

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

(MMD III)

GRANT FACILITY

1. CALL FOR PROPOSALS – FULL APPLICATION STAGE

Publication reference: ICMPD/2024/1/MMD/GF/AU

CLARIFICATION NOTE N°2 (Questions & Answers)

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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.*

General Questions

Question 1: **Given that the actions must end by May 31, 2026, how feasible is to plan for an 18-month action period?**

Answer 1: *The implementation of the awarded grants is planned for a maximum grant duration of 18 months. If contracting is delayed and does not allow for the full 18-month duration by May 31, 2026, the project timeline will be shortened accordingly.*

Question 2: **How many applications have moved from the first to the second stage?**

Answer 2: *Please note that the contracting authority is not permitted to disclose information regarding the number of applications that have progressed from the first to the second stage. This restriction is in place to ensure confidentiality and fairness in the evaluation process.*

Annex C – Full Application Form

Question 3: **In the section Outputs (O) and Activities (A), are there any words limits to describe the activities?**

Answer 3: *There is no specific word limit for describing the activities in the Outputs (O) and Activities (A) section. However, we recommend that responses be concise, clear, and precise.*

Question 4: **Can activities be regrouped or added (without impacting/diminishing outputs, results and objectives)? Can they be changed in the wording to clarify information or is it recommended not to change anything between the concept note and full application in terms of the wording of the activities?**

Answer 4: *Yes, activities may be changed, particularly in light of the personalized recommendations provided by the GEC members, if applicable. General recommendations for refining activities include:*

- *Prioritize High-Impact Activities: Focus on activities that directly contribute to the desired outcomes.*
- *Detail Specific Activities: Clearly outline each activity, specifying the coordinator, the target audience, and ensure they are listed under the relevant output.*
- *Applicant Involvement: Clearly define the roles of co-applicants and external stakeholders involved in the project.*
- *Adaptability and Flexibility: Consider potential adaptations to ensure activities remain achievable, especially in volatile contexts.*

Please bear in mind that the guidelines emphasize that the thematic area, overall objective, and specific objectives must not be substantially changed. Any adjustments should improve clarity without deviating from the approved framework.

Question 5: **Would it be possible to carry out during the inception period a baseline survey?**

Question 6: **Regarding specific protection-oriented components to be included in the proposal, are institutional strengthening activities more preferred than services provision type of interventions directly targeting affected populations? And at which level? Are both multi-country and local level relevant?**

Answer 5-6: *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. Additionally, the authority cannot comment on the quality of specific project activities and ideas.*

Question 7: **To what extent the paragraphs that have the same title as in the concept note can be filled by copy pasting from the concept note if the information is still relevant/correct?**

Answer 7: *It is acceptable to copy and paste paragraphs from the concept note if the information remains relevant and correct. Please bear in mind that the core elements outlined in the concept note, such as the thematic area, overall objective, and specific objectives, **must not be***

substantially modified in the full application. However, please ensure that the recommendations shared by the GEC evaluators are considered when doing so, as these insights may require adjustments or refinements to the original content.

Sub-contracting

Question 8: Is it acceptable that while the project applicants could in theory carry out certain activities, said activities are sub-contracted to prioritize working with local researchers and academic/research institutions?

Question 9: Are applicants required to include even small consultancies for few days or weeks such as short trainings or assessments, or does this requirement refer only to major sub-contracting issues?

Answer 8-9: *As per the Guidelines for Applicants, sub-contracting is allowed under this Call for Proposals. It is acceptable to subcontract certain activities. However, please ensure that all planned subcontractors are listed in Section 6 “Implementation Methodology – Sub-Contracting” of Annex C - Full Application Form, along with a justification for the necessity of subcontracting each activity. For each planned subcontract, include a detailed list of services to be subcontracted, the procedure to be followed in selecting the subcontractor, and the entity (Applicant/Co-Applicant) responsible for carrying out these procedures.*

Question 10: Are there specific rules for hiring external consultants or subcontracting under this grant?

Answer 10: *The minimum requirements for hiring external consultants and subcontracting are set out in Annex IV: Procurement by Grant Beneficiaries of the Grant Contract available in the “Documents for Information” folder on the ICMPSD Electronic Application Platform. You may apply your organization’s policy and standards, provided they are NOT less stringent than those outlined in Annex IV. If your policies are more lenient, you must comply with the requirements specified in Annex IV.*

Question 11: What types of costs for consultants or subcontractors would be considered ineligible?

