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**BOMCA** | **БОМКА**  
BORDER MANAGEMENT  
PROGRAMME IN CENTRAL ASIA  
ПРОГРАММА СОДЕЙСТВИЯ  
УПРАВЛЕНИЮ ГРАНИЦАМИ В  
ЦЕНТРАЛЬНОЙ АЗИИ

**BORDER MANAGEMENT PROGRAMME IN CENTRAL ASIA PHASE 10  
(BOMCA 10)**

# **2<sup>nd</sup> CALL FOR PROPOSALS GUIDELINES**

**FOR THE NON-PROFIT CIVIL SOCIETY AND NON-GOVERNMENTAL ORGANISATIONS WORKING IN THE BORDER  
REGIONS OF THE CENTRAL ASIAN STATES**

**DEADLINE FOR APPLICATION: 19 November 2023**

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## I. INTRODUCTION

### ICMPD

The International Centre for Migration Policy Development (ICMPD) is an international organisation with 20 Member States and more than 480 staff members. Active in more than 90 countries worldwide, it takes a regional approach in its work to create efficient cooperation and partnerships along migration routes. Priority regions include Africa, Europe and Central Asia, Mediterranean, Silk Routes, Western Balkans and Türkiye. Its approach to migration management – structurally linking policy, research, migration dialogues, and capacity building – contributes to better migration policy development worldwide. The Vienna-based organisation has a mission in Brussels, a regional office in Malta and project offices in several countries. Founded in 1993, ICMPD holds a UN observer status.

### BOMCA 10 Programme

The Border Management Programme in Central Asia Phase 10 (BOMCA 10) is a long-lasting leading initiative funded by the European Union in the region. It is implemented by the consortium of border management institutions of the selected EU Member States and ICMPD led by the State Border Guard for the Republic of Latvia. The tenth phase with a total budget of EUR 21.65 million is the largest initiative in Central Asia. The current phase of the Programme was launched on April 1, 2021, its implementation period is 54 months.

**The main objective of BOMCA 10** is to enhance security, stability, and sustainable growth in the region while supporting cross-border cooperation and improving living conditions for people in the border areas of Central Asia. Thematically, BOMCA 10 covers four components: institutional development of border management agencies, improvement of detection capacities, trade facilitation, and improvement of cross-border cooperation. Geographically, the project covers all five countries of Central Asia, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, and Uzbekistan. The current phase, built on the achievements and results of previous activities, continues working to support cross-border cooperation and improve the living conditions of people residing in the border regions of Central Asia, and will also facilitate legal trade flows across borders.

**The 2<sup>nd</sup> Call for Proposals** is released as part of the BOMCA 10 Component 4 aimed at *the improvement of cross-border cooperation for better living conditions in border areas through local economic development, with a focus on human rights, gender equality and support to vulnerable groups*. Following the 1<sup>st</sup> Call for Proposals within BOMCA 10, that took place in 2022, amplifying the achievements of the projects that received grants within the 1<sup>st</sup> Call for Proposals, as well as acknowledging **an important role played by non-profit organisations in supporting border**

**communities in Central Asia**, BOMCA 10 will provide grants for the implementation of non-profit organizations actions in the border areas along with **the conditions specified in the below sections of these Guidelines for Applicants.**<sup>1</sup>

## **II. CALL FOR PROPOSALS**

### **General objective**

The general objective of the Call for Proposals is to support engagement of non-profit organizations working in the border areas of the Central Asian states<sup>2</sup> in implementation of initiatives for the benefit of the border communities.

### **Specific objective**

The specific objective of the Call for Proposals is to support engagement of non-profit organizations working in the border regions within Central Asia in implementation of initiatives for the benefit of the Central Asian border communities by awarding them with funding as established in this Call for Proposals.

### **The following priority areas are established:**

Actions targeted at bringing assistance and benefit to the population residing in the Central Asian border regions through socially focused initiatives<sup>3</sup> and ultimately, improving the quality of their daily lives, including, but not limited to the following areas:

1. Research and analysis in the area of migration, cross-border and related areas;
2. Awareness raising on irregular migration and trafficking in human beings' prevention, as well as on issues of concern for the population affected by migration;
3. Assistance to vulnerable groups of the population affected by migration and border proximity (in particular to children and women left behind by migrants);
4. Support to entrepreneurship, including social entrepreneurship initiatives, of all groups of the population and among women, as a special category.
5. Facilitation of CSOs and NGOs working in the border regions networks and forums for discussing and cooperating in migration and cross border areas.

