



Funded by  
the European Union

STRENGTHENING DEVELOPMENT IMPACT OF MIGRATION IN GEORGIA  
(STREAMinG 2)

# 1<sup>ST</sup> CALL FOR PROPOSALS

## GUIDELINES

FOR NON-PROFIT, NON-GOVERNMENTAL CIVIL SOCIETY ORGANISATIONS WORKING ON  
MIGRATION MATTERS IN GEORGIA

**DEADLINE FOR APPLICATION: 4 April 2024**

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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 501 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. Its three-pillar approach to migration management – structurally linking research, migration dialogues and capacity building – contributes to better migration policy development worldwide. Migration is one of the most important political issues in current public debates and ICMPD strives to be an objective and fair-minded companion in this context. It aims to shape a nuanced discourse and facilitate dialogue between all relevant stakeholders. ICMPD bases its work on knowledge and solid evidence and has vast experience in bridging the gap between theory and practice. Thus, ICMPD is able to provide policymakers and politicians with the necessary groundwork to make critical decisions. ICMPD is present on the ground with capacity building activities in various areas of migration management. The Vienna-based organisation has a mission in Brussels, a Regional Office Mediterranean in Malta and 15 more Regional and Coordination Offices and duty stations. ICMPD receives funding from its Member States, the European Commission, the UN and other multilateral institutions, as well as bilateral donors. Founded in 1993, ICMPD holds UN observer status and cooperates with more than 240 partners including EU institutions and UN agencies. ICMPD has a long and successful cooperation history with Georgia. It started with participation of Georgia in regional projects and processes, such as Budapest Process and Prague Process, continued with providing expertise in preventing and fighting against trafficking of human beings, dealing with readmission and visa facilitation issues and integrated border management. Further, ICMPD and Georgian counterparts cooperated in the migration management field. In September 2013, the government of Georgia and ICMPD signed the Agreement of Cooperation, which was ratified by the Georgian Parliament in November 2013. This agreement further strengthened and developed cooperation between Georgia and ICMPD. Following the ratification of the agreement ICMPD established an office in Tbilisi, which was responsible for maintaining general cooperation with Georgian migration stakeholders and the implementation of the existing projects.

## STREAMinG Phase II Project

The EU-funded project “Strengthening Development Impact of Migration in Georgia” (STREAMinG) Phase II (hereinafter STREAMinG 2 project) is designed to contribute to further cooperation between the

EU and Georgia in order to unlock the positive impact of human mobility for the development processes in Georgia, as well as minimise the potential negative consequences of migration.

The STREAMinG 2 project takes into account the renewed priorities of the Georgian partners in the implementation of the Migration Strategy (2021-2030)<sup>1</sup> and its Action Plan 2023. Nevertheless, the project particularly focuses on mainstreaming the concept of migration and development into all sectoral areas, by ensuring achievement of Sustainable Development Goals (SDGs) and in line with the EU Pact on Migration and Asylum. Building on the achievements of the Phase 1 of the STREAMinG project, this action continues contributing and enhancing the efforts of the Government of Georgia in implementation of the strategic documents in the area of migration. Further, the programme intends to strengthen the development impact of migration in Georgia through a multi-faceted approach, targeted at capacity-building of all stakeholders, including empowering civil society organisations to actively participate in migration-related policy debates. The project includes the following specific objectives:

1. To unlock migration potential for development in Georgia;
2. To advance capacities of SCMI member agencies on migration and development nexus;
3. To strengthen the capacities and accountability of civil society organisations in Georgia in order to actively participate in migration policy debate.

The Civil Society Facility (third component of the project) seeks to involve civil society organisations in Tbilisi and across Georgia in a debate about how migration and mobility impacts the country's development processes. To that end, the Civil Society Facility strives to expand Civil Society Organisation (CSO) networking, communication, and monitoring capacities, allowing civil society to actively participate in maximizing the positive impact of migration on Georgian development.

The STREAMinG 2 project will build on results of the establishment of CSF to accomplish the following benefits by encouraging policy dialogue:

- *Increased understanding*: policy dialogue will help to increase understanding of the various issues at hand by bringing together different stakeholders with different perspectives.
- *Improved relationships*: policy dialogue will help CSOs and governments at all levels improve their relationships by providing a place for them to address their concerns and collaborate to develop solutions.
- *More informed decisions*: by bringing together professionals and stakeholders from various backgrounds, policy dialogue may help to guarantee that choices are taken based on compelling evidence and analysis.

