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ПРОГРАММА СОДЕЙСТВИЯ  
УПРАВЛЕНИЮ ГРАНИЦАМИ В  
ЦЕНТРАЛЬНОЙ АЗИИ

## BOMCA 10 2. CALL FOR PROPOSALS

Publication reference: ICMPD/2023/2/BOMCA/CP4/CAS

### CLARIFICATION NOTE N°1

Published 10/11/2023

**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 Russian, with the English version prevailing.

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#### Eligibility of Applicants and Actions

*(Please refer to the Call for Proposals Guidelines, section “II. CALL FOR PROPOSALS” & “IV. ELIGIBILITY, Eligibility of applicants.”)*

#### Question 1: Can individual entrepreneurs apply?

**Answer 1:** As stated in the Call for Proposals Guidelines, section “IV. ELIGIBILITY, Eligibility of applicants”, “Lead Applicants must be one of the following types of non-profit organisations: Civil Society Organisation; Non-Governmental Organisation; Public Association; Foundation; Research institution (public or private).” It is also stated that grants will not be awarded to profit-making organisations.

#### Question 2: Can we apply from Mongolia as it is the CEA?

**Answer 2:** As stated in the Call for Proposals Guidelines, section “IV. ELIGIBILITY, Eligibility of applicants”, “Lead Applicants must be legally registered in one of the Central Asian states (...)”. The five Central Asian states are defined as “Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan and Uzbekistan”. It is further stated that “Co-applicants must satisfy the eligibility criteria as applicable to the Lead Applicant.”

**Question 3: Can an NGO be registered in, for example, Astana, but implement projects in the target regions, such as Almaty? Or does the main organization need to be legally registered in the target region?**



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**Question 4: Our organization is located in the Naryn region, but why haven't you marked it on the geographical coverage?**

**Question 5: Why is it that the West Kazakhstan Region is not included in the list of regions, even though it has a significant border with the Russian Federation?**

**Question 6: Can target areas be any territories located in the regions you mentioned (for example, those most affected by migration according to statistics)? Or specifically the border areas of the regions you mentioned?**

**Question 7: In the case of partnerships between organizations from two countries, do the target areas have to be territories in both countries, or is intervention in one country sufficient, while the partner organization from the other country can provide expert services, such as exchanging knowledge and experience?**

**Answer 3-7:**

As stated in the Call for Proposals Guidelines, the Lead Applicant must be legally registered in one of the Central Asian states (Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, and Uzbekistan

Actions shall take place in the territory of at least one of the five Central Asian states and be targeted to make an impact in the border areas as defined in the section "II. Call for Proposals, *Scope of actions.*"

For the 5 Central Asian States, the border areas in their entirety are considered the following regions and districts:

- **Kazakhstan:** The Mangystau region, the Aktobe region, the Kyzylorda region, the Turkistan region, the Jambyl region, and the Almaty region;
- **Kyrgyzstan:** The Jalal-Abad region, the Batken region, the Osh region, the Chui region, the Issyk-Kul region and the Talas region;
- **Tajikistan:** The Khatlon region, the Sughd region, the Gorno-Badakhshan Autonomous Province, and the following districts of the Republican subordination: The Lakhsh district, the Rasht district, the Rudaki district, the Shahrinav district and the Tursunzoda district and;
- **Turkmenistan:** The Balkan region, the Daşoguz region the Mary region, and the Lebap region;
- **Uzbekistan:** The Andijan region, the Bukhara region, the Fergana region, the Jizzakh region, the Khorezm region, the Republic of Karakalpakstan, the Namangan region, the Navoiy region, the Qashqadaryo region, the Samarqand region, the Sirdarya region, the Surkhandarya region, and the Tashkent region.

Please note that applications that target other border areas of the Central Asian states, will not be considered.



