



EU SUPPORT TO STRENGTHENING INTEGRATED BORDER MANAGEMENT IN UKRAINE

EU4IBM

CALL FOR PROPOSALS

**ENHANCEMENT OF PUBLIC COMMUNICATION, COUNTER-SMUGGLING AND
COUNTER-CORRUPTION CAPACITY OF IBM STAKEHOLDERS IN UKRAINE**

For Civil Society Organisations and Think Tanks

Under the Project “EU Support to Strengthening IBM in Ukraine (EU4IBM)”

DEADLINE FOR APPLICATION: 29 March 2021, 16:00 Vienna time

Funded by the European Union

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1. BACKGROUND

The International Centre for Migration Policy Development (ICMPD) is an international organisation with 18 Member States and more than 250 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. Priority regions include Africa, Central and South Asia, Europe and the Middle East. Its three-pillar approach to migration management – structurally linking research, migration dialogues and capacity building – contributes to better migration policy development worldwide. The Vienna-based organisation has a mission in Brussels, a regional office in Malta and project offices in several countries. ICMPD receives funding from its Member States, the European Commission, the United Nations and other multilateral institutions as well as bilateral donors. Founded in 1993, ICMPD holds a UN observer status and cooperates with more than 700 partners including EU institutions and UN agencies.

The Project “EU Support to Strengthening Integrated Border Management in Ukraine (EU4IBM)” is funded by the European Union and implemented by ICMPD in cooperation with the State Border Guard Service (SBGS) and State Customs Service of Ukraine (SCS).

The overall objective of the Project is that Ukrainian citizens benefit from increased mobility and economic operators are better integrated into the world economic exchange flows, while a high level of security and prevention of cross-border crime is ensured. The specific objective is that the processing of cross-border movements of persons and goods is efficient, addresses security threats and is in line with EU good practices in the area of integrated border management (IBM).

EU4IBM supports the implementation of the following seven results:

Result 0: Horizontal activities linked to business process analysis and re-engineering (**Business process analysis and re-engineering**).

Result 1: IBM stakeholders have the necessary analytical information, tools and procedures to effectively steer the IBM policy development and implementation (**Sector management**).

Result 2: Border control procedures are improved in selected types of border crossing points (BCPs) and concepts for model border crossing points are developed and implemented (**Border control procedures improvement**).

Result 3: Interagency coordination, cooperation, and information exchange among relevant IBM stakeholders is improved, including in the area of risk analysis (**IBM coordination and joint risk analysis**).

Result 4: Asset and budget management, internal audit and quality management systems and processes within and between IBM stakeholders are improved (**Finance and asset management**).

Result 5: State Border Guard Service human resources management system is assessed and modernised (**Human resources management**).

Result 6: Ukrainian IBM actors have deepened and intensified their structured cooperation with neighbouring countries (**Cross-border cooperation**).

Ukraine has notably advanced its Integrated Border Management (IBM) system on the way towards approximation with the EU standards and practices since 2010 when the first IBM Concept was adopted. The Government of Ukraine equally continues implementing reforms aiming at developing the overall capacities of SBGS and SCS as well as other IBM actors, in order to establish professional Services in line with the European good practices.

The European Union has been continuously supporting Ukraine in these reform processes, including the new sector-based approach encompassing strategic, structural and operational issues allowing the Ukrainian government to take full responsibility over the development of the sector in a coordinated way. EU4IBM project, in this regard, intervenes to help identify and address the gaps in the implementation of the national reforms approximating the Ukrainian border management system to the standards and best practices of the EU IBM.

Proper reform implementation is, however, impossible without communication of its meaning, progress and results to the wider public, and thus requires proper analysis, identification of gaps in communications and public relations, and further communication support to national IBM stakeholders.

In addition, specific obstacles on the way to effective reforms should also be addressed. Examples include anti-corruption support to national IBM stakeholders, in particular through identification of push factors (low staff salaries, insufficient counter corruption capacity, gaps in legal and regulatory framework), analysis of the countermeasures applied, their effects and ways for improvement; advocacy for criminalization of smuggling, and for attribution of law-enforcement and investigative functions to border management agencies; overcoming negative perceptions, etc.

