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**HELLENIC REPUBLIC**  
**MINISTRY OF LABOUR & SOCIAL  
AFFAIRS**  
**GENERAL SECRETARIAT FOR LABOUR**  
**SPECIAL SERVICE EXECUTIVE NSRF**  
**STRUCTURE–DIVISION OF**  
**EMPLOYMENT AND SOCIAL**  
**ECONOMY**  
**SUB-DIRECTORATE I - "Transnational**  
**Programmes and Programmes of**  
**other Financial Mechanisms of the**  
**EU, EGF and EEA Grants", Unit A**

**FINANCIAL MECHANISM**  
**2014-2021**

**Date: /11/2020**  
**Ref.**  
**Call No:**

**TO : Unit C**  
**of the Special Service NSRF Structure of**  
**the Ministry of Labour and Social Affairs**  
**Sector of Employment and Social**  
**Economy**

**SUBJECT: Executive Summary «CALL FOR THE SUBMISSION OF A PROPOSAL ENTITLED**  
**“SUPPORT ACTIONS IN THE CONTEXT OF THE PROGRAMME "Social Inclusion and**  
**Empowerment of the Roma"»**

**which is co-financed by The Financial Mechanism of the European Economic Area (EEA) for**  
**the period 2014-2021**

## THE MINISTER OF LABOR & SOCIAL AFFAIRS

### CALLS

- The Unit C of the SPECIAL SERVICE NSRF STRUCTURE of the Ministry of Labour and Social Affairs, for the submission of project proposals (acts) in support of the: Programme Operator regarding the organization, management and implementation of the: Programme entitled "Social Inclusion and Empowerment of the Roma " according to the provisions in par. 2 and 3 of the second field "Programming Period 2014-2020" of section x under the title "Unit C: Administrative and IT Support, Information and Publicity" of article 3, with reference number 58994 / SPECIAL INSTITUTIONAL SUPPORT SERVICE )/ 14 -06-2019 (Government Gazette 2343 / BA / 18-06-2019) Joint Ministerial Decision).

- **CONTENT OF THE CALL**

More specifically, services should be provided to the: Programme Operator in support of the following Actions:

#### **SERVICES A:**

Support actions by Technical / Legal Advisor. The work of the Consultant will be:

- According to Article 5.7. of JM 13249 / 04-02-2020 (Government Gazette 526 / B / 19-02-2020), for the implementation of the Programme "Social Inclusion and Integration of Roma", which must, among other things, cover:

a) the verification, control and monitoring systems established by the aforementioned JMC

(b) the system for the prevention, detection, reporting and correction of irregularities; and

(c) the system who was created to comply with the audit trail of all supported activities .

II. The preparation and design of the invitations (calls) which must be issued under the programme, for example the preparation and design of the invitations for the three Small Grant Schemes.

The estimated value of the above actions may amount to forty thousand euros (€ 40,000.00) including the legal VAT.

## **SERVICES B:**

- Actions by External Consultants / experts for the support of the Programme Operator in the process of evaluation and selection of submitted Proposals for each of the three small grant schemes, the estimated value of which support actions can amount to six thousand euros (6,000.00 €), including the legal VAT.
- Support actions to the Programme Operator, by an External Technical Consultant regarding the monitoring, the review, the report of the progress of the implementation of the physical object of the project actions, the verification of the outputs of the operation, the ongoing and ex post evaluation, throughout implementation of the programme until its final expiration. The estimated value of which may amount to sixty thousand euros (60,000.00 €), including legal VAT.
- Support actions to the Programme Operator in any objection examination procedures, the estimated value of which may amount to three thousand euros (€ 3,000.00), including the legal VAT.
- Support actions for the control of the eligibility i) of project costs (administrative verification of costs on the recommendation of a chartered accountant), which will be submitted by the Implementing Bodies to the Programme Operator for the approval of progress payments in Predetermined Act 1, Predetermined Act 2 in the three small grant schemes (SMSs), ii) the management costs, as well as the administrative control of the costs that will be carried out until the completion of the programme, the estimated value of which may amount to ninety thousand euros (90,000.00), including legal VAT.
- Support actions to the Programme Operator by an External Communication Consultant. The Consultant's task will be: The design, specialization, updating and organization of the communication strategy for Predetermined Act 1, for Predetermined Act 2, for the three small grant schemes, as well as for the preparation and organization of three (3) events of information and publicity in the context of the promotion of the Programme, the estimated value of which may amount to fifty thousand euros (50,000.00 €) including the legal VAT.
- Actions for translation and interpretation services, the estimated value of which may amount to forty-nine thousand euros (€ 49,000.00), including legal VAT.