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<sup>1</sup> **The present Guidelines for Applicants are available in English and Russian, with the English version prevailing.**

<sup>2</sup> Here and throughout the document, when a reference to Central Asia or the Central Asian states is made, all five Central Asian states, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, and Uzbekistan, are implied.

<sup>3</sup> Initiatives that aim at enhancing social welfare, community development and population empowerment.

Although this list above is not exhaustive, i.e. other socially focused initiative are also eligible for support; action proposals targeting above-mentioned areas will be positively assessed during the evaluation stage in the relevance section.

The project design and outcomes shall benefit the border areas population residing within the borders of the Central Asian states.

### **Scope of actions**

Applications shall benefit the population residing in **at least one border area of the five Central Asian states**, as specified below:

- **Kazakhstan:** The Mangystau region, the Aktobe region, the Kyzylorda region, the Turkistan region, the Jambyl region, and the Almaty region;
- **Kyrgyzstan:** The Jalal-Abad region, the Batken region, the Osh region, the Chui region, the Issyk-Kul region and the Talas region;
- **Tajikistan:** The Khatlon region, the Sughd region, the Gorno-Badakhshan Autonomous Province, and *the following districts of the Republican subordination:* The Lakhsh district, the Rasht district, the Rudaki district, the Shahrinav district and the Tursunzoda district and;
- **Turkmenistan:** The Balkan region, the Daşoguz region the Mary region, and the Lebap region;
- **Uzbekistan:** The Andijan region, the Bukhara region, the Fergana region, the Jizzakh region, the Khorezm region, the Republic of Karakalpakstan, the Namangan region, the Navoiy region, the Qashqadaryo region, the Samarqand region, the Sirdarya region, the Surkhandarya region, and the Tashkent region.

Applications that target other border areas of the Central Asian states, not listed above, **will not be considered.**

#### **Applicants must take into account the following:**

- The Actions can be implemented by a single non-profit organization<sup>4</sup> or in a consortium of two or more Central Asian non-profit organizations jointly targeting a border area of a Central Asian state.
- The Actions shall be based on specific, clear and achievable objectives, a realistic work plan and achievable timeline and measurable outputs/outcomes.
- The Actions must be based on a clear sustainability analysis and demonstrate possibility of duration beyond the timeline of the action (e.g. complementarity with ongoing initiatives).

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<sup>4</sup> Please see Section IV: Eligibility: Eligibility of applicants (i.e. lead applicant and co-applicant(s))

**The following actions are particularly encouraged:**

- Initiatives, targeting more than one Central Asian state and submitted by non-profit organizations from two or more countries for the implementation in a cross-border context.
- Initiatives, which are endorsed by or will be implemented in close cooperation with relevant local authorities of the Central Asian countries.

**Expected outcomes**

The *expected outcomes* of the Call for Proposals include:

1. Award and successful implementation of the non-profit organizations actions targeting the border areas of the Central Asian states that **have contributed to the improvement of living conditions** of the border areas communities;
2. Participation in the Call for Proposals procedure, subsequent capacity development on project implementation modalities for the non-profit organizations as well as practical implementation of action under close monitoring of the BOMCA 10 team, **have further strengthened the capacities of these organisations in project development and implementation;**
3. Implemented actions have contributed to the reinforcement of **a dialogue between the non-profit organizations and local authorities** in the Central Asian region.

### **III. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY**

The overall indicative amount made available under this Call for Proposals is **EUR 660 000** (will be distributed among all selected applicants. The contracting authority reserves the right not to award all available funds.

The requested grant amount for actions shall be:

- Minimum **EUR 45,000**;
- Maximum **EUR 55,000** in case of a sole Applicant i.e. single organisation applying for a grant;
- Maximum **EUR 60,000** in case Lead Applicant is applying together with one or more co-applicants.

Within the framework of this Call for Proposals, the Contracting Authority may finance up to 100% of the total eligible cost of an action. The co-financing is not a mandatory requirement under this Call for Proposals. However, the absence of co-financing shall be duly justified in the Application Form (i.e. Annex A). In the event of co-financing, the balance (i.e. the difference between the total costs of the action and the amount requested from the contracting authority) shall be financed from sources other than the European Union or ICMPD.