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<sup>1</sup> Migration Strategy of Georgia 2021–2030: [https://migration.commission.ge/files/ms\\_2021-2030\\_eng\\_08.02.21.pdf](https://migration.commission.ge/files/ms_2021-2030_eng_08.02.21.pdf)

- *Greater legitimacy:* policy dialogue will help to increase the legitimacy of decisions by ensuring that they are made in a transparent and inclusive manner.

The Civil Society Facility, in addition to fostering CSO engagement, embraces a rights-based approach to migration management, in which civil society serves as an important interlocutor for long-term solutions in the field. A rights-based approach tackles the issue of ensuring migrants' and returnees' rights in two ways: first, by providing direct assistance to rights holders (migrants, returnees, migrants' families, and local communities), and second, by addressing duty bearers (Government bodies).

The following are some of the various roles that CSOs may play in the relationship between rights holders and duty bearers:

- *Advocate for the rights of rights-holders:* CSOs will raise awareness about, and advocate for, the rights of migrants and returnees.
- *Provide services to rights-holders:* CSOs will offer a variety of services to rights holders, including legal aid, economic assistance, education, and healthcare. They will also assist rights holders in gaining access to government services and participating in decision-making.
- *Monitor the performance of duty-bearers:* CSOs will keep an eye on duty-bearers' performance to make sure they are carrying out their responsibilities to serve and protect right-holders and provide them with the services to which they are lawfully entitled.
- *Hold duty-bearers accountable:* By increasing knowledge of needs and obligations, advocating for change, and taking additional actions, CSOs can keep duty-bearers accountable.

The proposal places a special focus on regional and local efforts, encouraging cooperation among CSOs and local self-governments. Local authorities should play an important role in migration management. They are frequently the first point of contact for migrants/returnees and can provide a variety of services such as housing, health care, employment, social and economic support, (re)integration, etc.

## II. CALL FOR PROPOSALS

**The 1<sup>st</sup> call for proposals** is being launched as part of Component 3 of the STREAMinG 2 project, with direct support from the European Union. The initiative aims to facilitate the reintegration of returning migrants, extend assistance to vulnerable members of local communities affected by migration, and advance women's empowerment through dedicated support from civil society organisations. This involves strengthening the capabilities of Georgian CSOs, enhancing their involvement in migration policy dialogue and cooperation, fostering closer collaboration with local authorities, and encouraging increased engagement from Georgian diaspora organizations.

The STREAMinG 2 project will extend grants to CSOs for the implementation of projects across various regions of Georgia. Detailed conditions for eligibility and application procedures are outlined in the subsequent sections of these Guidelines for Applicants.

### **General objective**

The overall objective of the Call for Proposals is to facilitate the dignified return and reintegration of returned Georgian migrants, support building more inclusive and resilient local communities affected by migration, while empowering civil society organizations to actively contribute to migration solutions and overall policy development.

### **Specific objectives**

The specific objectives of the Call for Proposals are to engage CSOs in Georgia in initiatives addressing the following **priority areas**:

1. *Support Vulnerable Communities*: Extend assistance to individuals and groups at the local community level affected by migration, specifically addressing the challenges and needs of left-behind family members, encompassing children, women, and the elderly.
2. *Enhance Reintegration Awareness*: Raise awareness among returned migrants about available reintegration services. Encourage their active participation in income-generating projects and other initiatives aimed at improving their skills for sustainable livelihoods.
3. *Foster Collaborative Networks*: Establish networks between regional/local CSOs and Georgian diaspora organizations abroad. Focus on providing support initiatives for employment and entrepreneurship, contributing to the reintegration of returning Georgian migrants.
4. *Support Migrant Families*: Implement initiatives to support households impacted by migration, with a specific emphasis on maximizing the economic impact of remittances. Develop targeted programs that enhance financial literacy and promote investments to contribute to local economic development and household well-being.
5. *Empower Women in Migration*: Promote and empower women through tailored initiatives addressing their specific concerns in the context of migration. Place special emphasis on rural areas, acknowledging that initiatives for women's empowerment can significantly influence community development.

Applications must relate to at least one of the priority areas mentioned above. It is crucial that all projects consider gender equality and human rights protection as cross-cutting issues within their

initiatives. The project design and outcome should also contribute to the overall development efforts in Georgia.

### **Scope of actions**

Actions will be implemented by a consortium of a maximum of three organizations jointly undertaking a project. Diaspora organizations are encouraged to participate as co-applicants in these actions.

Applications must explicitly articulate Specific, Measurable, Achievable, Relevant, and Time-bound (SMART) objectives to ensure clarity and precision in project goals.

Applicants should conduct a thorough analysis of the context in which their projects will be implemented. This includes establishing a baseline to understand existing conditions and dynamics and demonstrating the coherence of proposed actions with interventions carried out by other actors in the same context (if any).

