



RISK ASSESSMENT & SCIENTIFIC ASSISTANCE DEPARTMENT

## CALL FOR PROPOSALS

### SIMPLIFIED FORM OF GRANT - FINANCING BASED ON ACHIEVEMENT OF RESULTS<sup>1</sup>

**Call reference:** GP/EFSA/DATA/2021/03

**Call title:** Evaluation and development of methods and tools for the preparation of the next round of national dietary surveys (EU Menu phase 2)

**Project/Process code:** P-DATA-01 EU Menu

**Budget line:** 3210

Restricted to **the list of competent organisations** established by the Authority's Management Board in application of article 2 the Commission Regulation (EC) No 2230/2004 laying down detailed rules for the implementation of European Parliament and Council Regulation (EC) No 178/2002 with regard to the network of organisations operating in the fields within the Authority's remit.

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<sup>1</sup> Article 125.1(a) FR



## INDICATIVE PROCEDURE TIMETABLE

Milestone	Date <sup>2</sup>	Comments
<b>Launch date</b>	15/07/2021	Date of call publication on EFSA's website.
<b>Deadline for applicants to raise clarification questions to EFSA</b>	15/09/2021	If, after having read this Call for proposals and guide for applicants, you have any questions, you may address them to <a href="mailto:EFSAProcurement@efsa.europa.eu">EFSAProcurement@efsa.europa.eu</a> by indicating the Call reference.
<b>Deadline for EFSA to reply to clarification questions</b>	17/09/2021	Replies will be provided on EFSA's webpage where this Call is published and which the applicants are requested to consult regularly.
<b>Deadline for submission of proposals</b> <u>Any proposal posted after the final deadline will automatically be rejected.</u>	<b>23/09/2021</b>	<p>You can submit your proposal:</p> <ul style="list-style-type: none"> <li>- either by post (registered mail) or by courier not later than <b>23/09/2021</b>, in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the address indicated below. The applicant submitting a proposal by post or by courier is requested to send an informative e-mail to <a href="mailto:EFSAProcurement@efsa.europa.eu">EFSAProcurement@efsa.europa.eu</a>.</li> <li>- or delivered by hand <b>not later than 12.30 hours (Italian time) on 23/09/2021</b> to the address indicated below. In this case, a receipt must be requested from EFSA as proof of submission, signed and dated by the staff member in EFSA Post Office who accepted the delivery. The EFSA Post Office is open from 8.30 to 12.30 Monday to Friday. It is closed on Saturdays, Sundays and EFSA holidays.</li> </ul> <p>Submission by post, courier or hand to this address:  <u>European Food Safety Authority - EFSA</u>  <u>For the attention of – Mrs Laura Perati, Finance Unit</u>  <u>(Procurement Team)</u>  <u>Via Carlo Magno 1/A, I – 43126 Parma, Italy</u></p> <p>Proposals must be submitted using the double envelope system. The outer envelope should be sealed with adhesive tape, signed across the seal and carry the following information:</p> <ul style="list-style-type: none"> <li>- "CALL FOR PROPOSALS GP/EFSA/DATA/2021/03 – NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT".</li> <li>- name of the applicant</li> <li>- <b><u>the posting date should be legible on the outer envelope</u></b></li> </ul>
<b>Notification of the evaluation results</b>	November	<p>Estimated</p> <p><i>Attention: outcome of the present call will be communicated to all applicants to the e-mail address indicated in their proposal. Accordingly, applicants who have submitted proposals under the present call are strongly invited to check regularly the inbox in question.</i></p>

<sup>2</sup> All times are in the time zone of the country of the EFSA.



<b>Grant agreement(s) signature</b>	December	Estimated
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**Provide EFSA with feedback:**

If you considered applying to this call for proposals but finally decided not to do so, your feedback and reasoning for such a decision would be very much appreciated. Please address it to: [EFSAProcurement@efsa.europa.eu](mailto:EFSAProcurement@efsa.europa.eu). EFSA will process any feedback confidentially in order to improve the quality of its future grant calls.



# 1. GRANT OPPORTUNITY AND CONDITIONS

## 1.1 LEGAL FRAMEWORK

Article 36 of the Regulation (EC) 178/2002<sup>3</sup> of the European Parliament and of the Council of 28 January 2002 laying down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety foresees the possibility to financially support networking of organisations operating in the fields within the EFSA's mission.

In particular, Article 36 (1) stipulates that the Authority shall promote the European networking of organisations operating in the fields within the Authority's mission. The aim of such networking is, in particular, to facilitate a scientific cooperation framework, the development and implementation of joint projects<sup>4</sup>, the exchange of expertise and best practices in the fields within the Authority's mission.

On the 19th December 2006 the Management Board, acting on a proposal from the Executive Director, drew up a list of competent organisations designated by the Member States which may assist EFSA, either individually or in networks, with its mission. This list is regularly updated by EFSA's Management Board.