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**Question 8: Our organization is in Naryn. Can we form a consortium with a region that is listed in your geographical coverage? Can we submit an application this way?**

**Question 9: Is it possible to create a consortium with other organizations?**

**Question 10: Can a consortium be formed with the area that has been covered here and implement the project?**

**Question 11: Can non-profit organizations from neighbouring countries submit applications for joint activities, each taking place in their own territory? In this case, would it be considered as one project, or as two separate projects, one in each country, but involving parallel activities?**

**Answer 8-11:** The Actions can be implemented by a single non-profit organization (Civil Society Organisation; Non-Governmental Organisation; Public Association; Foundation; Research institution (public or private)) or in a consortium of two or more Central Asian non-profit organizations jointly targeting a border area of a Central Asian state. Actions shall take place in the territory of at least one of the five Central Asian states and be targeted to make an impact in the border areas as defined in the section "II. Call for Proposals, *Scope of actions*".

**Question 12: Is it eligible that applications address more than one priority area? Is it possible to choose several themes and implement them in one project?**

**Answer 12:** As specified in the Call for Proposals Guidelines, section "II. CALL FOR PROPOSALS", applications shall fall under one of the (...) priority areas. This should be understood as at least one of the priority areas should be addressed. Therefore, applications can address more than one priority area. Although the list of priority areas provided in the Guidelines is not exhaustive, i.e. other socially oriented initiatives are also eligible for support, project proposals addressing the those areas will be favourably evaluated during the proposal evaluation phase in the relevant section.

**Question 13: On the relevance of the topic, you said that we could also present our own projects, is project helping population facing internal migration in Central Asian state also considered as migrant community?**

**Question 14: The application should pertain to cross-border migration between the target countries, or can the application address migration issues of citizens from Kyrgyzstan to Russia?**

**Question 15: Can an application be directed towards addressing external migration issues, for example, from Batken region to the Russian Federation?**

**Question 16: Can you please tell me whether the project can increase the capacity on migration legislation of Russia as a potential destination country for migrants from Tajikistan and Uzbekistan crossing the border of Kyrgyzstan (transit country)?**



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**Answer 13-16:**

The Contracting Authority does not give a prior opinion on the eligibility of an action or specific activities.

As stated in the Call for Proposals Guidelines, section “II. CALL FOR PROPOSALS, Scope of Actions”, “applications shall target the below mentioned priority areas with the implementation benefiting the population residing in at least one border area of the five Central Asian states:

1. Research and analysis in the area of migration, cross-border and related areas;
2. Awareness raising on irregular migration and trafficking in human beings’ prevention, as well as on issues of concern for the population affected by migration;
3. Assistance to vulnerable groups of the population affected by migration and border proximity (in particular to children and women left behind by migrants);
4. Support to entrepreneurship, including social entrepreneurship initiatives, of all groups of the population and among women, as a special category.
5. Facilitation of CSOs and NGOs working in the border regions networks and forums for discussing and cooperating in migration and cross border areas.

Although this list above is not exhaustive, i.e., other socially focused initiative are also eligible for support; action proposals targeting above-mentioned areas will be positively assessed during the evaluation stage in the relevance section.

The project design and outcomes shall benefit the border areas population residing within the borders of the Central Asian states.

**Question 17: Can one organization act as a partner in different project proposals from different partners (organizations)? How many applications can one organization submit?**

**Question 18: Can an organization submit two project proposals for different components and regions?**

**Answer 17-18:** The Call for Proposals Guidelines does not have restrictions on the number of applications that one organization can submit. The same applies to the number of regions that can be addressed in a single project proposal.

**Question 19: Can organizations that are implementing a project under the BOMCA 10 line in the current year participate in this competition?**

**Answer 19:** Section IV. Criteria for selecting applicants do not prohibit the participation in the second call for proposals of those organizations that are implementing projects funded by the EU under the BOMCA 10 program.



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### Financial Allocation Provided by the Contracting Authority

*(Please refer to the Call for Proposals Guidelines, section “III. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY”)*

**Question 20: What is the maximum requested grant amount in case Lead Applicant is applying together with one or more co-applicants? Is it EUR 65,000 or EUR 60,000?**

**Answer 20:** As stated in the Guidelines, the requested grant amount for actions shall be:

- Minimum EUR 45,000;
- Maximum EUR 55,000 in case of a sole Applicant i.e. single organisation applying for a grant;
- Maximum EUR 60,000 in case Lead Applicant is applying together with one or more co-applicants.