2. OBJECTIVES OF THE CALL

The purpose of this call for proposals is to allow Ukrainian non-governmental organizations to contribute to, and to support national IBM stakeholders in, achieving a number of objectives, including:

- Raising awareness and fostering public communication about IBM policy development and implementation, providing advocacy and analytical support to policy dialogue on IBM and activities of Interagency Working Group on IBM, monitoring of IBM Strategy and Action Plan implementation,
- Countering corruption, including through public perception surveys, awareness raising, analysis of measures applied, development of new measures and support to their implementation,
- Criminalization of smuggling and provision of law-enforcement and investigative functions to SCS as well as investigative functions to SBGS,
- Developing and implementing institutional policies, tools, and procedures for engagement of IBM stakeholders with the public, civil society and private sector on IBM-related matters,
- Delivering a positive image of IBM actors, their work and the progress achieved in IBM area to foster public interest, attract new motivated staff and form a favourable attitude towards IBM actors.

Each application should preferably address all but no less than two of the objectives indicated above.

Non-exhaustive list of examples of type of activities can be found under 'Eligibility of actions' section.

3. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative maximum amount made available under this call for proposals is EUR 100,000. The Contracting Authority reserves the right not to award all available funds.

Size of grants:

- Minimum: EUR 30,000
- Maximum: EUR 100,000

The requested amount of financing should correlate with the proposed content and the number of objectives covered from those outlined above in section 2.

Within the framework of this call, the contracting authority may finance up to 95% of the total eligible cost of action. The balance (i.e. the difference between the total cost of the action and the amount requested from the Contracting Authority) must be co-financed from sources other than the European Union or ICMPD, including through in-kind contribution of the Lead Applicant and/or Co-applicants.

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.

4. ELIGIBILITY

Eligibility of applicants

In order to be eligible, the Lead Applicant must:

- be legally registered in Ukraine and
- be non-profit making and
- be a Civil Society Organisation or Think Tank and
- be directly responsible for the preparation and management of the action with the Co-applicant(s), not acting as an intermediary, and
- have at least three years of experience in thematic areas relevant to the call.

The Lead Applicant may act individually or with Co-applicants. Co-applicants participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the Lead Applicant. Co-applicants must satisfy the eligibility criteria as applicable to the Lead Applicant itself.

The applicants must:

- have financial and operational capacity to undertake the proposed action and
- have necessary professional competences and qualifications to complete the proposed action.

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;
- c) grave professional misconduct including misrepresentation;
- 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 and Co-applicants are obliged to declare that they are not in one of the exclusion situations through a signed Declaration on Honour.

Eligibility of actions

Definition: an action is composed of a set of activities.

Duration of actions: maximum 12 months

In order to be eligible:

- Actions must take place in the territory of Ukraine,
- Actions should address at least two or all of the objectives indicated in section 2 of the Guidelines,
- Actions must be based on specific, clear and achievable objectives, a realistic work plan, an achievable

timeline and measurable results,

- The proposals have to take into account risk assessment for the current Covid-19 pandemic (how implementation can be carried out in the presence of restrictive measures),
- The objective of the action cannot be commercial,
- Actions must be completed by 30 April 2022,
- Applicants may not propose financial support to third parties.

Examples of type of activities (non-exhaustive):

- Provision of platforms for policy dialogue, round tables, public and expert consultations, discussions,
- Research, studies, other analytical support,
- Workshops, seminars and training,
- Development of policies, tools, procedures and methodologies,
- Public perception surveys, focus groups interviews, polls,
- Communication and awareness-raising campaigns,
- Advocacy campaigns,
- Production of video and other PR/promo materials.

No grant may be awarded retroactively for actions already completed.

Visibility

The Beneficiary(ies) shall take all necessary steps to publicise the fact that the European Union financed or co-financed the action. Such measures shall comply with the Communication and Visibility Manual for Union External Actions laid down and published by the European Commission, which can be found at https://ec.europa.eu/international-partnerships/comm-visibility-requirements_en

The Beneficiary should also ensure the visibility of the Contracting Authority and the EU4IBM project.

Eligibility of costs

Only 'eligible costs' can be covered by a grant. The categories of costs that are eligible and non-eligible 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 Award contract can be considered eligible. In exceptional and duly justified cases, costs incurred between the award and 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, including expenditure verification, audit and final evaluation of the action, which may be incurred after the implementation period of the action;
 - 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.

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 and supplies (new or used) specifically for the purpose of the action, provided that ownership is transferred (if applicable) at the end of the action when required;

d) costs of consumables;

e) costs entailed by contracts awarded by the Beneficiary(ies) for the purposes of the action;

f) costs deriving directly from the requirements of the Contract (dissemination of information, translation, reproduction, insurance, etc.) including financial service costs (in particular the cost of transfers and financial guarantees where required according to the Contract);

g) duties, taxes and charges, including VAT, paid and not recoverable by the Beneficiary(ies), unless otherwise provided in the Special Conditions.