Issuance of this Call for Proposals does not constitute an award or commitment on the part of ICMPD to make any awards, nor does it commit ICMPD to pay for costs incurred in the preparation and submission of an application.

#### **IV. ELIGIBILITY**

##### **Eligibility of applicants (i.e. lead applicant and co-applicant(s))**

In order to be eligible for a grant, the Lead Applicant must:

- a) be legally registered in one of the Central Asian states (Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, and Uzbekistan);
- b) be directly responsible for the preparation and management of the action, not acting as an intermediary;
- c) be one of the following types of non-profit organisations (please note that grants will not be awarded to profit-making organisations):
  - Civil society Organisation;
  - Non-Governmental Organisation<sup>5</sup>;
  - Public Association;
  - Foundation;
  - Research institution (public or private); and
- d) have a legal status to operate and implement projects in the border areas of their respective countries (for the reference to the border regions, please, consult the Section Scope of actions).

Establishing cooperation with local authorities (or local government organisations), as well as governmental institutions, foreseen in the implementation of the Action will be an asset, however, an application cannot be submitted by local authorities or governmental institutions themselves in any capacity (as an Applicant).

The grants will not be awarded to local authorities<sup>6</sup> or governmental institutions.

Co-applicants must satisfy the eligibility criteria as applicable to the Lead Applicant.

The applicants shall:

- Have financial and operational capacity to undertake the proposed Action;

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<sup>5</sup> Non-governmental organisation is an organisation: i) which is independent of the state as regards to its establishment and appointment of its personnel and administrators, ii) which is a non-profit legal entity.

<sup>6</sup> Here and throughout the document, "local authorities" refer to public authorities at the decentralised level in the Central Asian border regions.

- Have necessary professional competences and qualifications to complete the proposed Action.

As a general principle, but in observance of the principle of proportionality, ICMPD shall exclude from participation applicants which were found in situations of:

- a) bankruptcy, insolvency or winding-up procedures;
- b) breach of obligations relating to the payment of taxes or social security contributions;
- c) grave professional misconduct, including misrepresentation;
- d) fraud;
- e) corruption;
- f) conduct related to a criminal organisation;
- g) money laundering or terrorist financing;
- h) terrorist offences or offences linked to terrorist activities;
- i) child labour and other trafficking in human beings.

In this respect, Lead Applicants, Co-Applicants and affiliated entities are obliged to declare that they are not in one of the exclusion situations through a signed declaration on honour.

Applicants included in the lists of EU restrictive measures<sup>7</sup> at the moment of the award decision cannot be awarded the contract.<sup>8</sup>

## **Eligibility of Actions**

### **General criteria**

- The duration of Actions shall be minimum 6 months and maximum 12 months.
- Actions shall take place in the territory of at least one of the five Central Asian states and be targeted to make an impact in the border areas as defined in the section ***Scope of actions***.
- Actions shall take into account a risk assessment for implementation, including an assessment for the implications of Covid-19 pandemic and similar events, with a mitigation plan describing how implementation can be ensured in the presence of community transmission, and/or preventive and restrictive measures (for instance, to movements).
- Actions shall not involve activities that could harm the safety and security of beneficiaries, partners and organisations during implementations, or otherwise expose them to risks (in any case, ICMPD shall not take any responsibility in this regard).
- The objective of the Action shall not be commercial.

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<sup>7</sup> <https://wikis.ec.europa.eu/display/ExactExternalWiki/2.+Basic+rules#id-2.Basicrules-2.4.EUrestrictivemeasures>

<sup>8</sup> The updated lists of sanctions are available at [www.sanctionsmap.eu](http://www.sanctionsmap.eu). Please note that the sanctions map is an IT tool for identifying the sanctions regimes. The source of the sanctions stems from legal acts published in the Official Journal (OJ). In case of discrepancy between the published legal acts and the updates on the website it is the OJ version that prevails.



- No grant may be awarded retroactively for Actions already completed.

**Eligible activities (non-exhaustive list)**

- Organising and conducting research activities on migration and cross-border processes in the Central Asian region (with the focus on the border regions as defined in the Scope of actions Section of these Guidelines), as well as on the effects of migration processes on the border areas communities.
- Developing and conducting awareness raising campaigns aimed at mitigating the risks of irregular migration and promoting safe and ordinary migration among the border areas communities, as well as targeting the groups of population affected by migration.
- Providing *assistance*<sup>9</sup> to vulnerable groups of population residing in the border areas, especially women and children left behind by migration.
- Providing *assistance* to the population residing in the border areas in developing their entrepreneurship skills, in particular targeting social entrepreneurship and women-led initiatives.
- Organising capacity development activities for stakeholders to raise their awareness on migration and cross-border issues.

