



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

**Call for Proposals**  
**for the execution of the task**  
***„Implementation of a pilot programme for  
therapeutic institutional care of trafficked  
children raised by their families”***  
**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](http://www.svajcialap.hu).



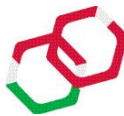
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# 1 THE FRAMEWORK, PURPOSE AND BACKGROUND OF THE CALL FOR PROPOSALS

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## 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 proposals<sup>1</sup>:

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

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 Component are set out in the Grant Contract to be concluded with the beneficiary (see Annex 1 for the template of the Grant Contract).**

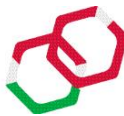
## 1.2 BACKGROUND TO THE CALL FOR PROPOSALS

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 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

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<sup>1</sup> The current version of the Call and the documents referred to can be found at [www.svajcialap.hu](http://www.svajcialap.hu)



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.

The SM05-HUT Programme aims to assist victims of trafficking in human beings to reintegrate them into society and to prevent (re)victimisation.

### **1.3 THE PURPOSE OF THE CALL FOR PROPOSALS**

The present call for proposals is aimed at the execution of the Programme Component titled "Implementation of institutional care for children who have been victims of trafficking in human beings in the framework of a pilot programme" (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 the reintegration of child victims of trafficking who have been raised in their families and the prevention of their re-victimisation. The activities to be implemented are described in Chapter 5 of this Call for Proposals, Activities under the Programme Component.

According to Article 50/A of Act XXXI of 1997 on the Protection of Children and the Administration of Guardianship, children who are victims of trafficking may be placed in a children's temporary home at the request of a parent or legal guardian. According to service provider registration data of 5 February 2024, there are twenty-six children's temporary homes operating in Hungary, which provide short-term accommodation and full care for children left without parental care due to parental incapacity, and whose care is at risk because of the family's difficulties in managing their lives. The statutory tasks imposed on them go well beyond their capabilities, so the present call aims to develop services that are able to address the trauma of victims, provide crisis intervention and reintegration. The programme component aims to provide care for five minors.

The programme component supported under this call for proposals should contribute to achieving the objectives of the Cooperation Programme. A programme component is defined in Article 2 (29) of the the Governemnt Decree as a set of activities carried out under the Cooperation Programme with the aim of achieving the objectives and results agreed for that 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 final beneficiaries of the implementation of the Programme Component are child victims of trafficking and their families who will receive specialised care in a children's temporary home for a certain period of time (typically 6 months) before being reunited with their families. The target group is victims aged between 10 and 18 years of age, whether identified abroad or in Hungary. Both male and female victims should have access to care, but statistics show that girls are more likely to be victims, even among children.

## **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.

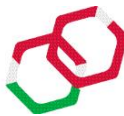
The maximum amount of funding that may be awarded under this call for proposals is **HUF 69 000 000**.

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 69 000 000	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.

The present Call is co-financed by the Swiss Confederation and the budget of Hungary within the framework of the second Swiss-Hungarian Cooperation Programme.

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



## 3 ELIGIBILITY CRITERIA

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### 3.1 ELIGIBLE APPLICANTS

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

It is not possible to implement the present call for proposals in partnership.

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

**Applications may be submitted by children's temporary homes that are able to work with child victims of trafficking, as stated in a declaration issued by the maintenance body. The Beneficiary undertakes to provide specialised care for 5 victims. The 5 places must be created within the number of places authorized or by adding 5 more places.**

**Organisations with the following GFO code are eligible to apply:**

321 local government  
322 local government budgetary organisation  
325 local governmental office  
327 partnership of local governments  
328 partnership of local governments for spatial development  
56 Foundation  
529 Other association  
382 Organization operating on budgetary basis belonging to local governmental budgetary scope

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

### 3.2 NON-ELIGIBLE APPLICANTS

**The applicant is non-eligible if:**

- a) does not have a validly attested registered office 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 temporary home;
- 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.

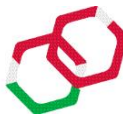
**Funding is not available to organisations listed under Chapter 3.1 of the General Application Guidelines, and in particular**

- 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**

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### **4.1 THE AMOUNT OF AVAILABLE FUNDING AND THE METHOD OF FINANCING**

The maximum available **non-refundable grant** is HUF 69 000 000.

The beneficiary organization is entitled to an advance payment of 35% 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.

