

## Programme Work-Life Balance and Gender Equality

### OPEN CALL #2 FOR APPLICATIONS:

**Deadline for applications postponed to 30.05.2019**

#### Open-Call#2 - Projects to combat sex segregation in educational and professional choices and discrimination in the labour market

The EEA Grants are funded by Iceland, Liechtenstein and Norway. The Grants have two goals – to contribute to a more equal Europe, both socially and economically – and to strengthen the relations between Iceland, Liechtenstein and Norway, and the 15 beneficiary countries in Europe.

The Commission for Citizenship and Gender Equality was designated Programme Operator of the *Work-Life Balance and Gender Equality* Programme in accordance with the Memorandum of Understanding on the Implementation of the EEA Grants 2014-2021 signed in Lisbon on 22 May 2017, with a total amount of €7 058 824 (€6 000 000 EEA Grants + €1 058 824 CIG).

This Programme will support innovative and sustainable projects in Portugal on the following priority fields: Work-Life Balance, Domestic and Gender-based Violence and Good Governance, aligned with the National Strategy for Equality and Non-discrimination 2018-2030 – “Portugal + Igual”.

The selected projects shall contribute to the Programme Outcome 1 “Enhanced gender equal opportunities in the labour market” and to the Programme Output 1.3 “Instruments to combat gender inequalities in education and vocational training developed” in accordance with the Annex I of the Programme Agreement (as per the table below).

Number	Expected programme results	Indicator	Unit of measurement	Source of verification	Frequency of reporting	Baseline value	Baseline year	Target value
Outcome 1 - Enhanced gender equal opportunities in the labour market	Output 1.3 - Instruments to combat gender inequalities in education and vocational training developed	Number of boys in the project educated about gender equality	Number	Attendance sheets	Semi-annually	0	N/A	80
		Number of schools implementing projects to combat gender inequalities	Number	Project promoters' records	Semi-annually	0	N/A	20

This notice for *Open-Call#2* sets down the rules for the submission of applications.

The application form and annexes are available in EEA Grants website, in <https://www.eeagrants.gov.pt/pt/programas/conciliacao-e-igualdade-de-genero>.

**PROGRAMME OPERATOR:** Commission for Citizenship and Gender Equality (CIG)

## **DONOR PROGRAMME PARTNER: Norwegian Equality and Anti-discrimination Ombud (LDO)**

### **1. PRIORITY AREAS:**

In this Open-Call, each applicant is entitled to present only one proposal per priority area. This limitation does not apply to project partners.

The Programme Operator suggests, in each priority area, where applicable, that applicants consult the resources/policies developed by [CIG](#) and [CITE – Commission for Equality in Labour and Employment](#),

Projects developed in partnership with organizations working with children and youth, higher education institutions and other entities working in the designated areas will be valued in the selection criteria.

The three priority areas are the following:

#### **A) Projects that combat sex segregation in educational and vocational choices**

Research-action projects aiming to combat sex segregation in the educational and vocational choices of children and youth, from early educational stages to higher education (leading to sex segregation in professions), through the deconstruction of gender stereotypes associated to the different study areas and respective professions, and the motivation of children and youth to choose areas in which they are under-represented.

Projects shall focus on study areas where there is an actual segregation of girls and boys (to be demonstrated through objective data - e.g. number of enrolled/graduated students, by sex; considering the [list](#) of professions that are covered by the measure Promoting Gender Equality in the Labour Market) and the development of concrete actions and activities (e.g. practical exercises, creating and strengthening mentoring and role model networks).

The Programme Operator fosters practices and methodologies that allow relevant impact and sustainability of the promoted Projects. As an example, the Programme Operator suggests that applicants consult the national project "[Engenheiras por um dia](#)" (developed since 2017/18), which methodology is considered a good practice. This project works directly with lower secondary and secondary level students to deconstruct stereotypes in the engineering and technology areas, through practical exercises, mentoring and professional experiences. The project involves partnerships between public administration, higher education institutions, public and private companies and local authorities.

The Programme Operator aims to attract applications from schools, including vocational schools, higher education institutions, research centers, associations of school and vocational guidance professionals, IEFP's vocational training centers, local authorities (alone or in association), central public administration entities, companies, business associations, social partners, civil society organizations and from the social sector. Such applications will be valued (with additional points).

