



CALL FOR PROPOSALS

SIMPLIFIED FORM OF GRANT - FINANCING BASED ON ACHIEVEMENT OF RESULTS¹

Call reference: GP/EFSA/DATA/2021/02

Call title: Creation of Open Access EU Food Composition Database (EU FCDB) and related datasets

Project/Process code: D01.01-DATA-29

Budget line: 3210

Restricted to **the list of competent organisations** established by the Authority's Management Board in application of article 2 the Commission Regulation (EC) No 2230/2004 laying down detailed rules for the implementation of European Parliament and Council Regulation (EC) No 178/2002 with regard to the network of organisations operating in the fields within the Authority's remit.

¹ Article 125.1(a) FR



INDICATIVE PROCEDURE TIMETABLE

Milestone	Date ²	Comments
Launch date	26/05/2021	Date of call publication on EFSA's website.
Deadline for applicants to raise clarification questions to EFSA	07/09/2021	If, after having read this Call for proposals and guide for applicants, you have any questions, you may address them to EFSAProcurement@efsa.europa.eu by indicating the Call reference.
Deadline for EFSA to reply to clarification questions	09/09/2021	Replies will be provided on EFSA's webpage where this Call is published and which the applicants are requested to consult regularly.
Deadline for submission of proposals <u>Any proposal posted after the final deadline will automatically be rejected.</u>	15/09/2021	<p>You can submit your proposal:</p> <ul style="list-style-type: none"> - either by post (registered mail) or by courier not later than 15/09/2021, in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the address indicated below. The applicant submitting a proposal by post or by courier is requested to send an informative e-mail to EFSAProcurement@efsa.europa.eu. - or delivered by hand not later than 12.30 hours (Italian time) on 15/09/2021 to the address indicated below. In this case, a receipt must be requested from EFSA as proof of submission, signed and dated by the staff member in EFSA Post Office who accepted the delivery. The EFSA Post Office is open from 8.30 to 12.30 Monday to Friday. It is closed on Saturdays, Sundays and EFSA holidays. <p>Submission by post, courier or hand to this address: <u>European Food Safety Authority - EFSA</u> <u>For the attention of – Mrs Laura Perati, Finance Unit (Procurement Team)</u> <u>Via Carlo Magno 1/A, I – 43126 Parma, Italy</u></p> <p>Proposals must be submitted using the double envelope system. The outer envelope should be sealed with adhesive tape, signed across the seal and carry the following information:</p> <ul style="list-style-type: none"> - "CALL FOR PROPOSALS GP/EFSA/DATA/2021/02 – NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT". - name of the applicant - the posting date should be legible on the outer envelope
Notification of the evaluation results	October	Estimated <i>Attention: outcome of the present call will be communicated to all applicants to the e-mail address indicated in their proposal. Accordingly, applicants who have submitted proposals under the</i>

² All times are in the time zone of the country of the EFSA.



		<i>present call are strongly invited to check regularly the inbox in question.</i>
Grant agreement(s) signature	November	Estimated

Provide EFSA with feedback:

If you considered applying to this call for proposals but finally decided not to do so, your feedback and reasoning for such a decision would be very much appreciated. Please address it to: EFSAProcurement@efsa.europa.eu. EFSA will process any feedback confidentially in order to improve the quality of its future grant calls.



1. GRANT OPPORTUNITY AND CONDITIONS

1.1 LEGAL FRAMEWORK

Article 36 of the Regulation (EC) 178/2002³ of the European Parliament and of the Council of 28 January 2002 laying down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety foresees the possibility to financially support networking of organisations operating in the fields within the EFSA's mission.

In particular, Article 36 (1) stipulates that the Authority shall promote the European networking of organisations operating in the fields within the Authority's mission. The aim of such networking is, in particular, to facilitate a scientific cooperation framework, the development and implementation of joint projects⁴, the exchange of expertise and best practices in the fields within the Authority's mission.

On the 19th December 2006 the Management Board, acting on a proposal from the Executive Director, drew up a list of competent organisations designated by the Member States which may assist EFSA, either individually or in networks, with its mission. This list is regularly updated by EFSA's Management Board.

Article 5 of the Commission Regulation (EC) 2230/2004 of 23 December 2004 laying down detailed rules for the implementation of the European Parliament and Council Regulation (EC) 178/2002 with regard to the network of organisations operating in the fields within the EFSA's mission specifies that the financial support to the networking organisations shall take the form of subsidies (grants) awarded in accordance with the EFSA's financial regulation and implementing rules.

The present Call for proposals and guide for applicants (hereinafter referred to as "the Call") is procedurally governed by Regulation (EU, Euratom) 2018/1046⁵ of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012.

This call is based on EFSA's 2021 Work Programme for grants and operational procurements as presented in Annex XIa of the Programming Document 2021 – 2023, available on the EFSA's website⁶.

³ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2002:031:0001:0024:EN:PDF>

⁴ Project is frequently referred to in this Call as "action", in line with EU Financial Regulation terminology.

⁵ <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32018R1046&from=IT>

⁶ https://www.efsa.europa.eu/sites/default/files/corporate_publications/files/amp2123.pdf



SIMPLIFIED FORM OF GRANT - FINANCING BASED ON ACHIEVEMENT OF RESULTS

Financing based on achievement of results as opposed to financing based on cost is a new type of grant introduced in the EU financial Regulation 2018. This type of grant gives advantages on an administrative level to both EFSA and the beneficiaries. The below table illustrates the main changes.

- **Co-financing principle is not applicable**
- **No-profit principle is not applicable**
- **Estimated budget is not requested**
- **The concept of eligible/non eligible costs is no longer relevant**
- **Payments are done based on approval of deliverables. No need for EFSA to calculate the final grant amount based on spending and no need for the beneficiary to submit supporting documents for incurred costs.**



1.2 BACKGROUND AND MAIN OBJECTIVE OF THE CALL

BACKGROUND

A food composition database gives information on the amount of nutrients and non-nutrient components contained in different foods. The nutrient content in foods can vary in different countries due to the diverse feed practices, soil, environmental and genetic influence, fortification policies, food production and processing practices etc. Therefore, food composition databases exist in many countries. Several projects and EU funded networks have been working on the harmonization of food composition data in Europe in past decades⁷.

