Call for Proposals

SCIENTIFIC COORDINATION

for ECDC Fellowship (Field Epidemiology (EPIET) and

Public Health Microbiology (EUPHEM) paths)

Reference: Grant/2019/PHC/9500

Deadline for submission of proposals: 29/11/2019

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1. THE ECDC FELLOWSHIP PROGRAMME: FIELD EPIDEMIOLOGY (EPIET) AND PUBLIC HEALTH MICROBIOLOGY (EUPHEM) PATHS

1.1. BACKGROUND

Since 1995, the European Commission funded the European Programme for Intervention Epidemiology Training (EPIET) to develop a European network of intervention epidemiologists through a 2-year training programme. On 21 April 2004, the European Parliament and Council Regulation 851/2004 established the European Centre for Disease Prevention and Control (ECDC) to identify, assess and communicate current and emerging threats to human health from communicable diseases. According to the regulation, the Centre enhances capacity in Member States, including training. In November 2007, the EPIET programme was integrated in ECDC. In 2008, the European Programme on Public Health Microbiology Training was established. Since 2016, EPIET and EUPHEM are the field epidemiology and public health microbiology respective paths of a single ECDC Fellowship Programme. The name and structure of the ECDC Fellowship Programme may be subject to updates, during the implementation of changes stemming from the recommendations of its 2019 external evaluation. The programme is funded by ECDC in addition to contributions from national and subnational institutes.

The ECDC Public Health Training Section (PHT) manages EPIET and EUPHEM. Within the PHT, the 'Fellowship Faculty Office' (FFO) functions as a faculty bureau to coordinate logistical aspects. Another group in PHT coordinates activities to support continuous professional development activities for senior public health professionals and supervisors of EPIET and EUPHEM fellows. The Fellowship Scientific Coordination team coordinates the scientific aspects of the fellowships. However, to engage EU/EEA Member states in the scientific coordination of EPIET and EUPHEM, ECDC engages in partnerships with institutes through grants so that the scientific coordination team can be closer to the daily work of national and subnational public health institutions by which the European Union can be protected against infectious diseases threats.

1.2. OBJECTIVES OF THE ECDC FELLOWSHIP PROGRAMME

The **global objective** of the ECDC Fellowship Programme (EPIET and EUPHEM) is to provide state-of-the-art training in field epidemiology and public health microbiology. The programme enables its fellows to apply epidemiological and microbiological methods to a wide range of public health problems in Europe. The main emphasis of the programme is on learning-through-service activities.

The **specific objectives** of the ECDC Fellowship Programme are:

- To strengthen the surveillance and control of infectious diseases and other cross-border health threats or issues of public health concern in the EU/EEA Member States and at EU level, supporting the implementation of Decision 1082/2013/EU;
- To enhance response capacities for effective field investigation and communicable disease control at national and community level to meet public health threats;
- To strengthen the European network of public health professionals through the use of shared standards and methods, good practices and common public health objectives;
- To support cascading of training and capacity building within the Member States;
- To facilitate multi-disciplinary cooperation in the above fields.

The **specific objective** of this Call for Proposals is to conclude Framework Partnership Agreements with Member States' public health institutions or organisations with public health function(s) to contribute to the tasks of scientific coordination in the ECDC Fellowship Programme, serving EPIET and EUPHEM, fellows and supervisors.

1.3. DESCRIPTION OF THE EPIET AND EUPHEM FELLOWSHIPS

The Fellowship Programme is part of ECDC's efforts to strengthen the public health workforce in the EU and benefits significantly from the contribution of EU/EEA Member States in terms of training resources. Member States provide training sites, supervision of the fellows and expert facilitation for EPIET/EUPHEM training modules, and are therefore key stakeholders in the programme.

EPIET and EUPHEM are complementary paths in field epidemiology and public health microbiology, respectively. Both paths recruit fellows in one of two tracks, the EU and or the Member State (MS) track. In the EU-track, fellows train in a country other than their country of citizenship, whereas in the MS-track, they remain in their country of citizenship/residency. Both paths provide training and practical experience in intervention epidemiology at the national and/or regional centres for surveillance and control of communicable diseases and in laboratories with public health functions, acknowledged as collaborating training sites in the European Union (EU) and European Economic Area (EEA) Member States.