The Programme Operator aims to attract applications with partnerships with schools, including vocational schools, higher education institutions, research centers, associations of school and vocational guidance professionals, IEFP's vocation training centers, local authorities (alone or in association), central public administration entities, companies, business associations, social partners, civil society organizations and from the social sector. Such applications will be valued (with additional points).

## **B) Projects that combat sex discrimination in the labour market**

Research-action projects aiming to combat the various expressions of sex discrimination in the labour market, affecting particularly women, namely: pay-gap; sex segregation in professions and in accessing professions (cf. [list](#) of professions that are covered by the measure Promoting Gender Equality in the Labour Market); discrimination in career progression and work conditions; vertical segregation; discrimination in the exercise of parental rights; in work-life balance; and moral and sexual harassment.

Projects shall focus on clearly identified discrimination issues and develop concrete actions and activities (e.g. training of executives; human resources managers training; personal and family support systems and measures contributing to the implementation of work-life management systems [based on standard NP4552:2016]; incentives for fathers and mothers to share parental leaves; improving women's leadership skills, etc.), involving both workers and managers, namely middle management and human resources management personnel.

The Programme Operator aims to attract applications from companies, business associations, social partners, higher education institutions, research centres, human resources organizations, civil society organizations, central public administration entities and other entities specializing in the intervention areas. Such applications will be valued (with additional points).

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## **C) Projects that address stereotypical ideas of masculinity**

Research-action projects that aim to inform, mobilize and empower boys and young men to challenge stereotypical notions of masculinity and associated risk behaviours namely in terms of health, education, crime, violence, road and driver safety, and others.

Projects shall focus on the development of concrete actions and activities and on specific areas such as caring masculinities, personal autonomy and interpersonal care competences, non-violent behaviours, healthy lifestyles, etc). The target group can be children and youth in general or from specific target groups (e.g., children and youth in detention centres, youth homes and others).

The Programme Operator aims to attract applications from schools, including vocational schools, research centres or higher education institutions, central public administration entities working in these areas or with specific target groups, youth associations, local authorities (alone or in association), civil society organizations and from the social sector, other entities specializing in the intervention areas. Such applications will be valued (with additional points).

The Programme Operator aims to attract applications with partnerships with schools, including vocational schools, research centers or higher education institutions, central public administration entities working in these areas or with specific target groups, youth associations, local authorities (alone or in association), civil society organizations and from the social sector, and other entities specializing in the intervention area. Such applications will be valued (with additional points).

## **2. OPEN CALL:**

(In line with Article 7.3, nº 2 b. of the Regulation on the implementation of the EEA Grants 2014-2021 (Regulation))

Applications can be submitted any time between **08.03.2020** until **19.06.2020**, GMT 18:00:00. (Please note: the deadline 31.05.2020 initially announced has been postponed to 19.06.2020).

The applications shall be submitted electronically to [eeagrants@cig.gov.pt](mailto:eeagrants@cig.gov.pt), using the applications forms and Annexes available on the website <https://www.eeagrants.gov.pt/pt/programas/conciliacao-e-igualdade-de-genero>.

## **3. TOTAL AMOUNT AVAILABLE: €870.000**

- A) Projects that combat sex segregation in educational and vocational choices
- B) Projects that combat sex discrimination in the labour market
- C) Projects that address stereotypical ideas of masculinity

**Minimum grant amount per project: €200.000**

**Maximum grant amount per project: €250.000**

**4. DURATION OF PROJECTS:** up to 36 months (in any case, expenditures incurred after 30 April 2024 shall not be eligible).

## **5. TERRITORIAL APPLICATION**

The Programme aims to support projects in mainland Portugal and the Autonomous Regions of the Azores and Madeira, without prejudice to actions that are developed in the Donor States (Norway, Iceland and Liechtenstein) under the partnerships of the selected projects.

## **6. PROJECT GRANT RATE:**

Grants to projects from the Programme may be up to 100% of total eligible expenditure of the project. In the case of projects where the project promoter is an NGO or a social partner, as defined in Article 1.6 (n) and (y) of the Regulation, the project grant rate may be up to 90% of total eligible expenditure of the project. The project grant rate shall in all cases be set at a level that complies with the State Aid rules in force and takes into account any and all other forms of public support granted to projects. Any remaining costs of the project shall be provided or obtained by the project promoter.

In this case of co-financing, the Promoter's financial contribution may be made in cash or kind. Contribution in kind may be made through volunteer work in NGO up to a maximum of 50% of the necessary contribution value. To calculate the value per hour of voluntary work for the purpose of contribution in kind please consult article 6.4.5 and 6.4.6 of the Regulation.

