

CALL FOR PROPOSALS 2024/CFP/POST/01 FOR SPECIFIC AGREEMENTS TO  
PROVIDE POST-ARRIVAL AND POST-RETURN ASSISTANCE TO NON-EU  
NATIONALS RETURNING TO THEIR COUNTRIES OF ORIGIN

Internal ref. RET/POST/2024 – No 2024/CFP/POST/01

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**Glossary and definitions**

AO	Authorizing Officer
Country of origin	A non-EU country to which a non-EU national is returning to
ERRIN	European Return and Reintegration Network
EURP	EU Reintegration Programme
FPA	Framework Partnership Agreement
FR	Forced Return
Frontex	European Border and Coast Guard Agency
LRP	Local Reintegration Partner
RP/LRP	Reintegration Partner/Local Reintegration Partner – This abbreviation always refers to the partner that is locally working in the country of origin, whether they are a main FPA partner or a subcontractor
SA	Specific Agreement
Subcontractor	Local Reintegration Partner subcontracted by a (Global) Reintegration Partner
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
RIAT	Reintegration Assistance Tool
RA	Reintegration Advisor
RAM	Reintegration Advisory Mission
RP	Reintegration partner
PA / PAP	Post-arrival assistance / Post-arrival package
PR / PRP	Post-return assistance / Post-return package
UAM	Unaccompanied Minor
VR	Voluntary Return

## 1. INTRODUCTION – BACKGROUND

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')<sup>1</sup>, 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 (hereinafter 'FPA') with interested reintegration service providers (RP) for a period of four years. For the purpose of this call, the geographical scope of this FPA coincides with the **LOT 1** of non-EU countries covered.

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.

Pursuant to this decision, the FPAs were prepared and sent to the applicants for signature on 28 January 2022.

Following the requests made by MS, in early 2023, to expand the geographical scope of the programme, on 23 June 2023 the Call for Proposals No 2023/CFP/POST/02 for a 2<sup>nd</sup> 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 two years. For the purpose of this call, the geographical coverage of the 2<sup>nd</sup> FPA coincides with the **LOT 2** of non-EU countries covered.

Following the expiration of the deadline on 28 May 2023, the proposals from 6 applicants were carefully evaluated against the admissibility, eligibility, and award criteria. The Evaluation Committee, appointed by the Frontex Executive Director provided on 13 September 2023 a recommendation to the Authorizing Officer for an award decision wherein out of six applicants, four applicants were presented that passed all criteria and could be offered a Framework Partnership Agreement (FPA). The award decision was signed on 18 October 2023 by the Authorizing Officer, confirming the recommendation of the Evaluation Committee. The successful applicants are Caritas International

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

Belgium, IRARA, MICADO Migration and WELDO. All applicants were informed about the decision in writing on 23 October 2023.

Following this decision, the FPA's were prepared and sent to the applicants for signature on 07 December 2023.

Following the start of implementation of the Frontex EU Reintegration Programme on 1 April 2022, 24 Countries of Origin were covered by the selected partners, which was later increased to 37 Countries of Origin in April of 2023 and 38 Countries of Origin on 1<sup>st</sup> October 2024, after the opening of Colombia, Venezuela and Uzbekistan.

As previously stated, the yearly consultation with MS was conducted in May 2024 to collect data regarding the needs for geographical coverage and the estimated number of potential returnees for 2025. This call for proposals considers the results of this consultation and aims to fulfil the needs of the MS by increasing the geographical coverage and diversifying and refining the services offered. At the same time, it reflects the objectives of the policy document 'Towards an operational strategy for more effective returns' by the EU Return Coordinator, and in particular point 3 'Doubling the number of non-EU countries covered by the Frontex Joint Reintegration Services and its full use by all Member States by the end of 2023'.<sup>2</sup>

In accordance with the [new Financial Regulation \(EU, Euratom\) No 2024/2509 of the European Parliament and of the Council of 23 September 2024](#) on the financial rules applicable to the general budget of the Union (recast) (hereinafter EU Financial Regulation)<sup>3</sup>, Regulation No 2018/1046 is repealed and references to the repealed Regulation shall be construed as references to Regulation No 2024/2509, and they shall be read following the correlation table available in Annex II of the new Regulation.

## **2. OBJECTIVES AND EXPECTED RESULTS**

### **2.1. General objective**

The general objective is that the selected partners 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 as reintegration assistance, to non-EU nationals returning to their countries of origin, taking into account the needs of vulnerable persons.<sup>4</sup>

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.

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<sup>2</sup> [Towards an operational strategy for more effective returns\\_en.pdf \(europa.eu\)](#).

<sup>3</sup> [Regulation \(EU, Euratom\) 2024/2509 of the European Parliament and of the Council of 23 September 2024 on the financial rules applicable to the general budget of the Union \(recast\) OJ L, 2024/2509, 26.9.2024.](#)

<sup>4</sup> [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.](#)

## 2.2. Specific objective

1. The first specific objective of this call for proposals is to ensure the provision of high-qualitative Post-Arrival Assistance (short-term, covering up to 14 working days) and Post-Return 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.