Contingency reserve

No contingency reserve is provided for the grant.

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 3% 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;
- d) purchases of land or buildings;
- e) currency exchange losses;
- f) credits to third parties, unless otherwise specified in the Special Conditions.
- g) contributions in kind.

No profit principle

The grant may not produce a profit for the Lead Applicant or Co-applicant(s). Profit is defined as a surplus of the receipts over the eligible costs approved by the contracting authority when the request for payment balance is made.

5. HOW TO APPLY

DEADLINE FOR APPLICATION: 29 MARCH 2021, 16:00

Applicants must submit their applications in English language.

Lead Applicants must submit their applications by using the Application Form (Annex A) and Budget (Annex B) templates attached to this call and available at ICMPD website:

<https://www.icmpd.org/work-with-us/grants/open-calls-for-proposals/>

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.

Clarifications will only be requested when information provided is unclear and thus prevents the Contracting Authority from conducting an objective assessment.

Hand-written applications will not be accepted.

Besides the Application Form and the Budget, the Lead Applicants must submit the following documents:

- The statutes or articles of association of the Lead Applicant, and (if any) of each Co-applicant;
- A copy of the Lead Applicant's latest accounts (the profit and loss account and the balance sheet for the three financial years for which the accounts have been closed). A copy of the latest account is not required from (if any) the Co-applicant(s) however the Contracting Authority may request, at a later stage, the latest accounts of Co-applicant(s) if necessary;
- Legal entity sheet (Annex C) duly completed and signed by the Lead Applicant and (if any) by each Co-applicant, accompanied by the justifying documents requested there;
- Financial identification form (Annex D) of the Lead Applicant (not required from Co-applicant(s)). The bank should be located in the country where the Lead Applicant is established. If the Lead Applicant has already submitted a financial identification form in the past for a contract where the ICMPD was in charge of the payments and intends to use the same bank account, a copy of the previous financial identification form may be provided instead.
- Declaration on honour (Annex E) signed by the Lead Applicant and (if any) the Co-applicant(s) certifying that they are not in one of the exclusion situations.

If the abovementioned supporting documents are not provided together with the Application Form and the Budget the application may be rejected.

All applications must be received before the deadline of:

29 March 2021, at 16:00 Vienna local time

via e-mail only as follows:

- 1 test email to grants@icmpd.org - to avoid e-mail being blocked by ICMPD firewall system, we kindly advise you to send a preliminary email for receiving a confirmation message.

Once you receive acknowledgment of receipt of your preliminary email, you are kindly advised to send your application as stated below:

- 1 email to grants@icmpd.org containing in attachment Application Form (Annex A) and Budget (Annex B) only
- 1 email to grants@icmpd.org containing in attachment the Legal entity sheet (Annex C), Financial identification form (Annex D) and Declaration on honour (Annex E) only
- 1 email to grants@icmpd.org containing in attachment other supporting documents only

In case you need to divide your application into 2 or more emails due to the size of the attachment, please name your email as follows:

- E.g.: "Application Form and Budget" (email 1 of 2), "Application Form and Budget" (email 2 of 2), etc.

In the email subject indicate the reference of the call for proposals and the name of your organisation.

Please do not insert any information related to your application in the text part of your email.

Important remarks:

- Each email should NOT be larger than 9MB to ensure smooth delivery
- Please submit the Application Form (Annex A) in 2 formats: PDF and Word formats
- Please submit the Budget (Annex B) in 2 formats: PDF and Excel formats
- Do not attribute long names to any of the files you submit to us in your application as this might cause problems with long paths. A good example of a file name for the Budget:
 - o Organisationname_Budget (path is optimal)

If you intend to compress your files, kindly be advised that the preferred extension is ZIP.

Applications submitted by any other means will not be considered. Any application submitted to ICMPD after this deadline will not be considered.

Documents must be duly signed, stamped and dated.

By submitting an application, applicants accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the Contracting Authority sends it to the electronic address referred to in the tender.

The Contracting Authority may, for reasons of administrative efficiency, reject any application submitted on time but received, for any reason beyond the Contracting Authority's control, after the effective date of approval of the full application evaluation, if accepting applications that were submitted on time but arrived late would considerably delay the award procedure or jeopardise decisions already taken and notified.

Q&A (e-mail)

Questions may be sent by e-mail no later than 15 days before the deadline for submission of applications to the address below indicating clearly the reference of the call for proposals:

E-mail address: grants@icmpd.org

Replies will be given no later than 10 days before the deadline for the submission of applications.

