**Frequently Asked Questions (FAQ)**

**DEMAN DRIVEN FACILITY (DDF) APPLICATION**

**GUIDELINES/TEMPLATES**

1. **Who can apply to the DDF?**

Institutions at the national, central and local levels from ECOWAS members states and Mauritania can apply for DDF technical assistance.

1. **Can an institution submit multiple applications?**

Technically yes, an institution may submit multiple applications. However, since only a limited number of actions will be funded per ECOWAS Member State and Mauretania, ICMPD recommends one consolidated request per institution, to strengthen the quality of the application.

1. **In what cases can an application be declared ineligible?**

Applications may be declared ineligible if:

1. the application falls outside the scope of the DDF
2. The application is submitted by an ineligible applicant.

***Applicants are strongly encouraged to carefully read the DDF guidelines to ensure their applications are eligible.***

1. **Are Non-State Actors (NSAs) eligible for the DDF?**

The NSAs cannot apply independently. They may submit a joint application in partnership with a national or local government institution from ECOWAS Member States or Mauritania, as the lead applicant. Valid partnership documentation is required.

1. **Can an ECOWAS member states submit a multi-country application with a non-ECOWAS member country (Burkina Faso, Mali, Niger)?**

No. Only applications involving ECOWAS member states and Mauritania are eligible. However, non- member states may be included as participants in activities, not co-applicants.

**SUBMISSION DEADLINE**

1. **What is the deadline for applying to the DDF?**

There is no fixed deadline. The call will remain open until all available funds are allocated. However, since actions must be completed by December 2028, the latest applications will only be considered until January 2028.

1. **How long can a DDF approved action last?**

Approved actions may run from 6 to 18 months but must be completed by end of the December 2028.

**BUDGET**

1. **Why is the budget template not available?**

At this stage, a detailed budget is **not required**. This is why we did not include it in the form or provided a separate template. Once a proposed action is approved, ICMPD will collaborate with the applicant to develop a full proposal including the budget.

1. **What is the maximum funding allocation per action?**

The maximum amount allocated for single-country action is up to **€ 300,000** and multi-country action is up to **€ 500,000**.

1. **Are all proposed activities automatically funded?**

Not necessary. The technical committee will determine which activities within the proposed activities is eligible/ appropriate for funding.

1. **What costs are not eligible for the DDF?**

The ineligible costs include staff salaries, administrative costs, and construction costs. However, equipment may be funded if they are relevant to the success of the action.

1. **How are the DDF funds managed?**

The DDF is **not a grant**, but technical assistance. ICMPD manages the funds directly and will finance the approved activities on behalf of the implementing partners.

**CONSORTIUM**

1. **Who are the implementation partners of the FMM II project?**

The FMM II West Africa project is jointly implemented by IOM, ILO and ICMPD. However, the DDF component is solely implemented by ICMPD with dedicated experts managing the process.

**EVALUATION COMMITTEE**

1. **What is the role of the Technical Committee?**

The Technical Committee is responsible for reviewing/evaluating and approving the submitted request for DDF technical assistance.

1. **What is the composition of the Technical Committee?**

The Technical Committee is composed of representatives from the ECOWAS Commission, ICMPD, IOM, ILO, the EU and various thematic experts according of the requests which should be evaluated.

1. **What evaluation or selection criteria does the Technical Committee use?**

The request is evaluated based on the following three criteria:

1. Design (40 points),
2. Impact and sustainability (50 points)
3. Added value (10 points).
4. **How long does it take to respond to an application?**

The committee meets approx. two times per year to review request forms. While no fixed dates established yet. The DDF team will inform applicants when the next committee meeting will take place.

**NEXT STEPS**

1. **What happens after the Technical Committee reviews a request?**

1. The DDF team will inform applicants on the Technical Committee decision. If:

* **Rejected:** This ends the application process.
* **Delayed:** Revisions are required, and the revised application must be sent back to the technical committee.
* **Approved:** The DDF team will work closely with the successful applicant to co-develop the full action proposal for implementation. Once the full action is approved, implementation can start.
1. **How long does it take to start implementation after Technical Committee approval?**

The co-development of the full-fledged proposal can take 1-3 months, depending on the complexity of the action and the availability of the applicant to provide needed information to the DDF Team.