Answer 11: *The ineligible costs are outlined in Section 2.4: Eligibility of costs of the guidelines, specifically under the subsection titled “Ineligible costs”. 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. Additionally, the authority cannot comment on the quality of specific project activities and ideas.*

Question 12: What level of detail is required in the budget justification for consultancy or subcontractor costs?

Answer 12: *For consultancy or subcontractor costs, the budget justification must include a clear explanation of how the costs relate to the specific activities of the action.*

Question 13: Is the cost for internet data an eligible cost?

Answer 13: *Please check Section 2.4: Eligibility of costs of the guidelines to see the eligible costs, particularly under the subsections titled "Eligible direct costs" and "Ineligible costs." 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.*

Question 14: Under which budget line should bank fees be inserted?

Answer 14: *Bank fees could be categorized under "Indirect costs" as part of administrative or financial expenses. In the budget template, indirect costs are listed under "7. Indirect costs (maximum 7% of total direct costs)", where they may be included if they are part of the overall administrative expenses.*

Question 15: Where do contractors for construction works fall since they are not co-applicants?

Answer 15: *Contractors for construction works would fall under "associate organizations" or "service providers".*

Please bear in mind that these costs must be indicated in Annex D - Budget Template. Please check the list of eligible costs in detail provided at Section 2.4. "Eligibility of costs" of the Guidelines. These costs can be added in the Section 3. "Other Direct Costs and Services" of the budget. The applicant must clearly provide an explanation by completing the "Clarification and Justification" column, specifying the type of cost, detailing the unit cost, the number of units, and the total amount.

Co-Financing

Question 16: Regarding project co-financing, must an organization indicate the source of co-funding?

Question 17: Must the funds be available at the time of submitting the application?

Answer 16-17: *Co-financing information, including the source of co-funding, must be indicated at full application stage. Please note that the information provided at full application stage will be considered final, and no changes will be possible at the contracting stage.*

Question 18: Can co-financing be in kind?

Answer 18: Please refer to Section 1.3. “Financial allocation provided by the Contracting Authority, Financing and Co-financing” of the Guidelines for Applicants: “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 and should be in the form of monetary contributions, as in-kind contributions are not eligible.”

Question 19: Should other sources of funding be relevant to MMD or any other?

Answer 19: Other sources of funding do not need to be specifically related to the MMD (Migration and Mobility Dialogue). However, they must come from sources other than the European Union or ICMPD and should align with the general objectives of the project. The funding can be from any other relevant sources, but it must be consistent with the overall goals of the action and must not overlap with EU or ICMPD funding.

Question 20: Can the co-financing amount mentioned in the concept note could be altered at full application stage based on the availability?

Question 21: If in the first round, no co-financing was listed, but the applicants have since secured funding, can we change this for the full application and add in co-financing?

Answer 20-21: Yes, the co-financing amount mentioned in the concept note can be altered at the full application stage, but changes must be duly justified. The guidelines allow adjustments to the total eligible cost of the action and the requested contribution at the full application stage, provided that such changes are adequately justified. However, these adjustments must still be largely in line with the amount indicated in the approved concept note and/or reflect the recommendations shared by the evaluators.

If no co-financing was listed in the first round but applicants have since secured funding, it is acceptable to include co-financing at the full application stage. Again, these changes must be duly justified.

Budget

Question 22: Could you clarify the difference between the administrative budget (organization-wide) and operational budget (project-specific)?

Answer 22: The distinction between the administrative budget (organization-wide) and the operational budget (project-specific) lies in the scope of the costs. Organisation-wide costs, such as rent for a shared office space (i.e., not exclusively dedicated to the Action), can be included in the budget but must be allocated proportionally to the Action. The methodology used to

determine these proportional allocations must be either audited or auditable to ensure accuracy and compliance.

Question 23: For organizations hosted by parent entities, contributions to shared services like support staff, operational costs, and regional management teams are often presented as lump sums. Given that lump sums are not allowed in this application, could you advise on how to best itemize or present these costs to ensure they remain eligible for funding?