<b>LOT 1 – FPAs under Call for Proposals No 2021/CFP/POST/01</b>						
<b>No.</b>	<b>Country of origin</b>	<b>Expected PAP VR</b>	<b>Expected PAP FR</b>	<b>Expected PRP Lead applicant VR</b>	<b>Expected PRP Lead applicant FR</b>	<b>Expected PRP Family members</b>
1	<b>ALBANIA</b>	20	5	34	9	17
2	<b>ALGERIA</b>	38	2	120	6	1
3	<b>ARMENIA</b>	57	13	102	24	150
4	<b>BANGLADESH</b>	62	3	390	21	1
5	<b>BRAZIL</b>	24	2	181	18	149
6	<b>CAMEROON</b>	8	3	26	10	1
7	<b>CONGO (Kinshasa)</b>	27	11	70	28	11
8	<b>EGYPT</b>	52	5	157	14	19
9	<b>EL SALVADOR</b>	12	1	21	2	12
10	<b>ETHIOPIA</b>	21	5	57	14	8
11	<b>GEORGIA</b>	528	176	1042	347	542
12	<b>GHANA</b>	12	11	36	29	7
13	<b>GUINEA</b>	12	13	39	42	1
14	<b>INDIA</b>	69	12	189	33	25
15	<b>IRAQ</b>	420	147	714	251	540
16	<b>JORDAN</b>	31	7	53	12	36
17	<b>KAZAKHSTAN</b>	10	8	10	8	26
18	<b>KENYA</b>	2	1	5	3	1
19	<b>KOSOVO</b>	1	1	1	1	1
20	<b>KYRGYZSTAN</b>	4	4	5	5	10
21	<b>MOLDOVA</b>	14	22	33	52	20

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22	<b>MONGOLIA</b>	30	1	31	1	46
23	<b>MOROCCO</b>	100	22	333	73	1
24	<b>N. MACEDONIA</b>	19	2	9	1	43
25	<b>NIGERIA</b>	81	164	134	272	45
26	<b>NEPAL</b>	72	13	240	42	1
27	<b>PAKISTAN</b>	85	38	284	127	2
28	<b>SERBIA</b>	8	9	3	4	34
29	<b>SOMALIA</b>	11	6	35	17	5
30	<b>SRI LANKA</b>	96	3	264	5	30
31	<b>THE GAMBIA</b>	4	53	7	88	1
32	<b>TAJIKISTAN</b>	37	9	60	14	8
33	<b>TUNISIA</b>	18	4	60	16	1
34	<b>TÜRKIYE</b>	1232	51	1605	50	1589
35	<b>VIETNAM</b>	20	4	67	14	1

<b>LOT 2 - FPAs under Call for Proposals No 2023/CFP/POST/02</b>						
<b>No.</b>	<b>Country of origin</b>	<b>Expected PAP VR</b>	<b>Expected PAP FR</b>	<b>Expected PRP Lead applicant VR</b>	<b>Expected PRP Lead applicant FR</b>	<b>Expected PRP Family members</b>
36	<b>ARGENTINA</b>	2	1	5	2	2
37	<b>AZERBAIJAN</b>	4	1	7	1	4
38	<b>BENIN</b>	2	1	5	2	2
39	<b>BOSNIA &amp; HERZEGOVINA</b>	2	1	5	2	2
40	<b>BURUNDI</b>	4	1	7	1	4
41	<b>COLOMBIA</b>	17	4	33	11	15
42	<b>DJIBOUTI</b>	2	1	5	2	2
43	<b>HONDURAS</b>	18	4	35	7	18
44	<b>LEBANON</b>	11	2	21	4	11
45	<b>MONTENEGRO</b>	6	1	11	3	6
46	<b>RWANDA</b>	9	2	17	4	9



47	<b>SIERRA LEONE</b>	11	3	22	5	11
48	<b>THAILAND</b>	4	1	7	2	4
49	<b>UZBEKISTAN</b>	21	5	41	9	21
50	<b>VENEZUELA</b>	95	19	187	38	97

The numbers besides 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, split into 5 categories:

- a) Expected number of Post-Arrival Packages for Voluntary Returns – The estimated number of Post-Arrival packages to be provided to VR Lead applicants and family members in each country of return.
- b) Expected number of Post-Arrival Packages for Forced Returns – The estimated number of Post-Arrival packages to be provided to FR Lead applicants and family members in each country of return.
- c) Expected PRP Lead Applicant VR - The estimated number of Post-Return packages expected to be provided to Lead Applicants in Voluntary Returns.
- d) Expected PRP Lead Applicant FR - The estimated number of Post-Return packages expected to be provided to Lead Applicants in Forced Returns.
- e) Expected PRP family members - The estimated number of Post-return packages expected to be provided to family members returning both voluntary and forced.

These estimates should be used when proposing a budget.

2. The second specific objective is to provide assistance to the MS by organising **Reintegration Advisory Missions (RAMs)**. This objective will be reached by enabling Reintegration Advisors<sup>5</sup> from the Frontex (L)RP to perform missions in the MS in order to support them in return and reintegration counselling activities. In addition to the support in return and reintegration counselling activities, the RAM also aims to foster cooperation between MS and the (L)RP and to enable exchange of knowledge and expertise among them as well as to promote at the same time the benefits of reintegration assistance and the use of the EURP.

For the purpose of the call for proposals a 7 days RAM involving 1 Advisor should be calculated.

If the exact location of RAM is not yet known, please use the average daily rate (see Annex III – Estimated Budget).

### 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.

<sup>5</sup> The term Reintegration Advisor equals the term of Country of Origin Guest Counsellors (CoOGC) that is used in the Call of Proposals 2023/CFP/POST/03 and 2023/CFP/POST/04 published on [Grants](#).

- 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 forced. To support an efficient service delivery, the selected partners shall be requested to use Reintegration Assistance Tool (RIAT), developed by the European 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 and evaluation framework.