**IMPORTANT NOTE 1**

As it is specified in section IV. Eligibility, Eligibility of applicants (i.e. lead applicant and co-applicant(s)), the lead applicant must be directly responsible for the preparation of the action with the co-applicant(s). Proposed applications should be “original” and “unique” to the target group’s needs, problems, and be designed with proper solutions and implementation methodology. Therefore, applications that may be considered copy – paste applications may be eliminated (from this Call for Proposals) in the course of the evaluation process when the proposals present the same:

- scope of activity, wording or the same sentences differentiated only by rephrasing, or;
- content of the budget including the budget items, justification sheet etc. or;
- implementation modalities with only few differences such as the implementation place, name of lead applicant, co-applicant(s), and the number of target group.

In case multiple applications for the same project idea are submitted, duplicates may be rendered ineligible.

<sup>9</sup> “**Assistance**” under this Call for Proposals includes, for instance:

- advisory and consultancy services;
- training and educational services;
- procurement of small scale goods aimed at development of beneficiaries’ capacities for education or employment, and/or improvement of their medical condition.

## Visibility

The Beneficiary(ies) shall take all necessary steps to publicise the fact that the Contracting Authority and the European Union has financed the Action. Such measures shall comply with the EUTF Toolkit for communication and the *Communicating and Raising EU Visibility: Guidance for External Actions 2022*<sup>10</sup>, laid down and published by the European Commission, and should insure the necessary visibility of the contracting authority and the BOMCA 10 Programme.

## Eligibility of costs

### General criteria

Only eligible costs can be covered by a grant. The categories of costs that are eligible and ineligible are indicated below. The budget is both a cost estimate and an overall ceiling for eligible costs.

In principle, only costs related to activities implemented after the signature of the Grant Contract can be considered eligible. In exceptional and duly justified cases, costs incurred before contract signature may be considered eligible retroactively. In such cases, the Contracting Authority must be informed and has to formally accept, prior to the signature of the Grant Contract any retroactive costs.

Eligible costs are actual costs incurred by the Beneficiary(ies) which meet all the following criteria:

- a) they are incurred during the implementation of the Action. In particular:
  - i. Costs relating to services and works shall relate to activities performed during the implementation period. Costs relating to supplies shall relate to delivery and installation of items during the implementation period. Signature of a contract, placing of an order, or entering into any commitment for expenditure within the implementation period for future delivery of services, works or supplies after expiry of the implementation period do not meet this requirement;
  - ii. Costs incurred should be paid before the submission of the final reports. They may, however, be paid afterwards, provided they are listed in the final report together with the estimated date of payment;
  - iii. An exception is made for costs relating to final reports, audit and final evaluation of the Action, which may be incurred after the implementation period of the Action;
  - iv. Procedures to award contracts may have been initiated and contracts may be concluded by the Beneficiary(ies) before the start of the implementation period of the Action, provided that the procurement rules of the Annex IV of the contract are respected.
- b) they are indicated in the overall budget for the Action;

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<sup>10</sup> [https://ec.europa.eu/international-partnerships/comm-visibility-requirements\\_en](https://ec.europa.eu/international-partnerships/comm-visibility-requirements_en)

- c) they are necessary for the implementation of the Action;
- d) they are identifiable and verifiable, in particular being recorded in the accounting records of the Beneficiary(ies) and determined according to the applicable accounting standards of the country where the Beneficiary(ies) is established and according to the usual cost accounting practices of the Beneficiary(ies);
- e) they comply with the requirements of applicable tax and social legislation;
- f) they are reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

#### **IMPORTANT NOTE 2**

The expenditure verification shall be performed by the auditor contracted by ICMPD. The applicant should not include in the budget any costs related to expenditure verification

#### **Eligible direct costs**

The following direct costs of the Beneficiary(ies) shall be eligible:

