

## CALL FOR PROPOSALS and guide for applicants

**Call reference:** GP/EFSA/DATA/2018/01

**Call title:** Identifying organisations that can be entrusted by EFSA for "Provision of end user scientific support to EFSA on FoodEx2"

**Process code:** DATA-22 Maintenance and enhancement of the FoodEx2 food classification system

**Budget line:** 3210

Restricted to the list of competent organisations adopted by EFSA Management Board according to Article 36 of European Parliament and Council Regulation (EC) No 178/2002

### INDICATIVE PROCEDURE TIMETABLE

Milestone	Date <sup>1</sup>	Comments
Launch date	18/04/2018	Date of publication on EFSA's website.
Deadline for applicants to raise clarification questions to EFSA	23/05/2018	If, after having read this Call for proposals and guide for applicants, you have any questions, you may address them to <a href="mailto:EFSAProcurement@efsa.europa.eu">EFSAProcurement@efsa.europa.eu</a> by indicating the Call reference.
Deadline for EFSA to reply to clarification questions	25/05/2018	Replies will be provided on EFSA's webpage where this Call is published and which the applicants are requested to consult regularly.
<b>Deadline for submission of proposals</b>	<b>31/05/2018</b>	
Notification of the evaluation results	June 2018	Estimated. <i>Attention: outcome of the present Call for proposals will be communicated to all applicants to the e-mail address indicated in their proposal. Accordingly, the applicants who have submitted a proposal under the present call are strongly invited to check regularly the inbox in question.</i>
Grant agreements signature	July 2018	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](mailto:EFSAProcurement@efsa.europa.eu). EFSA will process any feedback confidentially in order to improve the quality of its future grant calls.

<sup>1</sup> All times are in the time zone of the country of the EFSA.

# TABLE OF CONTENT:

<b>1.</b>	<b>GRANT OPPORTUNITY AND CONDITIONS</b>	<b>3</b>
1.1	LEGAL FRAMEWORK	3
1.2	BACKGROUND AND MAIN OBJECTIVE OF THE CALL	4
1.3	SPECIFIC OBJECTIVES OF THE CALL	5
1.4	ELIGIBLE ORGANISATIONS	5
1.5	ROLES AND RESPONSIBILITIES	5
1.6	POSSIBILITY OF SUBCONTRACTING	6
1.7	IMPLEMENTATION OF THE ENTRUSTED TASKS	6
1.8	PAYMENTS	7
1.9	GRANT PRINCIPLES	7
1.10	EFSA GRANT CONTRIBUTION	8
1.11	ESTIMATED BUDGET AND ELIGIBLE COSTS	8
1.12	APPROVED ESTIMATED BUDGET	11
1.13	INITIAL EFSA GRANT	11
1.14	FINAL EFSA GRANT	11
1.15	PUBLICITY	12
1.16	PROTECTION OF PERSONAL DATA IN RELATION TO GRANT PROCEDURES	12
1.17	PUBLIC ACCESS TO DOCUMENTS	12
<b>2.</b>	<b>SELECTING PROPOSALS</b>	<b>13</b>
2.1	VERIFICATION OF SUBMISSION REQUIREMENTS	13
2.2	ELIGIBILITY CRITERIA	13
2.3	EXCLUSION CRITERIA	14
2.4	SELECTION CRITERIA	14
2.5	AWARD CRITERIA	15
2.6	PROCESS FOLLOWING THE ASSESSMENT AGAINST AWARD CRITERIA	16
<b>3.</b>	<b>SUBMITTING PROPOSALS</b>	<b>17</b>
3.1	APPLICATION FORM	17
3.2	LANGUAGE OF THE PROPOSAL AND THE SUPPORTING DOCUMENTS	17
3.3	HOW TO SUBMIT PROPOSAL	17
3.4	EXPECTED DURATION OF PROCEDURE	18

Annex 1: Rules on eligibility of costs

Annex 2: Draft grant agreement

Annex 3: Estimated budget template

Annex 4: Application form

Annex 5: Legal entity form ([download template here](#))