The fellowship starts with a three-week introductory course on infectious disease epidemiology and public health microbiology. This course provides basic knowledge, aims to inspire strong motivation for fieldwork and initiates networks among fellows. Following the introductory course, fellows spend at least 23 months at a Training Site in an EU/EEA country. Training sites selected to host a fellow are those with responsibilities for communicable disease surveillance, epidemiology, public health microbiology and public health advice.

1.4. COLLABORATION BETWEEN SUPERVISORS AND SCIENTIFIC COORDINATORS IN MENTORING OF THE EPIET AND EUPHEM FELLOWS

1.4.1. SUPERVISION AT THE TRAINING SITE

Day-to-day supervision for the fellows is the responsibility of the supervisory team at the training site. It covers on average 4 hours per week. The supervisory team includes a senior supervisor to oversee and monitor the overall supervision process. In addition, the Training Site can decide to have additional experts (e.g., project supervisors). The supervision at the training site is not covered by the present call for proposal.

1.4.2. SCIENTIFIC COORDINATION OF ECDC FELLOWSHIPS

ECDC ensures that **scientific coordinators (SCs)** work with the fellows and the training site supervisors so that (1) training meets the needs of individual fellows and the broader learning objectives of the programme and (2) training site supervisors are supported in their role. SCs review the scientific output of the fellow (including relevant intermediary milestones such as draft documents) to assess progress and identify specific needs within the programme curriculum.

The partner will offer scientific coordination starting in the beginning of 2020. The SC(s) will remain posted in the partner's institute but will work part- or full-time on the scientific coordination of the Fellowships. The SCs will report for functional purposes to the Head of the Fellowship Programme based at ECDC who will monitor the implementation of their scientific activities. The partner institution where the SC(s) is employed will provide the line management of the SCs.

Working in the context of the technical reference of the ECDC Fellowship Manual Cohort 2020[1], the broad pedagogical activities of the Scientific Coordinators are:

- Implement and develop training programme content and methods, including training the trainers;
- Monitor progress of EPIET and EUPHEM fellows;
- Provide distance tutoring and mentoring to fellows, and advice to their respective supervisors;
- Seek project opportunities for fellows, through networking in the public health institutions hosting the fellows

In particular, these activities encompass the following areas:

[1] https://ecdc.europa.eu/en/publications-data/ecdc-fellowship-programme-manual-cohort-2020

A. Define and develop learning objectives, content and methods:

- Develop and update documents describing training objectives of the fellowship (i.e. surveillance, outbreak investigation, operational research, communication and teaching, etc.) according to the respective core competencies.
- Collaborate with each Training Site (TS) Supervisor and fellow to ensure that individual training objectives are developed and reviewed regularly during the programme.

B. Provide mentoring / tutoring and pedagogical support to fellows:

- Monitor the acquisition of core competencies by fellows during the fellowship.
- Guide fellows and supervisors in selecting suitable assignments and ensure successful completion of the fellowship.
- Review progress through the progress reports, every month, at mid-term and at exit.
- Review draft scientific outputs (e.g. protocols, reports, manuscripts and presentations) for scientific quality.
- Help fellows identify and access relevant literature and resources.
- Facilitate exchanges of information and projects between fellows.
- Respond, or identify appropriate respondent, to queries from fellows.

C. Organise courses and training modules in a logic of continuous quality improvement:

- Contribute to the fellowship courses and training modules, including planning, coordination, design, development, implementation, and evaluation.
- Apply lessons learned from the evaluations of each module to the design and development of future editions.
- Promote the development and hosting of training modules in collaborating institutions.

D. Develop training skills and techniques among current and potential trainers and supervisors at training sites and among fellows:

- Identify specific training needs among new supervisors.
- Support, coach and counsel supervisors.
- Support ECDC in the development and organisation of training-the-trainer modules.
- Involve training site supervisors as facilitators in the various training courses and modules in order to strengthen their training skills.
- Use all Fellowship courses and modules as opportunities to strengthen the training skills of fellows and training site supervisors.

E. Contribute to continuous quality improvement in Training Sites:

- Disseminate information about the Fellowship Programme to all potential Training Sites.
- Identify potential Training Sites for fellows and conduct initial site appraisals.
- Perform follow-up training site visits.