Article 5 of the Commission Regulation (EC) 2230/2004 of 23 December 2004 laying down detailed rules for the implementation of the European Parliament and Council Regulation (EC) 178/2002 with regard to the network of organisations operating in the fields within the EFSA's mission specifies that the financial support to the networking organisations shall take the form of subsidies (grants) awarded in accordance with the EFSA's financial regulation and implementing rules.

The present Call for proposals and guide for applicants (hereinafter referred to as "the Call") is procedurally governed by Regulation (EU, Euratom) 2018/1046<sup>5</sup> of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012.

This call is based on EFSA's 2021 Work Programme for grants and operational procurements as presented in Annex XIa of the Programming Document 2021 – 2023, available on the EFSA's website<sup>6</sup>.

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

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

<sup>5</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32018R1046&from=IT>

<sup>6</sup> [https://www.efsa.europa.eu/sites/default/files/corporate\\_publications/files/amp2123.pdf](https://www.efsa.europa.eu/sites/default/files/corporate_publications/files/amp2123.pdf)



## SIMPLIFIED FORM OF GRANT - FINANCING BASED ON ACHIEVEMENT OF RESULTS

Financing based on achievement of results as opposed to financing based on cost is a new type of grant introduced in the EU financial Regulation 2018. This type of grant gives advantages on an administrative level to both EFSA and the beneficiaries. The below table illustrates the main changes.

- **Co-financing principle is not applicable**
- **No-profit principle is not applicable**
- **Estimated budget is not requested**
- **The concept of eligible/non eligible costs is no longer relevant**
- **Payments are done based on approval of deliverables. No need for EFSA to calculate the final grant amount based on spending and no need for the beneficiary to submit supporting documents for incurred costs.**



## 1.2 BACKGROUND AND MAIN OBJECTIVE OF THE CALL

### BACKGROUND

The availability of detailed and high-quality food consumption data collected at an individual level is essential to carry out reliable and refined dietary exposure assessments within EFSA's risk assessments work. The collection of accurate and harmonised food consumption data at a European level is therefore considered a primary long-term objective for EFSA.

Since 2011, EFSA has supported 26 dietary surveys in 17 Member States and six dietary surveys in four pre-accession countries, as part of the EU MENU framework project "What's on the Menu in Europe?". In December 2014, the guidance on the EU Menu methodology was endorsed by the EFSA Network on Food Consumption Data and it was published. This guidance describes in detail the methodology to be used for the collection of harmonised and high-quality food consumption data from all European countries under the EU Menu framework project. So far EFSA supported dietary surveys in both children and adult's population groups in the following 15 countries: Belgium, Croatia, Cyprus, Estonia, France, Hungary, Italy, Latvia, Poland, Portugal, Slovenia, Spain, The Netherlands, Montenegro and Serbia. Only dietary surveys in adults were supported in Austria, Finland, Greece, Romania and Bosnia and Herzegovina whereas in North Macedonia this was the case only for the children population.

All EU Menu projects are expected to be finalised by the end of 2023 and the food consumption data collected within these dietary surveys will, step by step, be added to those already available in the EFSA Comprehensive European Food Consumption Database<sup>7</sup>.

Consumer behaviours, however, evolve in time and it is fundamental to keep EFSA's food consumption database updated. Therefore, the collection of up-to-date, harmonised, and high-quality food consumption and related data should continue after 2023. EFSA needs to prepare the ground for the next round of national dietary surveys within the EU, expected to be carried out after 2025 (EU Menu phase 2). This must be cost and time effective without jeopardising the quality of the collected data.

### MAIN OBJECTIVE OF THE CALL

The objective of this grant is to map the landscape on methods and tools available/used for national dietary surveys outside the EU Menu project and to evaluate those used under the EU Menu surveys as well as the consumption data received so far. Based on the results of this analysis the EU Menu guidance will be updated, in view of the possible use of new technology during the next round of national dietary surveys for different age classes and within the EU, EFTA and IPA countries (EU Menu phase 2).

### 1.3 SPECIFIC OBJECTIVES OF THE CALL

The specific objectives are the following:

1. Develop a search protocol and carry out an extensive literature review on methodologies and tools (e.g. dietary software) for collecting food consumption data at individual level in view of their use in national dietary surveys. The review should also include the evaluation and analysis of the methodologies and tools described in the EU Menu guidance and those used under the

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<sup>7</sup> <https://www.efsa.europa.eu/en/food-consumption/comprehensive-database>



EU Menu surveys, as described in the respective project reports<sup>8</sup>. Emphasis should be given to the dietary assessment methods, administration of the interview, description of foods, portions quantification and quantities reported to be consumed as well as collection of non-dietary information. This extensive literature search should include peer reviewed articles and grey literature (e.g. project reports etc.) published worldwide after 2005. At least two bibliographic databases need to be consulted to retrieve relevant peer reviewed articles (e.g. Scopus, Web of Science Core Collection, FSTA, PubMed). Sources for grey literature will be agreed during the protocol phase.

