



Second Swiss-Hungarian Cooperation Programme
„Fight against trafficking in human beings”
Programme
Ref. SM05-HUT

Call for Proposals
for the execution of the task

*„Developing institution for the reception of
children suspected of being victims of trafficking”*
as a Programme Component Operator

Version: 23 September 2024.



Please note that the Programme Operator reserves the right to make changes to the Call for Proposals, the documents referred to therein and their annexes, therefore please regularly follow the notifications published on the official website of the II. Swiss-Hungarian Cooperation Programme: www.svajcialap.hu.





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1 THE FRAMEWORK, PURPOSE AND BACKGROUND OF THE CALL FOR PROPOSALS

1.1 THE FRAMEWORK FOR THE IMPLEMENTATION OF THE II. SWISS HUNGARIAN COOPERATION PROGRAMME

This call for proposals, together with the following documents, provides general information on the conditions and rules for the submission of proposals¹:

- General Guidelines for the selection of Programme Components and Final Beneficiaries for the second Swiss-Hungarian Cooperation Programme (hereinafter referred to as General Guidelines²).

The basic regulatory, organisational and general framework of principles, horizontal aspects and objectives for the implementation of the second Swiss-Hungarian Cooperation Programme (hereinafter referred to as the Cooperation Programme) are set out in Chapter 1 of the General Guidelines.

Where the provisions of this call for proposals differ from the general provisions of the General Guidelines in any chapter, the provisions of this document shall prevail.

The specific provisions for the use of the grant for the implementation of the supported Programme Component³ are set out in the Grant Contract to be concluded with the beneficiary (see Annex 1 for the template of the Grant Contract).

1.2 BACKGROUND TO THE CALL FOR PROPOSALS

The overall objective of the Cooperation Programme is to reduce social and economic disparities and to build and further strengthen bilateral relations between the Swiss Confederation and Hungary as a beneficiary country. The Framework Agreement between the Swiss Federal Council and the Government of Hungary on the implementation of the second Swiss Contribution to selected member states of the European Union to reduce economic and social disparities within the European Union (hereinafter referred to as the Framework Agreement) sets out the expectations for the thematic area "Support for migration management and promotion of integration measures": the general objective of the thematic area is to support migration management, integration and to enhance public security. The present Call for Proposals is published under the SM05-HUT Programme on the basis of the Support Measure

¹ The current version of the Call and the documents referred to can be found at www.svajcialap.hu

² <https://svajcialap.hu/dokumentumok/altalanos>

³ [Programme Component: In accordance with Article 2 \(29\) of the Gov. Decr. a set of activities carried out in a Cooperation Programme to achieve the objectives and results agreed for that programme.](#)



Agreement (SMA) signed on 8 November 2023 and the Support Measure Implementation Agreement (SMIA) in force as of 13 December 2023.

Trafficking in human beings is an alarming phenomenon worldwide, affecting EU Member States, including Hungary. In recent years, the Government of Hungary has stepped up its efforts to combat human trafficking. In spite of this, statistics show that Hungarian citizens continue to be victims in large numbers, both within their own country and in Western Europe. Reducing the exploitation of victims and enhancing their care and reintegration can only be tackled through a coherent, long-term strategy that takes into account all forms of trafficking and changes in the modalities of its perpetration. To this end, in February 2020, the Government adopted the National Strategy against Trafficking in Human Beings for the period 2020-2023, in line with which the objectives of the SM05-HUT Programme, Fight against trafficking in human beings (hereinafter: SM05-HUT Programme) will be implemented.⁴

There is currently no special institution for child victims of trafficking in Hungary. According to Section 58. (1) and Section 76/B (b) Act XXXI of 1997 on the Protection of Children and Guardianship Administration, children who are suspected victims of trafficking must be placed in a special children's home designated for this purpose. Special children's homes are, as a general rule, as the name implies, places for children with special needs, who suffer from severe psychological or psychiatric disorders or are drug users. Safe accommodation and complex support and therapeutic services to meet the needs of child victims can only be provided in a separate institution.

The aim of this call is to create a separate institution for child victims of human trafficking, where they will receive immediate intervention, a full range of care, and assistance for their recovery and reintegration into society.

1.3 THE PURPOSE OF THE CALL FOR PROPOSALS

The present call for proposals is aimed at the execution of the Programme Component titled "Developing institution for the reception of children suspected of being victims of trafficking" (hereinafter referred to as the "Programme Component") in accordance with Article 32 of the Government Decree 563/2022 (XII. 23.) on the implementation of the second Swiss-Hungarian Cooperation Programme (hereinafter referred to as the "Government Decree").

The main objective of the Programme Component is to develop a shelter for minors in state care or who have been removed from their families after becoming victims, which will provide trauma-informed and developmental services for child victims of trafficking. The activities to

⁴ The National Strategy 2024-2028 has not yet been finalized, but its main concepts continue the previous strategy. The objectives of the SM05-HUT programme remain in line with the strategic goals.



be implemented are detailed in Chapter 5. on the *Activities to be carried out under the programme component*.

The programme component supported under this call for proposals should contribute to achieving the objectives of the Cooperation Programme.

The present call for proposals is launched by the National Development Centre as the Programme Operator providing the grant. The Programme Operator is supported by the Ministry of Interior as a professional partner in the design of the application procedure and in the professional monitoring of its implementation.

The Programme Operator will use the services of an intermediate body to manage the applications (preparation and execution of the application procedure, management of administrative, financial and operational tasks related to implementation of the supported beneficiaries) and to operate the supporting IT system, CHRIS. In the present call for proposals, the Programme Operator's intermediate body is the Széchenyi Programme Office Non-profit Llc.

1.4. TARGET GROUPS REACHED THROUGH THE IMPLEMENTATION OF THE PROGRAMME COMPONENT

The intended final beneficiaries of the implementation of the Programme Component are child victims of human trafficking who

- children temporarily placed or fostered in specialized childcare (children living in a children's home or foster care),
- children requiring immediate placement in child protection (children living with their families, at risk of being trafficked by family members).

The target group consists of victims aged between 10 and 18, regardless of whether they were identified abroad or in Hungary.

Care should be provided for both male and female victims, therefore, 4 separate places for boys and 8 separate places for girls should be created within the Programme Component (see section 5.3 for the justification of the gender distribution in the indicator calculation).

2. THE AVAILABLE FUNDING

The source of funding for this call for proposals is provided by the Support Measure Implementation Agreement. The budget will be used for the Support Measure "Fight against trafficking in human beings" within the thematic area "Support for migration management and promotion of integration measures" of the Cooperation Programme.

The maximum amount of funding that may be awarded under this call for proposals is **HUF 396 174 585**.



Objective	Thematic area	Programme	Max. Funding to be applied	Program Operator
Managing migration and supporting integration. Increasing public safety and security	Support for migration management and promotion of integration measures	SM05-HUT Fight against trafficking in human beings	HUF 396 174 585	National Development Centre

The grant is a non-refundable grant that can be awarded up to the available limit. Please refer to Chapter 4.2 for details of the grant intensity.

Expected number of Programme Component Operators to be supported: 1.

3. ELIGIBILITY CRITERIA

3.1 ELIGIBLE APPLICANTS

The general rules for eligible applicants are set out in Chapter 3.1 of the General Guidelines.