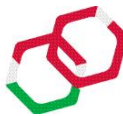
### **4.2 LEGAL TITLE AND GRANT INTENSITY RATE**

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.



## **5 ACTIVITIES TO BE IMPLEMENTED IN THE FRAMEWORK OF THE PROGRAM COMPONENT**

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The main objective of this call for proposals is to support the reintegration and prevention of re-victimisation of child victims raised in their families, through housing and care, individual or group therapeutic work, crisis intervention, trauma counselling, and reintegration activities:

- therapeutic care that meet the specific needs of trafficked children;
- providing safe and secure housing;
- the 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;
- support and assistance for parents, legal representatives, and family members who determine the reintegration of the minor;
- eliminating the causes that led to the child being trafficked and to enable parents to parent their child competently again;
- priority the education for healthy family life, the development of appropriate socialization, which includes the transfer of knowledge, skills, and abilities that children need to return from the therapeutic framework of the programme to their families, to independent living, and integration into society;
- working in a multidisciplinary team, including professionals from primary care, home care, and specialised professionals for victims of trafficking, as well as external professionals as needed.

### **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 on Mandatory indicators and Additional technical-professional requirements):

#### **1. Project management**

Requirements related to Project Management are set out in chapter 5.4.3.

#### **2. Creating the necessary accommodation and safety conditions**

While planning the necessary alterations to provide accommodations for five child victims of human trafficking, the condition and features of the building should be taken into consideration and presented in the application (with photographic documentation if necessary). No costs may be accountable for the set up of conditions that were already available at the time the application is submitted.

During the evaluation process, those applications spend less on infrastructure will be preferred.

**Five places should be developed for trafficked children** taking into account the minimum living space to be provided 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 minimum living space requirements in a children's



home (12 sqm per child over 3 years old) in a part of the institution where it is possible, if necessary, to separate the children from other children in care. The five beds must be distributed in at least two rooms, and there must also be a separate therapy room.

**3. Providing the housing and support institutional care for at least 18 months**

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

**4. Upon commencement of the service, and no later than the end of the 10th month following the award of the grant, the applicant shall prepare and submit the documents justifying and governing its operations:**

- revised Organisational and Operational Rules and professional programme relating to the expanded services,
- house rules,
- job descriptions.

**5. Providing the support services**

a. Services provided to victims in addition to the full range of care specified in Article 45 (1) of the child protection law:

- 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).

b. Services for parents and legal guardians

- trauma processing in individual therapy
- child-education counselling;
- parent support group;
- family therapy;
- job searching counselling;
- development of communication skills, conflict management.

c. Setting up professional staff (where relevant, if the applicant does not have the necessary expertise)



- hiring professionals, who are able to deliver the support services set in point a., a case worker, and psychologist, developmental teacher, lawyer, (see point 5.4.3.), supervisor, security officer, (driver on a case-by-case basis if it is needed)
- training and sensitisation in context of human trafficking both for professionals and for staff performing other tasks

## 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 4. in 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).

## 5.3 MANDATORY INDICATORS<sup>2</sup>

Name of the indicator	Type	Unit if measure	Target value
Number of children being reunited with their families	outcome	person	10
Number of new places (beds)	output	pc	5
Number of professionals involved	output	person	5
Number of available therapeutic (support) services	output	pc	17

<sup>2</sup> The indicator indicates a target number that is achieved depending on the occupancy rate and the duration of the service.



Number of children victims getting newly developed services	outcome	person	15
Number of report document	output	pc	1

### **Number of children who have been reunited with their families**

Children for whom the reintegration process has been successful and who have returned to their families.

Calculation method: Children who have been accommodated and cared during the 18-month therapeutic period and have returned to their families. This also includes minors who have been successfully reintegrated but, due to external circumstances, are taken into care by another relative or are not allowed to return home.

Certifying documents: case management documentation.

### **Number of new places (beds)**

The creation of five places, in accordance with the conditions set out in chapter 5.1, suitable for the accommodation of child victims separated from the rest of the temporary home.

Calculation method: the number of children who can be accommodated in the places provided.

Certifying documents: floor plans of the institution, on-site inspection report, documentation of renovation works.

### **Number of professionals involved**

The number of professionals involved to provide the new care, the professional activities and the safety conditions.

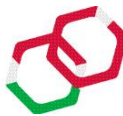
Calculation method: one person counts once in the indicator.

