



The Support Programme to the Africa-EU Migration and Mobility Dialogue (MMD III)

Grant Facility

1st CALL FOR PROPOSALS GUIDELINES FOR GRANT APPLICANTS

**DEADLINE FOR SUBMISSION OF CONCEPT NOTES:
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NOTICE

- This Grant Scheme Programme is funded under the project “Support Programme to the Africa-EU Migration and Mobility Dialogue” (IPA/2019/411-568) which is funded by European Union and implemented by the International Centre for Migration Policy Development (ICMPD).
- This is a two-step call for proposals. In the first instance, applicants will be invited to submit only their Concept Note applications. Thereafter, lead applicants who have been pre-selected will be invited to submit their Full application.
- ICMPD, as the Contracting Authority, is responsible for the administrative and financial implementation of the Grant Scheme. ICMPD has the ultimate responsibility for the correct use of grant funds and is responsible for managing the call for proposals, contracting and payment procedures.
- Please note that only the original documents and forms that are published on ICMPD electronic Application Platform have legal validity. ICMPD has no responsibility for the application documents and forms published on any other platform. Applicants shall submit their applications by filling the original documents downloaded from the ICMPD electronic Application Platform at <https://in-tendhost.co.uk/icmpd/asp/Tenders/Appraisal>.
- Please note that only the English version of these Guidelines shall hold legal validity and be binding.

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ACRONYMS

| | |
|-----------------|---|
| AU | African Union |
| C2CMMD | Continent-to-Continent Migration and Mobility Dialogue |
| CSO | Civil Society Organisation |
| DG INTPA | EC Directorate-General for International Partnerships |
| EC | European Commission |
| EU | European Union |
| ICMPD | International Centre for Migration Policy Development |
| JVAP | Joint Valetta Action Plan |
| LA | Local Authority |
| MMD | Migration and Mobility Dialogues (The Support Programme to the Africa-EU Migration and Mobility Dialogue) |
| NDICI-GE | Neighbourhood, Development and International Cooperation Instrument – Global Europe |

1. OVERVIEW OF THE CALL FOR PROPOSALS

1.1. Background

Implemented by the International Centre for Migration Policy Development (ICMPD) through funding from the Directorate-General for International Partnerships (DG INTPA) of the European Commission (EC), the “Support Programme to the Africa-EU Migration and Mobility Dialogue” (MMD) aims at supporting the orderly, safe and responsible migration and mobility of people within Africa and between Africa and Europe.

Now in its third phase, the multi-faceted action is part of the Joint Africa-EU Strategy Action and has as overall specific objectives:

- (1) Improved governance, management and cooperation on migration and mobility within Africa and between Africa and the EU.
- (2) Improved engagement of civil society organisations (CSOs), diaspora organisations, local authorities (LAs) in the field of migration.

The MMD programme continues to support ICMPD-facilitated migration and mobility dialogues and to follow up on the Joint Valletta Action Plan (JVAP). To complement the ongoing work, in this phase a new Grant Facility is being introduced as a mechanism to support selected initiatives to be implemented by CSOs, LAs, and diaspora organisations.

| MMD PILLARS | | | | |
|----------------|------------------|---------------|---------------------------------|----------------|
| COMPONENT 1 | | | | COMPONENT 2 |
| JVAP Follow-up | Khartoum Process | Rabat Process | Continent-to-Continent Dialogue | Grant Facility |

The Grant Facility aims to strengthen the links between such endeavours and the JVAP framework and the dialogues, as well as increasing the visibility of the contribution of CSOs, non-state actors and LAs to the field of migration and mobility at continental, regional and /or multi-country levels. The direct involvement of these actors in the existing institutional frameworks will strengthen their role as agents of development in the field of migration and development and expand their influence within migration and development policymaking at the national, regional, and continental levels.

1.2. Specific objectives of the call and priority areas

The Grant Facility, via the call for proposals, seeks to add an operational element to MMD III. By harnessing their expertise and knowledge, CSOs, non-state actors and local authorities (LAs), and their partners, should submit action¹ proposals that aim to facilitate and foster:

¹ As per the EC terminology, the term ‘action’ is herein used as a synonym of ‘project’.