### **3. TIMETABLE**

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

	<b>Steps</b>	<b>Date and time or indicative period</b>
(a)	Publication of the Call for Proposals for specific countries of origin	<b>20/12/2024 11:59 am CET</b>
(b)	Deadline for questions	<b>17/01/2024 – 11:59 am CET</b>
(c)	Deadline for Frontex to reply to questions received	<b>22/01/2024 – 11:59 am CET</b>
<b>(c)</b>	<b>Deadline for submitting proposals for specific countries of origin</b>	<b>24/01/2025 – 11:59 am CET</b>
(d)	Evaluation period for proposals for specific countries of origin	<b>February -March 2025</b>
(e)	Award and signatures of Specific Agreements	<b>End March 2025</b>
(f)	Start of implementation	<b>1<sup>st</sup> April 2025, 00:00</b>

### **4. BUDGET AVAILABLE**

The total budget earmarked for the co-financing of this call for proposals is estimated at EUR 45.000.000. This amount will be split between multiple specific agreements with multiple RPs, as follows:

- LOT 1 - For non-EU countries covered by FPA 1 launched under Call for Proposals No 2021/CFP/POST/01 – **EUR 42.000.000.**
- LOT 2 – For non-EU countries covered by FPA 2 launched under Call for Proposals No 2023/CFP/POST/02 – **EUR 3.000.000.**

This amount is subject to the availability of the appropriations provided for in the draft budget for 2025 after the adoption of the budget for 2025 by the budgetary authority or provided for in the provisional twelfths.

Frontex reserves the right not to award all available funds. Similarly, this amount could be increased should more funds become available.

If the allocation indicated for a specific lot cannot be used due to insufficient quality or number of proposals received, Frontex reserves the right to reallocate the remaining funds to the other lot.

If the sending MS wish to top-up the amounts for the post-arrival and post-return packages, due to a 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.

## **5. ADMISSIBILITY REQUIREMENTS**

In order to be admissible, proposals must be:

- Proposals must be sent by email to [EURP.EVALUATION@frontex.europa.eu](mailto:EURP.EVALUATION@frontex.europa.eu) no later than the deadline for submitting applications referred to in section 3.
- Proposal submission e-mail should clearly mention in the title the LOT number it refers to
- 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 those requirements will lead to rejection of the application.

## **6. ELIGIBILITY CRITERIA**

### **6.1. Eligible proposals**

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

#### **For LOT 1**

- Must be submitted by an organisation that has been awarded and signed an FPA to provide reintegration services to non-EU nationals returning to their countries of origin with Frontex following the call for proposals **No. 2021/CFP/POST/01** and signed the FPA amendment no. 1.
- The countries of origin included in the proposal match the initial coverage specified in the FPA signed under the call for proposals **No. 2021/CFP/POST/01** and also match the requested coverage specified in this call;<sup>6</sup>
- The partner or a subcontractor of the partner has been established in the country of origin, requested in this call, for at least 3 years prior to the submission of the proposal.

#### **FOR LOT 2**

- Must be submitted by an organisation that has been awarded and signed an FPA with Frontex following the call for proposals **No. 2023/CFP/POST/02**, 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 signed under the call for proposals **No. 2023/CFP/POST/02** and match the requested coverage specified in this call;<sup>7</sup>

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<sup>6</sup> [Grants](#).

<sup>7</sup> [Grants](#).

- The partner or a subcontractor of the partner has been established in the country of origin, requested in this call, for at least 3 years prior to the submission of the proposal.

### **Supporting documents**

In order to assess the applicants' eligibility, beside the application form, the following supporting documents are requested, for each non-EU 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. If the certificate is not in English, it shall be accompanied by a certified translation into English.
- **Annex II – Factsheet**, one for each country of origin covered in the proposal, filled in with details regarding **only** that country of origin. All the supporting documents listed in the factsheet shall also be submitted. Failure to provide the requested supporting documents will result in 0 points being awarded for the specific line.
- **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 post-arrival assistance
- Providing post-return assistance.
- Providing guidance and counselling.
- Supporting the development of the reintegration plan.
- Implementing the reintegration plan.
- Ensuring quality of services and monitoring of reintegration for the full 12 months of the eligible implementation period of each of the returnee's plans.
- 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 Reintegration Advisors from the (Local) 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 1 April 2025.

- 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**

### **7.1. Exclusion**

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

- (a) 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;
- (b) 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;
- (c) 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 the [Commission] [Agency] during the award procedure;
  - (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;
- (d) 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;
- (e) 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;
- (f) 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;
- (g) 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;
- (h) 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);
- (i) 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<sup>8</sup>**

If an applicant declares one of the situations of exclusion listed above (see section 7.4), 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 7.1.

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<sup>8</sup> Article 136(7) FR

### 7.3. Rejection from the call for proposals

The authorising officer shall not award a grant 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.

Administrative sanctions (exclusion)<sup>9</sup> may be imposed on applicants, if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

### 7.4. Supporting documents<sup>10</sup>

Applicants 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/subcontractors.

## 8. SELECTION CRITERIA<sup>11</sup>

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.

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 capacity<sup>12</sup>

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 on the basis of the following supporting documents to be submitted with the application:

- (i) **Low value Specific Agreements** (≥ EUR 15 000 – 60 000):
  - a declaration on their honour.
- (ii) **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;

<sup>9</sup> Article 138 of the [Regulation \(EU, EURATOM\) 2018/1046 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 18 July 2018](#).

<sup>10</sup> Article 137 of the [Regulation - 2018/1046 - EN - EUR-Lex](#) as referred to in [Article 91 of the Management Board Decision 19/2019 of 23 July 2019 adopting the Frontex Financial Regulation](#).

<sup>11</sup> 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](#).

<sup>12</sup> Article 198 of the [Regulation \(EU, EURATOM\) 2018/1046 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 18 July 2018](#).

(iii) **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 the Authorising Officer considers that financial capacity is weak, s/he 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 capacity<sup>13</sup>

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.