Certifying documents: HR documents, contracts of employment.

### **Number of available therapeutic (support) services**

Therapeutic/support services (listed in point 4 of section 5.2 Mandatory activities) that are actually available to child victims and their families during the 18 months of operation.

Calculation method: a set of therapeutic tools in the professional methods of the professionals involved, to be implemented according to the needs of the therapeutic situation.



Certifying documents: HR documents certifying the professional experience and skills of the professionals involved.

### **Number of children victims getting newly developed services**

Child victims who have been provided the service and who have returned to their families.

Calculation method: the number of child victims who have received care under the new services. One person counts once in the indicator target.

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.

## **5.4 ADDITIONAL TECHNICAL-PROFESSIONAL REQUIREMENTS**

### **5.4.1 Security requirements**

The applicant must establish the following security conditions for the implementation of the programme component:

- broadband internet connection (if not already established);
- the development should be carried out in a separate part of the building, isolated from children placed in a children's home for other reasons;
- 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 persons cannot enter the institution and that entry and exit can be traced.

### **5.4.2 Commencement of the service (operation of the accommodation facilities)**

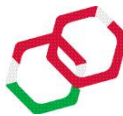
By the last day of the 10th month after the start of the programme component, the necessary accommodation and security conditions must be in place, all other operational conditions must be in place, and the service must start.

### **5.4.3 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, other employee, agent, or employee on a contract basis.

Requirements for the project manager:

- at least one 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 3 years experience in project management;
- a level of English that enables you to manage the application system, prepare the application documents and reports.

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 in a similar position.

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 3 years professional experience in the field of child welfare or child protection, experience in the field of human trafficking is an advantage.

### **Therapeutic services**

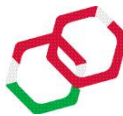
The selected institution must provide the following minimum human resources for specialised therapeutic care:

- 1 qualified psychologist, psycho-educator, mental health professional, family therapist with higher education (one of the above) who has attended theoretical and practical training on human trafficking, working 40 hours per week;
- 1 case worker working 40 hours a week;
- if not available in the children's temporary home: developmental teacher, psychologist, developmental and special education teacher, lawyer;
- human trafficking specific supervision for the staff.

### **Other human resources needed**

- a security service that can ensure a permanent presence (if the beneficiary organization has already have security guards on night duty, then the cost of the guards can be





supported pro-rata (based on the ratio of the five places for VoT children divided by the number of other children taken care of);

- if the temporary home has a vehicle and can be used for escape, a driver on a case-by-case basis on a contract basis.

#### **5.4.4 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. The progress report shall be submitted with the payment claim to the certifying body - the intermediate body - and the body entitled to issue the certificate of completion - the programme operator - within 20 working days following the reporting period.

The final report must be submitted to the certifying body with the payment claim within 20 working days following the reporting period.

Reporting language: English.

#### **5.4.5 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**

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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**

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

## **8 METHOD AND DEADLINE FOR SUBMISSION**

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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), 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.

	Type of Annex
1	A notarised specimen of the applicant's signature, less than 90 days old
2	The applicant's company register or similar documentation/ deed or proof of establishment/certificate of registration by law/ <sup>3</sup>
3.	Certificate reflecting the current status (369/2013 Gov.Dec.14§) <sup>4</sup>
4.	Operating licence <sup>5</sup>
5.	Quotations, published price lists supporting the compliance of the cost items presented in the budget with market prices
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.)
7.	Declaration of exemption from public debt (National Tax and Customs Administration "0" tax certificate)
8.	CVs of the professionals involved in the implementation of the programme component
9.	Declaration of acceptance of the conditions of the call for proposals (generated in CHRIS at the time of submission of the application form). The declaration has to be AVDH authenticated by the person authorised to represent the applicant.
10.	(Certified) copies of the documents proving the existence of the licences and permits listed in the conditions of eligibility for the eligible activities
11.	Declaration on the available security conditions

<sup>3</sup> The attachment and adequacy of the document is a condition for admission of the application.

<sup>4</sup> The attachment and adequacy of the document is a condition for admission of the application.

<sup>5</sup> The attachment and adequacy of the document is a condition for admission of the application.