Annex 6: Financial identification form ([download template here](#))

Annex 7: Declaration on honour for exclusion criteria

Annex 8: Declaration on honour for selection criteria

Annex 9: Simplified financial statement

Annex 10: Monthly timesheet template

Annex 11: Confidentiality Agreement

# 1. GRANT OPPORTUNITY AND CONDITIONS<sup>2</sup>

## 1.1 LEGAL FRAMEWORK

Article 36 of the Regulation (EC) 178/2002<sup>3</sup> 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 projects<sup>4</sup> and 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.

The Commission Regulation (EC) 2230/2004<sup>5</sup> 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 in Article 4 that tasks may be entrusted by the Authority to organisations on the list of competent organisations and in Article 5 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 Regulation also requires (recital 9) that tasks entrusted should be performed to high scientific and technical standards, efficiently (also with regard to deadlines) and independently, under the responsibility of EFSA.

In accordance with Article 4, tasks that may be entrusted by the Authority to organisations on the list of competent organisations, including those consisting in:

- disseminating best practices and improving methods of collecting and analysing scientific and technical data, particularly for the purposes of facilitating comparability and producing a Community-level summary;
- sharing data of common interest, e.g. the establishing of databases;
- the tasks referred to in Articles 6 and 18(3)(b) of Regulation (EC) No 1829/2003.

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<sup>2</sup> The applicant is reminded that this Call and guide for applicants contains a selection of the most important conditions for the grant implementation. For the full set of conditions the applicant is invited to consult the draft grant agreement attached to this Call.

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

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

<sup>5</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2004:379:0064:0067:EN:PDF>

The present Call for proposals and guide for applicants (hereinafter referred to as “the Call”) is procedurally governed by the EU Financial Regulation.

The present Call is based on EFSA’s 2018 Work Programme for grants and operational procurements as presented in Annex IX of the EFSA Programming Document 2018 – 2020, available on the EFSA’s website<sup>6</sup>.

## 1.2 BACKGROUND AND MAIN OBJECTIVE OF THE CALL

### BACKGROUND

EFSA aims to enhance the quality of its outputs by giving direct access to data and promoting the development of collaborative platforms in Europe and internationally, as well as fostering data re-use and innovation. In this remit, the use of common data standards is a prerequisite to improve data interoperability and facilitate data sharing and exchange. In particular, a standardised system for classifying and describing food makes it easier to compare data from different domains and sources and perform more detailed types of data analysis.

EFSA has developed FoodEx2<sup>7</sup> - a standardised food classification and description system to improve the comparability of data at European level and has invested heavily in providing financial and technical support (training) to several Member States on its use. FoodEx2 is already used by some Member States when exchanging data with EFSA. In addition, it boosts an international reach with the Food and Agriculture Organization (FAO) and the World Health Organization (WHO) using FoodEx2 to facilitate the collection of food consumption and food composition data on a global level.

EFSA faces a short-term challenge to improve, maintain and promote the use of FoodEx2 on a global level. In view of this, and to re-inforce co-operation with Member States, EFSA seeks support from competent users of FoodEx2 in Article 36 organisations on FoodEx2 and in particular to collect and elaborate expert input to the improvement of FoodEx2 and promote best practice regarding its use<sup>8</sup>

### MAIN OBJECTIVE

This call for proposal aims at identifying one organisation to which the support to tasks falling within the mission of the Evidence Management unit can be entrusted by EFSA.

The main objective is to provide support to EFSA to improve, maintain and promote best practice on the use of FoodEx2.

This support implies liaising with experts and organisations using FoodEx2, collecting and elaborating user feedback and proposals in order to feed the yearly or ad-hoc maintenance of the system managed by EFSA. It also foresees improvement and promoting of best practices on the use of FoodEx2. The organisation should have already gained experience in the use of FoodEx2 and be able to share experience and collaborate with EFSA in the development of this area.