To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of Lead Applicants, Co-applicants, actions or specific activities.

Questions that may be relevant to other applicants, together with the answers, will be published on the website of ICMPD (<https://www.icmpd.org/work-with-us/grants/open-calls-for-proposals/>). It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

6. 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 guidelines 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 would 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;
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action.

After the above-mentioned checks have been performed, the applications will be examined and evaluated by the evaluators appointed by the Contracting Authority (Evaluation Committee).

The actions will be selected through a “points system” on the basis of award criteria.

The award criteria help to evaluate the quality of the applications in relation to the objectives and priorities set forth in these guidelines, and to award grants to actions 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.

Scoring:

The evaluation grid is divided into Sections and subsections. Each subsection is given a score between 1 and 5 as follows: 1 = very insufficient; 2 = insufficient; 3 = adequate; 4 = good; 5 = very good.

| Section | Max score |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 1. Relevance | 15 |
| 1.1 How relevant is the proposal to the objectives of the call for proposals or any other specific requirement stated in this guidelines? Are the expected results of the action aligned with the objectives and scope defined in these guidelines? | 5 |
| 1.2 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs and constraints been clearly defined and does the proposal address them appropriately? | 5 |
| 1.3 Does the proposal contain particular added-value elements (e.g. best practices, new approaches, new policy/institutional solutions)? | 5 |

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 2. Design of the action | 15 |
| 2.1 Does the proposal contain a robust analysis of the problems involved? Do the expected results (outcomes and outputs) respond to the identified problems? Does the proposal include credible indicators of achievement of results and sources of verification? | 5 |
| 2.2 How coherent is the design of the action? Does the intervention logic allow to achieve the expected results? Are the activities proposed appropriate, practical, and feasible? Is their timeline realistic? | 5 |
| 2.3 Is the framework of collaboration/coordination with relevant stakeholders (IBM stakeholders, think tanks, CSOs, mass media, wider public) satisfactory? | 5 |
| 3. Sustainability of the action | 10 |
| 4.1 Is the action likely to have a tangible and lasting impact on its target groups? | 5 |
| 4.2 Is the action likely to have multiplier effects, including scope for replication, extension, capitalisation on experience and knowledge sharing? | 5 |
| 4. Budget and cost-effectiveness of the action | 10 |
| 5.1 Are the activities appropriately reflected in the budget? | 5 |
| 5.2 Is the ratio between the estimated costs and the results satisfactory? | |
| Maximum total score | 50 |

If the total score of the evaluation is less than **30**, the application will be rejected.

After the evaluation, a table will be drawn up listing the applications ranked according to their score.

The highest scoring application(s) will be provisionally selected 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.

The ICMPD/EU4IBM office will inform the pre-selected organisation(s) of the decision and/or recommendations of the Evaluation Committee to revise and fine tune the proposals (budget, M&E framework, other sections of the application form etc.), where applicable and where this does not lead to distortion of fair and equal treatment principles. Upon implementation of the Evaluation Committee's recommendation, the proposal should be resent to the Contracting Authority. If the pre-selected organisation disagrees with the recommendations, the Contracting Authority reserves the right not to award the grant contract.

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.

7. TIMELINE

| | |
|------------------------------------------------------------------------------|---------------------------------|
| 1. Date of publication | 26 February 2021 |
| 2. Deadline for requesting any clarifications from the Contracting Authority | 14 March 2021 |
| 3. Last date on which clarifications are issued by the Contracting Authority | 19 March 2021 |
| 4. Deadline for submission of applications | 29 March 2021, 16:00 |
| 5. Administrative and eligibility check | March 2021 |
| 6. Evaluation Committee meetings | April 2021 |
| 7. Signature of Grant Contract | April 2021 |
| 8. Indicative starting date of Actions | 1 May 2021 at latest |

All times are in the time zone of Vienna

This indicative timetable refers to provisional dates (except for dates 1, 2, 3 and 4) and may be updated by the Contracting Authority during the procedure.

8. ANNEXES

DOCUMENTS TO BE COMPLETED

- A. Application Form
- B. Budget
- C. Financial Identification Form
- D. Legal Entity Form
- E. Declaration on Honour

DOCUMENTS FOR INFORMATION

Grant Contract (Special Conditions)

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 Reports

Annex VII: TOR for Expenditure Verification

Annex IX: Transfer of Ownership of Assets

Annex X: Provisional Financial Report and Forecast