	Type of Annex
12.	Statement by the maintaining body on the ability of the applicant institution to work with child victims of trafficking in human beings
13.	If relevant, (photo) documentation showing the planned transformations and the initial state
14.	Schedule of activities (timetable)
15.	Declaration of eligibility and other conditions signed by the persons authorised to sign.
16.	Other documents

### 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 [svajcialaphut@szpi.hu](mailto:svajcialaphut@szpi.hu) in Hungarian. In the subject of the e-mail, please indicate the reference 'SM05-HUT-PC5'. 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.		
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.

## 9.2 CONTENT 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 peer evaluation criteria will be assessed by scoring**, with each criterion scored from 1 to 5 (or multiples thereof) where the criterion is rated:

- 1 - not assessable
- 2 - poor
- 3 - medium
- 4 - good
- 5 - excellent

The maximum total score is 129 points, and the eligibility criteria are min. 54 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
<b>General aspects</b>				
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"> <li>- the application is fully in line with the objectives of the call: 1 point</li> <li>- the application is in line with the horizontal principles of the funding: 1 point</li> <li>- the human resources planned is in line with the activities to be carried out: 1 point</li> <li>- the indicators committed are consistently linked to the organisational capacity: 1 point</li> </ul>	2 points	4 points	X
<b>Location of the programme elements</b>				



2.	<p>The technical feasibility of the location of the programme element in the light of the planned activities</p> <ul style="list-style-type: none"> <li>- capital, county seat, city with county rights: 5 points</li> <li>- district seat: 3 points</li> <li>- all other settlements: 1 point</li> </ul> <p>Extra points if the settlement has:</p> <ul style="list-style-type: none"> <li>- hospital: 5 points</li> <li>- psychiatry for children: 5 points</li> <li>- or easily and quickly accessible when needed</li> </ul>	1 point	15 points	X
<b>Technical and professional content of the programme element</b>				
3.	<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"> <li>- yes: 5 points</li> <li>- in part: 3 points</li> <li>- no: 0 point</li> </ul>	13 points	18 points	X



	<p>The professionals to be employed will be able to carry out all the activities to be implemented:</p> <ul style="list-style-type: none"> <li>- yes: 5 points</li> <li>- in part: 3 points</li> <li>- no: 0 point</li> </ul> <p>The infrastructural activities required are described in detail</p> <ul style="list-style-type: none"> <li>- yes: 5 points</li> <li>- in part: 3 points</li> <li>- no: 0 point</li> </ul> <p>Extra points for additional infrastructural conditions (planned or existing)</p> <ul style="list-style-type: none"> <li>- separate entrance: 1 point</li> <li>- additional room for leisure activities: 1 point</li> <li>- additional medical room: 1 point</li> </ul>			
<b>Environmental impacts of the programme element</b>				
4.	<p>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.)</p>	1 point	1 point	





Risk management				
5.	<p>Risk analysis</p> <ul style="list-style-type: none"> <li>- fully identified risks: 5 points</li> <li>- incompletely identified risks: 3 points</li> <li>- insufficiently identified risks: 0 point</li> </ul> <p>Risk management</p> <ul style="list-style-type: none"> <li>- adequate: 5 points</li> <li>- partly adequate: 3 points</li> <li>- insufficient: 0 point</li> </ul>	6 points	10 points	X
Quality of the applicant organisation(s)				
6.	<p>The professional competence and previous experience of the applicant organisation in the placement and care of child victims of human trafficking</p> <ul style="list-style-type: none"> <li>- previous experience: certified number of child victims have been placed in the institution in the last three years: <ul style="list-style-type: none"> <li>- 1-2 children: 1 point</li> <li>- 3-4 children: 3 points</li> <li>- 5 or more children: 5 points</li> </ul> </li> <li>- the professionals employed have experience in trafficking-related crisis intervention: 5 points</li> <li>- professionals employed are experienced in</li> </ul>	1 points	18 points	X



	<p>trauma-informed counselling related to trafficking in human beings: 5 points</p> <p>The relationship of the applicant organisation with an NGO with professional experience in the field of trafficking in human beings or working with vulnerable groups of minors:</p> <ul style="list-style-type: none"> <li>- 1 NGO: 1 point</li> <li>- 2 NGOs: 2 points</li> <li>- 3 NGOs: 3 points</li> </ul>			
7.	<p><b>Organisational capacity of the applicant organisation</b></p> <p>Organisational capacity</p> <p>The applicant meets the requirements for the management team set out in chapter 5.4.3</p> <ul style="list-style-type: none"> <li>- a project manager: 1 point</li> <li>- a financial manager: 1 point</li> <li>- a professional manager: 1 point</li> </ul> <p>The professional manager has experience in caring for trafficked children:</p> <ul style="list-style-type: none"> <li>- yes: 2 points</li> <li>- no: 0 point</li> </ul> <p>The applicant meets the requirements for the services set out in section 5.4.3</p> <ul style="list-style-type: none"> <li>- case worker 1 point</li> </ul>	5 points	16 points	X