2. Establishment of a protocol for the evaluation of the food consumption and related data collected under the EU Menu framework project in view of identifying differences in the quality of the results due to the use of different methods and/or tools. In particular, the protocol should define in detail the quality indicators to be used to evaluate each of the methodological requirements defined in the EU Menu guidance. The quality of the food consumption and related data might, for example, be evaluated through the following indicators: 1) the level of details of the FoodEx2 classification of the foods consumed by survey participants, 2) % of under and/or over reporting subjects, 3) the occurrence of frequently forgotten foods (e.g. water, snacks, food supplements), 4) the completeness of ingredients for the disaggregation of recipes, 5) the availability of raw and cooked quantities, etc. In addition, an evaluation of the representativeness of the EU Menu surveys should consider the appropriateness of the study organisation and planning, including the sampling design and sample size, for the target population group, not only at geographical level but as well with respect to other important variables related to consumption patterns (e.g. season, week days, etc.). The recruitment and participation rate should also be considered in the evaluation protocol. The quality indicators can be based on information extracted from the food consumption and related data and/or from the EU Menu external scientific reports published on the EFSA website. EFSA will provide access to the EU Menu food consumption data received so far, after the kick-off meeting, to give the possibility to carry out preliminary analysis of the data with the objective of identifying the above-mentioned quality indicators. In addition, EFSA might propose the inclusion of additional indicators during the assessment of the developed protocol during the relevant meeting.
3. Deliver a report describing the results of the quality evaluation of the EU Menu dietary surveys and of the food consumption and related data collected so far, as described in the above-mentioned protocol. All quality indicators should be presented and evaluated in relation to the different methodologies and tools used within the different surveys, the compliance of the EU Menu guidance and the comparability of the survey results. Based on this analysis and the extensive literature review, the report should as well provide suggestions for an update of the EU Menu guidance, with the possible use of new technologies, in view of the next round of national dietary surveys for different age classes and within the EU, EFTA and IPA countries (EU Menu phase 2).

## 1.4 ELIGIBLE ORGANISATIONS

In order to achieve the main objective of the call, the proposal can be submitted by **one eligible organisation or by a consortium of eligible organisations**. In case of a consortium, one of the partners must be identified in the proposal as the consortium leader. The applicant is responsible for identifying consortium partners.

To be eligible, the applicant and in case of a consortium the partner/s must be on the list of competent organisations designated by the Member States in accordance with Article 36 of Regulation (EC)

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<sup>8</sup> [https://efsa.onlinelibrary.wiley.com/doi/toc/10.1002/\(ISSN\)1831-4732.scientificreports](https://efsa.onlinelibrary.wiley.com/doi/toc/10.1002/(ISSN)1831-4732.scientificreports)



178/2002 and Commission Regulation (EC) 2230/2004. This list is regularly updated by EFSA Management Board. You may consult the list on EFSA's website at <http://www.efsa.europa.eu/en/networks/art36.htm>. It is sufficient to be on the Art. 36 list at the moment of entry into force of the legal commitment, i.e. the signature of the grant agreement. We however strongly suggest that you apply to the Art. 36 list before expiry of the application deadline for this call for proposals.

## 1.5 ROLES AND RESPONSIBILITIES

### A) If the proposal is submitted by a consortium:

For proper understanding of this call it is also important to have clarity on the used terminology in respect of the involved organisations and their roles.

- **The Applicant** submits the project proposal/grant application to EFSA on behalf of the consortium. The applicant is the leading entity of the consortium. There can be only one applicant in project proposal/grant application.
- **The Partner** is the other entity in the consortium. There can be a minimum of one partner or preferably more partners.

Once the grant is awarded the grant agreement is signed between EFSA, the applicant and all partners. However, the partners do not sign themselves the grant agreement. They give to the applicant, if they agree so, a mandate (template will be provided by EFSA), where they authorise the applicant to sign the grant agreement, and any possible amendments to it, also on their behalf. This facilitates the signature process where only two signatures need to be collected, one from EFSA and one from the applicant. As soon as the grant agreement is signed the applicant becomes **the Coordinator** and its partner/s become **the Co-Beneficiary/ies**. The coordinator and co-beneficiary/ies are together referred to as **the Beneficiaries**. The beneficiaries are jointly and severally liable for the technical implementation of the project as described in the proposal which will become annex 1 of the grant agreement. If a beneficiary fails to implement its part of the project, the other beneficiaries become responsible for implementing its part.