- a) the cost of staff assigned to the Action, corresponding to actual gross salaries including social security charges and other remuneration-related costs; salaries and costs shall not exceed those normally borne by the Beneficiary(ies), unless it is justified by showing that it is essential to carry out the Action;
- b) local travel (within Central Asia) and subsistence costs for staff and other persons taking part in the Action, provided they do not exceed those normally borne by the Beneficiary(ies) nor the rates published by the European Commission<sup>11</sup> at the time of such missions;
- c) purchase costs for equipment and supplies (new or used) specifically for the purpose of the Action, provided that ownership is transferred<sup>12</sup> at the end of the Action when required.  
**Maximum threshold shall be 30% of the direct eligible costs;**
- d) depreciation, rental or leasing costs for equipment (new or used) and supplies specifically dedicated to the purposes of the action;
- e) costs of consumables;
- f) costs entailed by contracts awarded by the Beneficiary(ies) for the purposes of the Action;

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<sup>11</sup> For more information, please consult the website of the European Commission [https://international-partnerships.ec.europa.eu/funding-and-technical-assistance/guidelines/managing-project/diem-rates\\_en](https://international-partnerships.ec.europa.eu/funding-and-technical-assistance/guidelines/managing-project/diem-rates_en)

<sup>12</sup> Where the Beneficiary(ies) does not have its headquarters in the country where the Action is implemented, the equipment, vehicles and supplies paid for by the Budget for the Action shall be transferred to a local Beneficiary(ies) and affiliated entity and/or the final beneficiaries of the Action, at the latest when submitting the final report, and as agreed with the Contracting Authority.

- g) costs deriving directly from the requirements of the Contract (dissemination of information, evaluation specific to the Action, audits, translation, reproduction, insurance, etc.) including financial service costs (in particular the cost of transfers and financial guarantees where required according to the Contract);
- h) duties, taxes and charges, including VAT, paid and not recoverable by the Beneficiary(ies), unless otherwise provided in the Special Conditions;
- i) project office costs or a portion of these when used for the action.

Costs actually incurred in relation to a project office used for the action or a portion of these costs may be accepted as eligible direct costs if the description of the project office, the services or resources it makes available, its overall capacity and (where applicable) the distribution key are provided in the Description of the Action and the Budget.

### **Contingency reserve**

A reserve for contingencies and/or possible variations in exchange rates, not exceeding 5% of the direct eligible costs, may be included in the budget for the Action. It can be used only with the prior written authorisation of the Contracting Authority.

### **Indirect costs**

The indirect costs for the Action are those eligible costs which may not be identified as specific costs directly linked to the implementation of the action and may not be booked to it directly according to the conditions of eligibility. However, they are incurred by the Beneficiary(ies) in connection with the eligible direct costs for the Action. They may not include ineligible costs or costs already declared under another costs item or heading of the budget of this Contract.

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed 7% of the estimated total eligible direct costs.

The applicant(s) may be asked to justify the percentage requested before the Grant Contract is signed. However, once the flat rate has been fixed in the special conditions of the grant contract, no supporting documents need to be provided.

### **Ineligible costs**

The following costs shall not be considered eligible:

- a) debts and debt service charges (interest);
- b) provisions for losses or potential future liabilities;
- c) costs declared by the Beneficiary(ies) and financed by another action or work programme receiving an ICMPS grant or European Union grant (including through EDF);

- d) purchases of land or buildings, except where necessary for the direct implementation of the Action, in which case ownership shall be transferred to the final beneficiaries and/or a local Beneficiary(ies), at the latest at the end of the Action, in accordance with Article 7.5;
- e) currency exchange losses;
- f) credits to third parties, unless otherwise specified in the Special Conditions;
- g) contributions in kind;
- h) bonuses included in costs of staff;
- i) Negative interest charged by banks or other financial institutions.
- j) financial support to third parties;
- k) international travel outside of Central Asia;
- l) purchase of vehicles.

### **No profit principle**

The grant may not produce a profit for the applicant(s) or co-applicant(s) with the exception of the low value grants (i.e. grants of EUR 60,000 or less). Profit is defined as a surplus of the receipts over the eligible costs approved by the Contracting Authority when the request for payment balance is made.