## **SERVICES C.**

- Actions related to the provision of technical, legal and accounting support to the Implementing Agency of the Predetermined Act 1, in order to comply with the requirements of the Programme Operator

during the implementation of the operation, to develop procedures, to design and prepare invitations, to submit the necessary reports and confirms the costs to be sent to the Programme Operator until the project is completed.

- Actions related to the provision of technical, legal and accounting support to the Implementing Agency of the Predetermined Act 2, in order to comply with the requirements of the Programme Operator during the implementation of the operation, to develop procedures, to design and prepare invitations, to submit the necessary reports and confirms the costs to be sent to the Programme Operator until the project is completed.

The estimated value of the above services may amount to one hundred and twenty thousand euros (120,000.00 €) including the legal VAT.

#### **SERVICES D.**

- Cooperation and bilateral relations activities, including: (a) expenditure relating to travel, accommodation or other expenditure relating to the strengthening of bilateral relations; (b) travel expenditure, hospitality and, in general, facilitation of the work of the Cooperation Committee (c) expenditure relating to meetings for the exchange of good practice between the bodies involved in the program and others, either within the territory or with international organizations. The expenses of this category also cover the travel expenses of the representatives of the Programme Operator for the technical meetings with the representatives of the EEA CM, the International Programme Partner, the National Contact Point and other bodies involved. The estimated value of the above services may amount to sixty eight thousand euros (68,000.00 €) including legal VAT.
- Actions related to the conduct and organization of meetings and travels between the involved national bodies and parties of the Programme, the estimated value of the above services may amount to five thousand euros (5,000.00 €) including the legal VAT.
- Actions related to costs of conducting on-site inspections and verifications by the program administrator, the estimated value of the above services may amount to sixteen thousand euros (16,000.00 €) including the legal VAT.

#### **ACTIONS E:**

- Actions related to the supply of equipment, necessary for the performance of the work of the Programme Operator regarding the specific project which includes three (3) laptops and four (4) scanning and printing devices The estimated value of the above equipment may be to amount to three thousand euros (€ 3,000.00) including legal VAT.

- General Expenses, the estimated value of which may amount to the amount of ten thousand euros (10,000.00 €) including the legal VAT.

Where the provision of the above services is provided to follow award procedures, it may be assigned to one or more Contractors, in accordance with the provisions of Law 4412/2016 (A '147) "Public Procurement of Works, Procurement and Services" and with number 91761 / 03-09 / 2020 (Government Gazette 4027 / BD / 21-09-2020) Financing Decision of the Deputy Minister of Development and Investment. The actions follow the National and European institutional framework.

The estimated value of all the actions described above, may be up to the amount of five hundred and twenty thousand euros (€ 520,000.00), including the legal VAT.

## **2. FINANCIAL ELEMENTS OF INVITATION**

- The total amount of the co-financed public expenditure of this call is up to the amount of 520.000,00 euros.
- The Managing Authority may modify the total amount of the co-financed public expenditure of this call or make a reasoned withdrawal of the call, informing in any case the beneficiaries through the relevant website: [www.eegrants-oma.gr](http://www.eegrants-oma.gr).
- In the framework of this call, operations will be included, up to the amount of the total co-financed public expenditure.

## **3. ELIGIBILITY**

- The expiration date of the eligibility deadline of the costs of the proposed acts is set at **31/12/2024**. The completion of the proposed acts should take place by the above date.
- Acts that have been naturally completed or fully executed are not eligible, regardless of whether or not the relevant payments have been made, if they were made after the above date.