The following organizations are eligible to submit applications under this call for proposals:

- **organisations entitled to maintain shelter under Section 4 (4) of Government Decree 354/2012 (XII. 13.) on the procedure for the identification of victims of trafficking in human beings, and**
- **organisations operating children's homes pursuant to Section 57-59 of Act XXXI of 1997 on the Protection of Children and Guardianship Administration.**

Organisations with the following GFO (legal status) code are eligible to apply:

311 – Central budgetary managing organization
312 – Central budgetary organization
563 – Independent institution of other foundation
565 – Unit of a foundation with a legal personality
569 – Other foundation
572 – Non-profit limited liability company
573 – Non- profit public limited company
529 – Other association
551 – Established church
552 – Primarily an internal ecclesiastical legal entity performing public duties
555 – Primarily an internal ecclesiastical legal entity performing religious activity



559 – Technical code of ecclesiastical organization

Applications for support under this call for proposals may only be submitted by organisations located in Hungary.

Applicants may also implement the planned aid measures in partnership.

The cooperating parties must conclude a partnership cooperation agreement.

The partnership agreement shall set out the rules of cooperation between the parties, the rights and obligations of the parties, and, in the case of support for the submitted proposal, the implementation of the programme component as set out in the submitted application file. (See Annex 3 for Partnership Letter of Intent template.)

The partnership agreement does not therefore create joint and several liability between the parties.

The partnership agreement must ensure that the partnership agreement does not create a subcontracting or other subcontracting relationship between the parties that is subject to the Public Procurement Act. The partner may receive support for the implementation of the programme component only in respect of its own eligible costs incurred. The organisation concluding the grant agreement (the beneficiary) bears full responsibility for the implementation of the programme component.

3.2 NON-ELIGIBLE APPLICANTS

The applicant is non-eligible if:

- a) does not have a certified valid location in Hungary;
- b) does not have a Hungarian tax number or in case of a foreign applicant, an international or Community tax number;
- c) one of its officials has taken the grant decision or has been involved in the preparation of the grant decision;
- d) at the time of the grant decision, is a member of the Government, State Secretary, State Secretary for Public Administration, Deputy State Secretary, President of the County Assembly, Lord Mayor, Mayor, senior official of a regional development agency;
- e) is a relative living in the same household as the persons listed in points c) to d);
- f) has overdue taxes or public-law debts which are overdue for more than 60 (sixty) days or which are recoverable by way of taxes, unless the tax authorities have authorised deferred payment or payment by instalments, or who is in arrears with traditional own resources of the European Union;
- g) does not meet the requirements for budget support set out in *Act CXCV of 2011 on Public Finances*;
- h) is subject to winding-up, bankruptcy, liquidation, administration by winding-up, debt adjustment or any other procedure provided for in the legislation or regulations which



has the force of *res judicata*;

- i) does not have the required licence to launch the programme component at the time the application is submitted:
 - a. licence for operating a children's home, registered in the register of service providers under the Article 98-99 of the Child Protection Law, or
 - b. licence for operating a shelter
- j) has been convicted of a criminal offence by a court within three calendar years preceding the submission of the application, *in accordance with Act CIV of 2001 on criminal measures against legal persons*;
- k) has a conflict of interest pursuant to *Article 6 (1) of Act CLXXXI of 2007 on the Transparency of Public Funding*, and, pursuant to Article 8, who has failed to comply with the obligation to disclose the circumstances justifying his/her involvement within the time limit.

Funding is not available to organisations listed under Chapter 3.1 of the General Application Guidelines, and in particular

- a) an organisation which intends to carry out activities the content of which is not in line with the professional objectives set out in this call for proposals;
- b) an organisation against which the National Tax and Customs Administration or its predecessor, the National Tax and Financial Control Administration, has ongoing proceedings at the time of submission of the application;
- c) a legal entity that has not fulfilled its obligations to recover State aid pursuant to a decision of the European Commission addressed to Hungary,
- d) an entity against which criminal court cases that affect sound financial management are ongoing at the time of submission of the application;
- e) an activity which would lead to an infringement of European Union law.

3.3 OTHER GENERAL CONDITIONS OF APPLYING FOR GRANT

As a general condition for applying for a grant, the applicant must undertake the following obligations and declare that the following conditions are met by signing the declaration that must be submitted together with the application:

- the applicant's representative must be fully authorised to represent the applying organisation;
- the applicant has read, acknowledged and fully complies with the obligations set out in this call for proposals and its annexes, which form an integral part thereof, and in the legislations applicable for this call for proposals;
- the applicant undertakes to provide the guarantees required by the grant provider, at the latest by the time the grant contract is concluded;
- the applicant undertakes to repay any undue payments of the grant and interest on such payments in accordance with the legal provisions in force;



- the applicant takes responsibility for the completeness, accuracy and authenticity of the documents submitted and of the data and information given in the application and its annexes, and for the truthfulness of the statements made therein;
- the applicant undertakes to cooperate with the official bodies acting in context with the implementation, in particular the National Coordination Unit, the Programme Operator, other bodies responsible for monitoring, including the organisations and institutions mandated by the donor countries to carry out such activities;
- the applicant agrees to be bound by the terms, conditions, clauses and restrictions contained in this call for proposals and in the applicable legislation and declares that his/her proposal complies with the terms, conditions and restrictions contained in this call for proposals and ensures that it complies with them throughout the duration of the whole implementation period;
- copies of the documents accompanying the application are identical in every respect to the originals and are available at the applicant's place of storage.

The other general conditions for applying for a grant are set out in Chapter 3.3 of the General Application Guidelines.

4. AVAILABLE FUNDING

4.1 THE AMOUNT OF AVAILABLE FUNDING AND THE METHOD OF FINANCING

The maximum available **non-refundable grant** is HUF **396 174 585**.

The beneficiary organization is entitled to an advance payment of 25% of the total budget that may be requested to start the activities. The costs incurred will be settled by ex-post financing, in accordance with the progress reports and related payment claims to be submitted every 6 months.

The general provisions for the grant application are set out in Chapter 3.3 of the General Application Guidelines. Additional requirements to request an advance payment are set out in Chapter 11.6.

4.2 LEGAL TITLE AND GRANT INTENSITY RATE

The general provisions on the legal titles of granting are set out in Chapter 5. of the General Application Guidelines.

Grants awarded under this call for proposals may only be used in Hungary.

The maximum grant intensity rate is 100% of the total eligible costs.



The funding granted under this call for proposal does not constitute State Aid under Article 107(1) TFEU, since the supported activity is not an economic activity in the sense of European Union competition law, and the contributors involved in the implementation of the projects in connection with the activity to be supported do not receive the economic advantage that cannot be obtained under normal market conditions.

5. ACTIVITIES TO BE IMPLEMENTED IN THE FRAMEWORK OF THE PROGRAM COMPONENT

This call for proposals aims to establish a residential facility providing safe accommodation and full care for child victims of human trafficking and provide them with specialist care that can address the trauma and subjective causes of victimisation, as well as an emphasis on preventing re-victimisation. To this end, individual or group therapeutic work, crisis intervention, trauma counselling, and development activities can be supported:

- creating the infrastructure and facilities for the establishment of the institution
- providing safe, secure housing for target group members;
- therapeutic care that meets the specific needs of trafficked children;
- complex rehabilitation and reintegration process necessary to avoid re-victimisation, which helps children to recover from the mental, psychological, and physical trauma of exploitation, while maintaining the results achieved in the recovery process;

According to the Section 33 of the Government Decree 229/2012 (VIII. 28.) on the implementation of the Act on National Public Education the shelter will not be obliged to provide education. The clients are entitled to a temporary guest student status for the duration of a stay in a crisis centre, secret shelter, or a sheltered accommodation.

