



**HELLENIC REPUBLIC**  
**MINISTRY OF LABOUR AND SOCIAL AFFAIRS**

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**EUROPEAN ECONOMIC AREA**  
**FINANCIAL MECHANISM**  
**(EEA FM)**

**General Secretariat for Employment Enhancement**  
**Special Service, Executive Structure NSRF**  
**Sector of Employment and Social Economy**  
**Sub-Directorate I**  
**Transnational Programmes and Programmes of other**  
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**Date 20/01/2023**  
**Ref. No: 3.365**

**CALL FOR PROPOSALS**  
**IN THE CONTEXT OF THE EUROPEAN ECONOMIC AREA**  
**FINANCIAL MECHANISM (EEA FM) FOR THE PERIOD 2014- 2021**  
**ENTITLED "Promotion and Support of Roma children in summer camps"**

**The General Secretary for Employment Enhancement**

**Having regard to:**

1. The provisions of the Presidential Decree 134/2017 'Organization of the Ministry of Labor, Social Security and Social Solidarity (Government Gazette 168/A/06-11-2017).
2. The Presidential Decree 81/08-07-2019 (Government Gazette A 119) "Establishment, merger, rename and abolition of Ministries and definition of their responsibilities - Transfer of services and responsibilities between Ministries".

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resources of the European Economic Area Financial Mechanism (EEA FM) for the period 2014-2021 and National Resources from the Public Investment Programme (PIP) (B/4027)".

17. The Law 4782/2021 "Modernisation, simplification and reform of the public procurement regulatory framework, specifications on the procurement for defense and security and other provisions for development, infrastructure and health" (A' 36/09.03.2021).
18. The framework no. 79732/27-7-2020 (on-line publication number: 6ΨΠΨ46ΜΤΛΡ-ΘΞΔ) of 'quality standards for the planning and implementation of Ongoing Vocational Training programmes, co-financed by the European Social Fund (ESF)'.
19. The methodology and the selection criteria of projects, as described and specified in the document attached to this call for proposals.
20. The EU Council Recommendation dated 12 March 2021 on Roma equality, inclusion and participation (2021/C 93/01).

### HEREBY CALLS

The following Eligible Applicants:

Any entity, public or private, commercial or non-commercial and non-governmental organization, established as a legal entity in Greece, to submit a Proposal (Application) for the implementation of the tendered activities that fall within the scope of Outcome 1 "Social inclusion and empowerment of Roma" of the Small Grant Scheme 2 "Promotion and Support of Roma children in summer camps" of the Programme Area "Roma Inclusion and Empowerment", in a Partnership of Project Promoters /Project Partners.

Partnership with municipalities<sup>1</sup> having Roma branches or with NGOs shall be mandatory. Moreover, **due to the scope of this call**, the participation of an entity, public or private, commercial or non-commercial and non-governmental organization, which has been established as a legal entity in Greece, professionally active in the scope of this call, i.e. Public or private legal entities, operating in the country **a children's camp**, in accordance with the ministerial decision no. 200/Γ2β/οικ. 6249 (Government Gazette 94/B/87) and 1277/89 (Government Gazette 199/B/1989), as modified and applying.

Hereinafter, the Partnership of Project Promoters/Partners shall be referred to as Project Promoter.

Every public or private entity, commercial or non-commercial, as well as non-governmental organizations established as a legal entity either in Donor States, Beneficiary States or in a country outside the European Economic Area that has a common border with the respective Beneficiary

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<sup>1</sup> A Municipality shall be able to participate in the Project Promoter as an "associated Partner", having a critical role but without a budget.

State, or any international organization or agency thereof, actively involved in and effectively contributing to the implementation of a project, are considered eligible Project Partners.

The programme regards a pilot implementation of a summer camp programme for Roma children during the summer camp periods of 2023.

It will include a network of activities that will help the implementation of the National Strategy and Action Plan for the Social Inclusion of Roma 2021 – 2030 by strengthening the social integration of Roma, through the development of social capabilities and skills (team work, socialization, creating bonds), addressed to both primary school Roma children, aged 6-12 years and their parents, by providing consulting services/workshops, with the target of informing, attracting, introducing and finally achieving the smooth integration of children in the camps. In addition, specific services and supplies are foreseen with the aim to facilitate the adaptation and participation of Roma children in the camp activities.

It is highlighted that:

- (A) More than one children's camp may participate in the Partnership.
- (B) Each of the Partners involved in the Partnership of Project Promoters should clearly evidence its relevance to the Action(s) it will undertake to implement, in accordance with its articles of association (or other equivalent document) and its proven experience; it should also meet the terms and conditions for participation, as set out in this Call.
- (C) the Proposal shall be submitted by the legal representative of the Partnership's Coordinating partner (Project Promoter), upon authorization by the other project promoters.
- (D) the Proposal shall also include a draft Cooperation Agreement between the Project Partners that make up the Partnership or a Letter of Intent, where, inter alia, the distinct role and responsibilities of each project promoter, the budget breakdown per partner will be described and a Coordinating Partner will be designated.

## 1. CONTENT AND FRAME OF THE CALL:

As part of the European Union's policy to develop national Roma integration strategies, the Greek state developed the "National Roma Inclusion Strategy". The National Roma Inclusion Strategy 2021-2030 places emphasis on the holistic approach to Roma active inclusion, aiming at the promotion of equal treatment, of socioeconomic inclusion and active participation of Roma in social life and in the concerned activities. It combines targeted interventions of Roma social inclusion with measures ensuring their equal participation in national policies for social inclusion, employment, education, health, housing etc.

The National Roma Inclusion Strategy is structured into four (4) pillars, reflecting the national targeting, the priorities, the strategic objectives, the policy measures and the institutional interventions for Roma equality, inclusion and participation at national, local and regional level:

PILLAR I. "Preventing and combating Roma poverty and social exclusion"

PILLAR II. "Enhancing equal access of Roma to basic services and goods"

PILLAR III. "Prevention and fight against stereotypes and discrimination against Roma"

PILLAR IV. "Promoting active Roma participation in social, economic and political life"

The "Roma inclusion and empowerment" programme is co-financed by the European Economic Area Financial Mechanism (EEA-FM) and national resources and includes the implementation of two independent but mutually reinforcing Predefined Projects (Predefined Project 1, Predefined Project 2) and three Small Grant Schemes.

**This Call regards the implementation of the Small Grant Scheme 2 entitled "Support of Roma children in summer camps" aimed at supporting Roma children to participate in summer children's camps.**

The aim of the Small Grant Scheme 2 and of this Call is to support Roma students participation in summer camps, in order to facilitate inclusion of Roma students into mainstream summer camps and support their interaction with non-Roma students, to be strengthened through athletic, leisure and educational activities, to eliminate negative stereotypes through cohabitation and participation in team activities at the camp and in sports. All the above will be provided after preparing the children and their parents through information activities, approach of the target group, and through the active participation of Roma children's parents. The aim is, on the one hand, to inform the parents about the significance of the venture and on the other hand, to prepare children for their participation in children's camps. The latter shall fulfill all the required specifications set in this Call.

The content of the tendered Small Grant Scheme 2 is undoubtedly part of the objectives of the National Roma Inclusion Strategy 2021-2030 and is directly linked and complementary to its Pillars II, III and IV.

In particular, the Pillar II of the National Roma Inclusion Strategy focuses on equal access by Roma to key social utility services by developing sector-specific measures in areas such as social inclusion and care services, particularly by ensuring Roma equal access to education, creative entertainment, culture, tourism and leisure activities.