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

- Take part in implementing the project;
- Monitors that the action is implemented properly;
- Act as the intermediary for any communication between the consortium and EFSA;
- Receive and answers all claims EFSA might have in relation to the implementation of the project;
- Request and review any documents or information required by EFSA and verify their completeness and correctness before passing them on to EFSA;
- Inform EFSA and the partner/s of any event that is likely to substantially affect the implementation of the project;
- Submit the deliverables and reports to EFSA;
- Request and receive payments from EFSA and distribute the funds to partner/s without unjustified delays;

The coordinator may not delegate the above-mentioned tasks to the Co-Beneficiary/ies or subcontract them to any third party.

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

- Take part in implementing the project;





- Forward to the coordinator the data needed to draw up the reports and other documents required under the grant agreement;
- Inform the coordinator of any event or circumstances likely to substantially affect or delay the implementation of the project.

### **B) If the proposal is submitted by a sole applicant:**

For proper understanding of this call it is also important to have clarity on the used terminology in respect of the involved organisations and their roles.

- **The Applicant** submits the project proposal/grant application to EFSA. There can be only one applicant in project proposal/grant application.

As soon as the grant agreement is signed the applicant becomes the beneficiary. The beneficiary is liable for the technical implementation of the project as described in the proposal which will become annex 1 of the grant agreement.

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

- Take part in implementing the project;
- Monitors that the action is implemented properly;
- Communicate with EFSA;
- Receive and answer all claims EFSA might have in relation to the implementation of the project;
- Request and review any documents or information required by EFSA and verify their completeness and correctness before passing them on to EFSA;
- Inform EFSA of any event that is likely to substantially affect the implementation of the project;
- Submit the deliverables and reports to EFSA;
- Request and receive payments from EFSA.

## **1.6. POSSIBILITY OF IMPLEMENTING CONTRACTS AND SUBCONTRACTING**

### **Implementation contracts:**

Where the implementation of the project requires the award of procurement contracts (implementation contracts), e.g. purchase of an equipment, the beneficiary/ies must award the contract to the entity offering the best value for money or the lowest price (as appropriate), avoiding conflicts of interests, and retain the documentation for the event of an audit.

Entities acting in their capacity of contracting authorities in the meaning of applicable public procurement directive shall abide by the applicable national public procurement rules.

### **Sub-contracting:**

It is a subgroup of the implementation contracts, hence must satisfy the above conditions. Sub-contractors are not consortium partners. They are not part of the grant agreement. They don't have a contractual relationship with EFSA. Subcontractors are entities contracted by the applicant and/or its partner/s to carry out some specific tasks. Subcontracting is allowed under these conditions:

- Subcontracting only covers the implementation of a limited part of the action.
- Recourse to subcontracting is justified having regard to the nature of the project and what is necessary for its implementation;
- The tasks intended to be subcontracted and the corresponding estimated costs must be approved by EFSA before the signature of the grant agreement;



- Any recourse to subcontracting while the project is in progress, if not envisaged from the outset in the proposal, is subject to prior authorisation in writing by EFSA, and shall be formalised via an amendment of the grant agreement.
- The conditions applicable to the beneficiaries under Article II.7 of the grant agreement are also applicable to the subcontractor.
- Core tasks, such as project coordination and preparation/submission of deliverables, cannot be subcontracted. Only ancillary and assistance tasks can be subcontracted, such as retrieving peer reviewed articles identified through the extensive literature review.

### 1.7 DURATION, MEETINGS AND REPORTING

The maximum duration of projects under this call is **21 months (after the kick-off meeting)**.

Below mentioned meetings with EFSA are foreseen:

- 1. Kick off meeting (physical meeting held at EFSA premises or, in case of travel restrictions, tele-meeting):** The kick-off meeting is regarded as the start of the project and takes place no later than **one month** after the signature of the grant agreement. At this meeting, details of the project will be discussed and the objectives, the different reports structure and timeframe will be clarified. In particular, the beneficiary will explain their proposal. Minutes of the meeting shall be taken and provided to EFSA by the beneficiary.
- 2. Interim meeting N.1 (tele-meeting) will be held five months after the start of the project:** The purpose of this meeting is to present the results of the extensive literature review (described in point 1 under the specific objectives of the call), the way of using its results as well as any problems or difficulties (technical or financial) encountered during the project. During the same meeting the protocol for the evaluation of the food consumption and related data collected under the EU Menu project (described in point 2 under the specific objectives of the call) will be discussed. Additional quality indicators to those presented to be used for the evaluation might be proposed by EFSA. The results will be then described in detail in the report described as Deliverable D2 where the protocol will be present as an Annex. Minutes of the meeting shall be taken and provided to EFSA by the beneficiary.
- 3. Interim meeting N.2 (tele-meeting) will be held 11 months after the start of the project:** The purpose of this meeting is to present and discuss the progress of the evaluation of the food consumption and related data collected so far under the EU Menu project according to the evaluation protocol. EFSA might here, as well, propose additional points to be evaluated in addition to those previously established. Minutes of the meeting shall be taken and provided to EFSA by the beneficiary.
- 4. Interim meeting N.3 will be held 17 months after the start of the project:** The purpose of this meeting is to present and discuss the progress of the evaluation of the food consumption and related data collected so far under the EU Menu project according to the evaluation protocol. EFSA might here, as well, propose additional points to be evaluated in addition to those previously established. Minutes of the meeting shall be taken and provided to EFSA by the beneficiary.
- 5. Final meeting (physical meeting, held at EFSA premises or, in case of travel restrictions, tele-meeting) will be held one month before the end of the project.** The purpose of this meeting is to present the final results of the quality evaluation of the food consumption and related data collected so far under the EU Menu project and provide suggestions for updating the EU Menu guidance. Both results and suggestions will then be