5.1 MANDATORY ACTIVITIES

In the framework of this call, the following activities are mandatory (please take into consideration the requirements set out in the chapters 5.3 on *Mandatory indicators* and 5.4.1 *Additional technical-professional requirements*):

By the last day of the 10th month after the start of the programme component, the necessary accommodation and security conditions must be in place and all other operational conditions must be in place and the service must be started, and must be guaranteed for at least 18 months continuously.

1. Project management

Requirements related to Project Management are set out in chapter 5.4.4.

2. Creating the necessary accommodation and safety conditions (building infrastructure and purchasing equipment)

- 12 places for children victims of trafficking, divided into 4 boys and 8 girls



- additional required rooms (extra bedrooms, kitchen, dining room, living room, sanitary facilities, isolation unit, nursery, etc.)
- purchase of necessary equipment (furniture, material conditions for care, education and development, cameras, signalling system, etc.)

The developing of the accommodation shall take into account the minimum living space to be provided as specified in Annex 6 of Decree 15/1998 (IV. 30.) NM on the professional duties and conditions of operation of institutions and persons providing personal care for children and child protection, the size of the living area should be 12 m per child.

By the last day of the 10th month following the start of the programme component, the necessary accommodation and security conditions must be in place.

3. Preparation of a professional protocol for the running of the institution and the provision of services.

The professional protocol must be submitted to the Department of Child Protection and Guardianship of the Ministry of the Interior for approval before the start of the services specified in the call for proposals, at the latest by the end of the infrastructure activities. If the professional protocol requires modification, the Department of Child Protection and Guardianship shall set out its proposals for modification in the text. The proposals are entered in the protocol by the beneficiary. The protocol can be used after approval by the Department of Child Protection and Guardianship.

The professional protocol shall consist of the following sections:

1. professional directions
2. legislation
3. target group (characteristics and needs)
4. services
5. professionals and their tasks
6. care process
 - 6.1 admission
 - 6.2 service
 - 6.2.1 explore the problem
 - 6.2.2 plan for education and care
 - 6.2.3 implementation of the plan
 - 6.2.4 closing
7. communication protocol (with the outside)



4. Continuous provision of housing and institutional care. (Maintenance obligations are included in point 12.3)

Once the necessary accommodation and security conditions have been established, all other conditions for operation must be provided, and the service must start, which must be guaranteed continuously for at least 18 months.

5. provision of support services (the following services should be made available during operation, the range of services actually provided should be adapted to the needs of the beneficiaries)

- a. setting up professional staff
 - hiring professionals (under employment contract)
 - training and sensitisation in context of human trafficking
- b. Services provided to victims in addition to the full range of care specified in Section 45 (1) of the child protection law):
 - providing comprehensive care in the home, including crisis intervention;
 - trauma oriented counselling, psychotherapy;
 - emotional education;
 - development of social skills;
 - health awareness education;
 - complex personality development;
 - development of communication skills, conflict management;
 - assessment and development of competencies, abilities, and skills;
 - talent management;
 - support for the child's education and learning;
 - provision for special needs arising from victimization;
 - provision of individual support for children with special needs arising from exploitation (protection, support, assistance, etc. in police, prosecution, court, and other proceedings).
- c. Services for the staff
 - use of EKAT system,
 - supervision
 - conflict management training
 - burn-out prevention training

6. Elaboration and submission of the report document

After 18 months from the start of the services, the implementer must prepare a report document on the experiences of the 18 months, which includes, among others, the number of cases, the



services provided, a brief description of each case, the objectives set and the results achieved, the usefulness of the infrastructure set up in the institution, the need for or sufficiency of human resources and an overall evaluation of the programme. The report must be submitted to the Program Operator. On the basis of the report submitted, the competent Deputy State Secretariat of the Ministry of Interior will elaborate a policy proposal document for decision-makers on the continuation of the services.

5.2 OTHER ELIGIBLE ACTIVITIES

- Support services other than those listed in point 5. Mandatory activities to be implemented section (e.g. child psychiatrist, clinical psychologist, addictologist, addictologist counsellor).
- Other leisure time activities for beneficiaries of the new service (child victims).
- Additional rooms for employees if it is justified (e.g. bathrooms, changing rooms, restrooms, etc.)

5.3 MANDATORY INDICATORS

Name of the indicator	Type	Unit if measure	Target value
Number of building developed for the program	output	pc	1
Number of places (beds)	output	pc	12
Number of hired professionals	output	person	12
Number of children victims getting services in the new institution	outcome	person	12
Number of report document	output	pc	1

Number of building developed for the program

Calculation method: the building in which the new institution will be located and will be the site of the institution and meets the minimum living space requirements in terms of places.

Certifying documents: title deed/lease contract, on-site inspection report, documentation of conversion investments.

Number of places (beds)

Number of places available to accommodate child victims.

Calculation method: the number of places provided in the new institution in accordance with the technical criteria.



Certifying documents: on-site inspection report, documentation of conversion investments, operating license.

Number of hired professionals

Number of professionals to run the new institution.

Calculation method: the indicator target includes professionals employed in any type of employment.

Certifying documents: HR documents (e.g. employment contracts, job descriptions), contracts of agency

Number of children victims getting services in the new institution

Number of child victims served during 18 months of operation.

Calculation method: number of child victims who have been cared for and looked after in the new institution for at least one months. One person counts once in the indicator target. The gender rate of the beneficiaries is predicted by the statistics to be 80% girls - 20% boys, but if actual needs differ, a different rate may be accepted.

Certifying documents: case management documentation.

Report document

The report will include the number of cases, the services provided, their impact and outcomes. The report provides the basis for the policy proposal document justifying the maintenance.

Calculation method: number of report document completed after 18 months of service.

Certifying documents: the report document submitted to PO.

5.4 ADDITIONAL TECHNICAL-PROFESSIONAL REQUIREMENTS

5.4.1 Establishment of the necessary accommodation and security conditions (infrastructure and equipment)

The plan for the necessary modifications should take into account the situation before the start of implementation. No costs may be charged for the creation of conditions already available at the time of application.

Taking into account the provisions of Articles 124-126 of the NM Decree No. 15/1998 (IV. 30.) on the professional duties and conditions of operation of child welfare and child protection institutions and persons providing personal care (hereinafter: NM decr.), **12 places in two units shall be created for children victims of trafficking, 4 for boys and 8 for girls**, with boys and



girls separated from each other. Up to double rooms are possible, the size of the living area should be at least 12 m² per child.

Both units must be able to operate independently of each other, with the same functions and under the same conditions (even in separate living quarters).

Common kitchen-dining room and living room should be provided for the departments. The sanitary facilities should include at least two toilets, two showers, and two sinks per boys' and girls' section.

The tutor's room should be directly next to the living room with sanitary facility, for the night-time tutor service.