## **7. ELIGIBILITY OF APPLICANTS:**

According to Article 7.2.1 of the Regulation: any entity, public or private, commercial or non-commercial and non-governmental organisations, established as a legal person in Portugal are considered eligible project promoters.

## **8. PROJECT PARTNERS:**

According to Article 7.2.2 of the Regulation: any public or private entity, commercial or non-commercial, as well as non-governmental organisations established as a legal person either in the Donor States, Beneficiary States or a country outside the European Economic Area that has a common border with the respective Beneficiary State, or any international organisation or body or agency thereof, actively involved in, and effectively contributing to, the implementation of a project, are considered eligible project partners.

## **9. ELIGIBILITY OF THE EXPENDITURE:**

(In line with Article 8. 2 and 8.3 of the Regulation)

**9.1 Eligible expenditures of projects are those actually incurred within the project, which meet the following criteria:**

- a) they are incurred between the first and final dates of eligibility of a project as specified in the project contract; expenditures incurred after 30 April 2024 shall not be eligible;
- b) they are connected with the subject of the project contract and they are indicated in the detailed budget of the project;
- c) they are proportionate and necessary for the implementation of the project;
- d) they must be used for the sole purpose of achieving the objective(s) of the project and its expected outcome(s), in a manner consistent with the principles of economy, efficiency and effectiveness;
- e) they are identifiable and verifiable, in particular through being recorded in the accounting records of the project promoter and/or project partner and determined according to the applicable accounting standards of the country where the Project Promoter and/or project partner is established and according to generally accepted accounting principles;
- f) they comply with the requirements of Portuguese applicable tax and social legislation;
- g) expenditures are considered to have been incurred when the cost has been invoiced, paid and the subject matter delivered (in case of goods) or performed (in case of services and works). Exceptionally, costs in respect of which an invoice has been issued in the final month of eligibility are also deemed to be incurred within the dates of eligibility if the costs are paid within 30 days of the final date for eligibility.

**9.2 Eligible direct expenditures in a project:**

- a) the cost of staff assigned to the project, comprising actual salaries plus social security charges and other statutory costs included in the remuneration, provided that this corresponds to the Project Promoter's and project partner's usual policy on remuneration. The corresponding salary costs of staff of national administrations are eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned were not undertaken;
- b) travel and subsistence allowances for staff taking part in the project. Having regard to the principle of proportionality, travel costs, including subsistence allowance, may be calculated as a lump sum, approved by the Programme Operator. Expenditure with the transportation and travel allowances should not exceed the referential applied to the Portuguese Public Administration;
- c) cost of new or second-hand equipment: only the portion of the depreciation corresponding to the duration of the project and the rate of actual use for the purposes of the project may be considered eligible expenditure. It should be made clearly visible that the equipment is an integral and necessary

component for achieving the outcomes of the project, in a manner consistent with the principles of economy, efficiency and effectiveness;

- d) costs of consumables and supplies, provided that they are identifiable and assigned to the project;
- e) costs entailed by other contracts awarded by a Project Promoter for the purposes of carrying out the project, provided that the awarding complies with the applicable rules on Portuguese public procurement.
- f) Costs arising directly from requirements imposed by the project contract for each project (publicity, evaluation, interpretation, translation and reproduction).

### 9.3 Indirect costs in projects (overheads):

Indirect costs are eligible according to the article 8.5 of the Regulation.

### 9.4 Excluded costs:

Excluded costs are those laid down on article 8.7 of the Regulation.

## 10. SUBMISSION OF THE APPLICATION:

**10.1.** The applications shall be submitted electronically, by e-mail, to [eeagrants@cig.gov.pt](mailto:eeagrants@cig.gov.pt), using the application forms and annexes available on the website <https://www.eeagrants.gov.pt/pt/programas/conciliacao-e-igualdade-de-genero>.

**10.2.** Additionally, one copy of the application and the original statement of responsibility (which must be signed by one official representative of the entity) must be sent to the Programme Operator's office, by registered mail with advice of receipt, or delivered at the CIG's office, in a maximum of 10 consecutive days from the deadline of the call (31. 03 2020), to the address below.

Only applications with the statement of responsibility signed and received within the deadline limit fixed will be accepted.

Please indicate on the envelope for which priority area the application is submitted.