## 9. AWARD CRITERIA<sup>14</sup>

### 9.1. Award criteria for the Specific Agreements

The evaluation of the award criteria will be done as follows:

During the evaluation of the proposals for SA, the RP will be ranked using the following indicators in the factsheet but also the 5 questions, found in the sections below. There is a minimum threshold of 60% of the total available points to be gained from the factsheet indicators and questions, 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.

#### 9.1.1. Factsheet Indicators

In order to be evaluated each applicant should complete and submit one form "Factsheet" (Annex II) 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. The awarded specific agreements will have a validity of 1 year. There is no guarantee that the same RP will be awarded a specific grant the following year.

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<sup>13</sup> Article 196 and 198 of the [Regulation \(EU, EURATOM\) 2018/1046 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 18 July 2018](#).

<sup>14</sup> Article 199 of the [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](#).



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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. For some criteria, supporting documents will need to be provided. Details are specified in the Annex II.

The factsheet should only be completed with information regarding, exclusively, the activities conducted in the specific country of origin. Global facts that include statistics or data from other countries of origin will be disregarded and points will not be awarded. Supporting documents must be accompanied with certified English translations, otherwise may be disregarded and points will not be granted for the particular indicator.

	Description of indicator	Subcategory	Yes/No	Points
	<b>Availability of services depending on the type of return</b>			
1	The organisation is willing to assist returnees after both voluntary and forced return			20
2	The organisation is willing to deploy reintegration counsellors, from its own staff to the MS			20
	<b>Accessibility – Physical presence</b>			
3	The (L)RP has an office in the capital of the country of origin. <ul style="list-style-type: none"> <li>• A copy of the Rental/Ownership Agreement to be submitted.</li> </ul>			5
4	The (L)RP has offices outside the capital of the country of origin, <ul style="list-style-type: none"> <li>• A copy of the Rental/Ownership Agreement for 30% of the number of locations to be submitted.</li> </ul>	Between 1 and 5 offices		5
		Between 5 and 10 offices		10
		More than 10 offices		15

5	The (L)RP has a process to cover reintegration assistance in areas where it does not have an office.			5
<b>Accessibility – Opening hours</b>				
6	Number of hours per week that the (L)RP is open for returnees	Less than 20 hours/week		0
		More than 20 hours/week		15
7	The (L)RP allows for returnees to walk into the office without prior appointment			10
8	The (L)RP can secure in-person appointments/contacts at the offices with returnees before or after normal working hours			5
<b>Accessibility – Contact channels</b>				
9	The (L)RP can accommodate digital meetings with returnees			10
10	The (L)RP can accommodate digital meetings with returnees before or after normal working hours			5
11	The contact details that the (L)RP provides are functional			15

<b>Physical Infrastructure</b>				
12	Availability of power supply (average for all locations)	Less than 2 hours/day		0
		More than 2 hours/day		5
13	Availability of Internet access (average for all locations)	Less than 2 hours/day		0
		More than 2 hours/day		5
14	Ability to organise Airport pick-up within 5 days after the request			5
	<p><b>Network / Embeddedness of the (L)RP</b></p> <p>List of organisations that the Local 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.</p>	<p>If the Local Reintegration Partner offers any of the below services in house, Yes should be chosen as well.</p>		
15	<p>Embeddedness with employment services</p> <ul style="list-style-type: none"> <li>• A copy of Contract/Memorandum of Understanding with at least 1 partner to be submitted</li> </ul>	1 partner and above		5
16	<p>Embeddedness with local education services</p> <ul style="list-style-type: none"> <li>• A copy of Contract/Memorandum of Understanding with at least 1 partner to be submitted</li> </ul>	1 partner and above		5

17	<p>Embeddedness with local health services</p> <ul style="list-style-type: none"> <li>• A copy of Contract/Memorandum of Understanding with at least 1 partner to be submitted</li> </ul>	1 partner and above		5
18	<p>Embeddedness with local administrative services</p> <ul style="list-style-type: none"> <li>• A copy of Contract/Memorandum of Understanding with at least 1 partner to be submitted.</li> </ul>	1 partner and above		5
19	<p>Embeddedness with local government / authorities</p> <ul style="list-style-type: none"> <li>• A copy of Contract/Memorandum of Understanding with at least 1 partner to be submitted.</li> </ul>	1 partner and above		5
20	<p>Embeddedness with local NGO / civil society networks</p> <ul style="list-style-type: none"> <li>• A copy of Contract/Memorandum of Understanding with at least 1 partner to be submitted.</li> </ul>	1 partner and above		5
<b>Organisational Background</b>				
21	<p>Local presence of the Local Reintegration Partner in the country of origin – documented number of years in the country of return</p>	Between 3 and 5 years		5
		More than 5 years		10
22	<p>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).</p> <ul style="list-style-type: none"> <li>• Copy of contracts/financing/project to confirm to be submitted.</li> </ul>	Between 3 and 5 years		5

		More than 5 years		10
23	Number of years that the organisation has implemented activities in the area of reintegration after return from the EU. <ul style="list-style-type: none"> <li>• Copy of contracts/financing/project to confirm to be submitted</li> </ul>	Between 3 and 5 years		5
		More than 5 years		10
24	Organisation has an internal monitoring and control system, incl. early warning, to detect any disruption in the continuity or quality of local service delivery. <ul style="list-style-type: none"> <li>• Copy of guidelines/standards/operating procedure to be submitted</li> </ul>			5
25	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. <ul style="list-style-type: none"> <li>• Copy of guidelines/standards/operating procedure to be submitted.</li> </ul>			5
26	Number of reintegration cases after return that the (L)RP has managed over the last 3 years (average) in that particular country of return	Less than 25 cases/year		0
		Between 25 and 100 and over cases/year		5
		More than 100 cases/year		10
27	Budget that the (L)RP has spent on reintegration projects after return over the last 3 years (average)	Less than EUR 60.000/year		0

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		Between EUR 60,000 and EUR 750,000 / year		5
		Over EUR 750,000 / year		10
		TOTAL POINTS		

9.1.2. *Questions*

In addition to the above-mentioned factsheet, 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, but not longer than 100 words.