detailed in the final report (Deliverable D4). Minutes of the meeting shall be taken and provided to EFSA by the beneficiary.

Minutes of the meetings and below mentioned deliverables and reports must be drafted in United Kingdom Standard English language. They will include a full description of the process implemented. All deliverables created within this project may be subject to publication at EFSA's discretion.

- 1. Deliverable D1 (Deadline: one month after the start date of the project).** The deliverable D1 is the protocol for the extensive literature review including a description of its development, i.e. selection criteria, organisation of the results and their future use, etc.
- 2. Deliverable D2 (Deadline: six months after the start date of the project).** The deliverable D2 is a report that will describe the outcome of the extensive literature review. The EndNote database with references and abstracts of the literature selected will be an Annex to this report.
- 3. Deliverable D3 (Deadline: six months after the start date of the project).** The deliverable D3 consists of the protocol and complete methodology for the evaluation of the food consumption and related data collected under the EU Menu project developed within the second specific objective. The list of quality indicators to be used to evaluate each of the methodological requirements defined in the EU Menu guidance should also be included.
- 4. Deliverable D4 (Deadline: 21 months after the start date of the project).** The deliverable D4 is a final report that will describe the results of quality evaluation of the food consumption and related data collected under the EU Menu project and propose amendments to the EU Menu guidance with the possible use of new technology, in view of the next round of national dietary surveys for different age classes and within the EU, EFTA and IPA countries (EU Menu phase 2). The final report will include the protocol in Deliverable D3 as an Annex.

## 1.8 PAYMENTS

The following payment scheme will be applied to the signed grant agreement:

- **pre-financing payment**, upon grant agreement entry into force, without need for a request for payment, between 10% and 20% of the maximum grant amount set out in the grant agreement; the aim of the pre-financing is to provide the beneficiaries with a float; it remains the property of the EU until the payment of the balance. Please note the exact amount of pre-financing will be determined at the time of awarding the grant;
- **interim payment**, based on the request for interim payment, up to 30% of the maximum grant amount set out in the grant agreement. The interim payment is subject to the approval by EFSA of deliverables D1, D2 and D3;
- **final payment (payment of the balance)**, the amount due as the balance payment is calculated by EFSA by deducting from the final EFSA grant amount the total amount of pre-financing and interim payments already made. The payment is subject to the approval of Deliverable D4 by EFSA.



## 1.9 GRANT PRINCIPLES

The financial help provided by EFSA under this Call is a grant governed by the EU Financial Regulation referred to in part 1.1. Accordingly, the grant awarded following this Call must comply with the following principles:

- **Co-financing:** Not applicable
- **No-profit:** Not applicable
- **Non-retroactivity:** A grant may be awarded for a project which has already begun provided that the applicant can demonstrate the need for starting the action prior to signature of the grant agreement. In such cases, costs eligible for financing shall not have been incurred prior to the date of submission of the grant application. No grant may be awarded retrospectively for a project already completed.
- **Non-cumulative:** A project may only receive one grant from the EU budget. In no circumstances shall the same costs be financed twice by the Union budget. To ensure this, the applicant shall indicate the sources and amounts of Union funding received or applied for the same project or part of the project or for its functioning during the same financial year as well as any other funding received or applied for the same project.

## 1.10 EFSA GRANT CONTRIBUTION

The grant will take the form of a financing not linked to costs amounting to maximum 200.000 euro. Payment) will be conditioned on the achievement of the results described in point 1.7.

EFSA intends to fund one proposal following this Call. However, EFSA reserves the right not to award all the funds available at any cost, e.g. if the quality of submitted proposals will not be satisfactory.

Please note that EFSA has also the right not to award any grant and to cancel the whole grant procedure at any time before the signature of the grant agreement without any compensation to be paid to the applicant.

