

The Support Programme to the Africa-EU Migration and Mobility Dialogue

(MMD III)

GRANT FACILITY

1. CALL FOR PROPOSALS

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CLARIFICATION NOTE N°1

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Note 1: Most of the questions that have been received concerning this call for proposals can be answered by **carefully reading** the Guidelines for Grant Applicants (Guidelines).

Note 2: Please note that in the interest of equal treatment of applicants, the Contracting Authority does not give a prior opinion on the eligibility of a lead applicant, a co-applicant, an action or specific activities.

Note 3: The Clarification Note is available in English and French, with the English version prevailing.

Overview of the Call for Proposals

(Please refer to the Call for Proposals Guidelines, section “1. OVERVIEW OF THE CALL FOR PROPOSALS”)

Question 1: There are 6 domains. Is there a minimum threshold of the number of domains our project should cover? Can one concentrate on only a specific objective, or do they have to be multiple?

Answer 1: Please refer to the Concept Note and Full Application forms (Annex A & Annex C) provided in ICMPD Electronic Application Platform (<https://intendhost.co.uk/icmpd.aspx/Home>).

While a proposed action may fall under multiple categories, applicants are kindly asked to select the main JVAP priority domain to which the action contributes. If pertinent, applicants can describe under the relevant sections of the Concept Note how the proposed Action also contributes to additional domains.

In addition to indicating to which JVAP domain it contributes to, when describing their Action in the Concept Note, Applicants will need to list one overall and up to three specific objectives tailored to their action. This information will also be reflected in the logframe applicants will complete should they be invited to submit a full application.

Question 2: Is it possible to change the estimated cost of the concept note when the budget for the complete note is being drafted?

Answer 2: Please refer to section 3.9, "Full Application" of the Guidelines.

The total eligible cost of the action and the requested contribution outlined in the Full Application shall be largely in line with the amount indicated in the approved concept note and/or reflect the recommendations shared by the evaluators.

Question 3: Is this the phase 3 of the programme. Is participation in the 2 previous phases obligatory? What are the key lessons from phases 1 and 2 that inform phase 3 goals?

Answer 3: Please refer to the overview and useful links included in the Guidelines in Section 1 and 8.

The Grant Facility was introduced only in this current phase of MMD, therefore participation in the previous phases is not mandatory. Nonetheless, applicants should keep in mind that the Grant Facility was introduced to complement the ongoing work of the MMD program and aims to strengthen the links between the work conducted by CSOs and other non-state and the JVAP framework and the Rabat and Khartoum dialogues. Applicants are invited to consult the useful links provided in the Guidelines.

Question 4: Are IDPS included among the migrants referred to in this call for proposals? i.e. internal migrants? On page 7, regarding the "priority thematic areas of this call for proposals," it mentions: "fight against migrant trafficking and human trafficking, protection, and assistance to vulnerable migrants." We want to work and submit a project on combating trafficking and the exploitation of internally displaced women. Our question is whether you also consider internally displaced persons as migrants? Can we propose a project on this category of migrants, even though they are internal?

Answer 4: The guidelines for grant applicants do not specifically exclude internally displaced persons (IDPs) from the priority thematic areas of this call for proposals. However, it is important that the proposed action aligns with the specific goals and priority areas of the call for proposals.

Question 5: When you state that "... and may be implemented in EU Member States where the action is targeted at the African diaspora", how should the term – diaspora – be interpreted? Should it be interpreted only in relation to organizations of African migrants in Europe, or could it also be interpreted in terms of providing protection and services to vulnerable migrants who have recently arrived in Europe?

Answer 5: In section 2.2 of the Guidelines (see footnote 5), diaspora organizations are defined as organisations managed by diaspora members and/or having a majority of diaspora

membership. These organisations should be based outside the country of origin and their activities can be implemented in regions, countries or communities of origin and/or host countries. Further information can be found [here](#).

Size of Grants

(Please refer to the Call for Proposals Guidelines, section “1.3, Financial allocation provided by contracting authority”)

Question 6: Is there any budget ceiling flexibility when the number of consortium members is maximum (5 members) excluding the lead applicant?