In 2013 EFSA collected food composition data mapped to FoodEx2⁸ from 14 countries within a procurement project⁹. In particular, this data was used for the assessment of intake of vitamins and minerals for the opinions of the EFSA Panel on Nutrition, Novel Foods and Food Allergens (NDA) aimed at establishing dietary reference values¹⁰. As a follow up of this activity, data for eight minerals and seven vitamins from seven Member States¹¹ are publicly available on EFSA website.

A rapid development of food industry and continuous change of market share significantly influence a landscape of food composition data and create a need for its continuous maintenance. Considering a profound improvement of FoodEx2 system after 2015, evolution of food composition databases in Europe and increased research interest for high quality and harmonized food composition data at European level, there is a strong need for creation and maintenance of an **Open Access European Food Composition Database (EU FCDB)**.

Furthermore, scientific society is very active in the area of **diet environmental impact** which indicates a need for the harmonised collection of information in this domain. European Commission has released recommendations on how to assess the environmental footprint of products and organizations^{12,13}. Several pilot projects, aiming to test the recommendations, have been deployed involving more than half of the actors in the market for each product¹⁴. In addition, international agreement on best available models for generation of environmental footprints has been established¹⁵.

Numerous EFSA future activities directly or indirectly depend on food composition data, such as estimation of nutrient intake for regulatory purposes, dietary patterns and shifts to healthier diets, setting up nutrient profiles, GMO risk assessments, estimation of sustainable diets, integrated nutrient management action plan etc. It is expected that harmonization of methodology and standards for food composition data collection and maintenance of an Open Access European Food Composition Database will significantly improve the quality of EFSA outputs and increase possibilities in different nutrition related research areas. In addition, it will be a valuable source of data of utmost importance for the research community and other stakeholders in Europe needing open access to high quality food

⁷ <https://cordis.europa.eu/project/id/513944>

⁸ <https://www.efsa.europa.eu/en/data/data-standardisation>

⁹ <https://www.efsa.europa.eu/en/supporting/pub/en-355>

¹⁰ <https://www.efsa.europa.eu/en/press/news/updating-drvs-job-done-after-10-years-and-34-nutrients>

¹¹ <https://www.efsa.europa.eu/en/data/food-composition>

¹² <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32013H0179>

¹³ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A52013DC0196>

¹⁴ https://ec.europa.eu/environment/eussd/smqp/ef_pilots.htm

¹⁵ <https://eplca.jrc.ec.europa.eu/EnvironmentalFootprint.html>



composition data.

MAIN OBJECTIVE OF THE CALL

The objective of this call is the development, publication and maintenance of an **Open Access European Food Composition Database (EU FCDB)** and **Environmental Footprint of Food Database (EFF Database)**.

1.3 SPECIFIC OBJECTIVES OF THE CALL

The specific objectives of the present grant are organized in two phases.

1.3.1 SPECIFIC OBJECTIVE FOR THE FIRST PHASE OF THE PROJECT

The **first phase** aims at defining the quality standards for the inclusion of data into the EU FCDB and EFF Database. In particular, the following eight tasks need to be implemented within the first phase:

1. Develop a search protocol and carry out an **extensive literature search** on the methodologies for the quality evaluation, collection, storage, and maintenance of national/international FCDBs including literature on factors related to the food composition data (such as edible parts, retention, yield factors, etc.). This extensive literature search should include peer reviewed articles and grey literature (e.g. project reports etc.) published worldwide after 2005. At least two bibliographic databases need to be consulted to retrieve relevant peer reviewed articles (e.g. Scopus, Web of Science Core Collection, FSTA, PubMed). Sources for grey literature will be agreed during the protocol phase.
2. Deliver a report on the **methodology for evaluation of composition data** from national FCDBs (including fortified foods and food supplements) based on the review of the literature identified in the extensive search. This methodology needs to define:
 - a) a list of **quality indicators** for each food composition **record** (e.g. analytical method, level of detail of the food descriptor, analytical vs calculated/borrowed data, etc.),
 - b) the **minimum requirements** for a food composition record to be considered as having the sufficient quality for its inclusion in the EU FCDB, and
 - c) summary indicators to describe the **overall quality** of a national FCDB (e.g. % of missing data by food category and by nutrient, % of calculated, analytical and borrowed data by food category and by nutrient, etc.).
3. Deliver a report describing the **quality of FCDBs from at least 16 EU, EFTA and IPA countries**, based on the methodology mentioned above. The available national FCDBs need to be representative for four different geographical regions (Northern, Western, Southern and Central and Eastern Europe) as defined by EuroVoc¹⁶ with at least four countries for each region. In addition, the report needs to describe a strategy for guaranteeing the representativeness of the EU FCDB for the different regions in Europe. Furthermore, this report needs to contain a proposal for the list of foods and nutrients for which data will be collected.
4. Deliver a report evaluating the **compatibility of the current formats** of the FCDBs, evaluated within the third task, with the EFSA Standard Sample Description 2 (SSD2)¹⁷ and propose amendments for allowing the use of SSD2 for the transmission of food composition data to EFSA.