<sup>6</sup> <http://www.efsa.europa.eu/en/corporate/pub/amp1820>

<sup>7</sup> <https://www.efsa.europa.eu/en/supporting/pub/en-804>

<sup>8</sup> [Legal basis: Regulation \(EC\) No. 2230/2004, Article 4.3 first indent: disseminating best practices and improving methods of collecting and analysing scientific and technical data, particularly for the purposes of facilitating comparability and producing a Community-level summary](#)

### 1.3 SPECIFIC OBJECTIVES OF THE CALL

The organisation awarded a grant shall **provide EFSA support to improve, maintain and promote best practice on the use of FoodEx2 classification system, as follows:**

1. Provide to EFSA proposals for implementation and maintenance in order to refine the FoodEx2 system
2. Participate in and liaise with the scientific networks on food consumption, contaminants, pesticide residues and veterinary medicinal product residues in order to collect comments and proposals or requests for addition of missing terms in FoodEx2
3. Liaise with other external users and stakeholders in order to collect comments and proposals or requests for addition of missing terms in FoodEx2
4. Evaluate the suggestions and decide on their implementation in cooperation with the maintenance technical group composed of EFSA staff with experience in different domains
5. Provide scientific support to EFSA to update the FoodEx2 catalogue
6. Provide support to enrich the implicit facets, scope notes, scientific names and alias of food codes available in the FoodEx2 browser where needed
7. Contribute to the draft of a technical report describing the outcome of the maintenance process in order to keep track of the changes in the FoodEx2 classification system.

### 1.4 ELIGIBLE ORGANISATIONS

To be eligible, the applicant must be on **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.

### 1.5 ROLES AND RESPONSIBILITIES

It is important to have clarity on the used terminology of this call with respect to the involved organisation and its role.

- **The Applicant** submits the proposal/grant application to EFSA.

As soon as the the grant agreement is signed, the applicant becomes **the beneficiary**. The beneficiary is liable for the technical implementation of the entrusted task as described in the grant agreement.

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

- Communicate with EFSA;
- Receive and answer all requests EFSA might have in relation to the implementation of the entrusted task;
- Request and review any documents or information required by EFSA and verify their completeness and correctness before passing them on to EFSA;
- Inform EFSA of any event that is likely to substantially affect the implementation of the entrusted task;
- Submit the deliverables and reports to EFSA;
- Request and receive payments from EFSA.

## 1.6 POSSIBILITY OF SUBCONTRACTING

**Subcontracting is not permitted. Please note that the expert must be a permanent or temporary member of the staff of the beneficiary.**

## 1.7 IMPLEMENTATION OF THE ENTRUSTED TASKS

### PERFORMANCE OF ENTRUSTED TASKS:

The tasks entrusted through this grant agreement will be conducted by a staff member of the organisation awarded the grant (hereinafter referred FoodEx2 expert).

This FoodEx2 expert should be provided "extramuros" for all the contract period (12 months) although other arrangements could be agreed with the beneficiary during the grant agreement implementation, based on needs. In addition, the duration of this agreement could be extended to two years pending budget availability. In any case, this support involves 1 FoodEx2 expert.

The tasks will be performed in accordance with the EFSA procedures applicable for the respective outputs and, where relevant, in compliance with the specific procedural provision of the relevant legislation.

The ownership of the delivered outputs as a result of these tasks will be vested solely with EFSA and EFSA will be solely responsible for the results of the tasks performed. Only with **EFSA`s prior written permission** the beneficiary will be allowed to use the outputs resulting from the entrusted tasks.

The staff having conducted the task and their affiliation to the beneficiary organisation will be acknowledged in any relevant EFSA outputs.

### WORKING CONDITIONS OF EMPLOYEES FROM THE SELECTED ORGANISATIONS:

The FoodEx2 expert will be working closely with the Evidence Management Unit, considering that only specific tasks, not full outputs, will be entrusted to him/her and that a full coherence among EFSA outputs of similar nature is essential. The FoodEx2 expert will work according to the plan and timeline of the Evidence Management Unit, in close collaboration with scientific officers of other scientific Units working on the same or similar outputs and will report to the EFSA Manager of the specific process (DATA-22).