## **V. HOW TO APPLY AND PROCEDURES TO FOLLOW**

All applications shall be received before the deadline:

**19 November 2023 at 17:00h Vienna local time**

Submitting an application for an ICMPD Call for Proposals is a three-step process:

1. Applicants shall register on the ICMPD electronic Application Platform at <https://in-tendhost.co.uk/icmpd.aspx/Home>.
2. Applicants must register their organization on the platform. Once registered, applicants shall express interest for the Call for Proposals and download the application documents.
3. Applicants shall complete all annexes and supporting documents, upload them to the electronic Application Platform, and submit their application. Applicants will receive a confirmation email if their application has been submitted correctly and within the deadline. Please note that documents provided to the IN-TEND system should be in the following formats:
  - Application form must be submitted as a WORD file AND as a signed scanned version (PDF).
  - Budget must be submitted as an EXCEL file AND as a signed scanned version (PDF).
  - All supporting documents must be scanned and in PDF format.

A step-by-step guide explaining how to register and submit an application can be downloaded at <https://in-tendhost.co.uk/icmpd/asp/BuyerProfiles>. Applicants that face difficulties submitting an application through the electronic Application Platform, shall contact [grants@icmpd.org](mailto:grants@icmpd.org). Applications sent by any other means (e.g. by email or post) will be rejected.

**Lead Applicant shall submit the following documents:**

- Application Form (Annex A) and Budget (Annex B):** Lead applicants shall keep to the format of the Application Form and Budget and fill in the paragraphs and pages in order. The Application Form and Budget should be completed carefully and as clearly as possible so that it can be assessed properly. Any major inconsistency or error in the application form or budget may lead to the rejection of the application. The Application Form and Budget shall be submitted **in English or Russian**.
- Legal Entity Form (Annex C):** The Legal Entity Form duly completed and signed by each of the applicants (i.e. by the lead applicant and (if any) by each co-applicant), accompanied by the justifying documents requested there. The form must be submitted **in English**.<sup>13</sup>
- Declaration of Honour (Annex D):** A Declaration of Honour signed by lead applicants and co-applicants certifying that they are not in one of the exclusion situations. The declaration must be submitted **in English**.<sup>14</sup>

**In addition to the documents indicated above the Lead Applicant shall submit the following supporting Documents:**

- Statute or article of association of the lead applicant:** The statutes or articles of association of the lead applicant and (if any) of each co-applicant<sup>15</sup> must be submitted in the application package.
- Audit Report:** Lead applicant must provide an audit report produced by an approved external auditor where it is available, and always in cases where a statutory audit is required by EU or national law. That report shall certify the accounts for up to the last financial year available. In all other cases, the applicant shall provide a **self-declaration** signed by its authorised representative certifying the validity of its accounts for up to the last financial year available. The external audit report is not required from (if any) of the co-applicant(s).

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<sup>13</sup> Complimentary translation to Russian is provided however the form must be submitted in English.

<sup>14</sup> Complimentary translation to Russian is provided however the declaration must be submitted in English.

<sup>15</sup> Where the lead applicant and/or a co-applicant(s) is a public body created by a law, a copy of the said law must be provided.

- **Copy of the lead applicant's latest accounts:** A copy of the lead applicant's latest accounts (the profit and loss account or statement of revenues and expenses and the balance sheet for the last financial year for which the accounts have been closed). A copy of the latest account is not required from (if any) the co-applicant(s).

The templates for Application Form (Annex A), Budget (Annex B), Legal Entity Form (Annex C) and Declaration of Honour (Annex D) listed above are available for download after registration on the ICMPD electronic Application Platform at <https://in-tendhost.co.uk/icmpd/asp/Home>.

Supporting documents must be supplied in the form of scanned versions of the originals (i.e. showing legible stamps, signatures and dates). The documents in the national Central Asian languages shall be submitted along with the certified translation into English or Russian.

Applications must be complete and contain all requested information and all required annexes and supporting documents. **Incomplete applications may be rejected.**

**Hand-written applications will not be accepted.**

The format of the documents shall be: A4 Size, Calibri font: 11, standard margins (2.0 cm top, 2.5 cm bottom, right and left), line spacing 1.0 cm for each document.

Any error or major discrepancy related to the points listed in the instructions or any major inconsistency in the application (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

**Please note that the contracting authority may decide to cancel the call for proposals procedure at any stage.** By submitting an application, applicants accept to receive notification of the outcome of the procedure by electronic means (through ICMPD electronic Application Platform). Such notification shall be deemed to have been received on the date upon which ICMPD sends it to the electronic address used for registration on the platform.