Other necessary rooms:

- for the clients: medical room with patient room, with separate bathroom with vandal-proof sanitary ware,
- a therapy room suitable for individual sessions,
- room suitable for reception of guests,
- a spacious, multi-purpose community room mainly for leisure activities,
- isolation unit according to Article 126 (9) of NM decr.
- at least 150 m² courtyard.

5.4.2. Security requirements

The applicant must establish the following security conditions for the implementation of the programme component only the creation of conditions not yet available at the start of implementation is eligible):

- broadband internet connection
- windows and doors with safety bars,
- access to the building via a lock-gate system;
- the installation of an internal network camera system in various parts of the building, which will provide a live image of the institution and its immediate surroundings, accessible on the computers of professional staff and security experts;
- a card-based or coded door access system to ensure that unauthorised people cannot enter the institution and that entry and exit can be traced.

A sheltered children's home building must have a fence that provides both protection and privacy. The building shall be equipped with cameras and a signalling system.

5.4.3. Commencement of the service (operation of the accommodation facilities)

By the last day of the 10th month after the start of the programme component, the necessary accommodation and security conditions must be in place, all other operational conditions must be in place, and the service must start.



5.4.4. Human resource requirements

Project management

The applicant must undertake to provide the following staff for the management of the programme component throughout its duration:

- project manager
- financial manager

Applicants must undertake to employ a project manager for the entire duration of the project as a civil servant, civil servant, other employee, agent, or employee on a contract basis.

Requirements for the project manager:

- at least three year of experience in social work and project management
- a higher education degree in social work or management, or, if this is not available, another higher education degree with at least three years of experience in project management
- English language skills

In order to ensure the financial implementation of the programme component, the applicant must also undertake to employ a financial manager in the form of a civil servant, a civil service, other employment relationship, a contract or an employment relationship, other employment relationship.

Requirements for the financial manager:

- higher education degree in finance, accountancy;;
- at least two years' experience as a financial manager or in project financial management.

Financial management and project management tasks can be carried out by the same person if he/she have the necessary qualifications and experience.

The applicant must also undertake to employ, for the entire duration of the programme component, a professional manager in the form of a civil servant, a civil service contract, an employment contract, or an employment relationship, in order to ensure the quality of the professional tasks. The professional manager must have a university degree and at least three years professional experience in the field of child welfare or child protection, experience in the field of human trafficking is an asset.

Minimum human resources

The selected institution must provide the following minimum human resources for specialised therapeutic care according to the qualification requirements in Annex 2, Part II, Section II, Specialised care of the NM decr., on a full-time basis, as a civil servant, or under a civil service contract, other employment contract or employment relationship:



- 1 person professional manager, (with the qualifications required for the post in Annex 2 of NM decr. 15/1998)
- 1 university degree, psychologist, psychopedagogue, mental health professional, family therapist, (one of the listed, who has received theoretical and practical training on human trafficking)
- at least 2 educator per group
- at least 4 child minder per group

During working hours (approx. 8:00-16:00 and besides at least two professionals must be present.

Other human resources needed

- security service that can ensure continuous presence.

5.4.5. Reporting obligations

General requirements for the monitoring and control of the implementation of the programme component are set out in Chapter 8 of the ÁPU. In this call for proposals, progress reports and payment requests are required every 6 months. Reporting language: English.

5.4.6. Separate registration

The beneficiary shall keep separate accounts for the costs of the programme component of the Swiss-Hungarian Cooperation Programme II, broken down by cost category and by cost line. For those costs for which itemised allocation is not feasible, because they serve a horizontal function across several programmes or cost categories, a method of apportionment allowing for a duly justified allocation of the cost element concerned by project or cost category shall be used. The beneficiary shall send the applicable method of apportionment to the certifying body when submitting the first statement of account and in the event of any modification.

6. THE PERIOD AVAILABLE FOR IMPLEMENTATION

The implementation of the programme component will start on the date of entry into force of the grant contract.

The time allowed for implementing the supported programme component shall be 28 months, which may be modified in accordance with Article 38(6)(b) and (7) of the Implementation Decree.



7. TERRITORIAL RESTRICTIONS

Grants awarded under this call for proposals may be used in Hungary

8 METHOD AND DEADLINE FOR SUBMISSION

The general conditions for submitting an application are set out in chapter 6.1 of the General Application Guidelines.

8.1 THE METHOD OF SUBMISSION

The application form and the necessary annexes should be submitted electronically via the Cooperation Programme's application interface CHRIS, in accordance with the formal requirements set out in point 9.1 of this call and by the deadline set out in point 8.3.

Once the application form and its annexes have been uploaded, the applicant's declaration of acceptance of the conditions set out in the call for proposals, signed by the applicant's representative(s) via Identification Based Document Authentication (AVDH), and must also be uploaded into the CHRIS System.

8.2 DOCUMENTS TO BE SUBMITTED AS PART OF THE APPLICATION

General instructions on how to submit a proposal, the content of the application form and the mandatory annexes are set out in chapter 6.1 of the General Application Guidelines and in the CHRIS Manual. The table below summarises the mandatory annexes to this call for proposals.⁵

	Type of Annex	Applicant	Partner
1	A notarised specimen of the applicant's signature, less than 90 days old	x	x
2	The applicant's company register or similar documentation/ deed or proof of establishment/certificate of registration by law / ⁶	x	x
3.	Certificate reflecting the current status (369/2013 Gov.Dec.14§) ⁷	x	
4.	Operating licence ⁸	x	

⁵ All declarations shall be uploaded to the CHRIS System after signature with Identification Based Document Authentication.

⁶ The attachment and adequacy of the document is a condition for admission of the application.

⁷ The attachment and adequacy of the document is a condition for admission of the application.

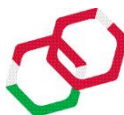
⁸ The attachment and adequacy of the document is a condition for admission of the application.



	Type of Annex	Applicant	Partner
5.	Quotations, published price lists supporting the compliance of the cost items presented in the budget with market prices	x	
6.	Title deed or other document proving the property's legal ownership (e.g. owner's consent, lease agreement, pre-contract for the sale of the property, etc.)	x	
7.	Declaration of exemption from public debt (National Tax and Customs Administration “0” tax certificate)	x	x
8.	CVs of the professionals involved in the implementation of the programme component	x	
9.	Declaration of acceptance of the conditions of the call for proposals	x	
10.	Certified copies of the documents proving the existence of the licences and permits listed in the conditions of eligibility for the eligible activities.	x	
11.	Declaration of ownership or tenancy of real estate	x	
12.	If relevant, (photo) documentation showing the planned transformations and the initial state	x	
13.	Schedule of activities (timetable)	x	
14.	Declaration regarding the preparation of the professional protocol (based on chapter 5.1.4)		
15.	Signed letter of intent and draft partnership agreement in case of partnership	x	
16.	Declaration of eligibility and other conditions signed by the persons authorised to sign	x	x
17.	Other documents	x	

8.3 DEADLINE FOR SUBMISSION OF APPLICATIONS

The applications for this call for proposals may be submitted electronically from 08:00 on the day following its publication until 12:00 on 25.11.2024.