### Address:

CIG - Commission for Citizenship and Gender Equality

Programme Work-Life Balance and Gender Equality – EEA Grants 2014-2021

Open Call#2 - Projects to combat sex segregation in educational and professional choices and discrimination in the labour market

Priority area:

**A) Projects that combat sex segregation in educational and vocational choices**

or

**B) Projects that combat sex discrimination in the labour market**

or

**C) Projects that address stereotypical ideas of masculinity**

Av. da República, 32- 1º

1050-193 Lisboa, Portugal

**10.3.** Applicants are fully responsible for the veracity and legality of the information provided and, at any moment, may be asked to present additional information during the selection process.

## 11. PROJECT SELECTION:



(In line with Article 7 of the Regulation)

### **11.1. Administrative and eligibility criteria:**

Applications must be accompanied by the following documents.

- a) Declaration indicating the entity's name, tax number, registered office and names of the people with legal powers to represent it, plus a copy of its articles of association;
- b) Declaration that it has no debts to the tax authority and Social Security;
- c) Certificate attesting to the applicant's VAT rate;
- d) Last approved financial report.

Only complete applications will be accepted.

### **11.2 The applications should cover the following elements:**

- a. Project title, description of the project, including its framing within and pertinence to the National Strategy for Equality and Non-discrimination 2018-2030 – “Portugal + Igual” and the objectives and outputs of the Work-life Balance Programme;
- b. Communication and Information Plan;
- c. Clear identification of the intervention area (A: segregated areas; B: discrimination areas; C: areas and associated stereotypes), activities, target group, indicators and targets (specific, measurable, relevant, realistic and timely defined)
- d. Coverage (e.g., number of schools involved per district; number of municipalities involved; number of companies and activity sectors involved; diversity of target groups, areas of intervention);
- e. Partnerships and respective relevance;
- f. Expected outcomes and demonstration of the impact in the target group/organisation, including indicators and targets (specific, measurable, relevant, realistic and timely defined);
- g. Where applicable, methodology to assess changes in perceptions/motivation and/or acquisition of knowledge/skills by project participants. This should define concrete targets including, where applicable, that at least 75% of project participants demonstrate a positive change in perceptions/motivation and/or acquisition of knowledge/skills in the intervention/training areas;
- h. Plan to ensure the sustainability after the project's completion;
- i. Timeline of project and activities;
- j. Budget (attach detailed annual version and demonstrate that the amounts introduced are those operated in the entity, ex: salaries that correspond to average remuneration of the Promoters);
- k. Summary (both in English and Portuguese), covering a brief description of how the project will respond to the needs identified, including aims and outcomes of the project;
- l. Please indicate if there were any external consultants involved in the preparation of the initiative application. If yes, who.
- m. Annexes:
  - Brief description of the experience of the entity, partners and project team in the open-call priority areas;
  - CV of key personnel of the project promoter, project partners and donor project partners;
  - A Letter of Intent from the project partners/donor project partners;
  - Statement of responsibility.

## 12. SELECTION CRITERIA:

The **selection criteria** and the respective **score** shall be as follows:

Selection criteria	Maximum Score
Coherence between the identified activities, results and impact of the project and the National Strategy for Equality and Non- discrimination 2018-2030 – “Portugal + Igual”, and with the objectives and outputs of the <i>Programme Work-Life Balance and Gender Equality</i>	15
Previous experience and relevance of the applicant organisation and of partners (as valued in point 1 -Priority Areas), particularly the project's team	10
Inclusion of partner entities of the Donor States(s)	10
Reasoned justification of the intervention area: <ul style="list-style-type: none"> <li>- <b>Priority area A:</b> Level of sex segregation in the area(s) under consideration, duly characterised and justified;</li> <li>- <b>Priority area B:</b> Identification of the discrimination areas of intervention, duly characterised and justified</li> <li>- <b>Priority area C:</b> identification of the intervention areas and associated stereotypes targeted by the project</li> </ul>	10
Scope and outreach of the project	5
Size and diversity of the target groups	5
Relevance of the activities and respective feasibility	10
Plan to ensure the impact, soundness and sustainability of the project	10
Methodology to assess changes in motivation/perceptions and/or acquisition of knowledge/skills by project participants	10
Definition of the budget, timeline and proposed activities ensure relevance, proportionality and clearance	10
Evidence of balanced participation of women and men in the project team	5
<b>TOTAL</b>	<b>100</b>

## 13. SELECTION PROCEDURES:

**13.1** The project evaluation and award of grants is accordance with Article 7.4 of the Regulation.

**13.2** The Programme Operator will be responsible for project evaluation and for the award of grants.

**13.3** The Programme Operator will establish a Selection Committee that will recommend the projects to be funded within the programme. The Selection Committee consists of three gender equality specialists. One of them will be external to and independent from the Programme Operator and its Partners. The Donor Programme Partner, the Financial Mechanism Office and the National Focal Point will be invited to participate in the meetings of the Selection Committee as observers.