The working conditions (including remuneration, working hours, leave, social security) applicable to the FoodEx2 expert will remain those established by his/her employer. Leave should however be communicated in advance with EFSA before the formal approval by the FoodEx2 expert's line manager in his/her home organisation. The FoodEx2 expert should provide EFSA with a monthly timesheet, to be approved by the EFSA Process Manager (Annex 10).

During the delivery of the entrusted tasks, the FoodEx2 expert:

- Shall carry out his/her duties and conduct him/herself with the interests of EFSA in mind. He/she shall neither seek nor take instructions from any government, authority, organisation or person outside EFSA. They shall carry out the duties assigned objectively and impartially.
- Shall be fully subject to the EFSA Policy on Declarations of Interests. He/she shall submit an Annual Declaration of Interest which will be screened according to the rules applicable to the external experts contributing to the EFSA's work (Article 8 of the EFSA Executive Director policy on Declarations of Interests).

- Shall be subject to the EFSA's rules on prior authorisation for officials when they wish to engage in an outside activity, whether paid or unpaid, or to carry out any assignment outside EFSA.
- Shall refrain from any unauthorised disclosure of information received in the line of duty, unless that information has already been made public or is accessible to the public. Under the grant agreement, EFSA will grant the FoodEx2 expert access to all necessary data and tools in order to perform the tasks. The FoodEx2 expert will therefore be required to sign a confidentiality agreement before commencing the performance of tasks. (Annex 11).

The FoodEx2 expert may be requested to physically attend meetings organised at EFSA's premises (2-3 meetings). He/she may also be sent on mission if this is related to the tasks defined by the grant agreement, as part of a delegation led by an EFSA official or temporary staff member, or on his/her own on the basis of a specific mandate given by the EFSA Executive Director.

The FoodEx2 expert shall be entitled to attend training courses organised by EFSA if the interest of EFSA warrants attendance.

The working language for performance of tasks will be English.

## 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, 50% 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; pre-financing 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.
- **final payment** (payment of the balance), after the final EFSA grant amount was determined in line with the grant agreement (Article II.25). The final grant amount will be based on the number of days declared in the timesheet which must be approved by EFSA. Only days actually worked for EFSA should be declared (holidays, bank holidays and days of illness should not be declared). 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 already made; if the total amount of earlier payments is greater than the final EFSA grant amount, the payment of the balance takes the form of a recovery; if the total amount of earlier payments is lower than the final EFSA grant amount, EFSA will pay the balance; payment is subject to the successful execution of all entrusted tasks, as confirmed by EFSA Evidence Management unit.

## 1.9 GRANT PRINCIPLES

The financial support provided by EFSA under this Call for proposals 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**: co-financing from a source other than the Union budget is required. The costs not covered by the EFSA grant must be financed from the applicant resources. The applicant must therefore contribute financially to the project. Additionally, there may be also a financial contribution from another entity, but such an entity may be only a public body. Contributions from the private sector are not permitted.

- **No-profit:** A grant shall not have the purpose or effect of producing a profit within the framework of the entrusted task for the applicant. Profit is defined as a surplus of the receipts over the eligible costs incurred by the beneficiaries, at the time of request for payment of the balance. The receipts shall be limited to income generated by the project/entrusted task (likely zero in this case), as well as financial contributions specifically assigned by donors to the financing of the eligible costs. Where a profit is made, EFSA shall be entitled to recover a part of it in line with the procedure foreseen in the grant agreement.
- **Non-retroactivity:** A grant may be awarded for a project/task entrusted which has already begun only provided that the applicant can demonstrate the need for starting the entrusted tasks 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 under this call. No grant may be awarded retrospectively for a project /tasks entrusted already completed.
- **Non-cumulative:** A project / entrusted task 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 maximum possible amount of the EFSA grant contribution for the grant agreement over a period of 1 year is 40,000 €. However, EFSA reserves the right not to award the grant agreement and to cancel the whole grant procedure at any time before the signature of the agreement without any compensation to be paid to the applicants.