	<ul style="list-style-type: none"> <li>- psychologist 1 point</li> <li>- developmental teacher 1 point</li> <li>- special education teacher 1 point</li> <li>- family counsellor 1 point</li> <li>- psychopedagogue 1 point</li> <li>- mental hygiene expert 1 pont</li> <li>- lawyer 1 point</li> <li>- security service 1 point</li> </ul> <p>If the HR capacity listed above is already available at the organisation, extra points are added:</p> <ul style="list-style-type: none"> <li>- 1-2 professionals: 1 point</li> <li>- above 2 professionals: 2 points</li> </ul>			
<b>Schedule and budget for the activity</b>				
8.	<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"> <li>- yes: 10 points</li> <li>- in part: 5 points</li> <li>- no: 0 point</li> </ul>	8 points	15 points	X



	<p>On the basis of the timetable presented, the applicant will be able to start the service within 10 months from the start of implementation.</p> <ul style="list-style-type: none"> <li>- yes: 5 points</li> <li>- potentially yes: 3 points</li> <li>- no: 0 point</li> </ul>			
9.	<p>The applicant carries out the mandatory activities by using existing infrastructure:</p> <ul style="list-style-type: none"> <li>- fully furnished and equipped rooms, not needed renovation, installation (no investment costs are planned): 5 points</li> <li>- infrastructural investments are planned up to 10% of the budget: 3 points</li> <li>- infrastructural investments are planned up to 30% of the budget: 1 point</li> <li>- infrastructural investments are planned up to 50% of the budget: 0 point</li> </ul>	0 point	5 points	X
01.	<p>Additional, not mandatory activities planned</p> <ul style="list-style-type: none"> <li>- 1-2 additional activities: 1 point</li> <li>- 3-4 additional activities: 2 points</li> <li>- 5-6 additional activities: 3 points</li> </ul>	0 point	3 points	X
11.	<p>Realism and justification of the estimated budget for each task or activity</p> <ul style="list-style-type: none"> <li>- adequate: 10 points</li> </ul>	5 points	10 points	



	<ul style="list-style-type: none"> <li>- partly adequate: 5 points</li> <li>- insufficient: 0 point</li> </ul>			
<b>Indicators</b>				
12.	<p>The reality and validity of the indicators</p> <ul style="list-style-type: none"> <li>- target values not committed: 0 points</li> <li>- target values committed: 8 points</li> <li>- at least two indicators over the minimum target: 10 points</li> </ul>	8 points	10 points	



## 10 GRANT CONTRACT

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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

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

- Chapter 4.2 of the General Application Guidelines regarding general information;
- Implementation Guide and in the additional guidance documents annexed to it regarding general and detailed rules on accounting, detailed rules on eligibility of costs and rules on procurements.

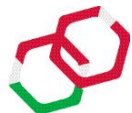
### 11.1 ELIGIBLE EXPENSES

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
<b>Project management</b>	Staff cost	Staff costs related to project management	<ul style="list-style-type: none"> <li>- gross salaries of employees,</li> <li>- employer's contributions and other social charges,</li> <li>- other staff-related expenses, fringe benefits payable under the employer's general remuneration regulations</li> </ul>	<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"> <li>- Transport fares (bus and train tickets, taxis),</li> <li>- Fuel, car account,</li> <li>- Motorway tolls, parking fees,</li> <li>- Accommodation and meals,</li> <li>- Daily allowance.</li> </ul>	<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. Fuel and car expenses may be calculated on the basis of the price of fuel, consumption and the</p>