If the amount granted is lower than the funding needed by the applicant, it is up to the latter to find supplementary financing or to cut down on the total cost of the project without diluting either the objectives or the content.

## 1.11 PUBLICITY

The beneficiary/ies is/are expected to follow the rules on visibility of EFSA funding set out in Article II.8 of the grant agreement.

According to Article 38 of the EU Financial Regulation EFSA is bound to publish information on recipients of its grants at its website. Such publication shall take place no later than 30 June of the year following the financial year in which the grants were awarded and shall cover these data of the beneficiaries:

- name of the beneficiary,
- address of the beneficiary,
- subject of the grant,
- amount awarded.



## 1.12 PROTECTION OF PERSONAL DATA IN RELATION TO GRANT PROCEDURES

Processing your application in the context of this grant procedure, will involve the recording and processing of personal data (i.e. the name, any CV and contact details and/or financial details of individuals contained in your application) pursuant to Regulation (EC) N° 2018/1725<sup>9</sup>.

Unless indicated otherwise, the questions and any personal data requested are required to evaluate the application in accordance with the specifications of the Call and the data will be processed solely for that purpose.

Detailed information on the processing of personal data in the context of grant award procedures of EFSA is given in the [Privacy Statement](#) available on the EFSA website. This on-line privacy statement details the following:

- the legal basis, purpose and controller of the personal data processing;
- what personal information EFSA is collecting and/or further processing;
- to whom personal data is disclosed;
- what technical means are applied for data processing and way in which EFSA secures the information;
- how data subjects can access, modify and delete their information;
- how long EFSA keeps the personal data;
- the contact details for data subjects to exercise their rights;
- the right of recourse to the European Data Protection Supervisor.

Personal data may be registered in the Early Detection and Exclusion System (EDES) if you are in one of the situations mentioned in Article 136 - 140 of the Financial Regulation. For more information see the Privacy Statement on:

[http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm)).

In case the implementation of activities under an awarded grant entails the processing of personal data, the beneficiary shall comply with the relevant rules in the **draft Grant Agreement (Annex 1)** as a data processor of EFSA.

## 1.13 PUBLIC ACCESS TO DOCUMENTS

In the general implementation of its activities and for the processing of grant procedures in particular, EFSA observes Regulation (EC) N° 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents.

## 1.14 OPEN ACCESS

EFSA is committed to the publication of grant outputs on the EFSA website and/or in the [Knowledge Junction](#)<sup>10</sup> in order to improve transparency, reproducibility and evidence reuse. The Knowledge Junction runs on the EU-funded Zenodo research-sharing platform where uploaded items receive a unique Digital Object Identifier to make them citable. Any part of the output resulting from the action under this grant may be published (at EFSA's discretion) on the Knowledge Junction with attribution to the beneficiary.

<sup>9</sup> Regulation (EU) 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 Decision No 1247/2002/EC.

<sup>10</sup> Learn more at <http://www.efsa.europa.eu/en/press/news/161114>



## 2. SELECTING PROPOSALS

The **Evaluation Committee** established by EFSA specifically for this call will evaluate the submitted proposals in five steps:

1. Verification of submission requirements (see 2.1)
2. Eligibility criteria (see 2.2)
3. Exclusion criteria (see 2.3)
4. Selection criteria (see 2.4)
5. Award criteria (see 2.5)

If the proposal fails at any step it is automatically excluded from further evaluation. EFSA may contact the applicant during the evaluation process if there is a need to clarify certain aspects or for the correction of clerical mistakes.

### 2.1 VERIFICATION OF SUBMISSION REQUIREMENTS

The following will be verified:

- The proposal was submitted within the deadline for submission of proposals.
- The proposal is submitted on the **EFSA application form (Annex 2)**.
- The proposal is duly signed by the authorised representative of the applicant.
- The proposal is complete and includes all the supporting documents.

### 2.2 ELIGIBILITY CRITERIA

The following will be verified:

- The applicant and in case of consortium also its partner/s are on the list of competent organisations designated by the Member States in accordance with Art 36 of Regulation (EC) 178/2002 and Commission Regulation (EC) 2230/2004. This list is regularly updated by EFSA Management Board.
- Applicant and, in case of consortium, also partner/s participate in the project financially.
- Applicant and, in case of consortium, also partner/s are involved in the execution of the project.
- Subcontracting, if any, is justified in the proposal.

#### Documents to be provided:

- **LEGAL ENTITY FORM (Annex 3)** ([download template here](#)) to be completed and signed by the applicant and in case of consortium also by its partner/s. For a public body this legal entity form should be provided together with a copy of the resolution or decision establishing the public body, or other official document establishing that public body. For a private body an extract from the official journal, copy of articles of association, extract of trade or association register, certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical only one of these documents is required).
- **FINANCIAL IDENTIFICATION FORM (Annex 4)** ([download template here](#)) to be completed only by the applicant and in case of consortium only by the coordinator.