¹⁶ https://eur-lex.europa.eu/browse/eurovoc.html?params=72,7206#arrow_7206

¹⁷ <https://www.efsa.europa.eu/en/efsajournal/pub/3424>



5. Deliver a report based on the relevant literature and **available sources of factors related to food composition data** (such as edible parts, retention, yield factors, etc.) identified in the extensive literature search. In addition, propose a **data model**, including formats and dictionaries, for their collection in connection with the EU FCDB.
6. Evaluate the quality of **nutritional label information** of the products available in the EU market in view of their direct use in national FCDBs or filling gaps in the EU FCDB, in particular in relation to fortified foods and food supplements. This evaluation can be carried out through the collection of information from different sources (e.g. the industry, food retailers web page etc.) and/or by analyzing national/international food labels database (e.g. GNPD from Mintel, GS1, Superunie, etc.). This report should focus on the reliability of these data and their comparability with information from national FCDBs.
7. Deliver a draft **guidance for collection, storage, and maintenance of the EU FCDB** and related factors (as described in point 5), specifying conditions for use of **food label information**. This guidance needs to be based on all deliverables produced within the first six tasks. In addition, the guidance needs to contain a protocol for the
 - a) calculation of nutrient content for **composite dishes** (recipes calculation),
 - b) application of **edible, yield and retention factors**,
 - c) **gap filling** i.e. the order of data sources to be considered for acquiring values for the missing data to ensure the highest possible accuracy (literature, borrowing from another FCDB and under which conditions, food label information etc.).
 - d) best practices for the generation of **new data and particularly new analytical results** of nutrients in food to ensure its high quality and regional representativeness, in view of an **annual update of the EU FCDB**.
8. Deliver a **guidance for creation and maintenance** of an Environmental Footprint of Food Database (**EFF Database**) based on the Environmental Footprint Life Cycle Assessment (**EF LCA**) models¹⁸ in view of its use for assessment of the environmental impact of the EU dietary patterns, as reported in the EFSA Comprehensive European Food Consumption Database (Comprehensive Database)¹⁹. This guidance should discuss:
 - a) the most relevant input database (e.g. EU Product Environmental Footprint, Ecoinvent, Agrifootprint, Agribalyse, Sphera DB, Quantis food, DK food, etc.) needed to calculate environmental footprints of food products based on the EF LCA models, highlighting their characteristics, pros and cons, quality, completeness and suitability related to the specific aim, accessibility etc;
 - b) the most appropriate level of disaggregation (from food as consumed to raw primary commodity) at which the food consumption data and the Environmental footprints data should be matched;
 - c) coverage of the currently available information of the FoodEx2 codes reported in the Comprehensive Database;
 - d) a protocol to identify proxy FoodEx2 for gap filling in case of missing data;
 - e) a list of FoodEx2 for which information is not available and proxies cannot be identified;
 - f) evaluation of existing FoodEx2 facets and proposal for addition of new facets, needed for food description in view of generation of environmental footprints of food products.
 - g) sources and ranges of variability in the environmental footprints of food products (e.g. geographical, etc.);

¹⁸ <https://eplca.jrc.ec.europa.eu/EnvironmentalFootprint.html>

¹⁹ <https://www.efsa.europa.eu/en/food-consumption/comprehensive-database>



- h) possibility to publish the data on the environmental footprints of food products in aggregated and/or raw format;
- i) a data model for the EFF Database (defined according to the FoodEx2 classification system) to be used for the assessment of the environmental impact of diets in conjunction with the EFSA Comprehensive Database.

Draft guidance documents developed within the 7th and 8th tasks are intended to become the EFSA guidance documents after they have been evaluated, amended, and endorsed based on the feedback received through the EFSA Food Consumption Data Network and public consultation.

1.3.2 SPECIFIC OBJECTIVES FOR THE SECOND PHASE OF THE PROJECT

The **second phase** aims at **collecting the food composition and environmental footprint data** of foods mapped to FoodEx2 according to the guidance documents endorsed at the end of the first phase of the project. Data from FCDBs from at least 16 EU, EFTA and IPA countries, evaluated in the first phase, need to be collected and transmitted to EFSA through the Data Collection Framework (DCF) and the SSD2 format. The following tasks need to be performed within the second phase:

1. Collect composition data on **food (including fortified foods) and food supplements**, mapped to FoodEx2 (Exposure hierarchy) including all relevant facets, from at least 16 countries, i.e. all FCDBs evaluated in the first phase of the project, according to the data model and the guidance document endorsed at the end of the first phase of the project.
2. Collect **factors** related to food composition data (such as edible parts, retention, yield factors, etc.) at EU level according to the data model proposed in the first phase, from all available sources identified in the extensive literature search done within the first task described in section 1.3.1.
3. Develop the **EFF Database** of the environmental footprint data of food products according to the data model proposed in the guidance document endorsed at the end of the first phase of the project.
4. Deliver a **final project report** describing the food composition and related data (edible parts, retention, yield factors, etc.) and environmental footprint data on food products, provided to EFSA with respect to their representativeness and quality, as defined in the reports and guideline documents developed in the first phase of the project.

1.4 ELIGIBLE ORGANISATIONS

In order to achieve the main objective of the call, the proposal can be submitted only by **a consortium of eligible organisations**. One of the partners must be identified in the proposal as the consortium leader. The applicant is responsible for identifying consortium partners.

To be eligible, the partner/s must be on the list of competent organisations designated by the Member States in accordance with Article 36 of Regulation (EC) 178/2002 and Commission Regulation (EC) 2230/2004. This list is regularly updated by EFSA Management Board. You may consult the list on EFSA's website at <http://www.efsa.europa.eu/en/networks/art36.htm>. It is sufficient to be on the Art. 36 list at the moment of entry into force of the legal commitment, i.e. the signature of the grant agreement. We however strongly suggest that you apply to the Art. 36 list before expiry of the application deadline for this call for proposals.



1.5. ROLES AND RESPONSIBILITIES

Proposal submitted by a consortium:

For proper understanding of this call it is also important to have clarity on the used terminology in respect of the involved organisations and their roles.

- **The Applicant** submits the project proposal/grant application to EFSA on behalf of the consortium. The applicant is the leading entity of the consortium. There can be only one applicant in project proposal/grant application.
- **The Partner** is the other entity in the consortium. There can be a minimum of one partner or preferably more partners.