In addition, Pillar III "Preventing and combating Antigypsyism and Discriminations" within the National Roma Inclusion Strategy focuses on interventions to prevent and combat antigypsyism

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and discrimination against Roma in their relations with the State, the market and civil society; this Pillar focuses on implementing activities aimed at public awareness on accepting Roma diversity and culture etc.

Respectively, Pillar IV "Promoting Roma participation" focuses on interventions to prevent and address Roma problems, as well as on activities to strengthen Roma empowerment and participation especially Roma youth and women with a view to being actively engaged in social activities.

## 2. SCOPE OF THE CALL (ELIGIBLE ACTIVITIES)

This Call regards the **support to 100 Roma elementary school students** (children born between 2011 and 2016) **in summer camps**.

While the **the registered seat** of eligible Project Promoters and Partners making up the Partnership will be, pursuant to article 7.2 of the EEA FM Regulation (legal entities based in Greece or a country in the European Economic Area or in a country bordering Greece), **the activities should be implemented in the following four Regions** of the country, where the Task Forces Units already operate to support Roma Social Inclusion and Empowerment and **where the activities included in the Small Grant Scheme 2-"Promotion and support of Roma children in summer camps" have been tendered to be implemented**. These Regions are the following: Attica, Central Macedonia, Eastern-Macedonia-Thrace, and Western Greece. (The activities may be implemented also in adjoining Regions).

The **reason** for selecting the above four Regions is that, in accordance with the Programme Agreement of the Programme "Social Inclusion and Empowerment of Roma", Small Grant Schemes one of which is the present tendered Small Grant Scheme 2 (SGS2), aim at strengthening the Predefined Project 1 (PDP1), which is part of the above co-financed by the EEA FM Programme, and which aims at setting up Roma Task Force Units for supporting the social inclusion and empowerment of the Roma operating on the Regions with the highest Roma population concentration. Therefore, the activities to be implemented under the Small Grant Scheme 2 will be developed in parallel to **PDP1, and SGS1**, in order to maximize the benefits for Roma populations.

This Call for proposals foresees the selection of Partnerships of project Promoters/Partners for the summer vacation of elementary school Roma students during the 2023 summer camp periods. The camping period, co-financed by the programme, during which each Roma camper will be accommodated is 15 days and the number of children that are to be accommodated during the camping periods of summer 2023 is 100 children.

**In the context of elementary school Roma students accommodation in the summer camps, each Partnership shall implement the following Activities and shall assure the implementation of at least the following services and the provision of the following relevant supplies they include. The aim is the children's smooth adaptation and participation in the camp activities:**

#### **A. ACTION OF AWARENESS – ATTRACTING CAMPERS**

It regards:

1. Counselling session(s) in more than one Roma settlement to reach out and inform the parents of Roma children about the programme and the benefits of children's participation in summer camps, as sports, cultural and recreational creative activities stipulate the interest and ingenuity of children, give them the opportunity to express their inner world and to display their skills and abilities, as well as to inspire confidence for the care that Roma children will receive and to highlight the positive imprint through coexistence with the other small campers.
2. The preparation and implementation of a publicity and dissemination plan through posters or other publicity or promotional material on the Programme in Roma settlements of the above four Regions, in the Municipalities, in the Roma Branches of the Municipalities in the above four Regions, in social media, e.g. Facebook, Instagram and in points to be indicated by the Partnership or/and the Roma Branches.

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2. The preparation and implementation of a publicity and dissemination plan through posters or other publicity or promotional material on the Programme in Roma settlements of the above four Regions, in the Municipalities, in the Roma Branches of the Municipalities in the above four Regions, in social media, e.g. Facebook, Instagram and in points to be indicated by the Partnership or/and the Roma Branches.

#### **B. PREPARATION ACTIVITIES FOR YOUNG ROMA CAMPERS**

It regards the carrying out of 3 experiential preparatory Workshops.

1. This Action aims to prepare children who, following the previous action, have expressed interest in participating in Children's Summer Camps. The experiential workshops are deemed necessary in order to facilitate children's adaptation and inclusion in the team. In addition, the experiential way of approaching mainly cultural issues enhances self-knowledge, contributes to the process of self-understanding, helping in that way the harmonious coexistence of the beneficiary children with the other children.



2. Through the participation of children (aged 6-12 years) in the experiential workshops, the learning of rules and obligations, the basic functions of coexistence, teamwork and symbiosis will be strengthened in terms of understanding with the ultimate goal to help Roma children respond to the camping conditions and to achieve social cohesion and coexistence between Roma children and non-Roma children.
3. This Action is also proposed to be implemented in collaboration with their parents with the aim to enhance the moral and practical support of the families to their children, to increase the time of parents-children interaction in educational activities, as well as to coordinate the whole attempt to avoid conflicting ideas and practices.
4. For the implementation of preparatory workshops, the Project Promoter will recruit (on the basis of work contract) or will dispose its executives(if available) as required.

### C. CAMPERS' PARTICIPATION ACTIVITIES:

To make the participation of Roma children easier, each child will receive a bag with personal hygiene items, swimming equipment, clothing and underwear, shoes, linen and transportation to and from the camp will be ensured. In detail, each child will receive free of charge and in the appropriate size:

1. Clothing-personal hygiene items per camper: (1 bag for transporting items, 1 bag to dispose of and transport the dirty laundry, 1 vanity case, 2 hats, 10 t-shirts, 10 shorts, 1 pair of flip-flops, 1 pair of sneakers, 15 pairs of socks, 15 underwear, 1 long pants, 2 pairs of pajamas, 2 swimsuits, 1 cardigan-sweatshirt, 1 beach towel, 1 bath towel, 1 bathrobe, 2 facecloths, cloth clips, 1 swim cap, sun screen, mosquito repellent, personal hygiene products for girls, disposable personal protection masks against coronavirus, antiseptics, wet hankies, 1 toothbrush, 1 toothpaste, 1 hair brush-hair comb, head lice treatment shampoo & lotion, 1 bubble bath, 1 soap, 1 sponge, 2 sets of sheets, 1 summer blanket, 1 sleeping pillow). It should be underlined that these items will be brand new upon display of a purchase invoice. In addition, it is pointed out that the above items are the usually required ones by children's camps in order that children participate in them. Bus for transporting Roma children (and potentially a parent ) to and from the camp (at the beginning and at the end of the camping period of each child, as well as whenever needed)
2. The children will be accompanied in the bus by an accredited Roma Mediator, who will be appointed by the Project Promoter. Should a Roma NGO participate in the Partnership, the accredited Roma Mediator may be appointed by the Roma NGO. The Roma Mediator will support the delivery of children to the camp and their picking up after the end of their camp period or whenever needed. The Roma Mediator will also arrange for the collection and delivery of all required paperwork for children's participation in the camps and their return,

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signed by children's parents/guardians. It is noted that if they wish, parents can also accompany their children, along with the mediator (one parent per child or children of the same family).

3. In addition, to ensure smooth co-existence of all children, Roma and non-Roma, it is required to support children by Intercultural Education Teachers. The latter, in cooperation with the camp's leaders will work in a coordinated, organized and methodical way in the camp activities. During the camp period, the presence of one intercultural education teacher is a prerequisite, in a ratio of 1 teacher per 20 Roma children. The educators will live in a dedicated space provided by the camp.
4. Moreover, the Camp will ensure that Roma campers will stay with non-Roma campers.
5. Finally, Camps will make sure to sign an insurance policy for the medical and hospital care coverage of campers.

#### **D. FEEDBACK ACTION-FINAL REPORT:**

Within a month after the Programme completion, the venture will be assessed and its strengths will be presented, the impressions of campers and any weaknesses in implementation through a live group discussion with the Counselors of Action A, in the settlements of the participants.