Please note that there is no need to submit these forms if they have already been submitted under another EFSA procurement or grant procedure and provided that these forms are still valid. In this case simply indicate in the application form the reference of the call under which the form/s were submitted to EFSA.



**The following is applicable only if the applicant is a consortium:**

- **PARTNERSHIP STATEMENT:** it is required that the applicant and partner/s provide EFSA with this statement in which they indicate their technical and financial involvement. The applicant and partner/s must sign this partnership statement. No template is provided by EFSA.

### 2.3 EXCLUSION CRITERIA

The applicant and partner/s must sign a declaration on their honour certifying that they are not in one of the exclusion situations referred to in the Articles 136-140 of EU Financial Regulation as listed therein.

**Documents to be provided:**

- **THE DECLARATION ON HONOUR FOR EXCLUSION CRITERIA (Annex 5):** template is published together with this Call; to be completed/signed individually by the applicant and by each of the partners.

### 2.4 SELECTION CRITERIA

The purpose of the selection criteria is to verify the financial and operational capacity of the applicant and in case of a consortium also of its partner/s.

**Financial capacity:**

The applicant and in case of consortium also its partner/s must have stable and sufficient financial resources to:

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

**Operational capacity:**

The applicant or in case of a consortium, the consortium as a whole, must have the technical and professional capacity necessary to complete the proposed project:

**Professional and technical requirements:**

- 1) The institution applying as sole applicant or project coordinator needs to have expertise in food consumption data collection and analysis with extensive scientific and technical (IT) knowledge related to the objectives of this project.
- 2) At least one institution in the project should provide evidence of expertise (at least 5 years) in the data management and extraction of national food consumption data.
- 3) At least one institution in the project should provide evidence of expertise (at least 5 years) in development of search protocol and conduction of high-quality literature review.
- 4) The team of experts involved in the project must have educational background in nutrition dietetics, nutritional epidemiology, food science or any other related science and the following technical competencies:
  - a) methods and best practices related to the development and management of national food consumption database



- b) methods and best practices related to the development of protocols for extensive literature reviews and use of EndNote.
- 5) The team of experts involved in the project must have overall a very good level of spoken and written English (level B2 and above). For non-native speakers, this should be demonstrated by an Official certificate of English proving a B2 level OR at least 3 years of work/study in an English-speaking environment or at least 3 years of experience working in international projects where English is the working language.

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

- Generic evidence: THE DECLARATION ON HONOUR ON SELECTION CRITERIA (Annex 6).
- Generic evidence (if applicable): Additional document for private bodies only: to be submitted only if the grant requested from EFSA is > 60.000 €: **SIMPLIFIED FINANCIAL STATEMENT** (Annex 7) (template available at EFSA's website, published together with this Call) completed for at least last 2 closed financial years.
- Evidence requested for professional and technical requirements:
  - a) For requirement 1: **THE INSTITUTION PROFILE** for all institutions involved in the project as coordinator, member of the consortium or subcontractor. The institution profile must contain the list of at least 3 relevant projects and/or publications related to objectives of this call carried out and/or published in the course of the past 10 years.
  - b) For requirements 2, 3, 4 and 5: A summary table and **THE CURRICULUM VITAE** in Europass form of the experts and other staff intended to be involved in the project, including for each member a brief summary of the relevant expertise, when applicable, for requirements 2, 3, 4 and 5. In addition, the relevant scientific results co-authored/co-produced by the staff involved and a list of publications relevant to the project needs to be submitted.
  - c) For requirement 5: An Official certificate of English proving a B2 level where applicable.
- **Generic evidence (if applicable): LETTER OF COMMITMENT:** applicable only in the case when other public body financially contributes to the project (body other than EFSA, applicant or in case of consortium, its partners); to be signed by the contributing public body; it serves to confirm its commitment to financially contribute to the project; no template is provided by EFSA.
- **Institutional and Individuals declaration of interests** available [here](#)  
EFSA will request Institutional and Individuals DoIs only from the awarded beneficiary, prior to the signature of the grant agreement. The requirement to submit Institutional and Individual DoIs will be specified in the award letter and will have to be provided and assessed by the EFSA Authorising Officer before and as a condition of grant agreement signature. **Institutional and Individual DoIs do not need to be provided with your proposal at this stage.**

In case of a consortium and/or in case of subcontracting, such declarations will need to be completed separately and submitted for each partner and for each identified subcontractor and for each individual member of the project team coming from consortium partners or subcontractors.

Please refer to [EFSA's policy on independence](#) and the [Decision of the Executive Director on Competing Interest Management](#) for more detailed information.





## 2.5 AWARD CRITERIA

The award criteria serve to assess the quality of the proposals submitted in the light of the objectives and priorities set and of the expected results and make it possible to award the grant to the action which, in accordance with Article 199 of the Financial Regulation, maximises the overall effectiveness of the Union funding.