Once the grant is awarded the grant agreement is signed between EFSA, the applicant and all partners. However, the partners do not sign themselves the grant agreement. They give to the applicant, if they agree so, a mandate (template will be provided by EFSA), where they authorise the applicant to sign the grant agreement, and any possible amendments to it, also on their behalf. This facilitates the signature process where only two signatures need to be collected, one from EFSA and one from the applicant. As soon as the grant agreement is signed the applicant becomes **the Coordinator** and its partner/s become **the Co-Beneficiary/ies**. The coordinator and co-beneficiary/ies are together referred to as **the Beneficiaries**. The beneficiaries are jointly and severally liable for the technical implementation of the project as described in the proposal which will become annex 1 of the grant agreement. If a beneficiary fails to implement its part of the project, the other beneficiaries become responsible for implementing its part.

Regarding **the coordinator**, please note also the following important roles:

- Take part in implementing the project;
- Monitors that the action is implemented properly;
- Act as the intermediary for any communication between the consortium and EFSA;
- Receive and answers all claims EFSA might have in relation to the implementation of the project;
- Request and review any documents or information required by EFSA and verify their completeness and correctness before passing them on to EFSA;
- Inform EFSA and the partner/s of any event that is likely to substantially affect the implementation of the project;
- Submit the deliverables and reports to EFSA;
- Request and receive payments from EFSA and distribute the funds to partner/s without unjustified delays;

The coordinator may not delegate the above-mentioned tasks to the Co-Beneficiary/ies or subcontract them to any third party.

Regarding **the other beneficiary/ies**, please note also the following important roles:

- Take part in implementing the project;
- Forward to the coordinator the data needed to draw up the reports and other documents required under the grant agreement;
- Inform the coordinator of any event or circumstances likely to substantially affect or delay the implementation of the project.



1.6. POSSIBILITY OF IMPLEMENTING CONTRACTS AND SUBCONTRACTING

Implementation contracts:

Where the implementation of the project requires the award of procurement contracts (implementation contracts), e.g. purchase of an equipment, the beneficiary/ies must award the contract to the entity offering the best value for money or the lowest price (as appropriate), avoiding conflicts of interests, and retain the documentation for the event of an audit.

Entities acting in their capacity of contracting authorities in the meaning of applicable public procurement directive shall abide by the applicable national public procurement rules.

Subcontracting:

Subcontracting is a subgroup of the implementation contracts; hence it must satisfy the above conditions. Sub-contractors are not consortium partners. They are not part of the grant agreement. They don't have a contractual relationship with EFSA. Subcontractors are entities contracted by the applicant and/or its partner/s to carry out some specific tasks. Subcontracting is allowed under these conditions:

- Subcontracting only covers the implementation of a limited part of the action.
- Recourse to subcontracting is justified having regard to the nature of the project and what is necessary for its implementation;
- The tasks intended to be subcontracted must be approved by EFSA before the signature of the grant agreement;
- Any recourse to subcontracting while the project is in progress, if not envisaged from the outset in the proposal, is subject to prior authorisation in writing by EFSA, and shall be formalised via an amendment of the grant agreement.
- The conditions applicable to the beneficiaries under Article II.7 of the grant agreement are also applicable to the subcontractor.
- Core tasks, such as project coordination and preparation/submission of deliverables cannot be subcontracted. Only ancillary and assistance tasks can be subcontracted, such as access and management of the national FCDBs, access and use of the input data needed to calculate environmental footprints of food products, etc.

1.7 DURATION, MEETINGS AND REPORTING

The maximum duration of projects under this call is **three years (after the kick-off meeting)**.

Below mentioned meetings with EFSA are foreseen:

1. **Kick off meeting (physical meeting, held at EFSA premises)**: The kick-off meeting is regarded as the start of the project and takes place no later than **one month** after the signature of the grant agreement. At this meeting, details of the project will be discussed and the objectives, the structure of the reports and timeframe will be clarified. In particular, the beneficiary will explain their proposal. Minutes of the meeting shall be taken and provided to EFSA by the beneficiary.
2. **Interim meeting N.1 (tele-meeting) will be held three months after the start of the project**: The purpose of this meeting is to discuss the **protocol of the literature search (described in the 1st task of the first phase of the project)**, the way of using its **results** as well as any problems or difficulties encountered during the project. Minutes of the meeting shall be taken and provided to EFSA by the beneficiary.



- 3. Interim meeting N.2 (physical meeting, held at EFSA premises) will be held eight months after the start of the project:** The purpose of this meeting is to discuss the **methodology for the evaluation of national FCDBs**, findings related to the available **food label** information and literature review related to the environmental foot print data on food, in order to proceed with submission of associated deliverables. Any problems or difficulties **encountered** during the project will be discussed on this meeting as well. Minutes of the meeting shall be taken and provided to EFSA by the beneficiary.
- 4. Interim meeting N.3 (tele-meeting) will be held 15 months after the start of the project:** The purpose of this meeting is to discuss the results of the **quality evaluation** of considered FCDBs, proposed amendments for SSD2 and data model for factors related to the FCDBs (edible parts, yield and retention factors), in order to proceed with submission of associated deliverables. In addition, during this meeting, the list of foods and nutrients for which data will be collected needs to be defined. Any problems or difficulties **encountered** during the project will be discussed on this meeting as well. Minutes of the meeting shall be taken and provided to EFSA by the beneficiary.
- 5. Interim meeting N.4 (physical meeting, held at EFSA premises) will be held 21 months after the start of the project:** The purpose of this meeting is to discuss the upcoming **deliverables D1.8 and D1.9 (Guidance documents)** (see further down) as well as any problems or difficulties encountered during the project. During this meeting the steps and timing for the second phase will be discussed as well. Minutes of the meeting shall be taken and provided to EFSA by the beneficiary.
- 6. Interim meeting N.5 (tele-meeting) will be held 24 months after the start of the project:** The purpose of this meeting is EFSA presentation of the **final data model** for collecting edible parts, yield and retention factors, **based on deliverable D1.7** (delivered before this meeting, i.e., 17 months after the start date of the project, see further down) and adjusted by EFSA. Minutes of the meeting shall be taken and provided to EFSA by the beneficiary.
- 7. Interim meeting N.6 (tele-meeting) will be held 27 months after the start of the project:** The purpose of this meeting is EFSA presentation of the **final version of the SSD2 schema** for transmission of food composition data to EFSA, **based on deliverable D1.6** (delivered before this meeting, i.e. 17 months after the start date of the project, see further down) and adjusted by EFSA. Minutes of the meeting shall be taken and provided to EFSA by the beneficiary.
- 8. Final meeting (physical meeting, held at EFSA premises) will be held three months before the end of the project.** The purpose of this meeting is to discuss the **pilot data transmission and the final report (deliverable D2.4)** as well as any problems or difficulties encountered during the project. Minutes of the meeting shall be taken and provided to EFSA by the beneficiary.