F. Promote the interdisciplinary work within European and global public health perspectives:

- Involve senior epidemiologists and public health microbiologists from collaborating institutes, ECDC expert networks and ECDC in the various Fellowship modules.
- Identify synergies between activities of Training Sites at national level and the ECDC programme of activities at EU level.
- Seek, identify, assess and promote suitable additional training opportunities and assignments to conduct surveillance, response to public health emergencies or research projects (cross-border, EU-wide, or international) which offer experience relevant to training objectives for participation of fellows.
- Establish and maintain contacts with other field epidemiology training programmes (FETPs) and public health microbiology training programmes and training organisations in EU/EEA and worldwide (e.g., universities, public health schools) through exchange of training material, trainees and trainers, and participation in relevant expert meetings and conferences.

G. Further develop training materials for training courses and distance learning:

- Identify new relevant training material (e.g., case studies, video, computerised exercises) used in other training programmes.
- Encourage and facilitate the development of new training material by Training Sites, fellows and graduates.
- Identify and review material for distance learning developed by training sites and other partners.
- Promote and supervise the development of new training material by fellows, and make this and other training materials available on the online platform "ECDC Virtual Academy".

2. WORK PACKAGES FOR SCIENTIFIC COORDINATORS OF ECDC FELLOWSHIP PROGRAMME

The framework partnership agreement will include work packages 1 (field epidemiology) and 2 (public health microbiology)

For Work Package 1, ECDC seeks the equivalent of up to seven full-time senior field epidemiologists in EU/EEA member states public health institutions to fulfil the field epidemiology SC role. Tasks expected from the experts are described in Section I.4.2 and the profile in Annex G (I) of the Call for Proposals.

For Work Package 2, ECDC seeks the equivalent of up to four full-time senior public health microbiologists in EU/EEA member states public health institutions to fulfil the public health microbiology SC role. Tasks expected from the experts are described in Section I.4.2 and the profile in Annex G (II) of the Call for Proposals.

Applicants may apply for either one of the work packages or both Work Package 1 and 2 though applications will be evaluated independently.

3. FRAMEWORK PARTNERSHIP AGREEMENT (FPA)

ECDC plans to establish FPAs in 2019 with EU/EEA Member States public health institutions willing to contribute to the scientific coordination of the EPIET / EUPHEM fellowship. For the purpose of this FPA, public health institution is understood in the broad sense of organisations with a public health function or competence in communicable disease detection, assessment, surveillance and response, including, national public health institutes, public health laboratories, public health schools and operational public health research institutes.

The FPAs will be signed with successful applicant institutions for a maximum period of four years. Implementation of the framework partnership agreements will be done through the signature of Specific Grant Agreements (SGA) each for a period of up to 12 months.

See Annex I, Model Framework Partnership Agreement and Model Specific Grant Agreement.

4. SPECIFIC GRANT AGREEMENT (SGA)

Every year, ECDC will issue a Request for Proposal to institutions that have a FPA in place. The request will specify the full time equivalent required for the scientific coordination of the fellowship programmes. ECDC will evaluate the proposals, including an assessment of the proposed scientific coordinators, to make sure they are compatible with the profiles described in Annex G I and II. The specific grant agreement will cover a maximum of 12 months.

5. FINANCIAL ALLOCATION PROVIDED BY ECDC

The overall indicative amount made available under this Call for Proposals is EUR 3,000,000 over four years. ECDC reserves the right not to award all available funds.

A maximum percentage of 90% of the total eligible costs of the action, actually incurred by the beneficiary and its affiliated entities, will be financed by ECDC. Institutions will allocate a senior epidemiologist or public health microbiologist with scientific skills (As per Annex G I and II of the Call for Proposals) to this action and assign the appropriate salary level, taking into account the Framework Partnership Agreement (see Annex I of the Call for Proposals (Model Framework Partnership Agreement, Part B-Financial Provisions, Article II.19.2).

The balance (i.e. the difference between the total cost of the action and the amount requested from ECDC) must be financed from the applicant's or its partners' own resources, or from sources other than the European Union budget.

For details on eligibility of costs, please refer to section 6.1.3.

6. RULES FOR CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of actions financed under this Call.

6.1. ELIGIBILITY AND EXCLUSION CRITERIA

The following details the eligibility criteria, relating to applicant(s) that may request a grant (6.1.1), and their partners (6.1.2).

