**Annex I: Request Form**

**DEMAND DRIVEN FACILITY (DDF)**

**REQUEST FORM**

**Section A: Applicant information**

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| **A.1. Institution (full name + acronym)** |
|  |
| **A.2. Type of institution** |
| * Central public institution * Local public institution |
| **A.3. Office address** |
|  |
| **A.4. Website and/or social media handle** |
|  |
| **A.5. Brief description of institution’s mandate** |
|  |

**Contact details**

|  |
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| **A.7. Main Contact Person** |
| *Name* |
| *Position* |
| *Phone Number* |
| *Email Address* |

**A.9. Are you applying with a partner institution?**

* Yes
* No

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| **A.9.1. Partner Institution/organisation (full name + acronym)** |
|  |
| **A.9.2. Type of institution** |
| * Central/local public institutions * Non-state actors (including academics, NGOs) * Private sector[[1]](#footnote-2) |
| **A.9.3. Office address** |
|  |
| **A.9.4. Website and/or social media handle** |
|  |
| **A.9.5. Main contact person** |
|  |
| **A.9.7. Email Address** |
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| **A.9.8. Phone Number** |
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| **A.9.9. Proof of partnership** |
| *Please provide information detailing the relationship between the applicant and partner, the history (if any) and a signed letter expressing the interest to partner/collaborate on the action.* |

**Section B: Rationale for the action**

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| **B.1. Tick all relevant migration governance topics** |
| * Migration data collection and management * Migration policy development * Border management * Labour migration * Protection of vulnerable migrants on the move (i.e. human trafficking, refugees) * Diaspora engagement * Environment and Climate Change induced displacement * Others: please elaborate: |
| **B.2. Tick all relevant organisational capacity domains the application aims to address** |
| * Governance * Partnerships, coordination and communication * Strategic and operational planning * Human resource management * Monitoring and evaluation * Information management * Others - please elaborate: |
| **B.3. Background and justification for the request. What is the current situation? how is the desired change?** |
|  |
| **B.4. Complementarity with national, regional (ECOWAS) and international frameworks.** |
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| **B.5. Elaborate migration governance gaps/needs and organisational capacity needs.** |
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| **B.6. Will your project build on past or existing initiatives? Elaborate.** |
|  |

**Section C: Objectives**

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| **C.1. What are the overall and specific objectives of the proposed interventions?** |
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**Section D: Activities**

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| **D.1. Indicative activities that will contribute to achieving the above-mentioned objectives** (please add or delete rows depending on how many activities are planned). |
| **ACTIVITY 1** |
| **Description of activity(-ies)** |
|  |
| **ACTIVITY 2** |
| **Description of activity(-ies)** |
|  |
| **ACTIVITY 3** |
| **Description of activity(-ies)** |
|  |
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| **D.2. Role and responsibilities of the lead institution in implementing the action?** |
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| **D.3. Role and responsibilities of the partner institution (if applicable) in implementing the action?** |
|  |

**Section E: Impact & Sustainability**

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| **E.1. How will the project results be sustained when the DDF support ends?** |
|  |
| **E.2. Are there any threats/risk that could affect implementation?** |
|  |

**Section F: Cross-cutting Issues**

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| **F.1. How will gender and human rights issues be mainstreamed in the action.** |
|  |

1. Private sector actors can participate in activities but cannot receive any support from the DDF. [↑](#footnote-ref-2)