Below mentioned deliverables and the final report must be drafted in United Kingdom Standard English language. They will include a full description of the process implemented during the first and second phase of this project. All deliverables and databases created within this project **may be subject to publication at EFSA's discretion.**

By the end of the **first phase** of the project (18 months after the start of the project i.e. the kick-off meeting) following deliverables must be submitted to EFSA:



1. **Deliverable D1.1 (Deadline: 7 months after the start date of the project).** The deliverable D1.1 needs to describe development of the **protocol for extensive literature search**, the protocol itself, selection criteria, organisation of the **results** and their future use. Appendix of this deliverable is the EndNote database with references and abstracts of the literature selected from the outcome of the literature search.
2. **Deliverable D1.2 (Deadline: 11 months after the start date of the project).** The deliverable D1.2 needs to describe **complete methodology for the evaluation of data** from national FCDBs developed within the second task including the list of quality criteria for each food composition record, the minimum requirements for a food composition record for its inclusion in the EU FCDB, and summary indicators to describe the overall quality of a national FCDB.
3. **Deliverable D1.3 (Deadline: 11 months after the start date of the project).** The deliverable D1.3 needs to describe the reliability of available **food label information** and their comparability with information from national FCDBs evaluated within the sixth task.
4. **Deliverable D1.4 (Deadline: 17 months after the start date of the project).** The deliverable D1.4 needs to describe the work performed within the third task. It should describe a **quality of FCDBs from at least 16** EU, EFTA and IPA countries, based on the methodology described in the deliverable D1.2.
5. **Deliverable D1.5 (Deadline: 17 months after the start date of the project).** The deliverable D1.5 needs to describe **all needed amendments to the SSD2** for allowing its use for a transmission of food composition data and environmental footprint of food to EFSA identified within the fourth task.
6. **Deliverable D1.6 (Deadline: 17 months after the start date of the project).** The deliverable D1.6 needs to discuss on **available sources of factors** related to food composition data (such as edible part, retention, yield factors, etc.) at EU level and it should contain a **data model**, including formats and dictionaries, for their collection in connection with the EU FCDB.
7. **Deliverable D1.7 (Deadline: 23 months after the start date of the project).** Deliverable D1.7 needs to be in a form of **draft guidance for creation and maintenance of the EFF Database** on environmental footprints of food products based on the **Environmental Footprint Life Cycle Assessment (EF LCA)** models in view of its use for assessment of the **environmental impact of the EU dietary patterns**, in conjunction with EFSA Comprehensive European Food Consumption Database (Comprehensive Database).
8. **Deliverable D1.8 (Deadline: 23 months after the start date of the project).** Deliverable D1.8 needs to be in a form of **draft guidance for collection, storage, and maintenance of the EU FCDB** and possible addition of **food label information**. It should also contain a protocol for a) calculation of nutrient content for composite dishes (recipes calculation), b) application of yield and retention factors, c) gap filling through borrowing data from similar foods, other FCDBs and/or food labels and d) generation of new analytical results of nutrients in food.

By the end of the **second phase** of the project (36 months after the start of the project) following deliverables must be submitted to EFSA:



1. **Deliverable D2.1 (Deadline: 31 months after the start of the project)**. Deliverable 2.1 represents the **pilot version of the EU FCDB** that needs to be submitted to EFSA in SSD2. It should contain food composition data from **at least two countries** accompanied with pilot dataset of **EFF database** in the format presented during the Interim meeting N.5 and collected according to the guidance documents endorsed after submission of the deliverables D1.8 and D1.9.
2. **Deliverable D2.2 (Deadline: 36 months after the start of the project)**. Deliverable D2.2 is the **final version of the EU FCDB** that needs to be submitted to EFSA in the predefined format agreed during the interim meeting N.6 and via EFSA/IT Data Collection Framework (DCF).
3. **Deliverable D2.3 (Deadline: 36 months after the start of the project)**. Deliverable D2.3 is the **final version of the EFF Database** that needs to be submitted to EFSA in the predefined format agreed during the interim meeting N.5.
4. **Deliverable D2.4 (Deadline: 36 months after the start of the project)**. Deliverable D2.4 is the **final version of tables where factors** related to the food composition data (edible, yield, retention etc.) are collected in format presented during the Interim meeting N.4.
5. **Deliverable D2.5 (Deadline: 36 months after the start of the project)**. Deliverable D2.5 needs to describe the food composition and related data (e.g. factors) and environmental data on food, provided to EFSA with respect to their representativeness and quality.