8.4 REQUEST FOR ADDITIONAL INFORMATION

For further questions and information, please send an e-mail to svajci@szpi.hu in Hungarian. In the subject of the e-mail, please indicate the reference 'SM05-HUT-PC6'. The questions will be answered via e-mail within 3 working days of receipt by the Intermediate Body as additional information and will be posted on the official website of the Cooperation Programme.

Attention!

The requested additional information can only be provided by the Intermediate Body before the submission deadline, if the request is made at the latest 5 working days before the deadline for submission. It is the sole responsibility of the applicant to ensure that the request for information reaches the address provided in time.

The Programme Operator would like to point out that the information provided in the manner indicated above is only additional information and does not constitute a modification of this call for proposals and that the Programme Operator or the Intermediate Body shall not be held responsible for any response.

9 SELECTION CRITERIA, COMPLAINT AND OBJECTIONS MECHANISM

This Call for Proposals is open to programme component operators that meet the relevant legal requirements and the following criteria set out in the Call and its annexes.

9.1 ADMISSION AND FORMAL CRITERIA

Please note that when filling in the application form, you must ensure that you comply strictly with the content and length requirements set out in this Call for Proposals and in the online guidelines.

If the format of the application form is changed, the application cannot be processed.

The evaluation and approval of the application, as detailed in this chapter, applies only to the start of the implementation of the programme component. The programme component is eligible under the application submitted must be carried out at the applicant's own expense, with the possibility of requesting an advance, and reimbursement of costs will be made in the form of ex-post financing, subject to the progress report and payment request of the operator's implementation as defined in his/her application, up to the amount of the grant awarded.

The requirements for the selection process (verification of admission criteria, formal evaluation, and peer review), decision-making, and objection handling are set out in Chapter 6.2 of the ÁPU.



The inclusion criteria:

Admission criteria	Yes	No
The applicant is eligible for support.		
The partner is eligible for support.		
Following the submission of the application and the electronic application form, a declaration of acceptance of the terms of the call for proposals has been uploaded to CHRIS.		

Please note that if the admission criteria are not fulfilled, there is no possibility to comply deficiencies.

If the evaluation is NO for any of the above admission criteria, the application will be rejected.

Formal criteria:

Formal requirements	Yes	No
The submitted application form is completed in its entirety and formally appropriate		
The set of annexes to be attached online must be complete and formally appropriate		
The declaration of applicant submitted in CHRIS is signed by the person(s) authorised to represent the applicant and signed by AVDH		
The amount of support requested is in line with the maximum amount of support that may be granted under the call for proposals		
The duration of implementation and the final date for implementation are in line with the deadline set out in the call for proposals		
The application form was completed in the language (English) specified in the call for applications		

If the application does not comply with the formal requirements set out in the call for proposals, the intermediate body shall request the applicant to submit a completion if deficiency within 5 working days in accordance with the ÁPU.

Criteria for the evaluation of the content of proposals submitted in response to this call for proposals are set out in Chapter 9.2. The specifications for the peer review evaluation of proposals that meet the admission and formal criteria are set out in Chapter 6.2.3 of ÁPU.



9.2CONTENT EVALUATION CRITERIA

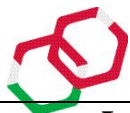
The application that meets the admission and formal criteria will be assessed on the basis of the following evaluation criteria.

The peer review criteria used for this call for proposals are the following:

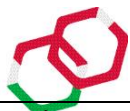
The maximum total score is 208 points, and the eligibility criteria are min. 77 points. The minimum score for each evaluation criterion is required, otherwise the application will be rejected. The evaluators will also provide a short justification in text form to support the sub-scores.



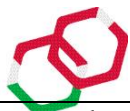
	Professional evaluation criteria	Minimum score required for support	Maximum score	Detailed reasoning
General aspects				
1.	<p>The overall elaboration of the application</p> <p>The application documentation and the professional content as a whole and the elaboration of the individual chapters comply with the related guidelines and contain relevant and sufficiently detailed information.</p> <ul style="list-style-type: none"> - the technical description of the proposal indicates that the applicant is able to achieve the objectives of the call for proposals: 1 point - the proposal is linked to the horizontal principles of the contribution: 1 point - the quality and capacity of the human resources planned are adequate for the activities to be carried out: <ul style="list-style-type: none"> a. professional team is able of rehabilitation and reintegration of child victims: 5 point b. additional staff is able of maintaining full care, safe housing, and protected quality: 5 point - the indicators committed are consistently linked to the organisational capacity and planned human resources: 5 point 	7 points	17 points	X



Location of the programme elements				
3.	Location of the programme element: <ul style="list-style-type: none"> - a suburban part of a large city (100 thousand inhabitants or more) or a medium-sized city (20-100 thousand inhabitants), less densely populated, far from the centre: 4 points - small town (5-20 thousand inhabitants): 3 points - municipality (under 5 thousand inhabitants): 2 points - all other settlements: 1 point 	1 points	15 points	X
	Accessibility <ul style="list-style-type: none"> - accessible by public transport from the early hours of the morning until the evening, with frequent services: 3 points Extra points if easily accessible: <ul style="list-style-type: none"> - hospital: 1 points - psychiatry for children: 1 points - grocery: 1 points Building <ul style="list-style-type: none"> - situated on a large plot (ca. 500 m², which is suited for outdoor activities: 3 points - its walls are not directly connected to the buildings on the adjacent plot: 1 points 			

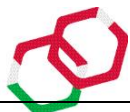


	<ul style="list-style-type: none"> - the building is not on the street frontage but inside the plot: 1 points 			
4.	<p>Assessment and evaluation of any environmental risks that may limit the proposed activity or other environmental risks:</p> <ul style="list-style-type: none"> - detailed and substantiated: 5 points - oversimplified, general: 3 points - no assessment: 0 point 	3 points	5 points	
Technical and professional content of the programme element				
5.	<p>Detailed technical-professional description of the implementation of the programme element</p> <p>The professional activities to be carried out are described in details and are in line with the call for proposals (all mandatory activities are planned)</p> <ul style="list-style-type: none"> - yes: 5 points - in part: 3 points - no: 0 point <p>Description that the professionals to be employed will be able to carry out all the activities to be implemented:</p> <ul style="list-style-type: none"> - the professionals are able both by 	10 points	25 points	X

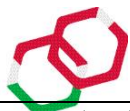


	<p>qualification and professional experience to carry out the activities: 10 points</p> <ul style="list-style-type: none"> - the professionals are able either by qualification or professional experience to carry out the activities: 7 points - the professionals are not qualified or experienced to carry out the activities: 0 point <p>The commitment to the conditions required (described in chapter 5.4) is described in detail</p> <ul style="list-style-type: none"> - yes: 5 points - in part: 3 points - no: 0 point <p>The infrastructural activities required are described in detail</p> <ul style="list-style-type: none"> - yes: 5 points - in part: 3 points - no: 0 point 			
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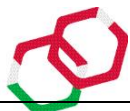
Environmental impacts of the programme element				
6	A description of the measures taken to reduce the negative impact of the activity on the environment (e.g. waste management, noise and water protection, nature protection, etc.)	1 point	1 point	
Risk management				