Within two months upon the completion of the Programme, the Project Promoter shall submit a report to the Programme Operator summarizing the stage implementation reports for each of the above-mentioned activities and taking into account the feedback action's results. Any weaknesses and problems will be realistically depicted suggesting improvements for possible future similar activities.

#### **It is highlighted that:**

- Mandatory criteria for the selection of beneficiary children 6-12 years of age will be their proven attendance at primary school, as well as the existence of individual child health booklets and supporting documents of the children and their parents-guardians identification.
- The beneficiary children will be selected by a Committee consisting of 3 members, some of them deriving from the Partnership.
- The Partnership shall apply selection criteria, after getting an approval by the Programme Operator ( Special Service NSRF Structure, Sector of Employment and Social Economy) The selection criteria could indicatively be the following: equal participation of both sexes, children who have not participated in a camp program before, children of younger age group, children deriving from socially vulnerable families, etc

- Criteria to appoint a mediator: The Partnership or a Roma NGO in case a Roma NGO participates in the Partnership shall be **responsible to appoint an accredited Roma escort-mediator**
- Criteria of Counselors for consulting / conducting experiential workshops: The Partnership will appoint the executives who will carry out consulting sessions and experiential workshops; these executives will either come from the Project Promoter itself or the latter will recruit them. The selection criteria of these executives will be to have obtained a Higher Education University degree of a Greek institute or an equivalent title from a school abroad, recognized by the competent bodies. Ideally, they should have a degree in Humanities/social sciences/social worker/Pedagogy or Social Pedagogy or Education Science with at least two years of experience in the field of Consulting (families, children). Further qualifications such as: Relevant postgraduate qualification, training in counseling, psychology or cross-cultural education, professional experience in the field of children/family counseling or of vulnerable social groups, will be positively assessed.
- The minimum number of Roma children to be accommodated per camp will be 20 and a maximum of 80 children (given the minimum and maximum budget constraints per Project).
- In particular, in case that the Partnership submits a funding application for the maximum possible number of 80 benefiting children-campers, then Partnership should cooperate with a camp that has branches in at least three different Regions or cooperate with more camps, which operate in Regions selected by the Union of partners in order to meet the condition of the Call for implementation in the Regions of Attica, Central Macedonia, Eastern Macedonia-Thrace and Western Greece. From the implementation of the action, it is expected to find 40 Roma children campers in the Attica Region and 20 Roma children campers in each of the other Regions.
- At the end of each of the activities mentioned above, the Coordinating Project Promoter shall submit an implementation report to the P.O.

It is noted that the above activities to be implemented under this call will contribute overall to the following Programme indicators "Roma inclusion and empowerment", described in the following tables, No 1 and No 2, and are in line with the Programme Outputs and Outcomes Framework, as reflected in the Programme Agreement.

In particular: The proposals to be submitted shall fall within the corresponding Programme, thematic objective, Budget Heading and Regions and shall contribute to the attainment of the relevant monitoring indicators, in line with the following Tables:

**Table 1**

<b>PROGRAMME title as in the MOU "Roma inclusion and empowerment – SGS2 –Promotion and Support of Roma children in summer camps</b>	<b>CODE</b>	
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ΥΠΟΥΡΓΕΙΟ ΕΡΕΥΝΑΣ ΚΑΙ ΚΟΙΝΩΝΙΚΩΝ ΥΠΟΘΕΣΕΩΝ  
ΓΕΝΙΚΗ ΔΙΕΥΘΥΝΣΗ ΕΡΕΥΝΗΣ ΤΗΣ ΑΝΑΓΩΓΗΣ  
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<b>ASSIGNMENT CODE:</b> <i>Remains active and as long as it not applicable, an option will be available: Not Applicable</i>		<b>CODE</b>	<b>PUBLIC INVESTMENT</b>
<b>BUDGET HEADING:</b> Programme Area 07		<b>CODE</b>	
<b>PROGRAMME OBJECTIVE, based on the MOU: E3 Combating Poverty, Social Exclusion and any form of discrimination"</b> <i>Combating Poverty, Social Exclusion and any form of discrimination.</i>		<b>CODE</b>	<b>E3</b>
<b>REGIONS:</b>	I. Attica	<b>CODE</b>	<b>EL30</b>
	II. Eastern Macedonia, Thrace	<b>CODE</b>	<b>EL51</b>
	III. Central Macedonia	<b>CODE</b>	<b>EL52</b>
	IV. Western Greece	<b>CODE</b>	<b>EL63</b>

Table 2: Output Indicators

OUTCOME /OUTPUT	INDICATORS	UNITS OF MEASUREMENT	REGIONS	BASELINE VALUE	TARGET VALUE BOYS	TARGET VALUE GIRLS
1.8	Roma children supported to attend summer camps	Number of Roma children attending summer camps	EL30 EL51 EL52 EL63	100		

For the Indicator of Table 2 (output indicators) it is required to submit an Implementation Report every six months by the Implementing Body regarding the number of children participating in camps by gender and Region. The indicated base value of the Index is the desired value to be achieved. The report is submitted by July 1 and by February 1.

### 3. CALL FOR PROPOSALS FINANCIAL DATA

3.1 The co-financed public expenditure allocated to the implementation of the second Small Grant Scheme 2 is set at €250,000.00. The grant amount to each eligible project partner (Partnership of Project Promoters) shall not exceed € 200,000 or be less than € 50,0000. The amount include VAT.

**The grant amount will be paid to the Coordinating Partner**, who will then pay the corresponding price to the other partners of the Partnership, depending on the activities implemented. The flow of funding from the P.O. to the Coordinating Partners of the Project Promoters and through them to the project partners is described in detail in Annex II.

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The project budget is co-financed by 71.43% from the European Economic Area (EEA FM) financial contribution for 2014-2021 and by 28.57% from resources of the National Public Investment Programme (hereinafter the PIP).Table 4

<b>PROGRAMME: Roma inclusion and empowerment – Small Grant Scheme 2</b>				
<b>BUDGET HEADING: Programme Area 07</b>				
<b>PROGRAMME OBJECTIVE E3 "Combating Poverty, Social Exclusion and any form of discrimination".</b>				
<b>S/N</b>	<b>AREA OF SUPPORT</b>	<b>ACTION</b>	<b>REGION</b>	<b>CO-FINANCED PUBLIC EXPENDITURE</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>
<b>1</b>	<b>9</b>	<b>Promotion and support of Roma children in summer camps</b>		<b>€ 250,000.00</b>
<b>TOTAL</b>				<b>€ 250,000.00</b>

- 3.2 The Programme Operator may modify the total amount of the co-financed public expenditure of this call or proceed to a reasoned withdrawal of the call, in any case informing the Project Promoters through the Programme's website <https://www.eeagrants.gr/programmes/programme-b/?lang=en>. Under this call, projects will be included up to the level of the total co-financed public expenditure.
- 3.3 The Programme Operator, in cooperation with the National Focal Point (NFP) shall ensure that the granting of any form of public funding, in the context of the EEA FM 2014-2021, conforms with the state aids rules applicable at the time of granting. The Programme Operator shall keep written records of all evaluations regarding compliance with the State aid rules, in particular decisions on grants award and the fixing of grants rates, and shall provide such records to the EEA FM upon request.

#### 4. ELIGIBILITY

- 4.1 The eligibility rules for co-financed projects expenditure are laid down in Chapter 8 of the JMD on the Management and Control System for the EEA FM.
- 4.2 The Project Contract date is fixed as the starting date of expenditure eligibility.
- 4.3 The expenditure eligibility deadline for the suggested projects shall be April 30th, 2024. The completion of the suggested projects must have taken place by the above date.
- 4.4 Any projects completed in their physical scope or fully implemented prior to the issue of the project contract are not eligible, regardless of whether the corresponding payments have been incurred or not.