1.8 PAYMENTS

The following payment scheme will be applied to the signed grant agreement:

- **pre-financing payment**, upon grant agreement entry into force, without need for a request for payment, between 10% and 20% of the maximum grant amount set out in the grant agreement; the aim of the pre-financing is to provide the beneficiaries with a float; it remains the property of the EU until the payment of the balance. Please note the exact amount of pre-financing will be determined at the time of awarding the grant;
- **interim payment 1**, based on the request for interim payment, up to 20% of the maximum grant amount set out in the grant agreement. The interim payment is subject to the approval by EFSA of deliverables D1.1 and D1.2;
- **interim payment 2**, based on the request for interim payment, up to 30% of the maximum grant amount set out in the grant agreement. The interim payment is subject to the approval by EFSA of deliverables D1.7 and D1.8;
- **final payment (payment of the balance)**, the amount due as the balance payment is calculated by EFSA by deducting from the final EFSA grant amount the total amount of pre-financing and interim payments already made. The payment is subject to the approval of the final report by EFSA.

1.9 GRANT PRINCIPLES

The financial help provided by EFSA under this Call is a grant governed by the EU Financial Regulation referred to in part 1.1. Accordingly, the grant awarded following this Call must comply with the following principles:

- **Co-financing**: Not applicable
- **No-profit**: Not applicable



- **Non-retroactivity:** A grant may be awarded for a project which has already begun provided that the applicant can demonstrate the need for starting the action prior to signature of the grant agreement. In such cases, costs eligible for financing shall not have been incurred prior to the date of submission of the grant application. No grant may be awarded retrospectively for a project already completed.
- **Non-cumulative:** A project may only receive one grant from the EU budget. In no circumstances shall the same costs be financed twice by the Union budget. To ensure this, the applicant shall indicate the sources and amounts of Union funding received or applied for the same project or part of the project or for its functioning during the same financial year as well as any other funding received or applied for the same project.

1.10 EFSA GRANT CONTRIBUTION

The grant will take the form of a financing not linked to costs amounting to maximum 500.000 euro. Payment will be conditioned on the achievement of the results described in point 1.7.

EFSA intends to fund one proposal following this Call. However, EFSA reserves the right not to award all the funds available at any cost, e.g. if the quality of submitted proposals will not be satisfactory.

Please note that EFSA has also the right not to award any grant and to cancel the whole grant procedure at any time before the signature of the grant agreement without any compensation to be paid to the applicant.

If the amount granted is lower than the funding needed by the applicant, it is up to the latter to find supplementary financing or to cut down on the total cost of the project without diluting either the objectives or the content.

1.11 PUBLICITY

The beneficiaries are expected to follow the rules on visibility of EFSA funding set out in Article II.8 of the grant agreement.

According to Article 38 of the EU Financial Regulation EFSA is bound to publish information on recipients of its grants at its website. Such publication shall take place no later than 30 June of the year following the financial year in which the grants were awarded and shall cover these data of the beneficiaries:

- name of the beneficiary,
- address of the beneficiary,
- subject of the grant,
- amount awarded.

1.12 PROTECTION OF PERSONAL DATA IN RELATION TO GRANT PROCEDURES

Processing your application in the context of this grant procedure, will involve the recording and processing of personal data (i.e. the name, any CV and contact details and/or financial details of individuals contained in your application) pursuant to Regulation (EC) N° 2018/1725²⁰.

²⁰ 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.



Unless indicated otherwise, the questions and any personal data requested are required to evaluate the application in accordance with the specifications of the Call and the data will be processed solely for that purpose.

Detailed information on the processing of personal data in the context of grant award procedures of EFSA is given in the [Privacy Statement](#) available on the EFSA website. This on-line privacy statement details the following:

- the legal basis, purpose and controller of the personal data processing;
- what personal information EFSA is collecting and/or further processing;
- to whom personal data is disclosed;
- what technical means are applied for data processing and way in which EFSA secures the information;
- how data subjects can access, modify and delete their information;
- how long EFSA keeps the personal data;
- the contact details for data subjects to exercise their rights;
- the right of recourse to the European Data Protection Supervisor.

Personal data may be registered in the Early Detection and Exclusion System (EDES) if you are in one of the situations mentioned in Article 136 - 140 of the Financial Regulation. For more information see the Privacy Statement on:

http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm).

In case the implementation of activities under an awarded grant entails the processing of personal data, the beneficiary shall comply with the relevant **rules in the Grant Agreement (Annex 1)** as a data processor of EFSA.

1.13 PUBLIC ACCESS TO DOCUMENTS

In the general implementation of its activities and for the processing of grant procedures in particular, EFSA observes Regulation (EC) N° 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents.

1.14 OPEN ACCESS

EFSA is committed to the publication of grant outputs on the EFSA website and/or in the [Knowledge Junction](#)²¹ in order to improve transparency, reproducibility and evidence reuse. The Knowledge Junction runs on the EU-funded Zenodo research-sharing platform where uploaded items receive a unique Digital Object Identifier to make them citable. Any part of the output resulting from the action under this grant may be published (at EFSA's discretion) on the Knowledge Junction with attribution to the beneficiary.

²¹ Learn more at <http://www.efsa.europa.eu/en/press/news/161114>



2. SELECTING PROPOSALS

The **Evaluation Committee** established by EFSA specifically for this call will evaluate the submitted proposals in five steps:

1. Verification of submission requirements (see 2.1)
2. Eligibility criteria (see 2.2)
3. Exclusion criteria (see 2.3)
4. Selection criteria (see 2.4)
5. Award criteria (see 2.5)

If the proposal fails at any step it is automatically excluded from further evaluation. EFSA may contact the applicant during the evaluation process if there is a need to clarify certain aspects or for the correction of clerical mistakes.

2.1 VERIFICATION OF SUBMISSION REQUIREMENTS

The following will be verified:

- The proposal was submitted within the deadline for submission of proposals.
- The proposal is submitted on the EFSA application form (Annex 2).
- The proposal is duly signed by the authorised representative of the applicant.
- The proposal is complete and includes all the supporting documents.