Answer 23: In cases where organizations are hosted by parent entities and contributions to shared services such as support staff, operational costs, and regional management teams are involved, it is essential to itemize these costs. Lump sums are not permitted in this application. All costs need to be identifiable, attributable, and correspond to the actual needs of the Action. This may include indeed part-time HR positions (as needed) or general office expenditure.

Question 24: Does the 30% HR rule apply to the overall budget or also to each co-applicant's budget?

Answer 24: The 30% limitation applies only to the overall budget of the project, not to each co-applicant's individual budget. Please refer to Section 2.4. of the Guidelines "Eligibility of Costs – Eligible Direct Costs": "Salary costs of the personnel may be eligible to the extent that they relate to the cost of activities that the grantee would not carry out if the action were not undertaken. The total cost of human resources should not exceed %30 of the total direct eligible costs. Such 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."

Question 25: Are there rules around how a contingency line should be spent?

Answer 25: Yes, there are rules regarding how a contingency line should be spent. These rules are detailed in Annex II – General Conditions of the Grant Contract. Please refer to this annex for specific guidelines on the appropriate use and management of contingency fund.

Bank account

Question 26: We would like to open a bank account specifically for this project. Can we provide our association's main bank account number for now and then change the bank account if we receive the grant, or do we need to open the final bank account in the full application, regardless of the decision?

Answer 26: *It is possible for applicants to provide the association's main bank account number at the full application stage and update it later if the grant is awarded. However, the final bank account details must be confirmed and submitted prior to the signature of the Grant Agreement.*

Documents to be Submitted - Annexes

Annex F -Declaration on Honor

Question 27: **Could you clarify whether the declaration of honor form should include information about the legal person (organization) or the natural person (individual) representing the organization?**

Answer 27: *The Declaration on Honor form should include information about the legal person (the organization) as well as the natural person (the individual) who is legally authorized to represent the organization. The form requires the authorized representative of the organization to declare, on behalf of the organization, that they are not in any exclusion situation as defined by the guidelines.*

Question 28: **Is the term "the person" included in the Declaration on Honor form referring to the organization?**

Question 29: **It is still not very clear on the details to provide under the declaration of honor form. Will the details all be for the organization (including the PIN details) or specific to the person representing the organization?**

Answer 28-29: *In the Declaration on Honor form, the term "the person" refers primarily to the organization (the legal entity) applying for the grant. However, it also includes the individual who is officially authorized to represent the organization. This means both the organization itself and the authorized representative are covered by the declaration, and the representative is confirming that the organization meets all eligibility requirements and is not in an exclusion situation.*

Annex F Declaration on honour¹

Call Reference: ICMPD/2024/1/MMD/GF/AU

The undersigned [*insert the name of the person signing this form*], representing:

The following entity:	
ID or passport number:	Full official name:
	Official legal form:
	Statutory registration number:
	Full official address:
	VAT registration number:
('the person')	('the person')

Please pay attention to the following while filling out the form:

1. **Name of the Person Signing:** Enter the full name of the person authorized to sign the form.
2. **ID or Passport Number:** Provide the ID or passport number of the authorized person.
3. **Full Official Name:** Enter the complete legal name of the organization.
4. **Statutory Registration Number:** Provide the organization's registration number.
5. **Full Official Address:** Enter the organization's full legal address.
6. **VAT Registration Number:** Provide the VAT number if applicable.
7. Once filled, the authorized representative should sign the form.

Annex G – Financial Identification Form

Question 30: *"It is preferable to attach a copy of RECENT bank statement. Please note that the bank statement has to confirm all the information listed above under 'ACCOUNT NAME', 'ACCOUNT NUMBER/IBAN' and 'BANK NAME'. With an attached statement, the stamp of the bank and the signature of the bank's representative are not required. The signature of the accountholder and the date are ALWAYS mandatory."* What does this mean. Is the signature of the bank being necessary or we can add a recent bank account (august 2024)?

Answer 30: *This means that, if you attach a recent bank statement, you do not need the bank's stamp or the signature of the bank's representative. However, the signature of the account holder and the date are always required.*

Please follow the following steps to complete Annex G in a correct way:

Account Information: Ensure the Account Name, IBAN/Account Number, and Bank Name match the bank statement.

Bank Branch Details: Provide the full address of the bank branch (street, city, postcode, country).

IBAN/Account Number: Use the IBAN if applicable; otherwise, provide the Account Number.