- 4.5 The eligibility rules for co-financed projects expenditure are laid down in Chapter 8 of the JMD with Ref. No. 46317/2022 Government Gazette 2447/B/18-5-2022 on the Management and Control System for the EEA FM implementation for the period 2014-2021-Allocation of Funds” and replacement of the joint ministerial decision no. 13249/4-2-2020 (B’ 526).
- 4.6 Indicative Categories of Expenditure: The expenditure referred to in Article 8.3(1)(a), (b), (c), (e) and (g) of the EEA Regulation (publicity expenditure only). For case 1c, Article 8.2.4 of the EEA Regulation and the applicable national legislation on depreciation shall apply.
- 4.7 The amount of €50,000.00 is set as minimum budget of the projects. The amount of €200,000.00 is set as maximum grant of the submitted activities.
- 4.8 The Project Promoter may transfer amounts (up to a maximum of 20% of the approved) between Activities described in the Implementation Decision on Own Means.
- 4.9 Calculation of expenditures:

**A. Expenditures based on Unit cost, based on Article 8.4 of EEA FM Regulation**

For the camp programme Project "Promotion and support of Roma children in summer camps ", expenditures will be reimbursed on the basis of the following:

- Unit cost of hospitality per camper:
  - €700.00 per camper (measurement unit) for 15-day hospitality according to market research and the average prices recorded for corresponding services
  - €600,00 per camper (measurement unit) for the purchase of clothing - personal hygiene items.

**B. Expenditures based on supporting documents for the remaining activities**

The expenditures incurred for said activities is evidenced through the following indicative supporting documents:

- A Contract/proof of invoicing or payroll statement/proof of payment of a cross-cultural education teacher, mediator-escort, etc.
- A Contract/proof of invoicing or payroll statement/proof of payment of counselors for the implementation of activities A, B, D.
- Invoices and repayment receipts of publicity expenditures
- Invoices and repayment receipts of transportation costs to and from the campsite.
- Invoices and repayment receipts for compulsory insurance of campers.
- Payroll statements and extraits for the payment of regular and temporary staff

-Invoices and repayment receipts of external services/procurement expenditures

- Supporting documents relating to the documentation of the activities implementation:

- A camper card showing the date when the camper joins the camp,

- All forms required by the camp (attendance/departure of campers, etc) signed by children's parents-guardians.

- Proof of receipt of clothing items and other related items by the parent/guardian of the camper on the arrival day at the campsite, etc.

- Publicity material of the camp programme

- Insurance policy for the medical and hospital care coverage of campers.

- Decisions by the partners on the employment of their staff in the project and hourly-rate sheets.

- Contracts with regular and temporary staff

The supporting documents documenting the implementation of the activities shall be kept by the Project Promoter and shall be available on request. All or part of them will be submitted for the administrative verification of expenditures as attachments to the Expenditure Statement Bulletin.

#### C. Calculation of 'Indirect Expenditure under Article 8.5 of the EEA FM Regulation

Indirect costs are all eligible costs which cannot be determined by the Project Promoter or/Partner as directly related to the project, but which can be identified and justified by the accounting system as incurred costs related to the direct eligible costs of the project. They shall not include any direct eligible expenditure. A project's indirect expenditure shall have to reflect a fair allocation of the Project Promoter's /Partner overhead (operating) expenses. The Project Promoters/Partners may recognize the indirect expenditure adopting one of the following methods:

(a) based on the actual indirect expenditure for those Project Promoters/Partners owning an analytical accounting system for indirect expenditure identification, as defined above

(b) by a 25% flat rate on the total direct eligible expenditure, excluding the direct eligible expenditure for subcontracting and the expenses for the resources made available by third parties not using the Project Promoter's/Partner's facilities,

(c) by a 15% flat rate on the direct eligible personnel expenses without any requirement for the Programme Operator to carry out a calculation on the applicable rate determination,

(d) by a flat rate applied on direct eligible expenditure based on the existing methods and respective rates being valid in the European Union policies for similar projects and Project Promoters,

(e) in case Project Promoters/Partners being international organizations or bodies or agencies thereof, indirect costs may, in relation to specific provisions in the Programme Agreement, be determined in accordance with the relevant rules applied by said Organizations

4.10 The projects finance under the Programme may be up to 100% of the total eligible expenditure of the project. In case of projects where the Partner is an NGO, as laid down in Article 1(6) of the Regulation, the grant rate of the project may be up to 100% of the total eligible costs of the project. The funding rate shall in all cases be set at a level that complies with the applicable State aid rules and shall take into account any and all other forms of public support granted to projects. Any remaining costs of the project shall be provided or received by the Project Promoter. Each project partner will receive 100% of the corresponding payment, as described in the Cooperation Agreement (of the Project partners).

4.11 Contributions in kind on a voluntary basis are possible. Contributions in kind in the form of voluntary work carried out in accordance with Article 6.4.5 of the EEA FM Regulation, in the case of projects in which the partner is an NGO or a Social Partner, may constitute up to 100% of the co-financing required by the programme for the project.

The 2023 camp programme may be revoked without notice, freely and without incurring any liability, if the summer season camps operation is not allowed or suspended or revoked due to the COVID-19 pandemic; if the measures are lifted, beneficiaries and providers shall be bound to strictly adhere to the conditions of public authorities for the health protection of campers.

## **DURATION OF THE PROJECT**

The Project Contract date is set as the project starting date and the 30th October 2023 shall be the expiry date of the project physical scope.

## **5. PROPOSALS SUBMISSION INSTRUCTIONS**

### **5.1 Language of drawing up and submitting the proposal**

The Proposal File – Application (with the supporting documents attached) should be completed in the Greek language. The eligible partners are responsible for the correctness and accuracy of the information contained in the Proposal File.

### **5.2 Eligible Project Promoters may submit only one proposal. Each individual project partner may participate as a partner in only one eligible Partnership.**

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### 5.3 The Proposals shall be submitted electronically and in hard copy as follows:

5.3.1. The proposals shall be submitted **in hard copy** to Subdivision I of the Special Service NSRF Structure, General Secretariat of Labor of the Ministry of Labor and Social Affairs - at 4 Korai Street, 10564, Athens, in two copies (2), and in two (2) digital copies. The contents of the proposal, the supporting documents and documents presented with the proposal, as well as the detailed evaluation criteria are described in Annex III. One of the copies (hard copy and digital) shall be marked as 'original' and shall take precedence over the others in case of a discrepancy. The deadline for the submission of proposals is **the 6<sup>th</sup> of March 2023 at 15.00** (local time).

The Proposal File shall be submitted by the Entity **concerned sealed** in the Protocol Service of the:

Ministry of Labour and Social Affairs  
General Secretariat for Employment Promotion  
Special Service NSRF Structure, 4 Korai St.  
(3rd floor), 105 64, Athens

Bearing the indication:  
"Not to be opened by the Protocol Service"

The dossier shall also bear the indication:

**FOR THE CALL OF PROPOSALS  
IN THE CONTEXT OF THE EUROPEAN ECONOMIC AREA FINANCIAL MECHANISM (EEA FM) FOR THE  
PERIOD 2014-2021) ENTITLED  
Small Grant Scheme 2 "Promotion and Support of Roma children in summer camps "  
of the co-financed programme "Roma inclusion and empowerment"**

The Proposal File may also be submitted by post (registered envelope) or by courier. The proof of timely submission shall be considered the date of delivering the envelope to the courier or the post. In any event, stakeholders are responsible for the content of the Proposal Fossier, to be submitted to the Protocol Service of the Special Service NSRF Structure, Sector of Employment and Social Economy.