#### **Clarifications and Correspondence**

The Call for Proposals Guidelines contain all necessary information for an applicant to prepare and submit their application. If the contracting authority, on its own initiative or in response to a request from a prospective applicant, provides additional information on the Call for Proposals Guidelines, it shall be advertised on ICMPD electronic Application Platform.

Prospective applicants may submit questions in English or Russian on the ICMPD electronic Application Platform before the deadline specified under section "VII. INDICATIVE TIMELINE", specifying the publication reference.

Any clarification of the Call for Proposals Guidelines will be issued to prospective applicants simultaneously before the deadline as specified under section “VII. INDICATIVE TIMELINE” on the ICMPD electronic Application Platform. ICMPD has no obligation to provide clarifications after this date. **It is advisable to CONSULT THE PLATFORM REGULARLY in order to be informed of the questions and answers published.**

To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, an action or specific activities.

### **Information Session**

ICMPD organises an information session for prospective applicants on **Tuesday, 24 October 2023 at 11:00 am Vienna local time**. An overview of the application and evaluation procedure as well as an introduction to the objectives of the Call for Proposals will be given.

Prospective applicants can register by expressing their interest via email to [grants@icmpd.org](mailto:grants@icmpd.org) latest by **Monday, 23 October 2023 at 11:00 am Vienna local time**.

### **Meetings and/or site visit**

Any prospective applicants seeking to arrange individual meetings with the contracting authority during the application period may be excluded from the Call for Proposals procedure.

## **VI. EVALUATION PROCEDURE AND SELECTION OF APPLICANTS**

During the administrative and eligibility check the following will be assessed:

- If the deadline has been met. Otherwise, the application will be automatically rejected.
- If the application satisfies all the criteria specified in these Guidelines for Applicants. This includes also an assessment of the administrative compliance and the eligibility 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.
- If the application annexes and all the relevant supporting documents have been submitted and if they are in proper format. Any missing supporting document or any incoherence between the declaration and the supporting documents may lead to the rejection of the application on that sole basis.

Following the administrative and eligibility check, assessment of operational and financial capacity of the applicants would be performed. During assessment it will be verified whether applicants:



- Have stable and sufficient sources of finance to maintain their activity throughout the proposed action and, where appropriate, to participate in its funding (This only applies to lead applicants);
- Have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. (This applies to lead applicants and co-applicants).

After the above-mentioned checks have been performed, the applications will be examined and evaluated by the evaluators appointed by the contracting authority.

The actions will be selected through a points system on the basis of the award criteria.

The award criteria evaluate the quality of the applications in relation to the objectives and priorities set forth in this document, and to award grants to projects which maximise the overall effectiveness of the call for proposals. They help to select applications which the contracting authority can be confident will comply with its objectives and priorities. They cover the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness.

The evaluation grid is divided into Sections and subsections. Each subsection will be given a score:

<b>Section</b>	<b>Maximum Score</b>
<b>1. Relevance</b>	<b>20</b>
1.1 How relevant is the proposal to the objectives of the Call for Proposals and to the specific domains/areas or any other specific requirement stated in these Guidelines? Are the expected results of the action aligned with the objectives and scope defined in these Guidelines?	6
1.2 How relevant is the proposal to the particular needs and constraints of the target geographic area(s) and/or relevant domains (including complementarity with other development initiatives and avoidance of duplication)?	5
1.3 How clearly defined, and strategically chosen, are those involved (final beneficiaries, target groups)? Does the proposal demonstrate clear enough how the proposed Action will benefit the Central Asian border communities?	5
1.4 Does the proposal contain particular added-value elements (e.g. innovation, best practices, new approaches, new policy/institutional solutions, new operational approaches, new solutions for the environment, new solutions for vulnerable beneficiaries, etc.)?	4
<b>2. Design of the action</b>	<b>15</b>