BIC/SWIFT Code: Enter the correct BIC/SWIFT code for international transfers.

Branch Code: Only needed for US (ABA), Australia/New Zealand (BSB), or Canada (Transit).

Account Holder's Data: Provide the organization's full address as declared to the bank.

Signature and Date: The account holder's signature and date are mandatory.

Bank Stamp/Signature: Not required if a recent bank statement is attached confirming the key details.

Documents to be submitted - Supporting documents

Question 31: In reference to section 3.9 of the Full Application, can ICMPD clarify whether supporting document C, "Notarized document with the name(s) of the person(s) empowered to represent the applicants, further to a decision of the Board of Directors, if the person(s) to

be appointed are not empowered with such responsibility within the Articles of legal status of the applicants; sample of signature(s), registered to the notary for representative(s)” is required from both the lead applicant and co-applicants?

Question 32: Do we need an Attorney declaration that the person represents the Organization?

Answer 31-32 : *In reference to Section 3.9 of the Full Application, supporting document C (the notarized document listing the persons authorized to represent the applicants) **is required from both the lead applicant and co-applicants** if their authorized representative(s) are not already named in the organization’s legal documents (e.g. Articles of Association, Bylaws, Statutes, or other official legal documents establishing the organization’s governance and who is empowered to act on its behalf).*

If the representatives are already specified in those legal documents, you can submit them instead. Otherwise, each applicant must provide a notarized document confirming who is authorized to sign, along with a sample of their signatures.

Question 33: Is a board letter enough as a notarized doc?

Answer 33: *A board letter by itself is not enough to meet the notarized document requirement unless it is officially notarized and clearly states the person’s authority to represent the organization. The letter must be signed in the presence of a notary public, who certifies its authenticity, to be accepted as a notarized document.*

Question 34: What is the difference between audit report for 3 years and a copy of the lead applicant’s latest accounts (the profit and loss account and the balance sheet for the last 3 financial years for which the accounts have been closed).?

Answer 34: *The audit report is an external verification of financial statements, while the profit and loss account and balance sheet are the organization’s internally prepared financial statements. The audit report assures the accuracy of these financial statements over the past 3 years.*

If the applicant is unable to provide an audit report, the guidelines specify that a self-declaration must be submitted instead. This self-declaration is required only in cases where an audit is not legally required by EU or national law. The self-declaration must be signed by the authorized representative of the organization and must certify the validity of the organization’s financial accounts for the last three financial years available. If the applicant submits a self-declaration, the organization’s financial statements (profit and loss account and balance sheet) for the last three financial years must also be attached to the self-declaration.

Question 35: Is it acceptable for us to download from our accounting software (we use QuickBooks online) the profit and loss account and the balance sheet for the required years as pdf (with our organizational logo) and have the reports then signed by the financial manager, the trust chairperson and the executive director? Would we need to stamp each page with the organizational stamp?

Please note that our externally audited financial statements contain the same information.

Answer 35: *If your externally audited financial report contains the same information (accounts for the last 3 financial years available), you do not need to submit your latest accounts separately. It is also acceptable to generate profit and loss accounts and balance sheets from your accounting software (e.g., QuickBooks Online) as PDF files, provided they are signed by an authorized representative (e.g., the financial/accounting manager).*

In cases where you do not have an audit report, you will need to provide a self-declaration signed by the authorized representative, certifying the validity of your accounts for the last 3 financial years, along with the financial statements (profit and loss account & balance sheet).

Kindly ensure you follow the instructions provided in section 3.9 of the Guidelines.

Signatures

Eligible signatures

Question 36: Could you please repeat which kind of signature are eligible? Shall the online signature be a certificated signature?

Question 37: The PADES signature is officially certified signature of our legal representative, in general our organization uses this signature as the surest. Is it possible to apply the signature PADES on the documents, resulting in PDF format?

Answer 36-37: *Eligible signatures are handwritten or certified electronic signatures.*

You can apply a PADES (PDF Advanced Electronic Signature) to documents in PDF format.

Please bear in mind that, signature circular is different from what is mentioned here.