				general car standard as determined by the National Tax and Customs Administration.
	Equipment and IT system expenditure	Cost of equipment related to project management	<ul style="list-style-type: none"> <li>- Office supplies, office equipment;</li> <li>- IT hardware</li> <li>- Furniture and equipment;</li> <li>- Equipment rentals</li> </ul>	Small-value assets needed to carry out project management tasks.  Hardware installation costs are also eligible
		Cost of intangible assets for project management activities	<ul style="list-style-type: none"> <li>- Software purchase</li> </ul>	Software installation costs are also eligible
	External expertise and services costs	Cost of services used for project management activities	<ul style="list-style-type: none"> <li>- Costs for external project and financial management,</li> <li>- Legal consulting</li> </ul>	
<b>Establishing the necessary places and providing security conditions</b>	Infrastructure and works	Investment costs to establish the necessary places	<ul style="list-style-type: none"> <li>- reconstruction,</li> <li>- renovation,</li> <li>- commissioning costs,</li> <li>- waste disposal,</li> <li>- accessibility costs</li> </ul>	The costs of the construction works listed in Annex II to Directive 2014/24/EU are eligible.  Infrastructure investments may account for up to 50% of the total budget
	Equipment and IT system expenditure	Cost of equipment to establish the necessary places	<ul style="list-style-type: none"> <li>- Office supplies, office equipment;</li> <li>- IT hardware</li> <li>- Furniture and equipment;</li> </ul>	The cost of professional/thematic tools can be charged:





			<ul style="list-style-type: none"> <li>- Tools or appliances;</li> <li>- Other specialised equipment needed to implement the programme component;</li> <li>- Equipment rentals</li> </ul>	<p>Rental of equipment: the rental of the listed equipment may be charged, with detailed justification and only if the rental is for the purposes of the programme component;</p> <p>Hardware installation costs are also eligible</p>
		Cost of intangible assets for the establishment of the necessary places	<ul style="list-style-type: none"> <li>- Software purchase,</li> <li>- Cost value of concessions, licenses and similar rights</li> </ul>	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"> <li>- Design costs,</li> <li>- Cost of Public procurement expert,</li> <li>- Public procurement costs,</li> <li>- Technical inspection,</li> <li>- Cost of other services to be provided in connection with the investment</li> </ul>	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"> <li>- gross salaries of employees,</li> <li>- employer's contributions and other social charges,</li> <li>- other staff-related expenses, fringe benefits payable under</li> </ul>	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



			the employer's general remuneration regulations	line (e.g. technical inspector or procurement expert).
<b>Continuous service provision in the established places (for at least 18 months)</b>	Staff cost	Staff costs related to professional implementation	<ul style="list-style-type: none"> <li>- gross salaries of employees,</li> <li>- employer's contributions and other social charges,</li> <li>- other staff-related expenses, fringe benefits payable under the employer's general remuneration regulations</li> </ul>	The cost of professionals who carry out professional tasks can only be charged from the start of institutional care (continuous service provision)
	Travel and accommodation costs	Travel and accommodation costs related to professional implementation	<ul style="list-style-type: none"> <li>- Transport fares (bus and train tickets, taxis),</li> <li>- Fuel, car account,</li> <li>- Motorway tolls, parking fees,</li> <li>- Accommodation and meals,</li> <li>- Daily allowance.</li> </ul>	<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. Fuel and car expenses may be calculated on the basis of the price of fuel, consumption and the general car standard as determined</p>



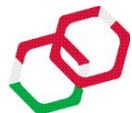
				by the National Tax and Customs Administration.
<b>Providing support services</b>	Staff cost	Staff costs related to professional implementation	<ul style="list-style-type: none"> <li>- gross salaries of employees,</li> <li>- employer's contributions and other social charges,</li> <li>- other staff-related expenses, fringe benefits payable under the employer's general remuneration regulations</li> </ul>	The cost of professionals who carry out professional tasks can only be charged from the start of institutional care (continuous service provision)
	Travel and accommodation costs	Travel and accommodation costs related to professional implementation	<ul style="list-style-type: none"> <li>- Transport fares (bus and train tickets, taxis),</li> <li>- Fuel, car account,</li> <li>- Motorway tolls, parking fees,</li> <li>- Accommodation and meals,</li> <li>- Daily allowance.</li> </ul>	<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. Fuel and car expenses may be calculated on the basis of the price of fuel, consumption and the general car standard as determined</p>