The form of grant awarded under this Call is grant based on reimbursement of a specified proportion of the total eligible project costs actually incurred (EU Financial Regulation, Article 123 (1e)).

The costs to be supported under this agreement are co-financed by EFSA at maximum 90% of the total eligible costs. In other words, the grant has double ceiling: the maximum amount (40.000 €) and the reimbursement rate applied on the total eligible project cost.

The total amount of estimated eligible costs, as presented by the applicant in the estimated budget (annex 3) (see also part 1.11), and which serves as a basis for calculation of the initial EFSA grant, will be verified by EFSA during the evaluation of proposals. EFSA reserves the right to implement the necessary adaptations to the estimated eligible costs in the case **the Rules on eligibility of costs** (Annex 1) were not correctly applied by the applicant.

If the amount granted is lower than the funding sought 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 ESTIMATED BUDGET AND ELIGIBLE COSTS

The proposal must be accompanied by the estimated budget (Annex 3) which must be established in line with **the Rules on eligibility of costs** (Annex 1) and according to the guidelines detailed in section 1.7 of this call for proposals. The estimated budget must show all the costs and income which the applicant considers necessary to carry out the project.

**ESTIMATED BUDGET MUST BE:**

- sufficiently detailed to permit identification, monitoring and checking of the costs;
- balanced, i.e. total income and total project costs must equal;
- consistent with the work plan;
- expressed in Euro.

**ESTIMATED BUDGET – COST SIDE - GUIDANCE ON ESTABLISHING THE ESTIMATED BUDGET FOR THE GRANT AGREEMENT:**

The Estimated budget for the grant agreement must be established in line with **Annex 1 - Rules on eligibility of costs**. **EFSA is available already in the application phase to help you in establishing the estimated budget, contact us at [EFSAprocurement@efsa.europa.eu](mailto:EFSAprocurement@efsa.europa.eu)**. Here below we highlight some of the most important elements of Annex 1:

1. The FoodEx2 expert assigned to the project has to be classified as **RESEARCHER/TEACHER/TRAINER** according to the International Standard Classification of Occupations (ISCO-88 (COM)).
2. **THE UNIT COSTS** per day for staff indicated in below table, highlighted in grey, must be used when establishing the estimated budget for this grant agreement and when declaring the incurred costs. The rate of the country in which the applying organisation is registered should be applied.

**UNIT COST PER DAY IN EUROS**

Country	Manager	Researcher Teacher Trainer	Technical	Administrative
Austria	449	302	244	194
Belgium	460	360	240	214
Bulgaria	67	60	46	31
Croatia	213	192	154	97
Cyprus	316	235	146	99
Czech Republic	134	110	80	58
Denmark	398	340	277	217
Estonia	102	75	59	42
Finland	368	255	196	163
France	435	351	257	193
Germany	419	310	221	203
Greece	279	218	157	122
Hungary	107	86	65	44
Ireland	309	328	239	178
Italy	454	298	200	174
Latvia	81	66	52	38
Lithuania	75	62	47	34
Luxembourg	496	349	282	220
Malta	119	99	77	58
Netherlands	310	271	215	170
Poland	109	86	66	49

Portugal	258	181	122	77
Romania	124	95	74	47
Slovakia	121	98	86	70
Slovenia	240	182	146	92
Spain	321	212	163	117
Sweden	360	303	250	192
United Kingdom	355	334	231	158

For EEA countries EFSA will provide the Unit costs to be applied upon request.