An application for a specific country of origin can receive a maximum total of 330 points made up of 230 maximum points that can be received for the indicators in the factsheet and 100 maximum points that can be received for the questions. The maximum score for the different questions ranges between 0 and 20 points. To be eligible for the award of a Specific Agreement an application has to obtain a minimum of 198 points in total:

AWARD CRITERIA AND KEY ELEMENTS TO BE ASSESSED BY THE EVALUATION COMMITTEE FOR AWARD OF SA	Maximum points
1. Please describe the steps you would 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.	0-20
2. Please indicate how you would provide reintegration assistance to a returnee that lives in an area that is not covered physically by an office.	0-20
3. 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.	0-20
4. 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.	0-20
5. Please explain the level of cooperation with the relevant local authorities, including existing agreements on reintegration assistance in your TC and other non-state actors related to reintegration assistance.	0-20



Factsheet indicators	0-230

To ensure quality standards and coherence in approach, the ranges of scores and quality levels for each question have been defined. The table below shows the ranges of scores / quality standards for the individual questions depending on the maximum score of the given question. Applications scored less than the minimum threshold cannot be funded.

Maximum number of points for a question	Range of scores					
	Poor	Fair	Good	Very good	Excellent	Inadequate
	1-4	5-8	9-12	13-16	17-20	0

- **Excellent:** the answer addresses all relevant aspects of the criterion in question convincingly and successfully. It provides all the information and evidence needed and there are no concerns or areas of weakness.
- **Very Good:** the answer addresses the criterion well, but a small number of shortcomings are present. It gives clear information on all or nearly all of the evidence needed.
- **Good:** the answer addresses the criterion well, but a number of shortcomings are present. It gives clear information on a large part of the evidence needed.
- **Fair:** the answer broadly addresses the criterion, but there are significant weaknesses.
- **Poor:** the answer inadequately addresses the criterion or there are serious inherent weaknesses.
- **Inadequate:** the answer fails to address the criterion or cannot be judged due to missing or incomplete information.

**NB:**

- Failure to submit the supporting documents listed in the factsheet, will lead to the respective points not being awarded.

- Documents that are not in English must have a certified translation attached. Failure to submit translation of provided documents will lead to the documents being disregarded and points for that particular indicator will not be awarded.

- All the rental agreements must be valid at the time of submission. Old, expired documents will be disregarded, and points will not be awarded.

- All contracts/Memorandum of Understandings that are submitted must be valid. Old, expired documents will be disregarded, and points will not be awarded.

- If, when completing the factsheets, global data, that covers more than one country of origin in the factsheet will be used, this will be disregarded, and points will not be awarded.

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 non-EU country covered, the proposal must include a 1-year budget (Annex III) for that respective country or origin. At the same time, for the Reintegration Advisory Missions there will be three types of costs: daily rate (unit cost), travel costs (real cost borne), and visa costs (real cost borne).

## **10. LEGAL COMMITMENTS<sup>15</sup>**

**For LOT 1** - 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/>.

**For LOT 2** - For details regarding Legal Commitments please refer to the Call for Proposals **2023/CFP/POST/02** available at <https://frontex.europa.eu/about-frontex/grants/>.

In the event of a grant awarded by Frontex, a Specific Agreement drawn up in euro and detailing the conditions and level of funding, will be sent to the applicant, as well as the information on the procedure to formalise the agreement of the parties.

Two copies of the original agreement must be signed first by the beneficiary and returned to Frontex immediately. Frontex will sign it last.<sup>16</sup>

## **11. FINANCIAL PROVISIONS**

### **11.1. Form of the Specific Agreement<sup>17</sup>**

The reimbursement of 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 costs, as seen below in section 11.1.1 – Reimbursement of costs actually incurred and section 11.1.2 – Reimbursement of eligible costs declared on the basis of unit costs and flat rates.

#### *11.1.1. Reimbursement of costs actually incurred*

The following cost shall take the form of reimbursement of a specified proportion of eligible costs actually incurred and declared by the beneficiary.

➤ **Reintegration Advisory Mission cost:**

- 1) Travel costs will be reimbursed for one return trip per Reintegration Advisor (RA/RAs) included in an approved Activity Plan. They are reimbursed at the maximum amount of

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<sup>15</sup> 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](#).

<sup>17</sup> Articles 125 and 194(1)(c) of the [REGULATION \(EU, EURATOM\) 2018/1046 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 18 July 2018](#).

EUR 2,500. They include travel insurance (if obligatorily imposed by the carrier) and long distance means of transport (one or more) such as: plane, train, long-distance bus, ferry and are reimbursed upon presentation of supporting documents: a ticket (with a clearly indicated price) or an invoice. As a general rule, a taxi is not to be treated as a long-distance means of transport.

In case of RAs visiting multiple MS, the travel costs are reimbursed at the maximum amount of EUR 3,500.

- 2) Visa cost will be reimbursed in proportion of 100% for the reintegration advisors included in an approved Activity Plan based on the cost actually incurred.

For details on eligibility of costs, please refer to section 11.2.

#### *11.1.2. 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:

- i. An amount of EUR 615 per each post-arrival package granted to each applicant in voluntary return that is eligible to receive it.
- ii. An amount of EUR 205 per each post-arrival package granted to each applicant in forced return that is eligible to receive it.
- iii. An amount of EUR 2000 per each post-return package granted to the main applicant in voluntary return.
- iv. An amount of EUR 1000 per each post-return package granted to the main applicant in forced return.
- v. 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.
- vi. An amount of EUR 205 for handling fee for post-arrival package (PAP).
- vii. An amount of EUR 900 for handling fee for post-return package (PRP).