Answer 6: Any grant requested under this call for proposals must fall between the minimum (EUR 300,000) and maximum (EUR 1,500,000) amounts, regardless of the number of applicants.

Eligibility of Applicants and Actions

(Please refer to the Call for Proposals Guidelines, section “2, RULES FOR THIS CALL FOR PROPOSALS”)

Question 7: Are private consultancy firms allowed to submit their proposals? Are consulting firms conducting research and evaluation eligible?

Answer 7: As specified in the Call for Proposals Guidelines, the lead applicant must satisfy all the criteria outlined in section "2. Rules for this Call for Proposals, Eligibility of applicants".

According to the Guidelines, under "Eligibility of actions" (Section 2.3, Article (a) "Eligible Fields, themes, activities"), eligible actions for funding may include research activities such as "*studies, surveys, reviews, stakeholder mappings, analyses of national governance systems and mappings of reports, publications or multimedia content to disseminate findings*" for the formulation of policy recommendations.

Question 8: Can an organization register in more than one application with different partners in a consortium (different consortiums?)

Answer 8: According to Section 3, "Application and Evaluation, Application Process" of the Guidelines, the rules for submission are outlined as follows:

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

Question 9: Can two separate legal entities of the same organization be part of two different proposals (one as lead-applicant and the other as co-applicant)?

Answer 9: According to the eligibility criteria outlined in the guidelines in section 2.2, if the entities are separate legal entities and both meet the required eligibility requirements stated in the Guidelines, they may apply separately.

Question 10: Can the lead applicant be an EU based NGO with a local registered office in an AU state, and a CSO as co-applicant from the same country? Can a country representation apply when the parent organization is EU based? Is it advisable for the HQ to apply?

Question 11: From our understanding we consider ourselves as eligible since we are registered in a range of AU member states. However, our registered entities in AU member states are branch offices of US established entity. Can you kindly confirm that our registration in AU member states suffices to comply with this eligibility criterion: “be registered in either an African Union (AU) Member State; OR a European Union (EU) Member State”? As we see a difference in being registered as opposed to being established.

Question 12: So, Africa led diaspora organizations in the EU do not need an associate partner in Africa. Can they apply by themselves alone? Can you clarify if a partnership between an international NGO and an African diaspora organization is eligible partnership?

Question 13: Can you advise on how best to structure a research collaboration between African and United States universities? Would universities in the United States be eligible to be included on a proposal for funding if the lead applicant is registered in an AU Member State or an EU Member State?

Question 14: Is it possible to have an African-based University as the lead applicant in partnership with two U.S. based universities, or do all participating institutions need to be located in an AU or EU member state?

Answer 10-14:

(To ensure equal treatment of all applicants, the contracting authority cannot provide a prior opinion on the eligibility of applicants. Applicants should consult the eligibility criteria detailed in the guidelines to assess their compliance before submitting their proposal.)

Article (d) of section 2.2, "Eligibility of Applicants, Lead Applicants" states that:

"Lead applicants must be registered in either an African Union (AU) Member State¹; OR a European Union (EU) Member State². Lead Applicants registered in the EU must have co-applicant(s) that are registered in an AU Member State. However, African-led diaspora

¹ The list of the 55 AU Member State at the time of publication of this Call for Proposals can be found [here](#).

² The list of the 27 EU Member State at the time of publication of this Call for Proposals can be found [here](#).

organizations based in EU Member states are not required to have a co-applicant registered in the AU."

Please also note that, co-applicants must satisfy the eligibility criteria of (a) and (b) and (c) as applicable to the lead applicant itself and must be registered either in an African Union Member State or in a European Union Member State.

The Lead Applicant may act individually or with co-applicant(s).

Except for African-led diaspora organizations, lead applicants registered in a European Union Member State must have co-applicant(s) that is/are registered in an African Union Member State.

Question 15: Could affiliation linked to former partnerships or recommendation letters be considered for this action?

Answer 15:

"Affiliated entities are legal entities which have a specific relationship with a beneficiary. They must satisfy the same eligibility criteria as the lead applicant or the co-applicant to which they are affiliated, and only entities having a clear structural link with the applicants (lead or co-applicant) will be considered".