7	<p>Risk analysis</p> <ul style="list-style-type: none"> - fully identified risks: 5 points - incompletely identified risks: 3 points - insufficiently identified risks: 0 point <p>Risk management</p> <ul style="list-style-type: none"> - adequate: 5 points - partly adequate: 3 points - insufficient: 0 point 	6 points	10 points	X
Quality of the applicant organisation(s)				
8	<p>The professional competence and previous experience of the applicant organisation in the care of child victims of human trafficking or children with special need</p> <ul style="list-style-type: none"> - more than three years experience in operating a shelter or children's home: 10 points <p>The hired professionals</p> <ul style="list-style-type: none"> - have experience in crisis intervention: 10 points - have experience in trauma-informed counselling: 10 points - have experience in personal development: 10 points 	10 points	40 points	
9	<p>The financial and organisational capacity of the applicant organisation</p> <p>Organisational capacity</p> <p>The applicant meets the requirements for the management team set out in chapter 5.4.4.</p>	15 points	30 points	X



	<ul style="list-style-type: none"> - a project manager: 5 point - a financial manager: 5 point - a professional manager: 5 point <p>The professional manager has experience in caring for trafficked children:</p> <ul style="list-style-type: none"> - have practical experience in victim care: 10 points - no practical experience in victim care: 0 point <p>The applicant meets the requirements for the service providers set out in chapter 5.4.4.</p> <ul style="list-style-type: none"> - therapist 1 point - educator 1 point - child minder 1 point - security guard 1 point - escape vehicle driver 1 point 			
Schedule and budget for the activity				
10	<p>Reality and validity of the timetable showing the tasks to be carried out, their interconnection and the time required</p> <ul style="list-style-type: none"> - yes: 5 points - in part: 3 points - no: 0 point <p>On the basis of the timetable presented, the applicant will be able to start the service within 10 months from the start of</p>	6 points	10 points	X



	implementation. <ul style="list-style-type: none"> - yes: 5 points - potentially yes: 3 points - no: 0 point 			
11	Realism and justification of the estimated budget for each task or activity <ul style="list-style-type: none"> - the budget is properly detailed: 10 points - budget oversimplified: 5 points - budget incomplete or not interpretable: 0 point The budget reflects sound management <ul style="list-style-type: none"> - the number of hours worked by professionals are in relation to the number of clients: 10 points - the number of hours worked by management are in proportion to load factor: 10 points 	10 points	30 points	X
12	The applicant carries out the mandatory activities by using existing infrastructure: <ul style="list-style-type: none"> - fully furnished and equipped rooms, not needed renovation, installation (no investment costs are planned): 5 points - infrastructural investments are planned up to 20 % of the budget: 3 points - infrastructural investments are planned up to 30% of the budget: 1 point - infrastructural investments are planned up to 40% of the budget: 0 point 	0 pont	5 points	X
13	Optional activities planned <ul style="list-style-type: none"> - no optional activities: 0 point - 1-2 optional activities: 5 point 	5 point	10 points	X



	<ul style="list-style-type: none"> - 3-4 optional activities: 8 points - 5-6 optional activities: 10 point 			
Indicators				
14	<p>The reality and validity of the indicators</p> <ul style="list-style-type: none"> - target values not committed: 0 points - target values committed: 5 points - at least two indicators over the minimum target: 10 points 	5 points	10 points	X



10 GRANT CONTRACT

The grant contract will be concluded between the National Development Centre, as the Programme Operator, and the Beneficiary of this Call for Proposals, as the Programme Component Operator.

The grant contract will be countersigned by Széchenyi Programme Office Nonprofit Ltd. as the Intermediate Body.

The conditions for the conclusion of the grant contract are set out in Chapter 7.2 of the General Application Guidelines.

11 FINANCIAL PROVISIONS

Eligibility criteria for the implementation of the Programme Component are set out in:

- Chapter 4.2 of the General Application Guidelines regarding general information;
- General and detailed rules on accounting, detailed rules on the eligibility of costs, and rules on procurement are set out in the Implementation Guide and the additional guides annexed to it.

11.1 ELIGIBLE EXPENSES

The provisions on the eligibility of expenses for the implementation of the Programme Component are set out in the Grant Contract.

Only costs incurred during the period between the start and the end date set out in the grant contract and closely linked to the implementation of the eligible activities may be accounted for, the details of which are set out in the Eligibility Manual annexed to the Implementation Guide.

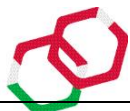
In accordance with Chapter 6 of the Eligibility Manual annexed to the Implementation Guide, the following budget lines may be used to account for costs incurred during the implementation of the programme component:

- 1) **Staff cost**
- 2) **Office and administrative expenditure**
- 3) **Travel and accommodation costs**
- 4) **Information and communication**
- 5) **External expertise and services costs**
- 6) **Equipment and IT system expenditure**
- 7) **Infrastructure and works**

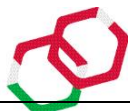


Eligible costs and percentage limits for each activity

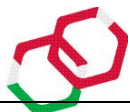
Activity type	Budget line	Activity name	Cost item	Restrictions, other comments
Project management	Staff cost	Staff costs related to project management	<ul style="list-style-type: none"> - gross salaries of employees, - employer's contributions and other social charges, - other staff-related expenses, fringe benefits payable under the employer's general remuneration regulations 	<p>The total project management costs may not exceed 10% of the total budget.</p> <p>For the professional requirements for project management, see chapter 5.4.3</p>
	Travel and accommodation costs	Travel and accommodation costs related to project management	<ul style="list-style-type: none"> - Transport fares (bus and train tickets, taxis), - Fuel, car account, - Motorway tolls, parking fees, - Accommodation and meals, - Daily allowance. 	<p>Only travel expenses incurred by persons carrying out tasks directly related to the programme component and employed by the beneficiary organisation may be charged for domestic travel.</p> <p>Cost elements covered by the daily allowance are not reimbursable in addition to the daily allowance.</p> <p>Costs paid by the beneficiary's employee must be supported by documentary evidence of reimbursement by the beneficiary.</p>



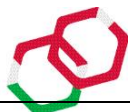
				Fuel and car expenses may be calculated on the basis of the price of fuel, consumption and the general car standard as determined by the National Tax and Customs Administration.
	External expertise and services costs	Cost of services used for project management activities	<ul style="list-style-type: none"> - Costs for external project and financial management, - Legal consulting 	If using external project management
Establishing the necessary places and providing security conditions	Infrastructure and construction	Buying a property	<ul style="list-style-type: none"> - purchase price 	A maximum of 40% of the total budget may be spent on construction and creating accommodation and safety conditions.
	Infrastructure and construction	Investment costs to create the necessary accommodation and security conditions	<ul style="list-style-type: none"> - rebuilding, - demolition - commissioning costs, - telephone, cable network installation, conversion, renovation, - waste disposal, - accessibility costs 	The costs of the construction works listed in Annex II to Directive 2014/24/EU are eligible.
	Equipment and IT system expenditure	Cost of equipment to create the necessary accommodation and safety conditions	<ul style="list-style-type: none"> - Office supplies, office equipment; - IT hardware - Furniture and equipment; - Tools or appliances; - Other specialised equipment needed to implement the programme component; 	<p>The cost of professional/thematic tools can be charged:</p> <p>Rental of equipment: the rental of the listed equipment may be charged, with detailed justification and only if the</p>



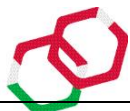
			<ul style="list-style-type: none"> - Equipment rentals 	<p>rental is for the purposes of the programme component;</p> <p>Hardware installation costs are also eligible</p>
		Cost of intangible assets to create the necessary accommodation and safety conditions	<ul style="list-style-type: none"> - Software purchase, - Cost value of concessions, licenses and similar rights 	Software installation costs are also eligible
	External expertise and services costs	Cost of services related to infrastructural investment and purchase of equipment	<ul style="list-style-type: none"> - Renting a property - Design costs, - Cost of Public procurement expert, - Public procurement costs, - Technical inspection, - Cost of other services to be provided in connection with the investment 	The cost of the public procurement expert may not exceed 1.5% of the cost of the related procurement
	Staff cost	Staff costs related to infrastructural investment and purchase of equipment	<ul style="list-style-type: none"> - gross salaries of employees, - employer's contributions and other social charges, - other staff-related expenses, fringe benefits payable under the employer's general remuneration regulations 	If the expert related to infrastructure investment and asset acquisition is an employee directly employed by the beneficiary organisation, the salary costs can be charged to this line (e.g. technical inspector or procurement expert).