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 EURP. The following categories of assistance are eligible for Frontex support:

- 1) **Post-arrival package** (points i. and ii. from above)– immediate assistance upon arrival, to cover up to a period of **14 working days** starting on the day of arrival in the country of origin, organised and coordinated between the responsible Member State (MS) and the Reintegration Partner ((L)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 of **EUR 615** per person, in the case of voluntary return and
  - a unit cost of **EUR 205** per person, in the case of forced return

All services awarded under this package should be started within **5 working days** after the request has been received by the (L)RP and **end** within **14 working days** from the date of arrival in the country of origin. MS will endeavour to include all the relevant information needed, for example:

flight information, immediate medical needs, need for emergency housing, onward transportation need, etc. All invoices/proof of payments must be uploaded into the case management tool.<sup>18</sup>

List of eligible services under this package:

- a) **Airport Pick-up:** The (L)RP shall arrange for the pick-up of the returnees from the airport or port of entry, if this service is requested at least **5 working days** prior to the departure from the MS.
  - b) **Cash assistance:** a MS can decide to give part of the post arrival package in cash. This is communicated prior to return to the (L)RP in the case management tool.
  - c) **Onward transportation:** Feasibility is to be assessed on a case-by-case basis. The MS informs the (L)RP about the needed onward transportation five working days prior to the onward transportation being needed. This service shall also be offered during the eligibility period for this package, of 14 working days from the date of arrival, if the returnee requests it after arrival. Contact details of the non-EU nationals are shared prior to return to make the necessary arrangements, if available.
  - d) **Housing upon arrival:** Temporary accommodation or emergency housing upon arrival, for 1 or more nights, as needed, within the period starting on the day of arrival and ending 14 working days after the date of arrival, should be arranged by the (L)RP. This is possible with or without airport pick-up. The MS informs the (L)RP about the needed emergency housing five working days prior to the period for which this service being requested. Contact details of the non-EU nationals are shared prior to return to make the necessary arrangements, if available. 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, if there are urgent needs on arrival, or can be done by the (L)RP after arrival, within the eligibility period of this package. 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 and short-term medical services. Urgent needs upon arrival would need to be communicated at least five working days prior to the period for which this service is being requested by the MS or provided within 5 working days if the need is identified after arrival, within the eligible period for this package. Contact details of the non-EU nationals are shared prior to return to make the necessary arrangements if available.
    - ii. Any mandatory medical check if required for entry to the country of return if the request for support has been received by the RP/LRP at least 5 working days before departure.
  - f) **Family reunification for UAMs:** The (L)RP 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 (points iii. and iv. and v.)** - assistance beyond immediate arrival which is discussed and agreed between the LRP 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, counted from the date of departure of the

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<sup>18</sup> Reintegration Assistance Tool (RIAT)

non-EU national, from the MS and after the approval of the reintegration plan by both Frontex and the MS.

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 in the MS. 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 (L)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, counted from the date of departure and after the approval of the reintegration plan by both the MS and Frontex. This can also include referral to appropriate housing for vulnerable groups (elderly, UAM, victims of trafficking, etc.) and it could also include the purchase of living quarters.
- 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 (L)RP. 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 (L)RP.
- e) Job counselling and assistance in accessing the labour market:** (L)RP shall 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 (L)RP shall 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 (L)RP can be limited/extended. In any case, the (L)RP 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):** (L)RP 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 (L)RP will refer the non-EU nationals to more specialised organisations/hospitals/clinics, private and/or public programmes, etc. Due care and specialised assistance to be provided in the case of UAMs and other vulnerable groups (elderly, victims of trafficking in human beings).

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

- a. In the amount of **EUR 205** per each assisted person that is entitled to receive the post-arrival package, covering:
- i. Being present at the airport, port, or other arrival location, to welcome the returnees and make first contact only if this activity is requested at least 5 working days prior to the return date.

Always be present at the airport in case there is a return by means of a charter flight if this is requested at least **5 working days** in advance of the return date.

Whenever this package is requested, each returnee should be provided with a welcome kit, which should include:

- i. Bottle of water.
- ii. 1 hot meal or a voucher for a meal
- iii. Age-appropriate children's toys/books/other
- iv. Pre-paid SIM card with number – to ensure further communication.
- v. Toiletries set (female/male):
  - Toothbrush and toothpaste,
  - Soap,
  - Shampoo,
  - Female hygiene products.
- b. Costs with personnel participating in the reception, other than the ones calculated under operating costs.
- c. Costs relating to set-up and transportation of staff and materials from (L)RP HQ to airport, port, bus station or other reception terminal.
- d. Costs relating to ensuring the presence of one or more medical professionals (doctor, nurse) during the reception activities.
- e. Costs relating to materials (tents, generator) used for reception.
- f. Cost relating to support offered to national authorities in the registration process.
- g. Providing post-arrival assistance as described above.
- h. Referral to specialised services.
- i. Reporting on assistance given.
- j. Financial reporting – collecting and uploading of financial proof for all expenses.

**4. Handling fee for the post-return package:**

- a. In the amount of **EUR 900** 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
- viii.** Financial reporting – collecting and uploading of financial proof for all expenses into the case management tool.