Applicants are required to provide a thorough risk analysis and suggest measures for mitigating potential challenges associated with the proposed activities.

Each application must include an extensive Monitoring and Evaluation (M&E) plan that outlines precise strategies and methodologies to systematically monitor and assess the progress, outcomes, and impact of the proposed actions.

All actions must include a sustainability analysis, demonstrating the potential for continued impact beyond the action's timeline.

The following projects are particularly encouraged:

- Initiatives that promote close collaboration with local authorities, private sector organizations, and diaspora organizations, along with cooperation projects and capacity-building activities.
- Initiatives focusing on the promotion of gender equality and the empowerment of women, particularly in rural areas.
- Initiatives implemented in regions outside of Tbilisi.

Prospective applicants are required to adopt a comprehensive gender mainstreaming approach in their migration-related projects. This approach involves the integration of gender equality and women's empowerment as fundamental objectives and strategies throughout every phase of the project cycle.

To implement this approach effectively, prospective applicants must undertake various actions, including but not limited to:

- Developing gender-sensitive indicators and targets to measure the progress and impact of the project on gender equality and women's empowerment outcomes.
- Providing gender-responsive services and support to migrants.
- Engaging with key stakeholders to raise awareness and advocate for gender equality and women's rights in migration policies and practices.

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

The overall indicative amount made available under this Call for Proposals is EUR 200,000. 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 50,000**

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 a legal person, and
- b) be directly responsible for the preparation and management of the action, with the co-applicants not acting as an intermediary.



- c) be a Non-Governmental Organisation<sup>2</sup>, and
- d) be established in Georgia in accordance with the legal requirements of the Government of Georgia.

A consortium of organizations is recommended. Consortia consisting of a maximum of three (3) applicants, i.e., the Lead applicant plus a maximum of 2 co-applicants, are eligible.

In order to be eligible for a grant, the Co-Applicant(s) must:

- a) be a legal person, and
- b) be directly responsible for the preparation and management of the action, with the Lead Applicant not acting as an intermediary;
- c) be a Non-Governmental Organisation, and
- d) be established in Georgia in accordance with the legal requirements of the Government of Georgia, or;  
be diaspora organisation<sup>3</sup> registered in one of the EU member states according to relevant national legislation.

A consortium can only have one diaspora organization.

Collaboration with local authorities (local government organizations) and private for-profit sector organizations in the action is recommended and highly encouraged. However, grants will not be provided to these entities.

The applicants shall:

- have financial and operational capacity to undertake the proposed Action;
- have necessary professional competences and qualifications to complete 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;

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<sup>2</sup> 'Non-governmental organisation' means a voluntary, independent from government, non-profit organisation, which is not a political party or a trade union.

<sup>3</sup> Diaspora organisation is a community created in accordance with the legislation of the state of residence (Law of Georgia on Compatriots Residing Abroad and Diaspora Organisations)  
<https://matsne.gov.ge/en/document/download/1524714/8/en/pdf#:~:text=Diaspora%20organisations%20sha%20il%20ensure%20the,teaching%20the%20official%20language%20of>

- c) grave professional misconduct, including mis-representation;
- 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 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>4</sup> at the moment of the award decision cannot be awarded the contract.

## **Eligibility of Actions**

### **General criteria**

- The duration of actions shall be minimum 10 months and maximum 12 months.
- Actions shall be completed by 1 July 2025.
- Actions shall take place in the territory of Georgia.
- 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.
- No grant may be awarded retroactively for Actions already completed.

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

- Conducting local outreach, awareness-raising, and advocacy campaigns, along with other communication and information provision activities.
- Organizing roundtables, seminars, expert discussions, and similar events.
- Conducting training sessions and workshops for beneficiaries of proposed projects (e.g., returned migrants, migrant households, left-behind family members, etc.), which include

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<sup>4</sup> <https://wikis.ec.europa.eu/display/ExactExternalWiki/2.+Basic+rules#id-2.Basicrules-2.4.EUrestrictivemeasures>

providing support in vocational education and fostering skill development and knowledge enhancement.

- Providing advisory and consultancy services that encompass legal and psycho-social support, as well as offering direct medical assistance.
- Procuring small-scale goods and technical equipment to assist beneficiaries of proposed projects (e.g., returned migrants, migrant households, left-behind family members, etc.) in their economic activities or to support educational and medical facilities, among other purposes.
- Creating collaboration frameworks to foster partnerships and enhance cooperative efforts.
- Developing promotional materials, including videos and other public relations visibility assets.