6.1.1. Eligibility of grant applicants: who may apply?

a) Proposals may be submitted by any of the following applicants:

- non-profit organisation (public);
- public authorities (national, regional, local);
- international organisations;
- universities;
- educational institutions;
- research centres;

natural persons and profit making entities are not eligible.

b) Applicants must be established in a EU Member State of the European Union or EEA**.**

c) Applicants must be directly responsible for the preparation and management of the action.

6.1.2. Partnerships and eligibility of partners

Grant applicants may act individually or with partner organisations.

Grant applicants' partners participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the grant beneficiary. They must therefore satisfy the eligibility criteria as applicable to the grant beneficiary itself.

The grant applicant will act as the lead organisation and, if selected, as the contracting party (the "Partner").

6.1.3. Exclusion criteria

The authorising officer shall exclude an applicant from participating in call for proposals procedures where:

(a) the applicant is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended, or it is in any analogous situation arising from a similar procedure provided for under EU or national laws or regulations;

(b) it has been established by a final judgment or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;

(c) it has been established by a final judgment or a final administrative decision that the applicant is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of

the profession to which the applicant belongs, or by having engaged in any wrongful intent or gross negligence, including, in particular, any of the following:

(i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the performance of a contract, a grant agreement or a grant decision;

(ii) entering into agreement with other applicants with the aim of distorting competition;

(iii) violating intellectual property rights;

(iv) attempting to influence the decision-making process of the Agency during the award procedure;

(v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;

(d) it has been established by a final judgment that the applicant is guilty of any of the following:

(i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 of the European Parliament and of the Council and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;

(ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in the applicable law;

(iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;

(iv) money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;

(v) terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;

(vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;

(e) the applicant has shown significant deficiencies in complying with main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;

(f) it has been established by a final judgment or final administrative decision that the applicant has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;

(g) It has been established by a final judgement or final administrative decision that the applicant has created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business;

(h) it has been established by a final judgement or final administrative decision that an entity has been created with the intent referred to in point (g);

(i) for the situations referred to in points (c) to (h) above, the applicant is subject to:

(i) facts established in the context of audits or investigations carried out by European Public Prosecutor's Office after its establishment, the Court of Auditors, the European Anti-Fraud Office or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;

(ii) non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;

(iii) facts referred to in decisions of persons or entities being entrusted with EU budget implementation tasks;

(iv) information transmitted by Member States implementing Union funds;

(v) decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; or

(vi) decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

6.1.3(i) Remedial measures[2]

If an applicant declares one of the situations of exclusion listed above (see section 6.1.3), it must indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to correct the conduct and prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to the declaration. This does not apply for situations referred in point (d) of section 6.1.3.

6.1.3(ii) Rejection from the call for proposals

The authorising officer shall not award a grant to an applicant who:

(a) is in an exclusion situation established in accordance with section 6.1.3; or

(b) has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information; or

(c) was previously involved in the preparation of documents used in the award procedure where this entails a breach of the principle of equal treatment, including distortion of competition, that cannot be remedied otherwise.

The same exclusion criteria apply to affiliated entities.

Administrative sanctions (exclusion)[3] may be imposed on applicants, or affiliated entities where applicable, if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

6.1.3(iii) Supporting documents[4]

Applicants and affiliated entities must provide a declaration on their honour certifying that they are not in one of the situations referred to in Articles 136(1) and 141 FR, by filling in the relevant form attached to the application form accompanying the call for proposals and available at https://www.ecdc.europa.eu/en/about-us/procurement-and-grants?f%5B0%5D=deadline_date%3A1.

This obligation may be fulfilled in one of the following ways:

(i) the applicant and any of its affiliated entities each sign a separate declaration in their own name; OR

(ii) each applicant in the consortium and the affiliated entities each sign a separate declaration in their own name.

2 *Article 136(7) FR*

3 *Article 138 FR*

4 *Article 137 FR*

6.1.4. Eligibility of costs: costs which may be taken into consideration for the grant

Only "eligible costs" can be taken into account for a grant. The categories of costs considered as eligible and non-eligible are indicated below.