### Eligibility of Costs

*(Please refer to the Call for Proposals Guidelines, section “IV. ELIGIBILITY, Eligibility of costs” for the list of eligible and ineligible costs.)*

**Question 21: If a project is submitted for a maximum amount of EUR 55,000, will the exchange rate difference be taken into account, as we have already been told?**

**Answer 21:** Currency exchange losses are ineligible costs.

**Question 22: Please advise which taxes are not covered within the grant.**

**Answer 22:** Duties, taxes, and charges, which include VAT, that have been paid and not recoverable by the Beneficiary(ies) are considered ineligible costs under this Call for Proposals, unless stated otherwise in the Special Conditions.

**Question 23: Is it possible to include a trip abroad for 1-2 participants aiming capacity building?**

**Question 24: Can we include travel and accommodation expenses of experts and trainers in the service contract under Article 6, which specifies the fees of trainers and experts?**

**Answer 23-24:** Please be aware that costs related to local travel (within Central Asia) and subsistence costs for staff and other persons taking part in the Action are considered eligible 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. However, international travel outside of Central Asia are considered ineligible costs under this Call for Proposals.

**Question 25: Is it possible to include local expenses for a driver with a car?**

**Question 26: Are there any restrictions on staff salaries (such as 30% for equipment)?**



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**Question 27: Are there any limits and restrictions on hiring contract employees?**

**Answer 25-27:** Please be aware that the costs related to staff assigned to the Action, corresponding to actual gross salaries including social security charges and other remuneration-related costs are considered eligible direct 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.

**Question 28: In the budget form, there are 2 lines for staff (coordinator and assistant), is it possible to add one more line for financier and keep within the budget?**

**Answer 28:** If there will be more staff, new row will be added for each staff. Please also keep in mind that, if staff are not working full time on the Action, the percentage should be indicated alongside the description of the item and reflected in the number of units (not the unit rate).

**Question 29: In the budget form, apart from the (ALL YEARS), there is a 1st reporting period. If the project is implemented for 12 months, is it necessary to add the 2nd reporting period, how many tranches will it be divided into?**

**Answer 29:** The budget form consists of 'All Years' and 'First Reporting Period'. The first reporting section must be completed if the Action is to be implemented over more than one reporting period (more than 6 months).

Please do not add any other reporting periods to the Budget and avoid making any changes to the provided Budget template.

**Question 30: At the end of the project, does the equipment remain with the organisation or are there other options?**

**Answer 30:** For further information, please download the zip file named 'Documents for information' and see Annex II - General conditions applicable to an ICMPD-financed grant contract, Article 7 & Annex IX – Transfer of Ownership\_Assets.

**Question 31: Is it possible to invite an international expert to conduct a training? If yes, how can this be indicated in the budget?**

**Answer 31:** According to the Call for Proposals Guidelines, there are no limitations on engaging experts from countries outside of Central Asia. However, it is essential to clearly outline and specify the related expenses for these experts within the relevant budget lines.

**Question 32: Have you had experience working with Turkmenistan? If yes, how was the payment conducted, to the NGO's Euro account or to individual accounts?**

**Answer 32:** According to the contract that will be signed with the NGO receiving funding, the transfer of funds for project implementation will be made to the organization's bank account specified in the respective field. For further information please check the documents for information.





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**Question 33: Is it possible to include assistance to vulnerable women in the project in the form of equipment for self-employment in their personal subsidiary households?**

**Answer 33:** Please note that all costs must align with the criteria detailed in section IV. Eligibility, Eligibility of costs, General criteria of the Call for Proposals Guidelines.

Costs related to purchase of equipment and supplies, whether new or used, specifically for the purpose of the Action, are considered eligible as long as they do not exceed a maximum threshold of %30 of the total direct eligible costs. For detailed information, please read the relevant section of the Guidelines carefully.

#### Visibility

*(Please refer to the Call for Proposals Guidelines, section “IV. ELIGIBILITY, Visibility”)*

**Question 34: Are there specific requirements for the visibility of the project?**

**Answer 34:** The Beneficiary(ies) shall take all necessary steps to publicise the fact that the Contracting Authority and the European Union has financed the Action. Such measures shall comply with the EUTF Toolkit for communication and the [Communicating and Raising EU Visibility: Guidance for External Actions 2022](#) , laid down and published by the European Commission, and should insure the necessary visibility of the contracting authority and the BOMCA 10 Programme.

#### Documents to be Submitted

*(Please refer to the Call for Proposals Guidelines, section “V. HOW TO APPLY AND PROCEDURES TO FOLLOW”)*

**Question 35: Can we submit the application in Russian?**

**Question 36: Are applications translated into English via Google accepted?**

**Question 37: Can we submit the audit report in Russian, or do we need a notarized translation?**

**Answer 35-37:** As stated in the Call for Proposals Guidelines:

- The Application Form (Annex -A) and Budget (Annex-B) shall be submitted in **English or Russian**.
- The Legal Entity Form (Annex C) must be submitted in **English**.
- The Declaration on Honour (Annex D) must be submitted in **English**.
- Supporting documents Documents must be supplied in the form of scanned versions of the originals (i.e. showing legible stamps, signatures and dates). The documents in the national Central Asian languages shall be submitted **along with the certified translation into English or Russian**.

**Question 38: What is the legal entity form?**

**Answer 38:** Annex C\_Legal Entity Form is a mandatory document to be submitted when applying for this Call for Proposals. This document asks details regarding the legal framework and organizational structure of the Lead applicant.



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The Legal Entity Form must be 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. The form must be submitted in English.

**Question 39: Is a notarized certified translation of the registration document obligatory?**

**Answer 39:** Please note that the documents in the national Central Asian languages shall be submitted along with the certified translation into English or Russian.

**Question 40: What document copy should be submitted to the bank?**

**Answer 40:** Once a grant decision has been made, the beneficiary(s) will be offered a contract (see Documents for Information). By signing the application form, applicants agree to accept the contractual terms of the grant contract if the grant is awarded. A signed financial identification form with bank details will be requested from selected applicants prior to signing the contract.

**Question 41:**

- 1. When filling out Annex C, Legal Entity Form, how should we provide information for the "Main Registration Number ③ for Public and Private entities?"**
- 2. When completing Annex D – Declaration on Honor, in the section for "VAT Registration Number," should you enter the Individual Identification Number (INN) of the organization or the Identification Number (INN) of the taxpayer organization? What should be entered in the space designated as "person"?**

**Answer 41:**

1. Applicants shall indicate their registration number in the national register of organisations with the respective government authorities, if such registration number is available. Please also see table with corresponding field denomination by country on pages 2 and 3 of the Annex C - Legal Entity Form.
2. Applicants shall indicate their tax registration number with the respective government authorities, if such tax registration number is available.

**Question 42: Annex A-Application Form, XI, Declaration by the Lead Applicant, the following part is expected to be filled:**

*<list source and amount and indicate status (i.e. applied for or awarded)>*

**Please clarify what needs to be specified here?**

**Answer 42:** As stated in in the declaration section, *"the sources and amounts of public funding received or applied for the action or part of the action or for its functioning during the same*





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*financial year as well as any other funding received or applied for the same action” should be inserted in the appropriate field.*

**Question 43: Is the audit report for the previous year a mandatory requirement? What if the audit was last conducted in 2021?**

**Question 44: We haven't conducted an audit yet; is an auditor's report mandatory for grant application our organization was registered in January 2023. Can we apply for the call?**

**Question 45: Is a financial report for the fiscal year, certified by an auditing company, required from the applicant NGO?**

**Question 46: Our NGO doesn't have an external audit report yet. What should we do in this case? The organization has been operating since 2018.**

**Question 47: Do we correctly understand that in the absence of an audit report for the last financial year, an alternative could be a declaration? Reference to the Guidelines: 'In all other cases, the applicant must provide their declaration, signed by their authorized representative, confirming the accuracy of the reporting for the last financial year.'**

**Question 48: We have not conducted an audit according to Euro standards, and it is not mandatory by law. What should we provide in this case?**

**(Various questions received with similar content)**

**Answer 43-48:**

Please refer to the Call for Proposals Guidelines for Applicants, section “V. HOW TO APPLY AND PROCEDURES TO FOLLOW”, “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 financial year available.