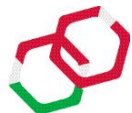
				by the National Tax and Customs Administration.
	Equipment and IT system expenditure	Material costs related to professional implementation	<ul style="list-style-type: none"> <li>- Material costs</li> </ul>	Cost of materials used in the provision of supporting services.
	External expertise and services costs	Cost of experts and services for professional implementation	<ul style="list-style-type: none"> <li>- Training (e.g. instructors)</li> <li>- Cost of experts and services used to provide supporting services to cared children</li> </ul>	The cost of professionals who carry out professional tasks can only be charged from the start of institutional care (continuous service provision)
<b>Support services other than the ones listed under point 5 of chapter 5.1</b>	Staff cost	Staff costs related to professional implementation	<ul style="list-style-type: none"> <li>- gross salaries of employees,</li> <li>- employer's contributions and other social charges,</li> <li>- other staff-related expenses, fringe benefits payable under the employer's general remuneration regulations</li> </ul>	



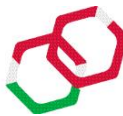
	Travel and accommodation costs	Travel and accommodation costs related to professional implementation	<ul style="list-style-type: none"> <li>- Transport fares (bus and train tickets, taxis),</li> <li>- Fuel, car account,</li> <li>- Motorway tolls, parking fees,</li> <li>- Accommodation and meals,</li> <li>- Daily allowance.</li> </ul>	<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. 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. 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"> <li>- Cost of experts and services used to provide supporting services to cared children</li> </ul>	



<p><b>Other leisure time activities for beneficiaries of the new service</b></p>	<p>External expertise and services costs</p>	<p>Costs of programmes organized for cared children during the professional implementation (both inhouse, or on external location)</p>	<ul style="list-style-type: none"> <li>- Cost of Tickets,</li> <li>- Travel costs for leisure activities,</li> <li>- Accommodation costs for leisure activities,</li> <li>- Meal costs for leisure activities,</li> <li>- Rental costs for leisure activities,</li> <li>- Other services related to leisure activities</li> </ul>	
	<p>Travel and accommodation costs</p>	<p>Travel and accommodation costs related to professional implementation</p>	<ul style="list-style-type: none"> <li>- Travel expenses e.g.:                             <ul style="list-style-type: none"> <li>o Transport fees (e.g. bus and train tickets, taxi)</li> <li>o Passenger insurance</li> <li>o Fuel and car expenses</li> <li>o Motorway tolls, parking fees</li> </ul> </li> <li>- Accommodation and meal expenses;</li> <li>- Daily allowance (for employees).</li> </ul>	<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.
	Equipment and IT system expenditure	Material costs related to professional implementation	- Material costs	Cost of materials used during leisure activities.
<b>Office and administrative expenditure</b>	Office and administrative expenditure	Office and administrative expenditure, flat rate	Office and administrative expenditure, flat rate	As per Chapter 6.2 of the Eligibility Manual  15% of the planned personnel costs, but the amount of the costs to be charged may not exceed 10% of the total budget



## **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.

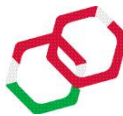
No costs may be charged in relation to the establishment of conditions already available at the time of submission of the application.

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.

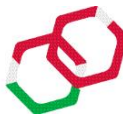
# **12 FURTHER INFORMATION**

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## **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 6/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 OBLIGATIONS**

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.

After the completion of the component (after 18 months of operation), the pilot shall be evaluated (partly based on the report document made by the beneficiary organization) and the policy makers can make a decision about the further operation (taken the document, the financial and socio-political situation and strategies into consideration). The requirements for maintenance the maintenance period depends on the decision.

If the pilot program will not be successful, the prohibition of alienation, leasing and encumbrance related to the property must be maintained during the maintenance period.

If the pilot is successful, and the decision made about the further operation, the financial funds will be provided by the state and operation can be maintained on the terms of a contract. In this case beneficiaries shall provide the services and contracted the staff for continuous operation.

The present Call for Proposals not requires the establishment of a maintenance fund for assets, facilities or buildings.

## **13 VISIBILITY**

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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

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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

## 15 ANNEXES

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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. 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:

4. CHRIS System User Manual<sup>6</sup>
5. General Guidelines for the selection of Programme Components and Final Beneficiaries for the second Swiss-Hungarian Cooperation Programme
6. Implementation Guide and its Annexes:
  - a. Eligibility Manual
  - b. Guide to Procurements
  - c. Guide to Public Procurements
  - d. Communication and Image Manual (translation) and Annex
  - e. Communication Manual
  - f. On-the-spot verification Guide

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<sup>6</sup> Available in the CHRIS System after login.



- g. Complaints and Objections Mechanism Manual
- h. Irregularity Guidelines
- i. Notification on modifications form