**5. Reintegration Advisory Mission cost:**

Costs, other than travel and visa as specified in Section 11.1.1., associated with the visit of the Reintegration Advisor consist of:

- a.** Daily rate (see Annex III – Estimated Budget), in the form of unit cost.
  - i.** The daily rate covers the costs of a beneficiary related to an approved Action Plan including:
    - accommodation;
    - meals;
    - insurance;
    - health care, including psychological assistance;
    - vaccinations;
    - communication;
    - laundry;
    - local public transport;
    - COVID tests;
    - other sundry expenses and related indirect costs (overheads).
  - ii.** The number of daily rates claimed shall equal the number of days and related justified travel days. The daily rate is counted for each overnight stay during the activity, including travel days.
  - iii.** The amount of the daily rate depends on the country/MS visited as indicated in the table below.

<b>Country</b>	<b>DAILY RATE (EUR)</b>
Austria	<b>234</b>
Belgium	<b>250</b>
Bulgaria	<b>192</b>
Croatia	<b>185</b>
Cyprus	<b>228</b>
Czech Republic	<b>194</b>
Denmark	<b>297</b>
Estonia	<b>185</b>
Finland	<b>255</b>
France	<b>282</b>

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Germany	<b>225</b>
Greece	<b>194</b>
Hungary	<b>184</b>
Iceland	<b>245</b>
Ireland	<b>267</b>
Italy	<b>246</b>
Latvia	<b>189</b>
Liechtenstein	<b>175</b>
Lithuania	<b>186</b>
Luxembourg	<b>246</b>
Malta	<b>226</b>
Netherlands	<b>269</b>
Norway	<b>220</b>
Poland	<b>183</b>
Portugal	<b>184</b>
Romania	<b>198</b>
Slovakia	<b>174</b>
Slovenia	<b>201</b>
Spain	<b>216</b>
Sweden	<b>304</b>
Switzerland	<b>220</b>
<b>Average</b>	<b>222</b>

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

*11.1.3. 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, 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 and flat rate as specified in section 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 11.1.2 the beneficiary will not be required to report on the costs actually incurred for the implementation.

The amounts of unit costs and flat rates as specified in section 11.1.2 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.

Payment of the grant on the basis of unit costs and flat rates as specified in section 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 grants, or
- protecting the Union financial interests, e.g. detection of fraud, irregularities or breach of obligations.

## **11.2. Eligible costs**<sup>19</sup>

Eligible costs shall meet all the following criteria:

- they are incurred by the beneficiary.
- they are incurred during the duration of the action, with the exception of costs relating to final reports and audit certificates;
  - The period of eligibility of costs will start as specified in the grant agreement.
  - If a beneficiary can demonstrate the need to start the action before the agreement is signed, the costs eligibility period may start before that signature. Under no circumstances can the eligibility period start before the date of submission of the grant application.
- they are indicated in the estimated budget of the action
- they are necessary for the implementation of the action which is the subject of the grant;
- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary;
- they comply with the requirements of applicable tax and social legislation;
- they are reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency.

The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action/project with the corresponding accounting statements and supporting documents.

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<sup>19</sup> Article 186 of the [Regulation \(EU, EURATOM\) 2018/1046 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 18 July 2018](#).

Eligible costs may be direct or indirect.

#### *11.2.1. 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 post-arrival and post-return assistance and supporting the MS in their effort to provide counselling to potential returnees, in this call for proposals, the following types of Costs are recognised:

- 1) Unit Costs:
  - a. **Post-arrival package** – as described in section 11.1.2.
  - b. **Post-return package** – as described in section 11.1.2.
  - c. **Handling fee for the post-arrival package**, covering the handling for each individual.
  - d. **Handling fee for the post-return package**, covering the handling for each individual.
  - e. **Reintegration Advisor daily rate**– as detailed and described in section 11.1.2.
- 2) Costs actually incurred.
  - a. **Reintegration Advisor travel cost** – as detailed and described in section 11.1.1.
  - b. **Reintegration Advisor visa cost** – as described in section 11.1.1.

#### *11.2.2. Eligible indirect costs <sup>20</sup>*

Indirect costs are costs that are not directly linked to the action implementation and therefore cannot be attributed directly to it.

A flat-rate amount of **7%** of the total eligible direct costs of the action, is eligible as indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the action/project.

The eligible indirect costs ('overheads') for activities are costs, which, with due regard for the conditions of eligibility described in Article 11.2, are not identifiable as specific costs directly linked to performance of the activities and which could not be booked to it directly, but which can be identified and justified by the Beneficiary using its accounting system as having been incurred in connection with the eligible direct costs for the activity. They include all structural and support costs of an administrative, operational and logistical nature which are common to the Beneficiary's various activities, such as: water/gas/electricity, maintenance, office supplies, communication and

postal costs, documentation, horizontal services such as IT, human resources, administrative and financial management. They may not include any eligible direct costs.

### **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 Frontex 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;
- k) deductible VAT
- l) depreciation costs;

### **11.4. Balanced budget<sup>21</sup>**

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](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 costs**

The amount under step 1 is obtained by applying the reimbursement rate specified in section 11.1.1 to the eligible costs actually incurred and accepted by Frontex, including costs declared in the form

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<sup>21</sup> Article 196(1)(e) of the [Regulation \(EU, EURATOM\) 2018/1046 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 18 July 2018](#).

of unit costs or flat rates to which the co-financing rate applies in accordance with sections 11.1.2 and 11.2.2.

### **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.

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.

## **11.6. Reporting and payment arrangements<sup>22</sup>**

### **Reporting**

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

The reports are provided on a bi-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 60 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

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<sup>22</sup> Articles 115, 202 and 203 of the [Regulation \(EU, EURATOM\) 2018/1046 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 18 July 2018](#).

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 (except for the costs where full verification is not possible at the moment of report validation).

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 maximum grant amount.

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.

