

Interreg Project – First Level Control

Call for tenders

European Cyclists' Federation

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ECF is looking for a First Level Controller responsible for verifying that the expenditure declared by ECF, as beneficiary of an Interreg project, complies with the applicable law and the Programme rules. Controller will also ensure that the co-funded products and services were delivered and paid.

Interreg Programme and project

Programme:

Interreg Europe

Project:

ECO-CICLE - European network for the promotion of cycle tourism in natural areas

Duration:

48 months (1st June 2018 – 31st May 2022)

Competences of the Controller:

As a general principle, and independently from the centralized or decentralized system in place, the criteria for professional qualifications and independence of FLC from activities and finances of the operation must be respected and justified.

- Wherever possible, the controller should have prior experience of control of projects co-financed by the EU.

- Whether internal or external, the controller is required to be independent from the controlled structure and qualified to carry out the control of project's expenditure.
- In order to be considered independent, the controllers have to fulfil certain criteria:

An external controller can only be considered Independent if there are no other contractual relationships with the project or ECF as partner organization that could lead to a conflict of interest.

- With regard to the qualification of the first level controller, the task of controlling project expenditure co-financed under the Interreg Programmes goes beyond classical checks on accounts: it also involves a judgment on the compliance with ERDF, national and Programme rules. The controllers are therefore expected to have a profound knowledge of controlling project expenditure under the Structural Funds regulations as well as a good knowledge of English or French (considering that all Programme documents and reports are in one of the two Programme languages).

Main tasks:

The First Level Controller carry out formal checks on ECF expenditures declared during the project implementation each time before submitting a Payment claim. Payment claims will be submitted every 6 or 12 months according to the following table:

Report Nr.	Period	Report type
1	01.06.2018 – 30.11.2018	Phase 1 - Interim
2	01.12.2018 – 31.05.2019	Phase 1 - Interim
3	01.06.2019 – 30.11.2019	Phase 1 - Interim
4	01.12.2019 – 31.05.2020	Phase 1 - Interim
5	01.06.2020 – 31.05.2021	Phase 2 - Interim
6	01.06.2021 – 31.05.2022	Phase 2 - Interim
7	-	Final report

The aim of the FLC is to ensure to the Managing Authority, the Certifying Authority and, most importantly, to the project itself, that costs claimed for reimbursement by the ERDF Interreg Programmes are justified and that their payment is requested by Lead Partners in accordance with the legal and financial provisions of the Subsidy Contract, the Interreg Programme rules and EU and national provisions.

First level control also gives to ECF the guarantee that project accounts comply with the above-mentioned obligations and with legal and financial obligations of each structure contributing to the co-financing of the operation, in accordance with its legal situation and the valid legislation in the concerned State.

In particular the FLC must verify that:

- a) Expenditure is in line with European, Interreg Programmes and national eligibility rules and complies with conditions for support of the project and payment as outlined in the Subsidy Contract;
- b) The costs are eligible;
- c) Expenditure was actually paid with the exception of costs related to depreciations and simplified cost options (SCO);
- d) Expenditure was incurred and paid (with the exceptions above under point b) within the eligible time period of the project and was not previously reported;
- e) The invoices and payments are correctly recorded and sufficiently supported;
- f) Payment of staff costs is proven on the basis of payslips or documents of equivalent probative value;
- g) Expenditure based on simplified cost options (if any) is correctly calculated and the calculation method used is appropriate;
- h) The related activities, sub-contracted supplies and services are in progress or have been delivered or carried out;
- i) Expenditure reimbursed on the basis of eligible costs actually incurred is either properly recorded in a separate accounting system or has an adequate accounting code allocated. The expenditures reported under SCO are recorded in the programme monitoring tool. The necessary audit trail exists and is available for inspection;
- j) Expenditure in currency other than Euro was converted using the correct exchange rate;
- k) Relevant EU / national / institutional and Interreg Programmes public procurement rules were observed;
- l) the community rules have been respected especially with regard to information and publicity, public procurement, equal opportunities and protection of the environment;

- m) Expenditure is related to activities in line with the consolidated application form and the Subsidy Contract.
- n) The beneficiary received external national or European public counterparts corresponding to validated expenditures.

You can find out more information about the controls, audits and verifications procedures in the Programme manuals:

<https://www.interregeurope.eu/library/>

Application procedures

SUBMISSION

Please send us your offer by **Friday, 2nd November** to Mr. Goran Lepen at g.lepen@ecf.com. For any further details please contact us by email, using the above email address, or phone on +32 2 8084 798.

OFFER REQUIREMENTS

Your offer (max 2 page A4) should include

- References to previous experiences as FLC in EU-funded projects, preferably Interreg programmes.
- Short description of your proposal and operative capacity.
- Price offer per control (including details of applicable VAT)

EVALUATION CRITERIA

- ✓ Meets minimum requirements for applicant
- ✓ Price offer per control

Decision will be taken on approx. **Friday 9th November**.

ECF reserves the right to withdraw or modify this call at a later date.