#### **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.

#### **Number of applications and grants per applicant:**

- The lead applicant may not submit more than 1 (one) application under this call for proposals.
- The lead applicant may not be a co-applicant in another application at the same time.
- A co-applicant may not be the co-applicant in more than 1 (one) application under this call for proposals.

#### **Visibility**

The Beneficiary(ies) shall take all necessary steps to publicise the fact that the Contracting Authority and the European Union has financed or co-financed the Action. Such measures shall comply with the EUTF Toolkit for communication and the *Communicating and raising EU Visibility: Guidance for External*

*Actions*<sup>5</sup>, laid down and published by the European Commission, and should ensure the necessary visibility of the contracting authority and the STREAMinG 2 Project.

Given the sensitivity of some actions, the visibility of the Contracting Authority and the European Union will be ensured taking into account the evolution of the local security context and according to the sensitivity of the activities carried out. So as not to threaten the security of the Applicant and its partners, the donor and the final beneficiaries, and in particular humanitarian organisations, in order not to compromise their principle of neutral and independent humanitarian action.

## **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 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;

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<sup>5</sup> [https://international-partnerships.ec.europa.eu/knowledge-hub/communicating-and-raising-eu-visibility-guidance-external-actions\\_en](https://international-partnerships.ec.europa.eu/knowledge-hub/communicating-and-raising-eu-visibility-guidance-external-actions_en)

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;

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) travel 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 at the time of such missions;

c) purchase costs for equipment, other than vehicles, and supplies (new or used) specifically for the purpose of the Action, provided that ownership is transferred at the end of the Action when required.

- 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;
- 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.
- j) 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 ICMPD 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;
- e) currency exchange losses;
- f) credits to third parties, unless otherwise specified in the Special Conditions.
- g) in-kind contributions
- i) bonuses included in costs of staff;
- j) Negative interest charged by banks or other financial institutions.
- k) financial support to third parties;
- l) purchase of vehicles

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

All applications must be received before the deadline of:

**04 April 2024 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-ten-dhost.co.uk/icmpd/asp/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 should 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.
- **Legal Entity Form (Annex C)** 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.
- **Declaration on Honour (Annex D)** signed by lead applicants and co-applicants certifying that they are not in one of the exclusion situations.

**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* must be submitted in the application package.
- **Audit Report:** The 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) the co-applicant(s).
- **Copy of the lead applicant's latest accounts:** A copy of the lead applicant's latest accounts (the profit and loss account/income statement 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 language shall be submitted along with the certified translation into English.

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.**

Applicants must apply in English. 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 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, 27 February 2024 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, 26 February 2024 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 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 this guideline for applicants. This includes also an assessment of the eligibility of the action. 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 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 financial and operational 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?	5
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)? Have their needs (as rights holders and/or duty bearers), and constraints been clearly defined, and does the proposal address them appropriately?	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.)?	5
<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)?	5

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?	5
<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?	5
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)?	5
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.	5
3.4 Is the framework of collaboration/coordination with relevant stakeholders (LIST) satisfactory?	5
<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?	5
4.2 Is the action likely to have multiplier effects, including scope for replication, extension, dissemination, capitalisation on experience and knowledge sharing?	5
4.3 Are the expected results of the proposed action sustainable? - Financially (e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs). - 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?). - At policy level (where applicable) (what will be the structural impact of the action — e.g. improved legislation, codes of conduct, methods). - Environmentally (if applicable) (will the action have a negative/positive environmental impact?).	5
<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.

ICMPD will inform the Lead Applicants in writing of the decision concerning their application on the ICMPD electronic Application Platform and on recommendations of Evaluation Committee to revise and fine tune the proposals (Budget, M&E framework, other sections of the Application Form etc.), where applicable. Upon implementation of the Evaluation Committee’s recommendation(s), the proposal should be resubmitted to ICMPD.

Following the decision to award a grant, the beneficiary(ies) will be offered a contract. By signing the application form the applicants agree, if awarded a grant, to accept the contractual conditions of the grant contract. Signed financial identification forms 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 (Zoom webinar)	<b>27 February 2024</b>
2. Deadline for requesting any clarifications from the Contracting Authority	<b>22 March 2024</b>
3. Last date on which clarifications are issued by the Contracting Authority	<b>26 March 2024</b>
4. Deadline for submission of applications	<b>04 April 2024</b>
5. Administrative and eligibility check	<b>April-May 2024</b>
6. Evaluation Committee meetings	<b>April-May 2024</b>
7. Signature of Grant Contract	<b>June 2024</b>
8. Latest possible end of implementation	<b>June 2025</b>

All times are in the **time zone of Vienna**.

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
- B. Budget
- C. Legal Entity Form
- D. Declaration of Honour

(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