5.3.2. The eligible Project Promoters shall submit **their proposals electronically** (Project's Technical Bulletin and the required documents attached to it) **through the EEA 2014-2021 MIS** (hereinafter the EEA Management Information System (MIS). To this end, it is necessary both the executives and the legal representative of the Coordinating Project Promoter have an individual user account (identifier and password) for access to the EEA MIS.

- i. If the Coordinating Project Promoter does not already own a 'Promoter's code' in the MIS, an application should be submitted requesting a promoter's code, in accordance with the instructions, <https://access.ops.gr>, prior to the proposal's submission.
- ii. Proposals **are submitted through the EEA MIS similarly** starting from the day the Call is uploaded on Transparency Portal (Diavgeia) **until, exclusively, the 6<sup>th</sup> of March 2023, at 15:00** (local time).

The legal representative of the Coordinating partner shall be informed of the successful proposal submission through the EEA MIS.

**5.4 Applications will not be accepted** if submitted beyond the above deadlines that apply for both hard copies and electronic submission.

**5.5.** Prior to the Applications submission deadline expiry, it shall be allowed to resubmit a new proposal, after annulling the initial proposal. The proposal is evaluated based on the last successful/prompt submission.

**5.6.** This Call for Proposals includes Guidelines for filling in the Project's Technical Bulletin fields.

## 6. EVALUATION PROCEDURE

### 6.1 PROPOSALS' EVALUATION BODIES

#### 6.1.1 Programme Operator Executives/Evaluation experts

Two Programme Operator's Executive Officers from the competent Unit I.A. of the Special Service NSRF Structure Sector of Employment and Social Economy, Ministry of Labor and Social Affairs assess/check the submitted Proposals for the completeness of the administrative and eligibility criteria, in accordance with the Eligibility Checklist - Stage A. A template of this checklist is attached in this Call (administrative and eligibility criteria). Failure to comply with these criteria results in automatic rejection of the Proposal.

#### 6.1.2 Evaluators at Stage B'

The evaluation of Proposals that will pass stage A will be carried out in accordance with the Project Evaluation Sheet (Stage B); a template of this Evaluation Sheet is attached to this Call and will be carried out by two evaluators appointed by the Programme Operator. An evaluator will be independent from the Programme Operator and an evaluator will be an executive of the Programme Operator. The external evaluator to be appointed should have a proven experience/knowledge on the object of the Call.

The evaluators shall rate and classify the submitted proposals according to the evaluation criteria clearly indicated in the Call and in the attached Project Evaluation Sheet. The evaluation results will be a ranking list to be submitted to the Selection Committee.

### 6.1.3 Selection Committee

The Selection Committee shall receive the submitted eligible Proposals and the Provisional Ranking Table, as it will result from the Stage B completion, as described in para. 6.1.2 and the examination of any submitted appeals.

The Selection Committee shall propose to the Programme Operator the proposals for Projects implementation to be financed, including a list of runner-up proposals, if any. This Committee shall also reserve the right to modify the ranking following a detailed substantiation which is included in the minutes, that will be drawn up and submitted, together with a report containing the ranking of Proposals and the budget of each Proposal.

The Selection Committee shall consist of four (4) members with a voting right: One executive officer from the Programme Operator, one (1) executive officer from the General Secretariat for Social Solidarity and Fight Against Poverty, one (1) representative of the European Union Agency for Fundamental Rights (FRA) and an (1) external evaluator independent from the Programme Operator. Representatives of the EEA FM Committee and the National Focal Point (NFP) shall be invited to participate in the Selection Committee as Observers.

### 6.1.4 Programme Operator

The Programme Operator shall confirm in the Selection Committee's minutes document that the evaluation process has been carried out in accordance with the provisions of the Regulation and that the recommendations by the Selection Committee fully comply with the rules (as described in the Programme Agreement and the EEA FM Regulation), the content and objectives of the Programme. After the confirmation, the Programme Operator, based on the Selection Committee's Minutes, shall decide which Projects shall be funded. In exceptional and duly justified cases where the Programme Operator modifies the decision of the Selection Committee, it shall inform the Selection Committee and the candidate Project Promoters providing the necessary justification.

## 6.2 PROCEDURE– STAGES AND EVALUATION CRITERIA

### 6.2.1. Evaluation Procedure

The evaluation procedure to be followed is the **COMPARATIVE EVALUATION**.

## 6.2.2. Evaluation Stages

### A) Completeness check and Evaluation of proposals -Stage A' : Completeness check of Administrative and Eligibility criteria of the submitted Proposal.

The evaluators at Stage A shall check the submitted Proposals with regard to the following:

- a. The Proposal (Application) is delivered by the set deadline, in accordance with section 5.3, using the standard templates of the Call and method of delivery (section 5)
- b. Each individual partner has registered as a partner in only one eligible Partnership.
- c. Each Partnership has submitted one Application for the implementation of the activities.
- d. The requested budget is set within the specified limits.
- e. The proposed timetable for the implementation of the proposed activities is within the eligibility period.
- f. All Applicants and Partnerships are Eligible according to the call and articles 7.2.1 and 7.2.2 of the EEA Grants Regulation 2014-2021 and of the EEA FM Management and Control System.
- g. The candidate Partnership mentions the consultant(s) involved in the preparation of the project application.
- h. Documents of Administrative Capacity which prove the adequacy of the organizational structure/or the involved services of the Partnership and the procedures they apply for the management and the implementation of the project.
- i. Documents of Operational Capability which will prove the competency of the proposed Project Team that will implement the Activities and the experience of the candidate Project Promoter. The experience should be documented respectively.

### The evaluators at stage A check whether the candidate Partnership has submitted:

1. Proposal of the Project in electronic form (Technical Bulletin of the proposed Project) which is available in the Integrated Information System EEA Grants.
2. The articles of association or other documents proving that the partners are legally incorporated including the camp's licence.
3. Detailed text of the proposed activities to be implemented.
4. The Camp's Daily Operation Program, the Camp's Recreational, Sports and Educational Activities Programme and the Daily Feeding Schedule.

5. A solemn declaration by the legal representative of each project partner of the Partnership that a) he/she fully accepts the conditions of the Call and of the participation in the Partnership and b) that he/shes commits that there will be no overlap with other funding resources.
6. A draft partnership agreement or letter of intent shall be submitted to the Programme Operator before the signing of the project contract. The Programme Operator shall verify that the partnership agreement complies with this article.
7. A table of relevant Projects that each of the project partners of the Partnership has implemented in the past or has been currently implementing including relevant documents.
8. Extract of Criminal Record from the legal representative of each project partner of the Partnership.
9. a) Certificate (issued by the competent authority of the relevant member state) of tax awareness being in force on the date of the proposal's submission and b) certificate of insurance awareness being in force on the date of proposal's submission.
10. Single Certificate of Judicial Solvency issued by a competent judicial authority – issued no prior than three (3) months before the date of their electronic submission – that it is not in bankruptcy nor has been subject to a liquidation process nor is under compulsory management by a liquidator or by the court nor has is subject to a bankruptcy settlement process or has suspended its business activities or has been subject to a reorganization process and does not comply with its terms or if it is in any similar situation resulting from a similar process, provided for in national provisions of law.

It is pointed out that for their application the Partnership must use the standardised forms of the Call (section 5).

During the evaluation of stage A, the evaluators may request the submission of additional data and/or clarifications, via e-mail.

Additional data are those which, while provided for in the invitation, were not submitted due to an omission by the potential implementer and were issued before the submission of the Proposal by issuing authorities that are not identified with the Union's candidate partners (Certificate issued by the competent authority of the relevant member state of tax awareness, certificate of insurance awareness, Single Certificate of Judicial Solvency).