**13.4** The Programme Operator will review the applications for compliance with administrative and eligibility criteria. Applications not accepted at this stage will be given a 10 days legal period to react, in accordance with the articles 121º e 122º of the Portuguese Code of Administrative Procedure.

**13.5** Each application that meets the administrative and eligibility criteria will be reviewed by two experts appointed by the Programme Operator, who are impartial and independent of the Programme Operator and the Selection Committee.

**13.6** The experts will separately score the project according to the selection criteria published with the call for proposals. For the purposes of ranking the projects, the average of the scores awarded by the



experts will be used. If the difference between the scores given by the two experts is more than 30% of the higher score, a third expert will be commissioned by the Programme Operator to score the project independently. In such cases the average score of the two closest scores will be used for the ranking of the projects.

**13.7** The Programme Operator will provide the Selection Committee with a list of the ranked projects. The Selection Committee will review the ranked list of projects. It may modify the ranking of the projects in justified cases. The justification for the modifications shall be detailed in the minutes of the meeting of the Selection Committee. If such a modification results in a project's rejection, the affected applicant will be informed in writing about the justification for the modification. The Selection Committee will submit the list of recommended projects to the Programme Operator.

**13.8** The Programme Operator will verify if the selection process has been conducted in accordance with the Regulation and that the recommendations from the Selection Committee comply with the rules and objectives of the programme. Following such verification, the Programme Operator will, based on the decision of the Selection Committee, make a decision on which projects shall be supported. If the Programme Operator modifies the decision of the Selection Committee, the applicants affected will be informed.

## **14. COMMUNICATION OF THE SELECTION RESULTS**

**14.1.** The Programme Operator will notify the applicants about the results of the selection process within 90 days and publicize the results. Decisions on the applications are communicated individually to the respective applicants.

**14.2.** In the case of approval of funding, a proposal for contract should be sent to the Promoter, where all terms and conditions of the approved funding are specified.

**14.3.** If the conditions of the approved funding are accepted, the Promoter must return the proposed contract to the Programme Operator within 20 working days from the date of receipt, duly signed and initialled by those responsible, under the law, for the entity, at the risk of having the decision revoked.

**14.4.** All rejected applications will be notified to react within 10 days, according to the Code of Administrative Procedure (CAP).

**14.5.** Project promoters must start the project no more than 30 working days after signing the contract of the project.

**14.6.** Upon receipt of all contracts signed, the Programme Operator prepares the final list of selected projects and Promoters and advertises it on the EEA Grants website.

## **15. PAYMENT FLOWS:**

**15.1** The Programme Operator will ensure that payments to projects are made in a timely manner. Interim and final payments to the projects shall be based on approved project reports.

**15.2** Payments of the project grant shall take the form of advance payments, interim payments and a final payment. The level of advance payment to projects shall be set out in the project contract. After approval of projects, the Programme Operator will disburse the first instalment of advances to promoters as approved in the application. The project promoters will receive next interim payments only when 50% of the previously provided payment has been reported as incurred in the project interim reports. The last 10% of funding will be paid after approval of the final report.

**15.3** The periodicity of reporting periods, and deadlines for reporting will be further detailed in the description of the Programme Operator's management and control systems.

## **16. ADDITIONAL INFORMATION:**

Before applying please consult in the website of EEA Grants, **all information related with the Programme Work-Life Balance and Gender Equality**, particularly the following documents:

- Application Form, Annexes and User Guide;
- Memorandum of Understanding;
- Regulation of the EEA Financial Mechanism 2014- 2021;
- Contact e-mail: [eeagrants@cig.gov.pt](mailto:eeagrants@cig.gov.pt). An answer will be given by email within 10 working days.
- Questions and answers will be published on the website to ensure equal treatment of applicants.
- Contacts through telephone number **217983000** available Tuesdays and Thursdays, from 10:00 to 12:30.
- Any modification to this notice will be published in the website of EEA Grants, at least three working days before the date of entry into force.