## **4. INSTRUCTIONS FOR THE SUBMISSION OF THE PROPOSAL**

- Candidate beneficiaries submit proposals exclusively electronically through the OPS. - NSRF 2014-2020 (hereinafter EEA OPS). For this purpose, it is required to have an individual user account (ID and password) to access the EEA OPS:
  - on the one hand the Beneficiary 's executives for completing forms and

- on the other hand the legal representative of the Beneficiary for submission of funding applications
- Instructions for obtaining a user account in the EEA OPS can be found at the online address <http://logon.ops.gr/>
- If the Beneficiary does not already have a " code" in the OPS from the period 2014-2020, he must submit an application for a code according to the instructions at <http://logon.ops.gr/>, before submitting the proposal.
- Proposals are submitted through the EEA OPS at <http://logon.ops.gr/>
- **from 6 October 2020 08:00:00 (start date for submission of proposals)**
- **to 30 November 2020 24:00:00 (closing date for submission of proposals).**
- It should be noted that the proposal is submitted to the EEA OPS by the legal representative of the Beneficiary or the main Beneficiary [in case of implementation of the project proposal (act) by multiple Beneficiaries] (individual user account of the legal representative). The Beneficiary after the successful submission of the proposal is informed through the EEA OPS.
- In case of documents, for which the electronic attachment / submission is not technically possible, the beneficiary is obliged to send them to the SPECIAL SERVICE EXECUTIVE NSRF STRUCTURE–DIVISION OF EMPLOYMENT AND SOCIAL ECONOMY to the address KORAI 4 ATHENS 10564 , within 10 working days from the date of electronic submission of the proposal by the Beneficiary.
- **Proposals will not be accepted outside the above deadlines.**
- Before the ending of the deadline for submission the proposals, a new proposal may be resubmitted following the cancellation of the original proposal. The proposal is evaluated based on the last successful / valid submission.
- The potential beneficiaries are informed through the relevant website / email address [www.eeagrants-roma.gr](http://www.eeagrants-roma.gr).
- The Technical Data Sheet (TAC) is the proposal of the Beneficiary and is completed exclusively in electronic form available in the EEA OPS. Instructions for completing the fields of the Technical Act Bulletin are attached to this invitation.
- The submission of the proposal is also an application for funding from the potential beneficiary.
- An integral part of the proposal are the following supporting documents / documents, which accompany the Technical Bulletin:
  - 01. Application for Funding
  - 02. technical data sheet of Act

## **5. PROCESS OF SELECTION AND INTEGRATION OF ACTS**

- After the submission of the proposal by the candidate Beneficiary, the procedure for the inclusion of the acts in the Program follows the following steps.
- 5.1 Immediate Evaluation
  - Stage A: Completeness and eligibility of a proposal
  - Stage B: Evaluation of the proposals per group of criteria
  - The proposal is evaluated independently in order of priority, which is determined by the date and time of its electronic submission to the EOX OPS.
- **5.2 Submission and examination of objections**
  - The potential beneficiary may object to the Programme Operator regarding the results of the evaluation. Objections are submitted once per evaluation stage, within an exclusive period of seven (7) working days from the day following the notification of the evaluation results, namely:
    - a) of the Decision Rejection of the Proposal issued during Stage A of the evaluation
    - b) the Decision Rejection of the Proposal issued during Stage B of the evaluation
  - The objection must be substantiated and signed by the beneficiary.
  - The Programme Operator puts a protocol number and examines the submitted objection, the result of which is approved by the Head of the PO and is notified to the potential beneficiary within fifteen (15) working days and is posted in the Program.
  - The objection may be examined by a three-member evaluation committee, which is formed with the decision of the Head of the PO, within three (3) working days from the deadline of submission of the objection.
  - The process of examining the objection can not participate executives of the PO who participated in the evaluation process of the specific proposal to which the objection concerns. In addition, it must be ensured that the executives examining the objection have the required independence by submitting a declaration of non-conflict of interest.
  - If the submitted objection, which concerns the results of Stage A, is accepted, the PO proceeds with the evaluation of Stage B '.

- If the submitted objection, which concerns stage B of the evaluation, is accepted, the proposal is selected for funding based on the order of electronic submission of proposals and until the exhaustion of the total co-financed public expenditure of the Call. In this case, the PO proposes the issuance of a Decision of Integration of the act
- 5.3 Issuance of a decision for inclusion of the act by the Minister, following a previous positive suggestion of the head of the Programme.
- 5.4 Publication on the relevant website of the Programme Operator of the title of the operations included in the Program, of these beneficiaries, as well as the amount of the co-financed public expenditure.
- **6. COMMUNICATION - INFORMATION**
- • For more detailed information on the submission of proposals, the completion of the TSI and other clarifications are responsible Ms. Angeliki Christopoulou, and Ms. Roxani Apostolou e-mail: