



This project is funded by  
the European Union



# **SBS Ghana**

Strengthening Border Security in Ghana

DEMAND DRIVEN FACILITY

## CALL FOR PROPOSALS GUIDELINES

Support to innovative approaches and best practices on mobility and border management

For CSOs, media, universities, research institutions, think tanks, traders' organisations

**DEADLINE FOR APPLICATION: 30/11/2020**

Funded by European Union Emergency Trust Fund for Africa

Contract n. T05-EUTF-SAH-GH-01-01

DDF Number: SBS Ghana -DDF-01



## TABLE OF CONTENTS

<b>I. BACKGROUND</b> .....	<b>3</b>
<b>II. OBJECTIVE OF THE DEMAND DRIVEN FACILITY (DDF)</b> .....	<b>4</b>
<b>III. SCOPE OF THE DEMAND DRIVEN FACILITY</b> .....	<b>4</b>
<b>Thematic domains</b> .....	<b>4</b>
<b>Types of actions</b> .....	<b>5</b>
<b>Duration of projects</b> .....	<b>5</b>
<b>IV. ELIGIBILITY</b> .....	<b>6</b>
<b>Eligibility of applicants</b> .....	<b>6</b>
<b>Eligibility of Actions</b> .....	<b>7</b>
<b>Eligibility of costs</b> .....	<b>8</b>
<b>V. HOW TO APPLY</b> .....	<b>12</b>
<b>VI. EVALUATION AND SELECTION OF APPLICANTS</b> .....	<b>15</b>
<b>VII. INDICATIVE TIMELINE</b> .....	<b>18</b>
<b>VIII. ANNEXES</b> .....	<b>19</b>
<b>IX. DOCUMENTS FOR INFORMATION</b> .....	<b>19</b>

## I. 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. In Africa, offices are located in Tunis (Tunisia), Abuja (Nigeria) and Accra (Ghana). Founded in 1993, ICMPD holds UN observer status.

The *Strengthening Border Security in Ghana (SBS Ghana)* project is funded by the European Union Emergency Trust Fund for Africa (EUTF), and implemented by the International Centre for Migration Policy Development, in cooperation with the Ghana Immigration Service.

The overall objective of the project is to contribute to reducing irregular migration, by strengthening the capacities of national agencies, academic institutions and CSOs working in the area of migration. The specific objective is to contribute to the development of the long-term capability border control authorities in Ghana; to update border management information and communication systems; and to ensure greater security for citizens and visitors, while guaranteeing the respect for the rule of law and human rights standards.

SBS Ghana has two components:

- Component 1. Centred on border management and security, activities encompasses: assessment of Ghana border management system; technical support to Ghana Immigration Service; joint activities with other border management agencies; dialogue with counterparts in neighbouring countries; development of a border management information and communication system.
- Component 2, **Demand Driven Facility (DDF)**. Centred on civil society, research institutions, think tanks and media, with the goal to promote innovative approaches (operational and research projects) to border management and mobility issues.

## II. OBJECTIVE OF THE DEMAND DRIVEN FACILITY (DDF)

The **objective** of the DDF Call is to support innovative approaches and best practices on mobility and border management in Ghana. In particular, the innovative approaches and best practices will have to:

- Increase knowledge and data management.
- Establish or enhance cooperation mechanisms between relevant stakeholders.
- Create awareness and support coordination for accountability and better public service delivery.
- Develop innovative practices to improve cooperation and mitigate or tackle issues at the border.

## III. SCOPE OF THE DEMAND DRIVEN FACILITY

### Thematic domains

- Trafficking in human beings.
- Smuggling of migrants.
- Human rights and gender.
- Free movement of persons and trade facilitation (factors boosting or hindering movement of people and goods, including corruption and harassment).
- Health emergencies' response.
- Migration crisis.
- Dialogue and active collaboration between communities (civil society and traditional authorities) and institutions (border management agencies and local authorities) on the above topics.
- Dialogue and active collaboration between civil society, media and institutions for accountability and better service delivery, on the above topics.

**Types of actions**

1. Operational projects (ex. information campaigns; capacity building; establishment of dialogue platforms; establishment of collaboration frameworks, etc.)\*.
2. Research projects (including studies, reports, statistics, documentaries).
3. A combination of operational and research projects.

(\*). Establishment of dialogue/collaboration frameworks with local authorities and border management agencies is recommended.

**Duration of projects**

- Maximum 18 months for research projects.
- Maximum 24 months for operational (or combined research/operational) projects.

**Financial Allocation Provided by the Contracting Authority**

The overall indicative amount made available under this call for proposals is EUR 700,000.00. The contracting authority reserves the right not to award all available funds.

Size of grants:

- Maximum EUR 30,000.00 for research projects.
- Maximum: EUR 100,000.00 for operational (or combined research/operational) projects.

Within the framework of this call Contracting Authority may finance up to 100% of the total eligible cost of action, however co-financing of the action is expected. In case of no co-financing, it should be duly justified by the Applicant.

The balance (i.e. the difference between the total cost of the action and the amount requested from the contracting authority) must be financed from sources other than the European Union or ICMPD.

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.

#### IV. ELIGIBILITY

##### Eligibility of applicants

In order to be eligible, the Lead Applicants must be legally registered in Ghana and be one of the following type of organisations:

- Civil society Organisation (not for profit)
- Non-Governmental Organisation
- University or Research institution
- Think Tank
- Organisations representing media, media networks (ex. community radios)
- Traders organisation

Consortia of different types of organisations are recommended. Consortia of maximum three (3) organisations are eligible.

Collaboration with local authorities (or local government organisations) in the Action is recommended, but no grant will be given to local authorities.

Collaboration with border management agencies in the Action is recommended, but no grant will be given to those agencies.

Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself. The following are however also eligible:

- Co-applicants legally registered in countries other than Ghana.

The applicants must:

- Have financial and operational capacity to undertake the proposed Action.
- Have necessary professional competences and qualifications to complete proposed Action.

As a general principle, but in observance of the principle of proportionality, 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 mis-representation;
- 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, co-applicants and affiliated entities are obliged to declare that they are not in one of the exclusion situations through a signed declaration on honour. For grants of EUR 60,000.00 or less, no declaration on honour is required.

### **Eligibility of Actions**

- As a general requirement, actions must take place in the territory of Ghana. Nevertheless, part of the action may take place outside Ghana in the cross-border areas with Togo, Burkina Faso and Cote d'Ivoire. The need for the activities outside of Ghana for the implementation of the action has to be clearly demonstrated.
- Actions targeting above mentioned thematic domains.
- Actions must be based on specific, clear and achievable objectives, a realistic work plan and achievable timeline and measurable outputs / outcomes.
- Actions must be based on a clear sustainability analysis and demonstrate possibility of duration beyond the timeline of *SBS Ghana* project (ex. complementarity with ongoing initiatives).
- The proposals have to take into account a risk assessment for implementation, including an assessment for the current Covid-19 pandemic and similar events, with a mitigation plan describing how implementation can be ensured in the presence of community transmission, and/or preventive and restrictive measures (for instance, to movements).
- Actions should not involve activities that could harm the safety and security of beneficiaries, partners and organisations during implementations, or otherwise expose them to risks (in any case, ICMPD shall not take any responsibility in this regard).
- The objective of the Action cannot be commercial.
- Actions must be completed by 30 June 2023.

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 Contracting Authority and the European Union has financed or co-financed the Action. Such measures shall comply with the EUTF Toolkit for communication and the Communication and Visibility Manual for European Union External Actions<sup>1</sup>, laid down and published by the European Commission, and should insure the necessary visibility of the contracting authority.

Given the sensitivity of some actions, the visibility of the Contracting Authority and the European Union will be ensured taking into account the evolution of the local security context and according to the sensitivity of the activities carried out. So as not to threaten the security of the Applicant and its partners, the donor and the final beneficiaries, and in particular humanitarian organisations, in order not to compromise their principle of neutral and independent humanitarian action.

**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 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;

---

<sup>1</sup> [https://ec.europa.eu/international-partnerships/comm-visibility-requirements\\_en](https://ec.europa.eu/international-partnerships/comm-visibility-requirements_en)



- 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<sup>2</sup> 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, evaluation specific to the Action, expenditure verification<sup>3</sup>, 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**

A reserve for contingencies and/or possible variations in exchange rates, not exceeding 5 % of the direct eligible costs, may be included in the budget for the Action. It can be used only with the prior written authorisation of the Contracting Authority.

### **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 7 % of the estimated total eligible direct costs.

---

<sup>2</sup> Where the Beneficiary(ies) does not have its headquarters in the country where the Action is implemented, the equipment, vehicles and supplies paid for by the Budget for the Action shall be transferred to a local Beneficiary(ies) and affiliated entity and/or the final beneficiaries of the Action, at the latest when submitting the final report, and as agreed with the Contracting Authority.

<sup>3</sup> Please note that costs for expenditure verification should be foreseen in the budget. The applicant must bear in mind that in case of award of grant, the applicant will make the necessary arrangements for expenditure verification before the contract signature.

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, except where necessary for the direct implementation of the Action, in which case ownership shall be transferred to the final beneficiaries and/or a local Beneficiary(ies), at the latest at the end of the Action;
- 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 applicant(s) 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.

## V. HOW TO APPLY

### **DEADLINE FOR APPLICATION: 30/11/2020**

Applicants must apply in English.

Lead Applicants must submit their applications by using the Application Form (Annex A) and Budget (Annex B) templates available at the Contracting Authority website:

<https://www.icmpd.org/work-with-us/grants/open-calls-for-proposals/demand-driven-facility-ddf-sbs-ghana/>

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, (if any) of each co-applicant<sup>4</sup>.
- The lead applicant must 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 up to 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 up to the last 3 financial years available.

---

<sup>4</sup> Where the lead applicant and/or a co-applicant(s) is a public body created by a law, a copy of the said law must be provided.

- The external audit report is not required from (if any) the co-applicant(s).
- A copy of the lead applicant's latest accounts (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed). A copy of the latest account is neither required from (if any) the co-applicant(s) nor from (if any) affiliated entity(ies).
- Legal Entity Form (Annex C) duly completed and signed by each of the applicants (i.e. 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 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 lead applicants and co-applicants certifying that they are not in one of the exclusion situations (this is applicable only in case of grants - ICMPD contribution - above EUR 60,000.00).

Documents must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals.

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

The outer envelope must bear the title of the call for proposals, the full name and address of the lead applicant, and the words '**Not to be opened before the opening session**'.

Applications must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

#### **ICMPD**

**2, Obenesu Crescent (beside *Good Neighbours*)**

**East Cantonments, Accra**

Please call: 050 907 6291 for directions to our office location.

The same application will have to be sent as a single PDF file in electronic format to:  
**ddf.sbsghana@icmpd.org**

The submission of the electronic version only will be rejected.

The deadline for the submission of applications is 30<sup>th</sup> November 2020 as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is 30<sup>th</sup> November 2020, at 17:00 hours GMT as evidenced by the signed and dated receipt. Any application submitted after the deadline will be automatically rejected.

The contracting authority may, for reasons of administrative efficiency, reject any application submitted on time to the postal service, 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 20 November 2020 to the address below indicating clearly the reference of the call for proposals:

**E-mail address: ddf.sbsghana@icmpd.org**

Replies will be given no later than 25 November 2020.

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.

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/demand-driven-facility-ddf-sbs-ghana/>

It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

## VI. 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 (this only applies to lead applicants);
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This applies to lead applicants and co-applicants.

After the above-mentioned checks have been performed, the applications will be examined and evaluated by the evaluators appointed by the contracting authority (DDF 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 projects 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 will be given a score between 1 and 5 as follows:

1 = very insufficient; 2 = insufficient; 3 = adequate; 4 = good; 5 = very good.

Section	Maximum Score
<b>1. Relevance</b>	<b>20</b>
1.1 How relevant is the proposal to the objectives of the Call for Proposals and to the specific domains/areas 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 relevant is the proposal to the particular needs and constraints of the target geographic area(s) and/or relevant domains (including complementarity with other development initiatives and avoidance of duplication)?	5
1.3 How clearly defined, and strategically chosen, are those involved (final beneficiaries, target groups)? Have their needs (as rights holders and/or duty bearers), and constraints been clearly defined, and does the proposal address them appropriately?	5
1.4 Does the proposal contain particular added-value elements (e.g. innovation, best practices, new approaches, new policy/institutional solutions, new operational approaches, new solutions for the environment, new solutions for vulnerable beneficiaries, etc.)?	5
<b>2. Design of the action</b>	<b>15</b>
2.1 How coherent is the design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results? Are the activities proposed appropriate, practical, and consistent with the envisaged outputs and outcome(s)?	5
2.2 Does the proposal include credible baseline, targets and sources of verification? If not, is a baseline study foreseen (and is the study budgeted appropriately in the proposal)?	5
2.3 Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders?	5
<b>3. Implementation approach</b>	<b>20</b>
3.1 Is the Work Plan for implementing the action clear and feasible? Is the timeline realistic?	5



3.2 Does the proposal include an effective and efficient monitoring system? Is there an evaluation planned (previous, during or/and at the end of the implementation)?	5
3.3 Is the co-applicant(s)'s level of involvement and participation in the action implementation satisfactory? In cases when there are no co-applicants, the adequacy of the approach to implement the action solely by the lead applicant is demonstrated/evident.	5
3.4 Is the framework of collaboration/coordination with relevant stakeholders (border management agencies, local authorities, local communities, traditional authorities) satisfactory?	5
<b>4. Sustainability of the action</b>	<b>15</b>
4.1 Is the action likely to have a tangible impact on its target groups?	5
4.2 Is the action likely to have multiplier effects, including scope for replication, extension, dissemination, capitalisation on experience and knowledge sharing?	5
4.3 Are the expected results of the proposed action sustainable? - Financially (e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs). - Institutionally (will structures allow the results of the action to be sustained at the end of the action? Will there be local 'ownership' of the results of the action?). - At policy level (where applicable) (what will be the structural impact of the action — e.g. improved legislation, codes of conduct, methods). - Environmentally (if applicable) (will the action have a negative/positive environmental impact?).	5
<b>5. Budget and cost-effectiveness of the action</b>	<b>15</b>
5.1 Are the activities appropriately reflected in the budget?	5
5.2 Is the ratio between the estimated costs and the results satisfactory?	10
<b>Maximum total score</b>	<b>85</b>

If the total score of the evaluation is less than 55, 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 applications 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/DDF office will inform the selected organisations of the decision and/or recommendations of the DDF Evaluation Committee to revise and fine tune the proposals (budget, M&E framework, other sections of the Application Form, etc.), where applicable.

Upon implementation of the DDF Evaluation Committee's recommendation, the proposal should be resubmitted to ICMPD.

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.

## VII. INDICATIVE TIMELINE

1. Deadline for requesting any clarifications from the Contracting Authority (e-mail)	<b>20/11/2020</b>
2. Last date on which clarifications are issued by the Contracting Authority	<b>25/11/2020</b>
3. Deadline for submission of applications	<b>30/11/2020 17:00h (GMT)</b>
4. Administrative and eligibility check	<b>December 2020</b>
5. DDF Evaluation Committee meetings	<b>Dec. 2020 / Jan. 2021</b>
6. Signature of Grant Contract	<b>February 2021</b>
7. Information session for selected Applicants	<b>February 2021(*)</b>
8. Indicative starting date of Actions	<b>February 2021</b>
9. Latest possible end of implementation	<b>30/06/2023</b>

(\*) Specific date to be confirmed to selected Applicants.

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

All times are in the time zone of Ghana (GMT).

## **VIII. ANNEXES**

### **DOCUMENTS TO BE COMPLETED**

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

### **IX. 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 Report
- Annex VII: Terms of Reference for an Expenditure Verification of a Grant Contract
- Annex VIII: Pre-financing Guarantee Form
- Annex IX: Transfer of Ownership of Assets
- Annex X: Provisional Financial Report and Forecast