The candidate must respond to the request within five (5) working days. If the additional information is not submitted by the deadline, the proposal gets rejected.

Clarifications are the data requested by the evaluator in order to clarify the submitted data and better understand the content of the Proposal. The candidate must respond to the request within five (5) working days. If the clarifications are not submitted by the deadline, the proposal gets rejected.

All the criteria at stage A must have a positive evaluation (YES) from both evaluators in order for the proposal to proceed to Stage B of the evaluation. Otherwise, the proposal gets rejected and the candidate Project Promoter is informed accordingly.

The completeness check of the elements of the proposal at Stage A will be carried out based on L.1.2\_1 Completeness Check List (CCL) of the Proposals, which is attached to this Call. Each proposal is evaluated independently. The deadline for checking the completeness of the Implementing Agency's proposal must not exceed thirty (30) days after the deadline of submission of the Proposal by the PP, not including any deadline for providing additional information and/or clarifications. If the proposal contains deficiencies and does not meet the eligibility rules, then it gets rejected and the candidate PP is informed via a Proposal rejection decision, in which the reasons for the rejection get fully explicit.

The Rejection Decision of the submitted Proposal is sent to the candidate Project Promoter with the notification of a deadline of seven (7) working days in case of an objection against the rejection decision.

#### **b) Stage B': Evaluation of proposals per group of criteria.**

Only Proposals fulfilling the criteria of Stage A' pass for evaluation at Stage B'.

The next step in qualitative evaluation is based on selection criteria. During Stage B', the evaluation shall be complied with the evaluation criteria of the JMD on the Management and Control System for the EEA Grants FM and in particular with the criteria set out in the Article 6.6. The evaluation criteria are included in the Project Evaluation Sheet L.1.2\_2. The criteria underpinning the evaluation of proposals are described below and are also attached in this Call (Annex III).

#### **1<sup>st</sup> GROUP OF CRITERIA– RELEVANCE**

Evaluators at Stage B examine and score:

- a. The proposal is in line with the Call, the framework of the National Roma Inclusion Strategy 2021–2030, the Programme Agreement & the principles of the implementation of EEA regulation, the objectives, expected results, outcomes and outputs
- b. The degree of relevance between the Project Promoter and the activities to be implemented
- c. The relevant experience of the Project Promoter i) in projects of public character/social services targeted to vulnerable groups, preferably roma population and in issues of social inclusion/child care
- d. The relevance of the rest of the Project Partners to the implementation of the activities they will undertake to implement and the distribution of actions to the partners of the Partnership according to their relevance and experience, as described in the Draft Agreement.

#### **2<sup>nd</sup> GROUP OF CRITERIA - PROJECT QUALITY/ CONTENT OF THE PROPOSAL**

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The Stage B' evaluators examine and score:

- a. Whether the described project implementation methodology is clear, realistic and complete.
- b. Whether the Proposal's budget is realistic and within the set limits.
- c. The proposed project's timetable.
- d. The proposed project monitoring and evaluation process, the risk assessment and its mitigation.
- e. The quality and completeness of the anticipated outputs of the proposed project.

### **3<sup>rd</sup> GROUP OF CRITERIA - OPERATIONAL CAPACITY OF AN ELIGIBLE PROJECT PARTNER**

Evaluators at Stage B' examine and score:

- a. The Cooperation capacity between the partners of the Partnership.
- b. The operational capacity of each partner of the Partnership.
- c. The Administrative Capacity of each partner of the Partnership.
- d. The participation of Roma NGOs, which are active in Roma communities - Grassroots organizations. The participation of relevant Roma NGOs in the Partnership.

For the evaluation, the PO will use the Project Evaluation Sheet template, (attached to this Call) and will upload it to the MIS, once it is duly completed and signed by the two (2) evaluators at stage B'.

The scoring will derive from the average score of the two evaluators.

The minimum required scoring to finance a proposal is set at 50/100.

If the difference between the scorings given by the two evaluators is greater than 30%, a third evaluator is appointed by the Programme Operator to carry out an independent evaluation of the Proposal. In such cases, the ranking of projects shall take into account the average of the two closest scores.

If the evaluated Proposal does not achieve the minimum scoring required for funding (50/100), no third evaluation is carried out.

During the comparative evaluation and Stage B', each evaluator may request additional information and clarifications. The eligible project partner must respond to the request within five (5) working days. In any other case, the Proposal is rejected.

Additional data are defined these, that have not been included in the submitted proposal albeit requested in the Calltext, due to omission by the eligible project partner and were issued prior to the Proposal's submission. Clarifications are defined the information requested by the evaluator in order to clarify the data submitted and to better understand the Proposal. If the requested clarifications are not submitted in due time, the proposal gets rejected.

The Provisional Ranking Table shall derive from the evaluation outcome by the two evaluators and is communicated to the candidate Project Promoters, who shall be given a period of seven (7) working days to submit any appeals to the Ranking Table.

After examining the submitted objections, the resulting new Provisional Ranking Table gets submitted to the Selection Committee with the submitted proposals in order for the evaluation process to be completed.

The time of the evaluation process shall not exceed the period of sixty (60) working days from the beginning of Stage B. It is noted that in case of additional information requested by the evaluators, the time of notification needed by the Project Promoters (informed through the Form E.2\_1 "Letter of request for additional information" , until the additional information is received in due time, shall not be counted to the evaluation completion deadline.

### ➤ **SELECTION COMMITTEE GROUP OF CRITERIA:**

The Selection Committee shall receive the ranking table of projects. It may modify the ranking of projects and re-evaluate the conditions for funding in duly justified cases, by favoring projects, that it considers to be more likely to achieve the target outputs and outcome indicators, in particular in the light of: a) better coverage of the geographical areas described in the Call and the number of Roma settlements to be reached with a view to attract as many Roma children as possible to participate in summer camps , b) the methodology for ensuring Roma children's participation. The clear and adequate documentation in case of reranking in the initial Ranking Table will be detailed in the minutes of the Selection Committee meeting.

The Selection Committee is entitled to propose a budget limitation of the eligible proposals, in particular where the total budget claimed by the candidate Project Promoters exceeds the total available funding for the Small Grant Scheme 2 or if an unrealistic budget is filed.

The Selection Committee shall forward to the PO its Minutes with the Ranking Table annexed with the suggested Proposals to be funded, including also a list with runner-up Proposals, if any. The Programme Operator confirms that the evaluation process has been carried out in line with the provisions of the EEA Grants Regulation and that the recommendations made by the Selection Committee fully comply with the rules, the content and the objectives of the Programme.

After the confirmation the Programme Operator, on the basis of the Selection Committee's recommendation:

- a) Decides which projects are to be financed.
- b) Informs the Selection Committee and the relevant Project Promoters, providing them with adequate documentation, if in exceptional and duly justified cases the PO modifies the Table with the Proposals of the Selection Committee.



The eligible Project Promoters whose proposals are not proposed to be financed, will be informed in writing.

## **B) Submission and examination of appeals**

The candidate project promoter may submit an appeal to the Programme Operator against the evaluation's results. Appeals may be submitted once, per each evaluation stage, (A or B) within the exclusive deadline of seven (7) working days after the announcement of the evaluation results, mainly:

- i. the Decision to reject proposals being issued during the Stage A' of the evaluation
- ii. the Provisional Ranking Table of evaluated proposals issued during the Evaluation Stage B.

The appeal must be reasoned and signed by the legal representative of the candidate Project Promoter.

The Programme Operator records and examines all the submitted appeals. The appeals examination results shall be approved by the Head of the Programme Operator and shall be communicated to the candidate project promoters. The candidate project promoters have fifteen (15) working days to submit the appeal starting from the submission deadline of appeals and shall be uploaded on the Transparency Portal (Diavgeia).