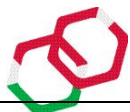
Continuous service provision in the established places (for at least 18 months)	Staff cost	Staff costs related to professional implementation	<ul style="list-style-type: none"> - gross salaries of employees, - employer's contributions and other social charges, - other staff-related expenses, fringe benefits payable under the employer's general remuneration regulations 	<p>The cost of professionals who carry out professional tasks can only be charged from the start of institutional care.</p>
	Travel and accommodation costs	Travel and accommodation costs related to professional implementation	<ul style="list-style-type: none"> - Transport fares (bus and train tickets, taxis), - Fuel, car account, - Motorway tolls, parking fees, - Accommodation and meals, - Daily allowance. 	<p>Only travel expenses incurred by persons carrying out tasks directly related to the programme component and employed by the beneficiary organisation may be charged for domestic travel.</p> <p>Cost elements covered by the daily allowance are not reimbursable in addition to the daily allowance.</p> <p>Costs paid by the beneficiary's employee must be supported by documentary evidence of reimbursement by the beneficiary.</p> <p>Fuel and car expenses may be calculated on the basis of the price of fuel, consumption and the general car standard as determined by the National</p>



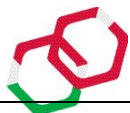
				Tax and Customs Administration.
Providing support services	Staff cost	Staff costs related to professional implementation	<ul style="list-style-type: none"> - gross salaries of employees, - employer's contributions and other social charges, - other staff-related expenses, fringe benefits payable under the employer's general remuneration regulations 	The cost of professionals who carry out professional tasks can only be charged from the start of institutional care.
	Travel and accommodation costs	Travel and accommodation costs related to professional implementation	<ul style="list-style-type: none"> - Transport fares (bus and train tickets, taxis), - Fuel, car account, - Motorway tolls, parking fees, - Accommodation and meals, - Daily allowance. 	<p>Only travel expenses incurred by persons carrying out tasks directly related to the programme component and employed by the beneficiary organisation may be charged for domestic travel.</p> <p>Cost elements covered by the daily allowance are not reimbursable in addition to the daily allowance.</p> <p>Costs paid by the beneficiary's employee must be supported by documentary evidence of reimbursement by the beneficiary.</p> <p>Fuel and car expenses may be calculated on the basis of the price of fuel, consumption and</p>



				the general car standard as determined by the National Tax and Customs Administration.
	Equipment and IT system expenditure	Material costs related to professional implementation	- Material costs	Cost of materials used in the provision of supporting services.
	External expertise and services costs	Cost of experts and services for professional implementation	- Training (e.g. instructors) - Cost of experts and services used to provide supporting services to cared children	The cost of professionals who carry out professional tasks can only be charged from the start of institutional care.
Support services other than the ones listed under point 4 of chapter 5.1	Staff cost	Staff costs related to professional implementation	- gross salaries of employees, - employer's contributions and other social charges, - other staff-related expenses, fringe benefits payable under the employer's general remuneration regulations	



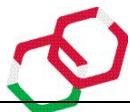
	Travel and accommodation costs	Travel and accommodation costs related to professional implementation	<ul style="list-style-type: none"> - Transport fares (bus and train tickets, taxis), - Fuel, car account, - Motorway tolls, parking fees, - Accommodation and meals, - Daily allowance. 	<p>Only travel expenses incurred by persons carrying out tasks directly related to the programme component and employed by the beneficiary organisation may be charged for domestic travel.</p> <p>Cost elements covered by the daily allowance are not reimbursable in addition to the daily allowance.</p> <p>Costs paid by the beneficiary's employee must be supported by documentary evidence of reimbursement by the beneficiary.</p> <p>Fuel and car expenses may be calculated on the basis of the price of fuel, consumption and the general car standard as determined by the National Tax and Customs Administration.</p>
	External expertise and services costs	Cost of experts and services for professional implementation	<ul style="list-style-type: none"> - Cost of experts and services used to provide supporting services to cared children 	



<p>Other leisure time activities for beneficiaries of the new service</p>	<p>External expertise and services costs</p>	<p>Costs of programmes organized for cared children during the professional implementation (both in-house, or on external location)</p>	<ul style="list-style-type: none"> - Cost of Tickets, - Travel costs for leisure activities, - Accommodation costs for leisure activities, - Meal costs for leisure activities, - Rental costs for leisure activities, - Other services related to leisure activities 	
	<p>Travel and accommodation costs</p>	<p>Travel and accommodation costs related to professional implementation</p>	<ul style="list-style-type: none"> - Travel expenses e.g.: <ul style="list-style-type: none"> o Transport fees (e.g. bus and train tickets, taxi) o Passenger insurance o Fuel and car expenses (Fuel and car expenses may be calculated on the basis of the price of fuel, consumption and the general car standard as determined by the National Tax and Customs Administration) o Motorway tolls, parking fees 	<p>Only travel expenses incurred by persons carrying out tasks directly related to the programme component and employed by the beneficiary organisation may be charged for domestic travel.</p> <p>Cost elements covered by the daily allowance are not reimbursable in addition to the daily allowance.</p> <p>Costs paid by the beneficiary's employee must be supported by documentary evidence of</p>

SWISS CONTRIBUTION

Swiss-Hungarian Cooperation Programme



HUNGARIAN
GOVERNMENT

			<ul style="list-style-type: none"> - Accommodation and meal expenses; - Daily allowance (for employees). 	reimbursement by the beneficiary.
	Equipment and IT system expenditure	Material costs related to professional implementation	<ul style="list-style-type: none"> - Material costs 	Cost of materials used during leisure activities.
Office and administrative expenditure	Office and administrative expenditure	Office and administrative expenditure, flat rate	Office and administrative expenditure, flat rate	<p>As per Chapter 6.2 of the Eligibility Manual</p> <p>15% of the planned personnel costs, but the amount of the costs to be charged may not exceed 10% of the total budget</p>



11.2 OTHER GENERAL CONDITIONS OF ELIGIBILITY

Start and end date of eligibility of costs supported under this Call: dates specified in the grant contract.

This call for proposals provides for ex-post financing.

Public procurement and other procurements (justification of market price)

The transparent conduct of procurement and public procurement procedures, non-discrimination, equal treatment, transparency, competition and fairness of competition are the cornerstones of procurement procedures. Compliance with these fundamental aspects is the responsibility of the beneficiary.