### A) QUALITY AWARD CRITERIA

1. The extent to which **the project is described in detail and the proposed methodology is of high quality** in relation to the development of the search protocol to carry out an extensive literature review on methodologies and tools for collecting data at individual level in view of their use in national dietary surveys. (**MAX 20 POINTS**).
2. The extent to which **the project is described in detail and the proposed methodology is of high quality** in relation to the development of a protocol for the evaluation of the food consumption and related data collected under the EU Menu framework project in view of identifying differences in the quality of the results due to the use of different methods and/or tools. (**MAX 40 POINTS**).
3. The extent to which the proposal **achieves the specific objectives of this call** and is likely to deliver reliable results of the quality evaluation of the EU Menu dietary surveys and of the food consumption and related data collected so far (**MAX 10 POINTS**).
4. **Project programme description clarity**, including phases, detailed description of all activities, tasks/subtasks, clear timelines for the project tasks completion, detailed milestones per task (e.g. via a project Gantt chart), task distribution among consortium partners (if applicable) and individual team members (**MAX 20 POINTS**).
5. **Feasibility of the project execution and risks management**: feasibility of the proposed methodology; description of identified risks and proposed mitigating actions; proposed contingency plan in case of deviations from the project programme (**MAX 10 POINTS**).

**The sum of all quality award criteria gives a maximum possible total of 100 points.**

Applicants must provide a detailed technical proposal addressing all points in this call for proposals and each of the quality award criteria. Repetition of mandatory requirements in the call for proposals without providing further detail will only result in a very low score.

Proposals must score a minimum of 70 points out of maximum possible 100.

### B) PRICE AWARD CRITERION

Applicants which passed the quality threshold will be further assessed to ensure the price proposed does not exceed the maximum budget indicated section 1.10.

## 2.6 PROCESS FOLLOWING THE ASSESSMENT AGAINST AWARD CRITERIA

The applicant(s) will be notified, once the evaluation has been finalized, whether they are placed or not on the reserve list.

EFSA reserves the right to invite the 1<sup>st</sup> ranked applicant on the reserve list, to adapt its proposal based on the evaluators' comments.

Following the successful conclusion of the adaptation phase, the award decision will be taken by EFSA. Subsequently, the grant agreement will be prepared.



If the 1<sup>st</sup> ranked applicant fails to adapt its proposal, EFSA reserves the right to reject the funding. The budget made available in this way may be used for a project of the next ranked applicant on the reserve list.

## 3. SUBMITTING PROPOSALS

### 3.1 APPLICATION FORM

The proposal must be submitted using the **EFSA APPLICATION FORM (Annex 2)**. The application form is published together with this call and must be:

- duly completed in all its parts;
- supported with all the requested annexes;
- signed by a duly authorised legal representative of the applicant.

Please note that, by submitting the proposal, the applicant and in case of consortium also its partner/s accept/s the procedures and conditions as described in this Call and in the documents referred to in it.

In addition to a full paper version of the application the applicant shall submit the application also on a CD/USB data storage format. The electronic version must be identical to the paper version. In case of any discrepancies between the electronic and paper version, the latter will prevail. All documents presented by the applicant become the property of EFSA and are deemed confidential.

### 3.2 LANGUAGE OF THE PROPOSAL AND THE SUPPORTING DOCUMENTS

Proposals may be submitted in any official language of the European Union. However, as EFSA`s working language is English, the submission of proposals in English would speed up the evaluation process.

Please note that some supporting documents are required in support of the proposal. These supporting documents are an integral part of the proposal. For more information on the relevant supporting documents to be submitted with the proposal, please refer to part 2 of this Call. If these supporting documents are in a language other than English, in order to facilitate and speed up the evaluation, it would be appreciated if a reliable translation of the relevant parts of the documents into English is provided with the proposal.

### 3.3 SUBMISSION MODALITIES

Proposals can be submitted as indicated in the second page of this document in the Indicative procedure timetable (Call for Proposals and guide for Applicants).

### 3.5 EXPECTED DURATION OF PROCEDURE

Information on expected duration of procedure – time to grant:

- Applicants will be informed on the decision regarding their application at the latest by 6 months since the deadline for submission of proposals.



- Signature of the grant agreement will take place at the latest by 3 months since the successful applicant/s has/have been informed on the decision on their application.



## ANNEXES:

- Annex 1: Draft grant agreement
- Annex 2: Application form
- Annex 3: Legal entity form (download template [here](#))
- Annex 4: Financial identification form (download template [here](#))
- Annex 5: Declaration on honour for exclusion criteria
- Annex 6: Declaration on honour for selection criteria
- Annex 7: Simplified financial statement (download template [here](#))