2.2 ELIGIBILITY CRITERIA

The following will be verified:

- The applicant and its partner/s are on the list of competent organisations designated by the Member States in accordance with Art 36 of Regulation (EC) 178/2002 and Commission Regulation (EC) 2230/2004. This list is regularly updated by EFSA Management Board. It is sufficient that an applicant or partner is accepted onto the Art. 36 list at the moment of entry into force of the legal commitment, i.e. the signature of the grant agreement. For applicants or partners not currently on the list, it is strongly recommended to apply to the Art. 36 list before expiry of the application deadline for this call for proposals.
- Applicant and consortium partner/s participate in the project financially.
- Applicant and partner/s are involved in the execution of the project.
- Subcontracting, if any, is justified in the proposal.

Documents to be provided:

- **LEGAL ENTITY FORM (Annex 3)** ([download template here](#)) to be completed and signed by the applicant and by its partner/s. For a public body this legal entity form should be provided together with a copy of the resolution or decision establishing the public body, or other official document establishing that public body. For a private body an extract from the official journal, copy of articles of association, extract of trade or association register, certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical only one of these documents is required).
- **FINANCIAL IDENTIFICATION FORM (Annex 4)** ([download template here](#)) to be completed only by the coordinator.



Please note that there is no need to submit these forms if they have already been submitted under another EFSA procurement or grant procedure and provided that these forms are still valid. In this case simply indicate in the application form the reference of the call under which the form/s were submitted to EFSA.

- **PARTNERSHIP STATEMENT:** it is required that the applicant and partner/s provide EFSA with this statement in which they indicate their technical and financial involvement. The applicant and partner/s must sign this partnership statement. No template is provided by EFSA.

2.3 EXCLUSION CRITERIA

The applicant and partner/s must sign a declaration on their honour certifying that they are not in one of the exclusion situations referred to in the Articles 136-140 of EU Financial Regulation as listed therein.

Documents to be provided:

- **THE DECLARATION ON HONOUR FOR EXCLUSION CRITERIA (Annex 5):** template is published together with this Call; to be completed/signed individually by the applicant and by each of the partners.

2.4 SELECTION CRITERIA

The purpose of the selection criteria is to verify the financial and operational capacity of the applicant and its partner/s.

Financial capacity:

The applicant and its partner/s must have stable and sufficient financial resources to:

- maintain their activity throughout the period during which the project is being carried out, and
- participate in its funding.

Operational capacity:

The consortium as a whole, must have the technical competencies necessary to complete the proposed project:

Professional requirements:

- 1) The institution applying as a project coordinator needs to have extensive and demonstrable experience of at least 10 years in development and maintenance of national FCDB.
- 2) At least one institution in the project needs to have minimum 5 years of experience in the data management, extraction, transformation and loading of national food composition data.
- 3) At least one institution in the project needs to have minimum 5 years of experience in development of search protocol and conduction of high-quality literature reviews and use of EndNote.
- 4) A team of experts involved in the project must have technical competencies on methods and best practices related to:
 - a) the development and maintenance of national FCDB



- b) the development of protocols for extensive literature reviews.
- 5) The team of experts involved in the project must have overall a very good level of spoken and written standard UK English. For non-native speakers, this should be demonstrated by B2 level in the CV.
- 6) The applicant needs to demonstrate competences in meeting organization needed for successful organization of the meetings with EFSA as listed in the section 1.7.

Technical requirements:

- 7) Regarding the point 3 of the section 1.3.1 and point 1 of the section 1.3.2, the applicant needs to have full access (directly or through subcontracting) to national FCDBs from at least 16 EU, EFTA and IPA countries for the quality evaluation and data collection. At least 4 countries should belong to each of the European regions (Northern, Southern, Western and Central and Eastern Europe) as defined by EuroVoc.
- 8) Regarding the point 8 of the section 1.3.1 and point 3 of the section 1.3.2 the applicant needs to have full access (directly or through subcontracting) to at least two databases needed to calculate environmental footprints of food products based on the EF LCA models (e.g. Ecoinvent²², Agrifootprint²³, Agribalyse²⁴, Sphera²⁵, Quantis²⁶, Danish LCA food database²⁷).

Documents to be provided by the applicant:

- **Generic evidence: THE DECLARATION ON HONOUR ON SELECTION CRITERIA** (Annex 6).
- **Generic evidence (if applicable):** Additional document for private bodies only: to be submitted only if the grant requested from EFSA is > 60.000 €: **SIMPLIFIED FINANCIAL STATEMENT** (Annex 7) (template available at EFSA's website, published together with this Call) completed for at least last 2 closed financial years.
- **Evidence requested for professional requirements:**
 - a) For requirements 1, 2, 3, and 6: **THE INSTITUTION PROFILE** for all institutions involved in the project as coordinator, member of the consortium or subcontractor. The institution profile must contain the list of major relevant projects and/or publications related to objectives of this call carried out and/or published in the course of the past 5 years.
 - b) For requirements 4 and 5: A summary table and **THE CURRICULUM VITAE** in Europass format of the experts and other staff to be involved in the project, or, if the individual members not yet assigned for the proposed project, at least staff profiles necessary for the project, including for each member a brief summary of the relevant expertise, when applicable, and a list of publications relevant to the project.
- **Evidence requested for technical project requirements 7 and 8:**
 - a) List of national FCDBs considered for quality evaluation and data collection.
 - b) List of input database needed to calculate environmental footprints of food products to which applicant has the full access, directly or through subcontracting.