Any appeals are examined by a three-Member appeal evaluation committee, set up by decision of the Programme Operator Head, within three (3) working days since the final appeal submission date. The persons who participated in the evaluation procedure of the appeal-specific proposal shall not be entitled to participate in the appeals evaluation procedure.

Moreover, it shall be ensured that the executives examining the appeal are duly independent, by submitting a declaration of non-conflict of interest.

Should the submitted appeal be sustained, referring to the outcomes of Stage A', the Programme Operator shall proceed to Stage B' evaluation.

If the appeal raised relates to evaluation stage B after the conclusion of the examination of appeals, the proposals for which the appeal is accepted shall be added to the ranking table according to the ranking order from their Score. The new Provisional Table is forwarded to the Selection Committee.

Once the evaluation is completed by the Selection Committee, as described above and provided that:

➤ The evaluation is positive, the Programme Operator forwards the Final Table of projects to be funded to the EEA FM Committee. Subsequently, the Programme Operator finalizes the approved Project information in the MIS.

Through the MIS, the following are produced:

- The Suggestion of a Project Contract (form E.I.2\_4: Suggestion of a Project Approval/Exclusion for each Project Promoter

- The Project Contracts (form E.I.2\_5: Project Contract).
- The finalized Project's Technical Bulletin (form E.I.1\_3: Project's Technical Bulletin) for each Project Promoter

The Programme Operator's Head is positively recommending, and the Minister for Labour and Social Affairs adopts the Project Contracts. The Project Contracts are communicated to the Project Promoters.

The Project Contract constitutes an ex officio registration proposal in the Public Investment Programme (PIP) and the funding body is accordingly informed as set out in the Procedure ΔIV\_1: Projects grant and payments.

➤ If the evaluation turns negative, the proposal shall be rejected. Through the MIS, the following are produced:

- Suggestion of Project Rejection (form E.I.2\_4: The suggested Project Contract /Project Rejection)
- The Project Rejection decision (form E.I.2\_2: Project Rejection Decision ) fully documenting the reasons for the rejection.

The Head of the Programme Operator is recommending the Proposal Rejection Decision and the Minister for Labour and Social Affairs issues the corresponding decision. The candidate Project Promoter is informed by being sent a Proposal Rejection Decision.

The Project Contracts are uploaded on the Transparency Portal (Diavgeia), in the relevant Programme Operator's webpage and is necessarily communicated to the Project's funding body.

### C. Issue of Project Contract for Funding

The Project Contract and its attachments shall include the terms and conditions of the grant as well as the roles and responsibilities of the parties. It includes provisions ensuring that the Project Promoter undertakes to fully comply with the provisions of the EEA FM 2014-2021 legal framework referred to in Article 1.5 of its Regulation relevant to the project implementation, including any obligation applicable after the project completion.

A project contract is concluded for every approved project between the Programme Operator and the Project Promoter. For EEA Programmes under the responsibility of Greek authorities, the documents constituting the Project Contract for the purposes herein and proportionally to what is applicable for EU co-financed Programmes are the following:

- the Project Contract, with the obligations of Beneficiaries as attached annex
- The project's Technical Bulletin, submitted and duly signed by the Project Promoter

The Project Contract shall include an explicit reference to the Programme Agreement and to the JMD on the Management and Control System of the EEA. It shall also at least include provisions pertaining to the following:

(a) the reporting obligations on behalf of the beneficiary/project promoter allowing the Programme Operator to comply with reporting obligations towards the EEA FM Committee and the NFP,

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- (b) the maximum amount and percentage of the grant,
- (c) the eligibility of expenditures and the requirements relating to the submission of proof of expenditures,
- (d) the method of calculating indirect costs and their maximum amount;
- e) the first and last date of eligibility of expenditures
- (f) any possibilities for amending the project,
- (g) ensuring timely access to monitoring, audits and evaluations; (h) ensuring compliance with information and communication obligations,
- (h) the right of the Programme Operator to suspend disbursements and to claim refund from the Project Promoter in the event that such a decision has been taken by the EEA FM Committee, the Programme Operator or the National Focal Point (NFP),
- (i) dispute settlement and jurisdiction,
- (j) the detailed budget.

### 6.3 COMMUNICATION-INFORMATION

For information on the submission of proposals, completion of the Project's Technical Bulletin Project's Technical Bulletin and other clarifications, please send an email to [info@eeagrants-roma.gr](mailto:info@eeagrants-roma.gr). Information on the "Roma Inclusion and Empowerment" Programme, the Programme's Management and Control System, the institutional framework for the implementation of projects included in said Programme, the expenditures eligibility rules of projects as well as any other information pertaining to proposals' submission (i.e guidelines on filling in the Project's/Subproject's Technical Bulletin, monitoring indicators, specification of proposals' evaluation criteria and other necessary documents on the proposal's examination) is available on the electronic address <https://eeagrants-roma.gr/>. This website is a key communication tool between the Programme Operator and the Programme's stakeholders and any relevant information is uploaded on this website.

**The General Secretary for Employment Enhancement**

**Eleni Yioti**

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### Attachments :

1. Institutional framework (JMD on the EEA Management and Control System, EEA Management and Control System Specialization, manuals, forms)
2. Annex I: Project Promoters' Obligations (*Annex of the Project Contract*)

The following attachments are available on the electronic address **eagrants-roma.gr**.

3. Template of the Project's Technical Bulletin and instructions for its completion
4. Template of a Draft Decision for the Implementation of a Subproject by Own Means
5. Form E.I.1\_6 "Project File Keeping Status"
6. Project Contract Template
7. I.2\_1 Completeness Checklist List of Projects
8. A.I.2\_2EΞ\_ Project Evaluation Sheet

### Internal Distribution:

1. Ministry of Labour and Social Affairs  
Minister's Office
2. General Secretariat for Social Solidarity and Fight Against Poverty
3. Special Service NSRF Structure, Sector of Employment and Social Economy.

### List of recipients for Communication:

1. THE EEA FINANCIAL MECHANISM COMMITTEE  
12-16 Rue Joseph II, 1000 Brussels, Belgium  
[fmo@efta.int](mailto:fmo@efta.int).
2. THE EEA FINANCIAL MECHANISM OFFICE  
12-16 Rue Joseph II, 1000 Brussels, Belgium  
Ms. KELLER Sheena Elaine [SheenaElaine.KELLER@efta.int](mailto:SheenaElaine.KELLER@efta.int).
- 3 Royal Norwegian Embassy Athens  
Maria Fola, EEA Grants Adviser  
5, Hatziyianni Mexi str, 115 28, Athens  
[maria.fola@mfa.no](mailto:maria.fola@mfa.no)
4. Ministry of Development and Investments
  - Minister of Development & Investments Office, Mr. Adonis Georgiadis, 5-7 Nikis Str, GR-10180 Athens
  - Deputy Minister of Development & Investments Office (Public Investments and NSRF), Mr. Yiannis Tsakiris, 5-7 Nikis Str, GR-115 80 , Athens
  - Secretary General of Public Investments and NSRF Office, Mr. Dimitris Skalkou, 5-7 Nikis Str, GR-115 80, Athens
  - National Focal Point (NFP)-Special Agency for Planning, Coordination and Monitoring of the implementation of the European Economic Area Financial Mechanisms (EEA FM), 23-25 Lekka Street, GR-10562 Athens, [contact-eeagrants@mnec.gr](mailto:contact-eeagrants@mnec.gr)

## **ANNEX I: PROJECT PROMOTERS' LIABILITIES**

The project promoter of the project the "Promotion and support of Roma children in summer camps" shall undertake to fulfill the following obligations:

### **1. COMPLIANCE WITH THE EEA FM RULES, WITH THE EU & NATIONAL RULES**

- (i) To respect the EEA FM regulatory framework, the EU and National legislation when implementing the project, in particular regarding public procurement, sustainable development, state aids, Equality between men and women, non-discrimination and accessibility of Persons with Disabilities.