2.1 How coherent is the design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results? Are the activities proposed appropriate, practical, and consistent with the envisaged outputs and outcome(s)?	7
2.2 Does the proposal include credible baseline, targets, and sources of verification? If not, is a baseline study foreseen (and is the study budgeted appropriately in the proposal)?	5
2.3 Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders?	3
<b>3. Implementation approach</b>	<b>20</b>
3.1 Is the Work Plan for implementing the action clear and feasible? Is the timeline realistic?	8
3.2 Does the proposal include an effective and efficient monitoring system? Is there an evaluation planned (previous, during or/and at the end of the implementation)?	4
3.3 Is the co-applicant(s)'s level of involvement and participation in the action implementation satisfactory? In cases when there are no co-applicants, the adequacy of the approach to implement the action solely by the lead applicant is demonstrated/evident.	4
3.4 Is the framework of collaboration/coordination with relevant stakeholders (LIST) satisfactory?	4
<b>4. Sustainability of the action</b>	<b>15</b>
4.1 Is the action likely to have a tangible impact on its target groups?	7
4.2 Is the action likely to have multiplier effects, including scope for replication, extension, dissemination, capitalisation on experience and knowledge sharing?	4
4.3 Are the expected results of the proposed action sustainable? <ul style="list-style-type: none"> <li>- Financially (e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs).</li> <li>- Institutionally (will structures allow the results of the action to be sustained at the end of the action? Will there be local 'ownership' of the results of the action?).</li> <li>- At policy level (where applicable) (what will be the structural impact of the action — e.g. improved legislation, codes of conduct, methods).</li> <li>- Environmentally (if applicable) (will the action have a negative/positive environmental impact?).</li> </ul>	4

<b>5. Budget and cost-effectiveness of the action</b>	<b>15</b>
5.1 Are the activities appropriately reflected in the budget?	5
5.2 Is the ratio between the estimated costs and the results satisfactory?	10
<b>Maximum total score</b>	<b>85</b>

After the evaluation, a table will be drawn up listing the applications ranked according to their score.

**Applications with the total score below 55 shall be rejected.**

For applications that score 55 or higher, the highest scoring applications will be recommended for award until the available budget for this call for proposals is reached. In addition, a reserve list will be drawn up following the same criteria. This list will be used if more funds become available during the validity period of the reserve list.

Lead applicants will be informed by ICMPD in writing of the contracting authority's decision concerning their application on the ICMPD electronic Application Platform and/or recommendations of the Evaluation Committee to revise and fine tune their proposals (Budget, M&E framework, other sections of the Application Form etc.), where applicable, and, if rejected, the reasons for the negative decision. Upon implementation of the Evaluation Committee's recommendations, the proposal should be resubmitted to ICMPD.

Following the decision to award a grant, the beneficiary(ies) will be offered a contract (see Documents for Information of these Guidelines). By signing the application form the applicants agree, if awarded a grant, to accept the contractual conditions of the grant contract. Signed financial identification form with bank details would be requested from the successful applicants prior to contract signature.

Applicants may submit an official complaint if they believe they have been harmed by an error or irregularity during the award process. Applicants shall follow the complaint procedure outlined on ICMPD website: <https://www.icmpd.org/work-with-us/procurement/complaints-procedure>.

## **VII. INDICATIVE TIMELINE**

1. Online information session for interested organisations	<b>24<sup>th</sup> October 2023</b> <b>11:00h Vienna local time</b>
2. Deadline for requesting any clarifications from the Contracting Authority	<b>5<sup>th</sup> November 2023</b>

3. Last date on which clarifications are issued by the Contracting Authority	<b>12<sup>th</sup> November 2023</b>
4. Deadline for submission of applications	<b>19<sup>th</sup> November 2023</b> <b>17:00h Vienna local time</b>
5. Administrative and eligibility check	<b>November-December 2023</b>
6. Evaluation Committee meetings	<b>November - December 2023</b>
7. Signature of Grant Contract	<b>January 2024</b>

This indicative timetable refers to provisional dates (except for 2, 3, and 4) and may be updated by the contracting authority during the procedure.

## **VIII. ANNEXES**

### **Documents to be completed (Annexes):**

- A. Application Form (in English or Russian)
- B. Budget (in English or Russian)
- C. Legal Entity Form (in English)
- D. Declaration of Honour (in English)

(Please note that, in addition to the Annexes listed above, the Lead Applicants must submit the documents mentioned in section V *“How to Apply and Procedures to Follow”*.)

### **Documents for information: (These documents do not need to be submitted)**

- Grant Contract
- Annex II: General Conditions
- Annex IV: Procurement by Grant Beneficiaries
- Annex V: Payment Request for Grant Contract and Financial Identification Form
- Annex VI: Model Narrative and Financial Report
- Annex VII: Terms of Reference for an Expenditure Verification of a Grant Contract
- Annex VII.I: Table of transactions and errors
- Annex VIII: Pre-financing Guarantee Form
- Annex IX: Transfer of Ownership of Assets
- Annex X: Provisional Financial Report and Forecast