²² <https://www.ecoinvent.org/>

²³ <https://www.agri-footprint.com/>

²⁴ <https://simapro.com/products/agribalyse-agricultural-database/>

²⁵ <https://sphera.com/life-cycle-assessment-lca-database/>

²⁶ <https://quantis-intl.com/metrics/databases/wflldb-food/>

²⁷ <http://www.lcafood.dk/>



- **Generic evidence (if applicable): LETTER OF COMMITMENT:** applicable only in the case when other public body financially contributes to the project (body other than EFSA, applicant or in case of consortium, its partners); to be signed by the contributing public body; it serves to confirm its commitment to financially contribute to the project; no template is provided by EFSA.
- **Institutional and Individuals declaration of interests** available [here](#)
EFSA will request Institutional and Individuals DoIs only from the awarded beneficiary, prior to the signature of the grant agreement. The requirement to submit Institutional and Individual DoIs will be specified in the award letter and will have to be provided and assessed by the EFSA Authorising Officer before and as a condition of grant agreement signature. **Institutional and Individual DoIs do not need to be provided with your proposal at this stage.**
Such declarations will need to be completed separately and submitted for each partner and for each individual member of the project team coming from consortium partners. Please refer to [EFSA's policy on independence](#) and the [Decision of the Executive Director on Competing Interest Management](#) for more detailed information.



2.5 AWARD CRITERIA

The award criteria serve to assess the quality of the proposals submitted in the light of the objectives and priorities set and of the expected results.

A) QUALITY AWARD CRITERIA

1. The extent to which the project is described in detail and the proposed methodology is of high quality in relation to the development of the EU FCDB. **(MAX 40 POINTS)**.
2. The extent to which the project is described in detail and the proposed methodology is of high quality in relation to the development of the EFF Database. **(MAX 20 POINTS)**.
3. The extent to which the proposal **achieves the main objectives of this call** and is likely to deliver representative (in term of number of countries, nutrients and foods represented) and high-quality data related to the EU FCDB **(MAX 10 POINTS)**.
4. The extent to which the proposal **achieves the main objectives of this call** and is likely to deliver the EFF Database which is of high-quality and representative for the EU dietary patterns, as reported in the EFSA Comprehensive Database **(MAX 10 POINTS)**.
5. **Project programme description clarity**, including phases, detailed description of all activities, tasks/subtasks, clear timelines for the project tasks completion, detailed milestones per task (e.g. via a project Gantt chart), expected outcomes and deliverables **(MAX 10 POINTS)**.
6. **Feasibility of the proposed methodology** of the project execution: feasibility of the proposed methodology; description of identified risks and proposed mitigating actions; proposed contingency plan in case of deviations from the project programme **(MAX 10 POINTS)**.

The sum of all quality award criteria gives a maximum possible total of 100 points.

Applicants must provide a detailed technical proposal addressing all points in this call for proposals and each of the quality award criteria. Repetition of mandatory requirements in the call for proposals without providing further detail will only result in a very low score.

Proposals must score a minimum of 70 points out of maximum possible 100.

B) PRICE AWARD CRITERION

Applicants which passed the quality thresholds will be further assessed to ensure the price proposed does not exceed the maximum budget indicated section 1.10.

C) THE BEST PRICE-QUALITY RATIO

Applicants for which price proposals were made within the maximum budget indicated in section 1.10 will be retained for the identification of the application with the best price-quality ratio based on the following formula:



TOTAL SCORE OF THE EVALUATED PROPOSAL (C) =

30 * Cheapest price / price of applicant X

+

70 * Total quality score (out of 100) for all quality award criteria of applicant X/100

2.6 PROCESS FOLLOWING THE ASSESSMENT AGAINST AWARD CRITERIA

The applicant(s) will be notified, once the evaluation has been finalized, whether they are placed or not on the reserve list.

EFSA reserves the right to invite the 1st ranked applicant on the reserve list, to adapt its proposal based on the evaluators' comments.

Following the successful conclusion of the adaptation phase, the award decision will be taken by EFSA. Subsequently, the grant agreement will be prepared.

If the 1st ranked applicant fails to adapt its proposal, EFSA reserves the right to reject the funding. The budget made available in this way may be used for a project of the next ranked applicant on the reserve list.

3. SUBMITTING PROPOSALS

3.1 APPLICATION FORM

The proposal must be submitted including a **technical proposal** using the **EFSA application form (Annex 2)**. The application form is published together with this call and must be:

- duly completed in all its parts;
- supported with all the requested annexes;
- signed by a duly authorised legal representative of the applicant.

Please note that, by submitting the proposal, the applicant and its partner/s accept/s the procedures and conditions as described in this Call and in the documents referred to in it.

In addition to a full paper version of the application the applicant shall submit the application also on a CD/USB data storage format. The electronic version must be identical to the paper version. In case of any discrepancies between the electronic and paper version, the latter will prevail. All documents presented by the applicant become the property of EFSA and are deemed confidential.



3.2 LANGUAGE OF THE PROPOSAL AND THE SUPPORTING DOCUMENTS

Proposals may be submitted in any official language of the European Union. However, as EFSA's working language is English, the submission of proposals in English would speed up the evaluation process.

Please note that some supporting documents are required in support of the proposal. These supporting documents are an integral part of the proposal. For more information on the relevant supporting documents to be submitted with the proposal, please refer to part 2 of this Call. If these supporting documents are in a language other than English, in order to facilitate and speed up the evaluation, it would be appreciated if a reliable translation of the relevant parts of the documents into English is provided with the proposal.

3.3 SUBMISSION MODALITIES

Proposals can be submitted as indicated in the second page of this document in the Indicative procedure timetable (Call for Proposals and guide for Applicants).

3.5 EXPECTED DURATION OF PROCEDURE

Information on expected duration of procedure – time to grant:

- Applicants will be informed on the decision regarding their application at the latest by 6 months since the deadline for submission of proposals.
- Signature of the grant agreement will take place at the latest by 3 months since the successful applicant/s has/have been informed on the decision on their application.



ANNEXES:

- Annex 1: Draft grant agreement
- Annex 2: Application form
- Annex 3: Legal entity form (download template [here](#))
- Annex 4: Financial identification form (download template [here](#))
- Annex 5: Declaration on honour for exclusion criteria
- Annex 6: Declaration on honour for selection criteria
- Annex 7: Simplified financial statement (download template [here](#))
- Annex 8: Institutional and Individual declarations of interests (download template [here](#))
- Annex 9: Timeline