According to the guidelines, affiliated entities must establish a structural link with the beneficiary, either through membership in the same legal entity or via control.

For further details, please refer to section 2.2 of the Guidelines.

Question 16: If an organization is currently implementing a project that is already funded by ICMPD, can it still apply knowing that the said project will be completed in October 2024?

Answer 16: The guidelines for applicants do not specifically exclude organizations with ongoing projects from applying for new funding. However, the application for a new grant must meet all eligibility criteria and the new action proposal should be aligned with the specific objectives and priority areas of the call for proposals.

Question 17: Article 28 of Regulation (EU) 2021/947 of the European Parliament and of the Council of 9 June 2021 (NDICI- Global Europe) clearly states that "(...) - OECD member countries, in the case of contracts implemented in a LDC or Heavily Indebted Poor Country included in the list of ODA recipients".

Therefore, we would like to ask for a clarification of section 2.2 of the guidelines of the call for proposals, which does not foresee this possibility, according to annex a2a1_ec-programmes_eligibility 2021-2027 of the PRAG. Does this mean that CSOs established in an OECD member state are not eligible, even though the call should be open to them according

to the NDICI-GE regulation cited above in case of implementation in a LDC or Heavily Indebted Poor Country?

Answer 17: Please note that Article 28 of the regulation, in its article 9, clearly states that *"the eligibility rules laid down in this Article may be restricted with regard to the nationality, geographical location or nature of applicants, where such restrictions are required on account of the specific nature and the objectives of the action and where they are necessary for its effective implementation."* Thus, the eligibility criteria for this specific call were restricted on account of the specific nature and objectives of the MMD III programme.

Regarding the eligibility of CSOs, established in an OECD member state, please carefully read section 2.2, Article (d) of the Guidelines.

Question 18: I would like to know the criteria for a co-applicant. Are there any specific criteria about partnerships in collaborating in implementing viable projects? Do you encourage consortium application (like a group of civil society, public institutions, education institution and private sector for example)? Is a project solely focused on single topic in a single country acceptable and eligible?

Answer 18: Please refer to the eligibility criteria in the Guidelines in section 2.2 and the evaluation grids available in section 3.7 and 3.13.

Although not a mandatory requirement, applicants are invited to promote multi-country and/or multi-actor cooperation in their proposals, including through consortia (can be a South-South partnerships or North-South Partnerships). The guidelines detail the eligibility criteria for the lead applicants, co-applicants, affiliated entities, and associate organizations. The evaluation grids for both the concept note and the full application emphasize the importance of strategic partnerships.

Question 19: Is the list of eligible activities demonstrative/examples or a recommended list of potential activities? Are all the proposed eligible activities mandatory? Are financial inclusion activities for migrants or returnees eligible?

Answer 19: Please refer to eligibility of actions criteria in the Guidelines in section 2.3.

The list of eligible action activities may include, but are not limited to, those listed in the Guidelines. Applicants should choose activities that will contribute to reaching the overall and specific objectives of their proposals. Applicants should keep in mind that proposed actions should *"(1) Support the operationalisation of the policy decisions and Dialogue outcomes into concrete actions"; and/or (2) Generate insights, research inputs, and policy recommendations that contribute to the Dialogues' discussions and priority-setting."*

Question 20: We are four Africa-based organisations having worked on migration before as part of a Europe-based umbrella organization. We want to apply, but we individually have very small financial resources.? Can we use the financial reports of the Europe-based umbrella organization as a consortium member of this network? Is it better for umbrella organization to be our co-applicant.

Answer 20:

In the interest of equal treatment of applicants, the Contracting Authority does not give a prior opinion on the eligibility of a lead applicant, a co-applicant, an action or specific activities. Organizations must independently decide the roles and inclusion of various actors in their applications.

Please note that, the Lead Applicant will become the beneficiary identified as the 'coordinator' in the Grant Contract Special Conditions. The coordinator is the main interlocutor with the Contracting Authority. It represents and acts on behalf of any other co-beneficiary (if any), holds administrative and financial responsibilities, and coordinates the design and implementation of the action (please see Annex H –Standard Grant Contract provided in "Documents for Information").