Eligible costs

To be eligible under the Call for Proposals, the expenses should fall under one of the following categories: salary, telecommunications, IT equipment (e.g., depreciation costs on equipment, including laptop), stationery and audit costs.

Non-eligible costs

Please note that costs such as those related to the travel of the scientific coordinator or costs declared by the partner and covered by another action or work programme receiving an ECDC/EU grant are not considered eligible.

No indirect costs may be claimed within the proposed budget for the action.

Given the difficult evaluation of the contributions in kind, they shall not constitute eligible costs under this action.

Please refer to Article II.19 of Annex I, Model Framework Partnership Agreement for the criteria applied to eligible costs.

The same criteria apply to costs incurred by the affiliated entities, see Article II.21 of Annex I.

6.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

6.2.1. Application form

- Applications must be submitted in accordance with the Grant Application Form and annexes to this Call for Proposals (Annex A).
- In drawing up the Proposal, the Grant applicant should bear in mind the provisions of the Model Framework Partnership Agreement and the Model Specific Grant Agreement (Annex I) as submission of a Proposal implies their acceptance.
- The Proposal must include all the information and documents required for the grant evaluation on the basis of the award criteria set out below.
- Where applicable, all additional information considered necessary by the applicant can be included on separate sheets.
- Proposals may be submitted in an official language of the European Union, in particular the supporting evidence related to financial capacity (if applicable) shall be in original format. However, since English is the working language of ECDC, the Grant Application Form should be submitted preferably in English. Nonetheless, the choice of language will be not play any role in the consideration of the application.
- Clarifications will only be requested when information provided is unclear, thus preventing ECDC from conducting an objective assessment.
- Hand-written applications will not be accepted.

6.2.2. Where and how to send the Applications

Applications must be submitted in **one original** and **1 copy** (one original clearly identified as such, plus one copy) in A4 size, one bound and one unbound. The complete **application form and budget must also be supplied in electronic format (USB)** in a separate and unique file (e.g. the application form must not be split into several different files). The electronic format must contain **exactly the same** application as the paper version and will be deemed to represent the original proposal in cases of dispute.

Applications should be placed inside a sealed envelope bearing the **reference number and the title of the Call for Proposals: "Grant/2019/PHC/9500 - SCIENTIFIC COORDINATION",** together with the full name and address of the grant applicant, and the words "Not to be opened before the opening session" and sent by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

ECDC
Procurement Back Office
Gustav IIIs Boulevard 40
169 73 Solna,
Sweden

Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

6.2.3. Deadline for submission of Applications

The deadline for the submission of applications is **29th of November 2019** as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is at 16:00 local time Sweden. as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected.

No modification to the application is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or to correct clerical mistakes, ECDC may contact the applicant during the evaluation process.

6.2.4. Processing of personal data

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EC) No 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decisions No 1247/2002/EC. Unless indicated otherwise, the questions and any personal data requested that are required to evaluate the application in accordance with the call for proposal will be processed solely for that purpose by ECDC.

Personal data may be registered in the Early Detection and Exclusion System by the Commission, should the beneficiary be in one of the situations mentioned in Articles 136 and 141 of Regulation (EU, Euratom) 2018/1046[5]. For more information see the Privacy Statement on:

https://ec.europa.eu/info/data-protection-public-procurement-procedures_en.

6.2.5. Further information for Applications

5 https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1046

Questions may be sent by e-mail no later than 22nd of November 2019 to the below address, indicating clearly the reference of the Call for Proposals:

E-mail address: procurement@ecdc.europa.eu

ECDC has no obligation to provide further clarifications after this date.

Replies will be given no later than 26th of November 2019.

In the interest of equal treatment of grant applicants, ECDC cannot give a prior opinion on the eligibility of a grant applicant, a partner, an action or specific activities.

Questions that may be relevant to other grant applicants, together with the answers, will be published on the ECDC website.

6.3. EVALUATION AND SELECTION OF APPLICATIONS

ECDC will examine and evaluate applications for the work packages 1 and 2. All actions submitted by applicants will be assessed according to the following steps and criteria.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in paragraph 6.1, the application shall be rejected on this sole basis.