Signature circular

Question 38: The Notarized document for authorized representative is described as follow on the portal: *“Notarized document with the name(s) of the person(s) empowered to represent the applicants further a decision of the Board of Directors, if the person(s) to be appointed are*

not empowered with such responsibility within the Articles of legal status of the applicants; sample of signature(s), registered to the notary for representative(s). The document(s) must be supplied in the form of scanned versions of the originals (i.e. showing legible stamps, signatures and dates). The document(s) in the national language (if different from French and English) shall be submitted along with their translations into English or French.” This document proves the power of the person to represent the organization (CDA declares the power of signature) but does not report any certification of the IMAGE of the legal representative signature. Is that correct?

Question 39: If it is not possible to apply the PADES signature, is it possible to apply the image of the signature of the legal representative? In this case which information do you need? During the information session you said that the example of the signature should be certified, could you please explain better how?

Answer 38-39: The signatures circular refers to a document that identifies the individuals authorized to sign on behalf of the organization, along with their sample signatures, confirming their legal authority to represent the organization. Therefore, the image of the legal representative must be certified.

Further information is given under "Supporting Documents" section.

Application Process

Question 40: For submissions requiring more than one submission (e.g documents from both the lead and co-applicants), does the system allow for more than one attachment?

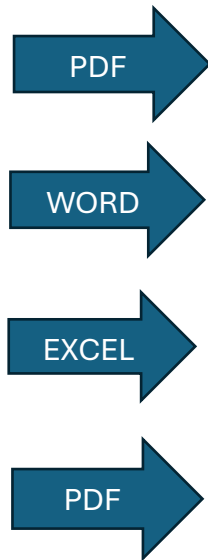
Answer 40: For each document, placeholders are available. If a document is required for both the lead applicant and co-applicants, you can either combine them into a single file or scan and upload it to the relevant placeholder. Alternatively, you can drag and drop your files into the "Upload file" section at the end of the application page. Please ensure that the documents are well-organized and clearly named. It is preferred that they are arranged in a way that makes it easy to identify which document corresponds to each applicant.

Question 41: How should we upload both the Word and PDF versions of the full application, as well as the Excel and signed PDF versions of the budget?

Answer 41: Applicants submitting their full application in English should upload the signed PDF form in the designated area and the Word version in the section reserved for French submissions. For those submitting in French, the reverse applies. The same rule applies to the budget: upload the Excel version and the signed PDF in the appropriate areas. If you experience difficulties placing the documents in the reserved areas, you can also drag and drop the Excel budget and WORD

version of the full application form into the "Upload file" section at the end of the page. However, as specified, it is strongly recommended to upload the files into their assigned placeholders for better organization and clarity.

Below is an example:



Annex C - Formulaire de Demande Complète	<p>Veillez fournir le document Word ainsi que le PDF signé et scanné. Veuillez vous assurer que le formulaire est dûment complété. Veuillez noter que ce formulaire peut être soumis soit en anglais (EN) soit en français (FR).</p>	Upload Document
Annex C - Full Application Form	<p>Please provide the Word document as well as the signed and scanned PDF. Kindly make sure that the form is duly completed. (Please note that this form can be submitted either in EN or in FR.)</p>	Upload Document
Annex D - Budget (EN)	<p>Kindly provide the document in both an Excel file and as a signed, scanned PDF. Please ensure that all calculations are accurate and that the formulas are functioning correctly. (Please note that this form can be submitted either in EN or in FR.)</p>	Upload Document
Annex D - Budget (FR)	<p>Veillez fournir le document à la fois sous forme de fichier Excel et de PDF signé et scanné. Veuillez vous assurer que tous les calculs sont exacts et que les formules fonctionnent correctement. Veuillez noter que ce formulaire peut être soumis soit en anglais (EN) soit en français (FR).</p>	Upload Document


Question 42: If our result letter includes a request for "Additional requirements to be addressed during the Full Application," how should we upload these documents?

Answer 42: You can upload these documents, as well as any additional documents you wish to include, in the "Upload file" section, shown below:

Note: Kindly refer to the Application Procedure (ICMPD Electronic Application Platform) that was shared with you previously.

Select documents you wish to add to the My Tender Return section above using the **Attach Documents** button below.

NOTE : Large files can take some time to upload.
NOTE : Document Placeholders have been uploaded by the Procurement Department. Please upload a document for each mandatory placeholder before making a return.



Drag file here or click 'Upload File' below.

[Upload File](#)