During the evaluation of the full application, a thorough assessment of financial and operational capacity will be conducted. These checks are to verify 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 management capacity, professional competencies and qualifications required to complete the proposed action successfully. This applies to applicants and any co-applicant(s).

According to the guidelines, the lead applicant is required to submit supporting documents with their full application. These documents also involve financial statements (please refer to section 3.9 of the Guidelines).

If awarded the grant contract, all awarded entities (lead applicants and co-applicants) will undergo a due diligence procedure carried out by the Contracting Authority during the contracting phase.

Question 21: Can a newly created organization based in the EU be an Associate? The organization targets marginalized communes from the North African diaspora in Italy.

Answer 21: Associate organizations do not have to meet the eligibility criteria referred to in Section 2.2 of the Guidelines for lead or co-applicants. These actors will not be considered as applicants or co-applicants, nor they will be a party to any grant agreement concluded with the

Contracting Authority, and therefore, they are not eligible to receive funding from the Grant Facility. They may be involved in the action to play a support role to lead and co-applicants, or to create relevant synergies.

Question 22: Some Rabat countries are under EU sanctions, or their membership in the African Union is currently suspended e.g. Burkina Faso, Mali, Niger. Is it still possible to work with partners and/or for lead applicants from these countries to apply with proposals be implemented in these countries?

Question 23: We consider applying for activities in Burkina Faso. However, the membership of Burkina Faso in the African Union is currently suspended. Does that mean that Burkina Faso is ineligible for the funding from ICMPD?

Answer 22 -23: Applicants must be registered in either an African Union (AU) Member State; OR a European Union (EU) Member State. Applicants included in the lists of entities subject to EU restrictive measures at the moment of the award decision cannot be awarded the contract. The updated lists of sanctions are available at 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.

In additions, 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 Honor (Annex F).

Question 24: The guidelines mention that "applicants must have been established at least 3 years prior to the publication of this Call for Proposals. The establishment date of the entity must be no later than 16 of April 2021." Can you confirm how these criteria will be assessed? If it will be based on the registration documents of the organisation or on the number of years of operation. As an example, an organisation may be established under its current legal form for less than 3 years but has been operational for more than 3 years under a different legal entity.

Answer 24: The eligibility criteria regarding the establishment of applicants will be assessed based on the registration documents (The statutes or articles of association of the Lead Applicant, (if any) of each co-applicant) of the organization. According to the guidelines, applicants must demonstrate that they have been legally established for at least three years prior to the publication of the call for proposals, with the establishment date being no later than April 16, 2021.

Budget & Eligibility of Costs

(Please refer to the Call for Proposals Guidelines, section "2. RULES FOR THIS CALL FOR PROPOSALS, Eligibility of costs" for the list of eligible and ineligible costs.)

Question 25: Could you clarify how indirect costs are addressed in the tender process, given the current regulations? This seems to pose challenges for private consultancy offices with overhead costs, potentially hindering their participation.

Question 26: Could you clarify if overhead costs are included in the category of staff costs?

Answer 25-26: Please note that indirect costs of the action budget are applied to all the direct costs that are undertaken and recognized as eligible. The total must not exceed 7% of the estimated total eligible direct costs. Once the flat rate has been fixed in the special conditions of the grant contract, no supporting documents need to be provided at reporting stage.

Question 27: Can the affiliated entity members be paid for their activities within the project by the co-applicant they are affiliated with? Should the co-applicant beneficiary of the grant do specific contracts to the members of the affiliated entity for their activities?

Question 28: Can the costs for the members of the affiliated entity be included in the staff costs of the co-applicant they are affiliated with?

Answer 27-28: As stated in the Guidelines, under section 2.2, "Eligibility of Applicants, Affiliated Entities": Affiliated entity(ies) will not become beneficiary(ies) of the action; however, they will participate in the design and implementation of the action, and the costs they incur may be accepted as eligible costs, provided they comply with all the relevant rules already applicable to the beneficiary(ies) under the grant contract.

The involvement and function of such legal entities shall be communicated to ICMPD at the contracting stage.

Question 29: Could you please clarify the difference between 3.1 and 1.1 of the Grant Application Budget? How do salaries (1.1) differ from consultant fees (3.1) in the Budget?