3. **THE NUMBER OF DAYS** to be declared in the estimated budget for FoodEx2 expert is 220 (1 full calendar year).
4. In addition to the salary cost, and **only if the FoodEx2 expert will be required to work in EFSA`s premises**, the grant agreement will recognise as eligible costs also **INSTALLATION COSTS** unavoidably incurred by a beneficiary staff working on a grant project/task in EFSA premises. These are costs of life in Parma of a beneficiary staff and of travels to/from their country/city of origin. These costs are to be indicated in the estimated budget as follows:
  - 1500 EUR per month unless below conditions apply,
  - 900 EUR if the staff will be travelling a distance of less than 300 km to Parma from the place of his/her regular employment at Beneficiary organisation,
  - No allowance is foreseen in case of travel distance of less than 50 km.
5. The general **COORDINATION COSTS** are eligible costs. These costs cover the cost of general management of the grant agreement by the beneficiary. These costs are to be indicated in the estimated budget at a flat rate of up to 10% of all eligible direct staff costs (both extramuros and intramuros, including the reinstallation costs in case of intramuros assignments).

For example: Staff X, Belgium Researcher (daily cost 360 €), working the whole year in EFSA premises, generates eligible staff costs  $220 \text{ d} * 360 \text{ €} = 79.200 \text{ €}$ , and on top of it EFSA recognises the reinstallation cost of 18.000 € ( $1500 \text{ €} * 12 \text{ m}$ ). The coordination costs eligible on top of these intramuros staff costs are 10% of 97.200 € = 9.720 €.

6. By derogation to point 2.2 of Annex 1, the **INDIRECT COSTS** related to the costs of staff in intramuros are eligible only up to a flat rate of 5% of those costs (excluding the reinstallation costs).

For example: Staff X, Belgium Researcher (daily cost 360 €), working the whole year in EFSA premises, generates eligible staff costs  $220 \text{ d} * 360 \text{ €} = 79.200 \text{ €}$ , and on top of it EFSA recognises the reinstallation cost of 18.000 € ( $1500 \text{ €} * 12 \text{ m}$ ). The indirect costs eligible on top of these intramuros staff costs are 5% of  $79.200 \text{ €} = 3.960 \text{ €}$  (and not 5% of sum of  $79.200 \text{ €} \& 18.000 \text{ €}$ ).

7. The grant agreements may also foresee the missions in the estimated budget, in line with Annex 1 - Rules on eligibility of costs.

Any mission and training expenses should be estimated in the estimated budget template. As at this stage it is difficult to foresee which missions will be required and agreed by EFSA, the applicant is advised to insert in the estimated budget an allocation of 10.000 euro to cover possible future missions. The interest of the

FoodEx2 expert, in particular with a view to their reinstatement into their original administration after the completion of the grant agreement may also be considered when a decision is taken on whether to allow him/her to attend a training course.

8. Miscellaneous costs (costs arising directly from the requirements imposed by the grant agreement). EFSA will verify closely if these costs are eligible in the context of the call for proposal in question, in particular its objectives.

The above categories represent an exhaustive list of the possible eligible direct costs under this particular grant agreement.

The all above indicated costs are co-financed by EFSA at 90%, see later below in part 1.9 more information on co-financing principle.

#### **ESTIMATED BUDGET – INCOME SIDE:**

- Mandatory incomes:
  1. Grant requested from EFSA;
  2. Applicant's financial contribution.
- Optional incomes:
  3. Financial contributions from other public bodies.

### **1.12 APPROVED ESTIMATED BUDGET**

The estimated budget submitted with the proposal is analysed by EFSA, as part of evaluation process, in order to:

- assess whether it is realistic;
- assess whether it is consistent with the proposed action;
- assess whether the estimated budget is sufficiently detailed;
- assess whether the cost items are reasonably justified;
- eliminate cost items which cannot be accepted according to the Rules on eligibility of costs (Annex 1).

If EFSA regards the estimated budget as realistic, consistent with the technical description of tasks, sufficiently detailed, well justified and established in accordance with the Rules on eligibility of costs (Annex 1) and hence no modification is needed, it will become **the approved estimated budget** and the EFSA grant may correspond to the applicant's request. In some cases, the analysis of the estimated budget could result in EFSA suggesting reductions, e.g. need to correct the costs in line with the Rules on eligibility of costs. After the proposed modifications are agreed by the applicant and EFSA, the estimated budget, as modified, will become the approved estimated budget for the project.