If this does not apply to an applicant, they may submit a self-declaration, which shall be signed by its authorised representative certifying the validity of its accounts for up to the last financial year available.

Additionally, please be aware that a specific template for this declaration is not provided. The document must be signed by a legal representative of the applicant.

The external audit report is not required from (if any) of the co-applicant(s). Applicants shall submit the documents that are available for their organisation.

**Question 49: If two or more organizations submit a project proposal in partnership, is it possible to create separate budgets for each for their respective tasks and activities?**

**Answer 49:** The lead applicant must provide a list of documents and completed forms as specified in the Guidelines, including the budget (Annex B), which should cover the anticipated expenses for the entire project.



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## How to register and apply

(Please refer to the Call for Proposals Guidelines, section “V. HOW TO APPLY AND PROCEDURES TO FOLLOW”)

**Question 50: Where can I find comprehensive information about the grant?**

**Question 51: How can we submit an application for the Call for Proposals? Is self-registration required?**

**Answer 50-51:** To submit your application, you need to complete the following steps:

1. To apply, visit the ICMPD Application Platform at [https://in-tendhost.co.uk/icmpd/asp/Home\\_and\\_register](https://in-tendhost.co.uk/icmpd/asp/Home_and_register).
2. After registering your organization, express your interest in the Call for Proposals and download the necessary application documents.
3. Fill out all annexes and supporting documents, upload them to the platform, and submit your application. A confirmation email will be sent if your submission is successful and within the deadline.

For detailed information please check “How to register and Apply Guideline”:

English Guidelines:

<https://in-tendhost.co.uk/icmpd/asp/ViewDocument.aspx?dt=12&id=59>

Russian Guidelines:

<https://in-tendhost.co.uk/icmpd/asp/ViewDocument.aspx?dt=12&id=4526>

The presentation of the call for proposals can be reached via the link below:

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

Applications sent by any other means (e.g. by email or post) will be rejected.

In case of any issues at the registration procedure, organisations are advised to write to [grants@icmpd.org](mailto:grants@icmpd.org).

## Technical Issues

**Question 52: While registering on the ICMPD electronic application platform (In-Tend), there is a section called “Business classifications”. What does it mean and how to fill out this section?**

**Answer 52:** When registering on the ICMPD electronic application portal, applicants shall fill in the sections “company details”, “business classification” and “company category” to the best of their knowledge. Under the “Business Classification tab”, please search for “Grants Applicants”. After selecting your category as “Grant Applicants” please press the “Register My Company” button.



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## Other

**Question 53: Our NGO has worked on 38 projects since 1999. Over the past 3 years, our NGO has not been involved in projects, but we have not been idle; we have collaborated with other NGOs. We provided assistance mainly to the rural farming sector, engaged in volunteer work, gathered women and girls from vulnerable families in rural areas, and all of this was done on a voluntary basis. Does this count as activity for our NGO during the years when we didn't have projects?**

**Answer 53:** The information mentioned above can be included in the application form when describing past work experience in the relevant fields.

**Question 54: What should be the organization's experience?**

**Answer 54:** Applicants are expected to:

- 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).

Applicants shall provide all the relevant information in the respective section(s) of the Application Form and provide all the requested documentation.

**Question 55: Can financial reports be obtained from the tax reports website?**

**Answer 55:** There is no specification of sources that final reports can be obtained, provided that they meet the criteria specified in the Call for Proposals Guidelines.

**Question 56: From which country will the disbursement be made?**

**Answer 56:** Applicants that are selected for funding require to go through the contracting procedure, before they are offered a grant contract to become beneficiaries. Upon contract signature, beneficiaries receive a pre-financing payment. Subsequent payments are based on the reporting timeline outlined in the grant contract. Additional information can be found in the grant contract available for download on the ICMPD electronic application platform. ICMPD will make transfers to the bank account provided by the beneficiary. The beneficiary should ensure that they can receive transfers from foreign bank account(s).