Question 30: Where we hire individual contractors for specific deliverables or services under the project (i.e. these are not long-term employees), can you confirm that we put these lines under 3.1 Consultant fees?

Answer 29-30: 1.1. is internal staff that are on payroll, hired by institution as staff or personnel, while 3.1. are external experts, hired for specific assignment/service as according to specific terms of references.

Question 31: For budget, is any equipment ineligible? Is there any ineligible equipment in the budget?

Answer 31: Please refer to article 14.2 of Annex II - General Conditions of the Grant Contract (see Documents for Information).

Question 32: In the salary section, if we have several members, are we to write the sum or specific to each individual?

Answer 32: The total sum should be indicated in the overall budget; breakdown should be provided in the separate sheets/budget per applicant showing the details of each staff member.

Question 33: What are contingencies (examples)?

Answer 33: Contingency funds are available to cover unexpected expenses within allocated budget lines or for unanticipated needs. The budget may include a contingency reserve not exceeding 5% of the estimated direct eligible costs. However, it should be noted that it can only be used with the prior written authorisation of the Contracting Authority.

Question 34: Is there any maximum for salaries? Or should they follow national rules?

Answer 34: Salary costs need to be in line with the official remuneration policies of the organization as well as in line with local legislation. The method for salary calculation should be clearly explained in the budget under "Justification" column.

Question 35: What is the level of flexibility between the budget lines?

Answer 35: Where the amendment to the Budget or Description of the Action does not affect the basic purpose of the Action and the financial impact is limited to a transfer between items within the same main budget heading including the cancellation or introduction of an item or a transfer between main budget headings involving a variation of 25% or less of the amount originally entered (or as modified by addendum) in relation to each concerned main heading for eligible costs, the Coordinator (lead applicant) may amend the budget and inform in writing without delay the Contracting Authority accordingly.

If the variation involves more than 25% of the amount originally entered in relation to each concerned main heading for eligible costs, the contract conditions specify that such a change requires a formal amendment to the contract.

(For additional information, please refer to Annex II- General Conditions to the Grant Contract, Section 9.)

Question 36: Under the Travel Budget, should we include travel for staff and consultants only, or should we also include travel-related meeting participants? Alternatively, should meeting expenses, including participant reimbursements, be included under the Other Direct Costs budget?

Answer 36: Travel for staff and consultants as well as participants should be included under budget heading 2, "Travel".

Meeting expenses ideally should exclude participant reimbursements, unless they are integrated into subcontracting arrangements, wherein an external service provider manages the entire meeting organization, including per diem disbursements.

Question 37: I need clarification on the exchange rate. Shall we use the exchange rate published on concept/proposal submission date?

Answer 37: During implementation, it is important to use the exchange rate of the relevant month for cost reporting. For budgeting/application purposes, depending on which exchange rate will actually be applied and considering possible fluctuations in the following months, it is advisable to include safeguards, such as a small buffer.

The Contracting Authority will consider exchange rate in this [link](#) during project implementation and reporting phase.

Question 38: Is there any stipulated ratio or sharing formula for the budget between local NGOs, LAs, research institutions and universities in the consortium? Let's say 20/80. 30/70, 40/60, 50/50 or does it depend on the tasks involved?

Answer 38: There is no preferred ratio or sharing formula for the budget between co-applicants. The evaluators will consider the strategic relevance of the co-applicants to the project, whether the proposed budget value is justified by the type and number of foreseen activities, whether the activities are appropriately reflected in the budget and to which extent the budget requested is coherent with the described distribution of responsibilities among the project applicants.

Question 39: "If any of the applicants or co-applicants are in receipt of an operating grant financed by the EU, they may not claim indirect costs" - can you clarify what an operating grant is in this context? For example, we receive funding for specific projects from the EU - we presume these are not considered operating grants?

Answer 39: Indirect cost of the grant contract is intended to be used for various operational costs of the grant recipient. If applicant or co-applicants receive financial assistance of the EU to support operational costs of the organization fully, they shall not claim indirect costs.

Question 40: I would like to check if the following activities are eligible under the call mentioned in the subject: cascading financing; prizes for beneficiaries selected by official contests; subcontracting.