### **1.13 INITIAL EFSA GRANT**

Having agreed the approved estimated budget, and provided the proposal is selected for the grant award, EFSA will establish the amount of **the initial EFSA grant**, having regard to the limits set out in part 1.10 of this call. The initial EFSA grant will be expressed as an amount in Euro and also as a percentage (EFSA max. 90% co-financing rate) of the total eligible project cost. This amount will be indicated in the grant agreement as the maximum grant amount.

### **1.14 FINAL EFSA GRANT**

Maximum grant amount set out in the grant agreement was calculated based on the estimated eligible costs. **The final EFSA grant** will have to be determined based on actually incurred costs (using unit costs and flat rates of 10% where foreseen above). The final EFSA grant is determined by EFSA in line with Article II.25 of the grant agreement.

## 1.15 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 35 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.

## 1.16 PROTECTION OF PERSONAL DATA

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° 45/2001.

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 106 of the Financial Regulation. For more information see the Privacy Statement on:

[http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm](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 2) as a data processor of EFSA.

## 1.17 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.

## 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 4).
- 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 is 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.
- The applicant is to be involved with its own staff in the execution of the entrusted task, with no subcontracting foreseen.

#### **Documents to be provided:**

- **LEGAL ENTITY FORM** (Annex 5) ([download template here](#)) to be completed and signed by the applicant. 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 6) ([download template here](#)) to be completed only by the applicant.

Please note 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.

## 2.3 EXCLUSION CRITERIA

Applicant must sign a declaration on their honour certifying that they are not in one of the exclusion situations referred to in the Articles 106 of the EU Financial Regulation.

**Documents to be provided:**

- **THE DECLARATION ON HONOUR** (Annex 7) to be completed/signed by the applicant.

## 2.4 SELECTION CRITERIA

Purpose of the selection criteria is to verify the financial and operational capacity of the applicant.

**Financial capacity:**

The applicant must have stable and sufficient financial resources to:

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

**Operational capacity:**

The applicant must have the professional resources, competencies and qualifications necessary to complete the proposed project:

**Minimum requirement for the organisation:**

- a) The applicant must have at least 3 years of demonstrable experience in FoodEx2 (needs, development, and/or implementation) to support the Evidence Management Unit with the specific tasks.

**Minimum requirements for the FoodEx2 expert assigned to perform the tasks:**

- b) University degree at post-graduate level, in any of the following areas: chemistry, food technology, nutrition, public health, veterinary medicine or similar areas; and
- c) At least 3 years demonstrable experience in working with a food classification system other than the FoodEx2; and
- d) At least 3 years demonstrable experience in working with the FoodEx2 tools; browser and Excel interpreting and checking tool; and
- e) Essential Skills:
  - Advanced knowledge of food classification systems
  - Good knowledge in the specific domains/hierarchies of FoodEx2; MTX (FoodEx2 Matrix), Reporting, Pesticides residues, Zoonoses, Feed, Exposure, Veterinary Medicinal Product Residues, Botanicals, FeedAddExpo hierarchy,
  - Ability to use and develop the browser tool and the Excel interpreting and checking tool of the FoodEx2 classification system,
  - Ability to work with statistical programs in order to manage the database supporting the FoodEx2 catalogue,
  - Familiarity with the EFSA Data Collection Framework platform.
- f) Experience in writing scientific/technical reports and publications.

- g) An excellent level of spoken and written English (evidenced either by a certificate demonstrating at least level B.2 of the Common European Framework of References for Languages; or evidence of having worked for at least 2 years in a working environment where English is used for meetings, communications and producing written reports and scientific publications).