6.3.1. STEP 1: OPENING & ADMINISTRATIVE CHECKS AND VERIFICATION OF ELIGIBILITY OF THE GRANT APPLICANT AND PARTNERS

The following will be assessed:

- The submission deadline has been respected. If the deadline has not been respected the application will automatically be rejected.
- The Application Form satisfies all the criteria. If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

The eligibility of the applicant, the partners, and the action will be verified according to the criteria set out in Sections 6.1.1, 6.1.2 and 6.1.3.

6.3.2. STEP 2: EVALUATION OF THE APPLICATION

An evaluation of the quality of the applications and of the capacity of the grant applicant and its partners, will be subsequently carried out in accordance with the evaluation criteria set out below. There are two types of evaluation criteria: selection and award criteria.

a) The selection criteria

are intended to help evaluate the grant applicants' financial and operational capacity.

The evaluation of the applicant's financial capacity is to ensure that they:

- have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out and, where appropriate, to participate in its funding. The applicant's financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:
    - a declaration on honour (see Annex F).

The evaluation of the applicant's operational capacity is to ensure that they:

- have the management capacity, professional competencies and appropriate qualifications necessary to complete the proposed action. This also applies to any partners of the grant applicant.
- have proofs of relevant expertise and experience by documenting activities of the applicant in at least two of the following areas:

(a) Public health surveillance.
(b) Outbreak investigations.
(c) Public Health Operational research in epidemiology or microbiology.
(d) Scientific communication.
(e) Training in field epidemiology or public health microbiology.

In this respect, applicants have to submit a declaration on their honour, and the following supporting documents*:*

- curriculum vitae (Europass format) of the people primarily responsible for managing and implementing the action; illustrating the professional profile of the experts that the institute could propose as SCs. (accompanied where appropriate, like in the field of research and education, by a list of relevant publications);
- a list of previous projects and activities (over the past five years) performed and connected to the action to be carried out.

In the case of legal entities forming **one** applicant (the "sole" applicant), as specified in section 6.1, the above requirements apply to each one of those entities.

b) The award criteria

allow the quality of the applications submitted to be evaluated in relation to the set objectives and priorities. They enable the selection of applications which ECDC can be confident will meet its needs and preferences.

Eligible applications/projects will be assessed on the basis of the following award criteria:

Criteria	**Maximum Score**
1) Approach: The degree to which the applicant (partner organisation) demonstrates the efficiency in the proposed use of resources (including skills and budget), innovation and flexibility in the proposal, in order to adapt to changes and future needs in the learning environment.	**40**
2) Quality control measures: - This criterion will assess the quality control system applied to the scientific coordination and continuity of the action in case of absence or change in the allocated scientific coordinator. A generic quality system will result in a low score. (45 points) - The level of robustness of the line management and reporting mechanism of the mobilised expert(s), will also be assessed. (15 points)	**60**
Maximum total score	**100**

Scoring:
Only applications scoring **70 points** or more (of a maximum of 100) points will be awarded a grant.

Applications scoring less than **60%** for any individual award criterion will be deemed to be of insufficient quality and eliminated from further consideration.

6.4. INDICATIVE TIMETABLE

	DATE
Deadline for request for any clarifications from ECDC	22nd of November 2019
Last date on which clarifications are issued by ECDC	26th of November 2019
Deadline for submission of Applications	29th of November 2019 (16.00 local time Sweden if hand delivered)
Notification of award*	10th of January 2020
Signature of FPA*	29th of February 2020

***Provisional date.**

6.5. CONDITIONS APPLICABLE FOLLOWING ECDC'S AWARD DECISION

Applicants will be informed in writing about the results of the selection process. In the event the application for framework partnership is selected and following the award decision, a framework partnership agreement (FPA) detailing the conditions of cooperation will be sent to the applicant, as well as information on the procedure to formalise the agreement of the parties. See Annex I.

7. LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

ANNEX A: APPLICATION FORM (WORD FORMAT)

ANNEX B: BUDGET (EXCEL FORMAT)

ANNEX C: LEGAL ENTITY FILE

ANNEX D: FINANCIAL IDENTIFICATION FORM

ANNEX E: AUTHORISED SIGNATORY FORM

ANNEX F: DECLARATION ON HONOUR

DOCUMENTS FOR INFORMATION

ANNEX G: (I) REQUIREMENTS OF THE FIELD EPIDEMIOLOGY SCIENTIFIC COORDINATOR IN THE MEMBER STATES & (II) REQUIREMENTS OF THE PUBLIC HEALTH MICROBIOLOGY SCIENTIFIC COORDINATOR IN THE MEMBER STATES

ANNEX H: ECDC FELLOWSHIP MANUAL 2020

ANNEX I: MODEL FRAMEWORK PARTNERSHIP AGREEMENT AND MODEL SPECIFIC GRANT AGREEMENT

ANNEX J: CHECKLIST FOR APPLICANTS

ANNEX G (I): REQUIREMENTS FOR THE SCIENTIFIC COORDINATOR FOR EPIET IN THE MEMBER STATES

The Scientific Coordinator would be a senior field epidemiologist practicing in a public health institution and/or working as a tutor or mentor in a postgraduate public health training programme. For example, in the role of scientific coordinator of EPIET, EUPHEM or another FETP, or as mentor/researcher in a school of public health with competence in communicable disease prevention and control or in a public health research institute.

Minimum requirements

- A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is 4 years or more, or a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least 1 year when the normal period of university education is at least 3 years;
- At least 6 years' professional experience (following the award of the diploma) of which at least 3 years acquired in expert positions related to the aforementioned duties including experience in applied epidemiology in the field of communicable disease prevention, surveillance and control at a local/regional, national or international level (also in public health schools or research institutes);
- Proven professional experience of at least three years in education and training on a post-graduate level;
- Strong methodological background in epidemiology, demonstrated by a minimum of 10 publications in scientific journals or epidemiological bulletins;
- Sound pedagogical skills and teaching abilities, proven experience of development and delivery of training, demonstrated by short descriptions in the Curriculum Vitae about the number and type of training activities developed and delivered;
- Excellent communication skills including scientific writing, proven experience of oral and written scientific communication outputs;
- Strong coordination and inter-personal skills allowing work in a multinational environment
- Good command of English, C1, (both spoken and written);
- Ability to recognise sensitivities in various international partner networks and organisations, reflecting organisational sensitivity, situational awareness and adaptability;
- Ability to work under pressure and manage responsibilities;
- Declare absence of any conflict of interest.

Advantageous

- Proven experience as trainer/mentor in European or international training programmes;
- Experience in instructional design;
- Proven experience in project management;
- Good knowledge of the relevant EU policies and activities;
- Thorough knowledge of an additional EU official language

ANNEX G (II): REQUIREMENTS FOR THE SCIENTIFIC COORDINATOR FOR EUPHEM IN THE MEMBER STATES

The Scientific Coordinator would be a senior public health microbiologist practicing in a public health institution and/or working as a tutor or mentor in a postgraduate public health training programme. For example, in the role of scientific coordinator of EPIET, EUPHEM or another FETP, or as mentor/researcher in a school of public health with competence in communicable disease prevention and control or in a public health research institute.

Minimum requirements

- A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is 4 years or more, or a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least 1 year when the normal period of university education is at least 3 years;
- At least 6 years' professional experience (following the award of the diploma) of which at least 3 years acquired in expert positions related to the aforementioned duties including experience in the field of microbiological diagnostics applied to communicable disease prevention, surveillance and control at a local/regional, national or international level (also in public health schools or research institutes);
- Proven professional experience of at least three years in education and training on a post-graduate level;
- Strong methodological background in public health microbiology and good understanding of epidemiology, demonstrated by a minimum of 10 publications in scientific journals or epidemiological bulletins;
- Sound pedagogical skills and teaching abilities, proven experience of development and delivery of training demonstrated by short descriptions in the Curriculum Vitae about the number and type of training activities developed and delivered;
- Excellent communication skills including scientific writing, proven experience of oral and written scientific communication outputs;
- Strong coordination and inter-personal skills allowing work in a multinational environment
- Good command of English C1 (both spoken and written);
- Ability to recognise sensitivities in various international partner networks and organisations, reflecting organisational sensitivity, situational awareness and adaptability;
- Ability to work under pressure and manage responsibilities;
- Declare absence of any conflict of interest.

Advantageous

- Proven experience as trainer/mentor in European or international training programmes;
- Experience in instructional design;
- Proven experience in project management;
- Good knowledge of the relevant EU policies and activities;
- Thorough knowledge of an additional EU official language