Detailed rules and template declarations on public procurement, procurement and market price justification are set out in the Guide to Public Procurements and the Guide to Procurements annexed to the Implementation Guide.

11.3 NON-ELIGIBLE EXPENSES

The scope of non-eligible expenses is set out in point 2.3 of the Eligibility Manual, in particular under the following conditions.

Costs incurred after the final date of eligibility laid down in the grant contract are not eligible.

Preparatory activities carried out before the submission of the application, such as the preparation of the feasibility study and technical/professional plans necessary for the submission of the application, do not constitute the start of the programme component and are not eligible.

No costs may be charged in relation to the establishment of conditions already available at the time of submission of the application.

The applicant is not entitled to carry out activities of the programme component after the submission of the application.

In particular, the following costs are not eligible for any of the cost categories:

- a) interest on the loan, related service charges and interest on late payments;
- b) fees for financial transactions and other financial charges, except for the cost of a bank account required by the NCU or the Certifying Authority (hereinafter referred to as the CA) or required to be maintained under applicable law, and the cost of financial services as specified in the relevant grant contract;
- c) the amount of any provision for losses and future liabilities;
- d) exchange losses,
- e) costs relating to the acquisition of land;
- f) recoverable VAT;



- g) costs already covered / charged to another form of aid (prohibition of double financing);
- h) amounts of fines, penalties, contractual penalties, damages or other compensation (including loss of profit and legal costs); legal costs are not eligible, unless the legal proceedings are indispensable to the achievement of the results of the programme component;
- i) excessive costs or costs incompatible with economic rationality.

11.4 SCOPE OF GUARANTEES

As a security for the total amount of the grant awarded under this grant scheme, the Beneficiary shall provide the Programme Operator with a direct debit authorization (collection of payments) letter for all its legally debitable payment accounts, and shall proceed in accordance with the relevant provisions of the General Application Guidelines.

Further guarantee is not needed.

11.5 OWN CONTRIBUTION

Not relevant in the context of this Call.

11.6 REQUEST FOR ADVANCE PAYMENT

The minimum conditions for the disbursement of the advance payment are set out in chapter 5.4.1 of the General Application Guidelines, while further rules on the settlement of the advance are set out in the Implementation Guide. Further rules on the use of the advance and the accounting of the advance are laid down in the Grant Contract to be concluded with the Beneficiary.

11.7 APPLICATION AND PAYMENT OF THE GRANT

The rules on application and disbursement of the grant are set out in chapter 5.4.2 of the General Application Guidelines.

As per general rule, payment claims and the progress reports are to be submitted electronically via the CHRIS interface, in accordance with the grant contract.

12 FURTHER INFORMATION

12.1 COMPLAINTS AND OBJECTIONS

The applicant may submit an objection during the proposal selection process, as set out in chapter 6.3 of the General Application Guidelines.



Further provisions on handling of objections are set out in the Complaints and Objections Mechanism Manual (Annex 7/g).

12.2 MONITORING AND CONTROL OF THE IMPLEMENTATION OF THE PROGRAMME COMPONENT

General requirements for monitoring and control of the implementation of the programme component are set out in Chapter 8. of the General Application Guidelines.

In this call for proposals, progress reports and payment claims are required every 6 months. Reporting language: English.

The beneficiary is required to cooperate with the bodies involved in the management of the Cooperation Programme and authorised to check the grant and to assist the representatives of such body carrying out the checks and controls.

12.3 MAINTENANCE OBLIGATION

The general requirements for the maintenance period of the programme component are set out in Sections 4.3.3 and 8.4 of the General Application Guidelines.

The prohibition on alienation, letting, and encumbrance of the property must be maintained during the maintenance period, which is 5 years from the closure of the programme. During the maintenance period, the beneficiary shall use the infrastructure for sheltered childcare activities in accordance with the purpose and horizontal principle of the Swiss Contribution Program, namely decreasing the social and economic inequalities, and increasing social inclusion. This Call for Proposals does not require the establishment of a maintenance fund for assets, facilities, or buildings.

After the completion of the component (after 18 months of operation) it will be evaluated by the policy makers (partly based on the report document made by the beneficiary organization) and make decision about the further operation (taken the document, the financial and socio-political situation and strategies into consideration). The further operation would be founded by the central budget.

The requirements for maintenance the maintenance period depends on the decision.



13 VISIBILITY

The general provisions concerning the Beneficiary's responsibilities in relation to the provision of visibility are set out in Chapter 4.1.1 of the General Application Guidelines. Notwithstanding the provisions of this chapter, it is not necessary to place information panels and hold opening and closing events at the implementation site under this call for proposals. The successful applicant undertakes to provide the Programme Operator with information and to participate in public events organised by the Programme Operator in order to ensure publicity at the programme level.

14 LEGAL FRAMEWORK

This Call for Proposals may be interpreted in accordance with the following legal framework:

- a) Framework Agreement between the Swiss Federal Council and the Government of Hungary on the implementation of the second Swiss Contribution to selected Member States of the European Union to reduce economic and social disparities within the European Union (hereinafter: FA) and its provision to enter into force in the Hungarian legal system (hereinafter: Government Decree No. 507/2022. (XII. 13.));
- b) Regulations on the implementation of the second Swiss Contribution to selected Member States of the European Union to reduce economic and social disparities within the European Union;
- c) Government Decree No. 563/2022. (XII. 23.) on the implementation of the Second Swiss-Hungarian Cooperation Programme (hereinafter: Implementation Decree);
- d) Act on the annual central budget of Hungary (hereinafter referred to as the "Budget Act") in force at any given time and its annexes setting out the annual expenditure appropriations for the II. Swiss-Hungarian Cooperation Programme,
- e) Government Decree No. 590/2022 (XII. 28.) on the rules for the use of chapter and centrally managed appropriations under the heading of Union development,
- f) Act XXXI of 1997 on the Protection of Children and the Administration of Guardianship
- g) Decree No 15/1998 (IV. 30.) NM on the professional duties and conditions of operation of child welfare and child protection institutions and persons providing personal care
- h) Government Decree No 354/2012 (XII. 13.) on the procedure for the identification of victims of trafficking in human beings



15 ANNEXES

Templates for supporting documents to be submitted

- 1.A Template Grant Contract
- 1.B Grant Contract – General Conditions
- 2. Declaration of eligibility and other conditions
- 3. Partnership Letter of Intent template
- 4. Privacy and data management policy

Further documents providing information on the application process can be found on the official website of the Cooperation Programme under the following link: <https://svajcialap.hu/dokumentumok/altalanos>. Useful documents:

- 5. CHRIS System User Manual⁹
- 6. General Guidelines for the selection of Programme Components and Final Beneficiaries for the second Swiss-Hungarian Cooperation Programme
- 7. Implementation Guide and its Annexes:
 - a. Eligibility Manual
 - b. Guide to Procurements
 - c. Guide to Public Procurements
 - d. Communication Guide and Image Manual (translation) and its Annex
 - e. Communication Manual
 - f. On-the-spot inspection Guide
 - g. Complaints and Objections Mechanism Manual
 - h. Irregularity Guidelines
 - i. Notification on modifications form

⁹ Available in the CHRIS System after login.