Answer 40: To ensure equal treatment of all applicants, the contracting authority cannot provide a prior opinion on the eligibility of applicants/actions/costs. Applicants should consult the eligibility criteria detailed in the guidelines to assess their compliance before submitting their proposal.

Evaluation

(Please refer to the Call for Proposals Guidelines, section "3. APPLICATION AND EVALUATION")

Question 41: Will there be a preference for lead-applicants that are either EU based diaspora organizations or civil society organizations registered in AU? If the lead applicants are AU

registered, the proposal will receive higher scores or better consideration? Will an EU registered organization be scored/evaluated lowly in this arrangement?

Answer 41: The guidelines do not specify a preference for lead applicants based solely on whether they are EU-based diaspora organizations or civil society organizations registered in the AU. Additionally, there is no indication that proposals from AU-registered lead applicants will automatically receive higher scores or better consideration over those from EU-registered organizations.

Section 2.2 of the guidelines states that lead applicants must be registered in either an African Union (AU) Member State or a European Union (EU) Member State. If registered in the EU, the lead applicant must have co-applicants that are registered in an AU Member State, except for African-led diaspora organizations based in EU Member States, which are not required to have an AU co-applicant.

Regarding the scoring of applications, please refer to the evaluation grids available in section 3.7 and 3.13 of the Guidelines. The scoring of each application depends on how well it meets the evaluation criteria detailed within these grids. All applications will be evaluated in a holistic manner using the specified evaluation grid in the guidelines, ensuring a comprehensive and fair review process.

Question 42: In regard to application scoring for 6.1 and 6.2: Specifically, will a larger organization with perhaps broader but less relevant experience automatically receive a higher score simply due to its size and financial resources?

Answer 42: The guidelines does not indicate that larger organizations will automatically receive higher scores simply due to their size and financial resources. The scoring of each application depends on how well it meets the evaluation criteria detailed within the evaluation grids available in section 3.7 and 3.13. Therefore, the size of an organization and its financial resources will not be the sole determinants of its score.

Question 43: Is the review of the concept notes being done on a first come, first served basis? or the review will be done after the deadline submission?

Answer 43: The review will be done after the deadline for submissions. We encourage applicants to not wait until the last minute to submit to avoid technical issues.

Documents to be Submitted

(Please refer to the Call for Proposals Guidelines, section “3. APPLICATION AND EVALUATION”)

Question 44: Do lead applicant and co-applicant have to produce twice the Mandate and legal entity (in the concept note and full application, if selected)?

Answer 44: Both the lead applicant and co-applicant need to produce the Mandate/Declaration twice: once during the concept note phase and again during the full application phase if they are selected to proceed.

The Annex B (Legal Entity Form) is only requested to be submitted with the concept note application.

Documents required in submission are detailed in the Guidelines, within sections 3.2 and 3.9.

Question 45: As part of the submission of the Concept Note, are applicants expected/required to submit the Memorandum of Understanding (MoU) and Project Agreement within the consortium?

Answer 45: Applicants are not required to submit a Memorandum of Understanding (MOU) or Project Agreement at the Concept Note stage. Nonetheless, at concept note stage, applicants are requested to describe the composition of the consortium (if any), along with the role and repartition of action activities between the applicant and co-applicants in the Concept Note template (Annex A), in section 4 of "Description of the action".

At full application stage, in Section 6 of the Full Application template, applicants are requested to fill in the "Checklist of cooperation with co-applicants" and to elaborate on "*What kind of agreement is foreseen for cooperation with the co-applicant(s)?*".

Please note that this information will be taken into consideration by evaluators when considering "*How clearly defined and articulated is the overall action management setup, including administrative and technical aspects, between the Lead Applicant and co-applicants?*" (For detailed evaluation criteria, refer to the Concept Note Evaluation Grid and Full Application Evaluation Grid in sections 3.7 and 3.13 of the guidelines)

Question 46: Do you have any standard template for the development of proposal/ budget? In the budget template, I don't see the part where the activities are to be included: awareness-raising, training, advocacy, etc. Please provide more details

Answer 46: Please refer to the template Annex D (Budget template) available on ICMPD Electronic Application Platform. Please note that for the first step of the application, only an estimated total amount of budget is required to be included in the Annex A (Concept Note Application form). Should you be invited to submit a full application, please use Annex D, and follow the instructions as indicated. Please note that in the budget template applicants and co-applicants are not asked to detail the cost at activity-level, but per applicant cost category / cost type. This should of course be in line with the repartition of responsibilities indicated in the Full Application form under Section 4 "Description of action".

