [Article 91 of MANAGEMENT BOARD DECISION 19/2019 of 23 July 2019 adopting the Frontex Financial Regulation](#)

part of the applicants contacted. Such contact will be recorded in writing and included in the Evaluation Report.

Frontex will send the reply directly to the email address from which the inquiry was sent.

16 Annexes

- Annex I - Application
- Annex II - Factsheet
- Annex III - Estimated Budget
- Annex IV - Model Specific Agreement
- Annex V - Declaration on Honour