**Documents to be provided by the applicant:**

- **Generic evidence: THE DECLARATION ON HONOUR ON SELECTION CRITERIA** (Annex 8).
- **SIMPLIFIED FINANCIAL STATEMENT** (Annex 9) completed for at least last 2 most recent closed financial years. Applicable only if an applicant is a private body
- **Evidence requested for the organisation (requirement a):** List with evidence of 3 years' experience in FoodEx2 (needs, development, and/or implementation) to support the Evidence Management Unit with the tasks in the specific area.
- **Evidence requested for the individuals, (requirements b – g): CURRICULUM VITAE** of the FoodEx2 expert proposed to be assigned to the task evidencing clearly how the minimum expertise requirements are met.

## 2.5 AWARD CRITERIA

The award criteria serve to assess the quality of the proposals in relation to the objectives of the Call.

**FOR THE ASSESSMENT OF THE PROPOSALS UNDER AWARD CRITERIA THE APPLICANT MUST PROVIDE A SHORT REPORT** (recommended max. 20 pages) describing:

1. **Experience of the organisation in FoodEx2**, including list of projects where FoodEx2 was implemented and through which experience on the use of its basic food lists and facet descriptors was acquired;
2. **List of publications** related to the development, implementation and maintenance of the FoodEx2 system;
3. The **CV** of the FoodEx2 expert proposed for the assignment.

**This report will be assessed by EFSA using these award criteria:**

1. Years of professional experience after the acquisition of the post-graduate level university degree in any of the areas of chemistry, food technology, nutrition, public health, veterinary medicine or similar areas (**Max 10 points**);
2. Years of experience in working with a food classification system other than the FoodEx2 beyond the minimum requirements of the selection criteria (**Max 10 points**);
3. Years of experience in working with the FoodEx2 tools; browser and Excel interpreting and checking tool and on developing/implementing the FoodEx2 classification system beyond the minimum requirements of the selection criteria (**Max 15 points**);
4. Number and relevance of publications related to the development and/or implementation of FoodEx2 (**Max 15 points**);
5. Experience of the proposed FoodEx2 expert, beyond the minimum requirements of selection criteria (**Max 50 points**); under this award sub-criteria, the following will be seen as assets:
  - Experience in data analyses,
  - Experience in working with SAS Enterprise,
  - Experience in performing literature review,
  - Experience in the maintenance process of FoodEx2.

In order for an application to be awarded the grant, the proposal must **score a minimum of 70 points** out of maximum possible 100 points;

Proposals which have satisfied these quality thresholds will be ranked in a reserve list.

## **2.6 PROCESS FOLLOWING THE AWARD CRITERIA ASSESSMENT**

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 1<sup>st</sup> 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.

## 3. SUBMITTING PROPOSALS

Only one proposal should be submitted per beneficiary.

### 3.1 APPLICATION FORM

The proposal must be submitted using the **EFSA APPLICATION FORM** (Annex 4). The form must be duly completed in all its parts, supported with all the requested annexes, and signed by a duly authorised legal representative of the applicant.

Please note that, by submitting the proposal, the applicant accepts 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 HOW TO SUBMIT PROPOSAL

You can submit your proposal:

- either by post (registered mail) or by courier not later than 31/05/2018, 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](mailto:EFSAProcurement@efsa.europa.eu).
- or delivered by hand not later than 12.30 hours (Italian time) on 31/05/2018 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.

Submission by post, courier or hand to this address:

**European Food Safety Authority -EFSA**  
**For the attention of – Ms Simona Affanni, Finance Unit (Procurement Team)**  
**Via Carlo Magno 1/A, I –43126 Parma, Italy**

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:

- **"CALL FOR PROPOSALS GP/EFSA/DATA/2018/01 - NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT",**
- name of the applicant,
- the posting date should be legible on the outer envelope.

### **3.4 EXPECTED DURATION OF PROCEDURE**

Information on the expected duration of procedure – time to grant:

- Applicants will be informed of the decision regarding their application at the latest 6 months from the deadline for submission of proposals;
- Signature of the grant agreement will take place at the latest 3 months from the date on which the successful applicant has been informed of the decision on their application.