### **2. PROJECT IMPLEMENTATION**

- (i) To respect the project and the individual subprojects' implementation timetables. To secure the project's functional output, taking all necessary measures for that purpose, based on the regulatory framework of the body operating and maintaining the project and its corresponding responsibilities, in case the body operating and maintaining the project does not coincide with its project promoter.
- (ii) To get approval from the Programme Operator for the tendering, awarding and public contracts modification procedures. *In case of projects/subprojects implemented on own means*, the project promoter shall be bound to submit an examination request for the modification of an implementation decision on own means.
- (iii) To promptly inform the Programme Operator on the project's progress, particularly regarding the preparatory activities for its implementation and to send all relevant documents regarding the physical and economic implementation of the project until its completion, in accordance with the management and control system procedures.
- (iv) To take all necessary activities to update the EEA Management Information System (MIS) with the data and documents of the project being implemented; in particular, the data, planning and implementation documents required for the financial management, the monitoring of the physical and economic scope and the indicators, their verifications, the audits, the projects' evaluation and in general the project's audit trail.
- (v) To secure the accuracy, quality and completeness of data submitted to the EEA MIS, complying with the time frame foreseen in the relevant provisions and to carry out the interconnection of its Information Systems with the EEA-MIS for the automatic data submission, if required.

### **3. PROJECT FINANCING**

- (i) To operate a certification mechanism for the project implementation, ensuring the effective quantitative and qualitative control of materials, services and the final deliverable and to apply internal payment audit procedures to ensure their legitimacy and regularity.

- (ii) To keep a separate account for the project where all expenditures shall be recorded corresponding fully to the ones declared to the Programme Operator, through the Expenditure Statement Bulletins.
- (iii) Submit information to the PO and the Certifying Authority after completion of the project.

#### 4. VISITS-VERIFICATIONS-AUDITS

- (i) The Project Promoter shall provide, if requested, throughout the project implementation and for as long as it is necessary, all documents, supporting documentation and project data to the Programme Operator, the Certifying Authority, the Audit Authority, and all auditing bodies of Greece, and to the EEA FM Committee and Special Agency for Planning, Coordination and Monitoring of the implementation of the EEA FM.
- (ii) To accept on-the-spot audits by all competent auditing bodies, both at the project promoter's headquarters as well as at the project implementation premises; to facilitate the audit, submitting any data pertaining to the project implementation, on demand.

#### 5. PUBLICITY

- (i) The Programme Operator to accept the uploading of the project on the web portal [eeagrants-roma.gr](http://eeagrants-roma.gr), as foreseen in article 7.3 of the JMD on the EEA Management and Control System and in Annex III of the EEA FM Regulation, in Greek and in English.
- (ii) To take all the information measures provided for in Annex III to the EEA Regulation, and in particular:
  - a) Place a provisional sizeable signage, highly visible at the work site of infrastructure projects or constructions for a total public expenditure exceeding €500.000, during the implementation stage.
  - b) Place a commemorative plate or a sizeable signage at an easily discernible site, within three months on completion of an infrastructure project or a construction or purchase of a physical (tangible) object, for a total public expenditure beyond €500.000.
  - c) Promote the EEA FM official emblem in all information and publicity activities, with reference to the EEA FM that supports the project.
  - d) Upload on its web site, if there is any, the project's data, such as brief description, depending on the level of support, objectives and outcomes, underscoring the financing support by the EEA FM.
  - e) Place a poster with project-related information in other projects not falling under the obligation of placing signage or plates.
  - f) Inform the stakeholders participating in projects being co-financed by the EEA FM about the project co-financing by the EEA FM and its implementation in the context of

the programme. Said information is displayed in any document or other certificate used during the project implementation or produced in this context.

## 6. PROJECT PROMOTERS KEEPING DATA AND SUPPORTING DOCUMENTS

- (i) To keep and update a project file with all the data pertaining to the project's implementation until its completion, its payment and operation. All the supporting documents regarding the expenditures and the accounting audits for a five (5)-year-period shall be kept in the project file, as of December 31st after the submission of accounts that include the completed project's final expenditure. The Programme Operator shall inform the project promoter of the starting date of the period of documents' availability at the project completion. The above data and supporting documents are kept either in the form of original or updated copies of the originals, or in commonly accepted data authorities, including the electronic publications of original documents or documents existing only in electronic form.
- (ii) To communicate to the competent Programme Operator the Form E.I.1\_6 "Project File Keeping Status", where the identity and the address are recorded, inter alia, of any partner that keeps data and documents as well as the form of keeping such data, the latest upon submission of the first Expenditure Statement Bulletin.
- (iii) To respect specific terms or restrictions set by the special institutional framework for the project implementation or stipulated by the Programme Operator.

## 7. SPECIAL TERMS

### DATA PROTECTION – GENERAL REGULATION (EU)2016/679

In accordance with the Decision 91761/03-09-2020 by the Ministry of Development and Investment on the co-financing of the Programme entitled: "Roma Inclusion and Empowerment", the Special Service NSRF Structure, Sector of Employment and Social Economy of the Ministry of Labor and Social Affairs, the Special Service NSRF Structure, Sector of Employment and Social Economy, as Managing Authority shall be the "data processor", on behalf of the Ministry of Development and Investment.

The Project Promoter/Partnership shall be the 'sub-processor' on behalf of the be placed in the 'processing sub-processor' position on behalf of the Special Service NSRF Structure, Sector of Employment and Social Economy, provided that it takes over the implementation of this project.

The Project Promoter/Partnership shall declare and guarantee that it complies with the applicable legal framework on Personal Data Protection, with regard to all personal data to which it has access and subjects to processing, with regard to the implementation of the Project activities.

The Project Promoter/Partnership shall ensure that it has all appropriate technical and organizational measures in place to implement the Personal Data Protection Regulation, for all

types of personal data and for all categories of data subjects, as well as all modalities of processing (including: collection, storage, correction, deletion, search, forwarding, etc.)

The Project Promoter/Partnership shall ensure that it has complied with the Regulation and that, in the event of any audit by the Managing Authority, it is able to demonstrate its compliance.

The Project Promoter/Partnership shall guarantee that it implements all appropriate technical and organizational security measures, with regard to personal data collected from the beneficiaries or the Special Service NSRF Structure, Sector of Employment and Social Economy, before the start of the project implementation.

The Project Promoter/Partnership shall ensure that its staff, either permanent or temporary, have been informed of the processing and shall designate the appropriate staff to be responsible for processing. With a view to taking up its duties, it will arrange for the training of the responsible staff.

The Project Promoter/Partnership shall make available to the beneficiaries and natural persons all their rights under Article 13 of the Regulation, namely the right of access, the right of rectification, the right of erasure, the right to portability of their personal data.

## **8. OTHER OBLIGATIONS**

**A))** The Project Promoter shall insure children upon their arrival and until they leave for accident risks, with full medical and hospital coverage, **submitting a compulsory insurance policy, with all the above coverage (against ..... )**.

**b)** for any accident likely to occur during the child's camp period, the project promoter shall bear full and exclusive civil and criminal liability.

Similarly, the Project Promoter shall be bound, in the event of a serious child-camper disease or accident, to notify, immediately, by telephone or by any other appropriate means, the parents of the camper-patient, and the PO, and in the event of an emergency, to hospitalize the camper into any clinic or hospital.