**11.6.1. 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 grant agreement:

<b>Payment request<sup>23</sup></b>	<b>Accompanying documents<sup>24</sup></b>
A <b>pre-financing payment</b> corresponding to up to 80 % of the maximum grant amount	(a) Request for pre-financing
<p><b>Payment of the balance</b></p> <p>Frontex will establish the amount of this payment on the basis of the calculation of the final grant amount (see section 11.5 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 the Commission- through a recovery order<sup>25</sup>.</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 Reintegration Advisory 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-2024-5).

In case of grants covering post-return activities where the 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 related to a given type of cost, in the relevant report. The documents provided for each record should justify the number of units claimed under this record.

<sup>23</sup> Article 115 of the [Regulation \(EU, EURATOM\) 2018/1046 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 18 July 2018](#).  
<sup>24</sup> Article 203(2) of the [Regulation \(EU, EURATOM\) 2018/1046 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 18 July 2018](#).  
<sup>25</sup> Article 115(2) of the [Regulation \(EU, EURATOM\) 2018/1046 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 18 July 2018](#).

## 11.7. Other financial conditions

a) **Non-cumulative award**<sup>26</sup>

An action may only receive one grant from the EU budget.

Under no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate in the grant 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.<sup>27</sup>

b) **Non-retroactivity**<sup>28</sup>

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

c) **Implementation contracts/subcontracting**<sup>29</sup>

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 specific agreement (e.g. visibility, confidentiality, etc.), are also applicable to the subcontractors.

d) **Financial support to third parties**<sup>30</sup>

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

## 12. PUBLICITY

For details regarding Publicity for **LOT 1** please refer to the Call for Proposals **2021/CFP/POST/01** available at <https://frontex.europa.eu/about-frontex/grants/>.

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<sup>26</sup> Article 191 of the [Regulation \(EU, EURATOM\) 2018/1046 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 18 July 2018](#).

<sup>27</sup> Article 196(1)(f) of the [Regulation \(EU, EURATOM\) 2018/1046 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 18 July 2018](#).

<sup>28</sup> Article 193 of the [Regulation \(EU, EURATOM\) 2018/1046 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 18 July 2018](#).

<sup>29</sup> Article 205 of the [Regulation \(EU, EURATOM\) 2018/1046 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 18 July 2018](#).

<sup>30</sup> Article 204 of the [Regulation \(EU, EURATOM\) 2018/1046 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 18 July 2018](#).

For details regarding Publicity for **LOT 2** please refer to the Call for Proposals **2023/CFP/POST/02** available at <https://frontex.europa.eu/about-frontex/grants/>.

### **12.1. By the beneficiaries**

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used.

In this respect, beneficiaries are required to give prominence to the name and emblem of Frontex on all their publications, posters, programmes and other products realised under the co-financed project.

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

### **12.2. By Frontex<sup>31</sup>**

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

The Commission will publish the following information:

- name of the beneficiary;
- address of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level<sup>32</sup> if he/she is domiciled within the EU or equivalent if domiciled outside the EU;
- subject of the grant;
- 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 European Border and Coast Guard Agency (Frontex) collects and processes personal data in accordance with the provisions of Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

Frontex is the Data Controller regarding the Call for Proposals No 2024/CFP/POST/01. The applicant may contact the Controller at: [frontex@frontex.europa.eu](mailto:frontex@frontex.europa.eu). The Responsible Unit is the Post Return Unit, which may be contacted at: [HoU.POST@frontex.europa.eu](mailto:HoU.POST@frontex.europa.eu). The applicant may contact Frontex Data Protection Officer at [dataprotectionoffice@frontex.europa.eu](mailto:dataprotectionoffice@frontex.europa.eu) with regard to any issue related to the processing of their personal data under Regulation (EU) 2018/1725.

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<sup>31</sup> Articles 38 and 189 of the [Regulation \(EU, EURATOM\) 2018/1046 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 18 July 2018](#).

<sup>32</sup> 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.



The submission of a proposal under this Call involves the collection, use and processing of personal data. This data will be processed in accordance with the applicable legal framework. It will be processed solely for the purpose of evaluating your proposal, subsequent management of your grant and, if needed, project monitoring, evaluation and communication. More information concerning the processing of personal data related to this Call for Proposals is available in the Privacy Statement annexed to this Call for Proposals (Annex VI).

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<sup>33</sup> (GDPR).

The selected organizations will be processing personal data of non-EU nationals on behalf of the Data controller, therefore a specific data 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 process.<sup>34</sup>

Applicants will be informed in writing about the results of the selection process.<sup>35</sup>

### **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, with clearly indicated LOT number, to the following email address<sup>36</sup>:

[EURP.EVALUATION@frontex.europa.eu](mailto:EURP.EVALUATION@frontex.europa.eu)

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

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<sup>33</sup> 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

<sup>34</sup> 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](#).

<sup>35</sup> 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](#).

<sup>36</sup> 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](#).

## 15. CONTACTS

Questions regarding the call for proposals, indicating the reference number of this call for proposals (2024/CFP/POST/01), can be sent to the functional mailbox address [EURP.EVALUATION@frontex.europa.eu](mailto:EURP.EVALUATION@frontex.europa.eu).

The last day for submission of questions on the call for proposals will be 5 working days before the deadline for submitting applications. Frontex will reply to inquiries as soon as possible, but at the latest 2 working days before the deadline for submission of applications.

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 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 and also publish them on the website to ensure equal treatment amongst all applicants.

## 16. ANNEXES:

- ✓ Annex I – Application
- ✓ Annex II - Factsheet
- ✓ Annex III – Estimated Budget
- ✓ Annex IV – Declaration on Honour
- ✓ Annex V – Model Specific Agreement
- ✓ Annex VI – Privacy Statement
- ✓ Annex VII – EU Based Partner Data Processing Agreement model
- ✓ Annex VIII – TC Based Partner Data Processing Agreement model