Question 47: I am kindly asking where I can find Annex Form A and B on the ICMPD link.

Answer 47:

To submit your application and access Annex Forms A and B, please follow these steps:

- Visit the ICMPD Application Platform at:
<https://intendhost.co.uk/icmpd/asp/Tenders/Appraisal>.
- Register your organization, express your interest in the Call for Proposals.
- Download the necessary application documents.
- Complete all necessary annexes and supporting documents, upload them back to the platform, and submit your application.
- A confirmation email will be sent if your submission is successful and within the deadline.

Question 48: Considering that we are at a state university, our university does not have annual financial statements, and its cameralistic budget management differs from that of a “normal” organization. Therefore, we also have no audit reports to provide. Are we eligible to apply as a lead applicant? Do these conditions apply to us?

Answer 48:

Applicants are required to submit all documents as specified in Guidelines.

Regarding the Audit report, in cases where an audit report is not available, the lead applicant must provide a self-declaration.

“The lead applicant shall 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 the last 3 financial years available. In all other cases, the applicant shall provide a self-declaration signed by its authorised representative certifying the validity of its accounts for the last 3 financial years available.”

How to register and apply

(Please refer to the Call for Proposals Guidelines, section “3. APPLICATION AND EVALUATION”)

Question 49: Is organization detail expected to be completed for all consortium applicants on In-Tend? or only for the lead while filling the submission form online?

Question 50: We'd like to know if our affiliates should register on the In-Tend platform.

Question 51: As the lead applicant, am I the one who should submit all the documents from other consortium members or should every member register on ICMPD In-Tend to submit their documents?

Answer 49 - 51: It is sufficient that the lead applicant organization registers itself to the platform. However, a secondary point of contact can be added while registering to the platform.

The lead applicant organization must register itself on the platform and submit all documents through a single account. Please note that all application documents must be submitted through the account registered by the lead applicant organization.

For detailed information please check “How to register and Apply Guideline”:

[English Guidelines](#)

[French Guidelines](#)

Question 52: In EU projects, grant applicants are asked to provide PIC number, is this the same as company reference number in ICMPD platform?

Answer 52: The company reference number is the unique identifier that businesses or organizations receive upon registration with a government agency. This can include a tax number, D-U-N-S number, or other similar identifiers. It is different from the Participant Identification Code (PIC). While registering on the ICMPD Electronic application platform, there is also an option to select “I do not have a company reference number”.

Timeline

(Please refer to the Call for Proposals Guidelines, section “4. RECOMMENDED FOR AWARD, Indicative Timeline”)

Question 53: About the correspondence, should we have a duration to submit questions and requests regarding the application? and once any applicant has a question, should all applicants receive an answer to be at the same level of information?

Answer 53: Applicants must submit any questions or requests for additional information regarding the Concept Note applications to the Contracting Authority by May 24, 2024, at 17:00 Vienna local time. The Contracting Authority will provide responses to all inquiries and publish these clarifications by May 31, 2024, at 17:00 Vienna local time.

Question 54: Do you envision notifying applicants in August and give enough time by mid/end September? The fund goals and scope are very important and ambitious, can applicants have a possibility of extending deadlines and calendar for submission to be able to develop a multi-country extended project?

Answer 54:

For details, please consult the indicative timeline provided in section 4.1 of the guidelines.

The deadline for submitting concept note applications is 17 June 2024.

The guidelines specify that applicants will be informed of the outcome of their concept note applications in July. Following this, successful applicants will be invited to submit a full application.

Full applications must be submitted within 45 calendar days from the invitation to submit the full application.

Applicants should plan their project development and submission schedule according to the established deadlines detailed in the guidelines. Any changes to these deadlines would be communicated by the contracting authority, but applicants should not rely on the possibility of extensions and should adhere to the published timeline.