- (1) Implementation of strategically relevant initiatives that can contribute to the operationalisation of engagements and commitments made in the dialogues.
- (2) Knowledge-sharing by generating insights, research inputs, and policy recommendations that contribute to the Dialogues’ discussions and priority-setting.

Given the importance of aligning the actions with the Dialogues’ agenda and the JVAP framework, the **priority thematic areas of this Call for Proposals** include the following domains:

| | |
|--|--|
| Development benefits of migration and root causes of irregular migration and forced displacement | Human development, poverty eradication, development benefits of migration, brain drain, diaspora engagement, and other similar areas. |
| Legal migration and mobility | Regular channels for migration, mobility and free movement, labour migration, integration, visa management, and other similar areas. |
| Protection and asylum | International protection, humanitarian assistance, support to refugees and vulnerable groups, asylum procedures, and other similar areas. |
| Prevention of and fight against irregular migration, migrant smuggling, and trafficking in human beings | Irregular migration, fight against migrant smuggling and trafficking in human beings, protection and assistance to vulnerable migrants, legislative and institutional frameworks, and other similar areas. |
| Return, readmission, and reintegration | Sustainable return and reintegration, return and reintegration support, and other similar areas. |

In addition, transversal topics such as environment and climate induced mobility, migration and health, migration and trade, migration and gender are also of **interest**. Wherever relevant and feasible, proposals should take into consideration the priorities set by the Chairmanships of the Rabat and Khartoum processes².

Lastly, all action proposals shall also be in line with the Migration Policy Framework for Africa and Plan of Action (2018 – 2030) of the African Union (AU).³

1.3. Financial allocation provided by the Contracting Authority

The overall indicative amount made available under this Call for Proposals is **EUR 9,000,000 (nine million euros)**, all from the NDICI-Global Europe financial instrument. ICMPD, via the MMD Grant Facility, hereby referred as “the Contracting Authority” also reserves the right not to award all available funds.

² The priorities set by the Chairmanships can be found on the respective websites of the [Rabat](#) and [Khartoum](#) processes.

³ The document can be consulted on the [African Union’s website](#).

Size of grants

Any grant requested under this call for proposals must fall between the following minimum and maximum amounts:

- Minimum amount: **EUR 300,000 (three hundred thousand euros)**.
- Maximum amount: **EUR 1,500,000 (one million five hundred thousand euros)**.

Applicants should consider – as in all action proposals – the need to demonstrate value for money and appreciate the programme’s intention to fund multiple actions within its financial envelope.

Financing and co-financing

Within the framework of this Call for Proposals, the Contracting Authority may finance up to 100% of the total eligible cost of an action. The co-financing is not a mandatory requirement under this Call for Proposals. However, the absence of co-financing shall be duly justified in the Concept Note Application Form (i.e. Annex A). In the event of co-financing, the balance (i.e. the difference between the total costs of the action and the amount requested from the Contracting Authority) shall be financed from sources other than the European Union or ICMPD and should be in the form of monetary contributions, as in-kind contributions are not eligible.

2. RULES FOR THIS CALL FOR PROPOSALS

2.1. Eligibility criteria

There are three sets of eligibility criteria, relating to:

- (1) the actors:
 - the ‘Lead Applicant’, i.e. the entity submitting the application form (2.2.).
 - if any, its co-applicant(s) (where it is not specified otherwise, the lead applicant and its co-applicant(s) are hereinafter jointly referred as ‘applicant(s)’) (2.2.).
- (2) the actions:
 - actions (projects) for which a grant may be awarded (2.3.).
- (3) the costs:
 - types of costs that may be taken into account in setting the grant amount (2.4.).

2.2. Eligibility of applicants (i.e. Lead Applicant and co-applicant(s))

Lead Applicant

In order to be eligible for a grant, the lead applicant must:

- a) be a Legal person. Applications from natural persons are not eligible.
- b) be civil society organizations, non-state actors⁴, or a private law body with a public service mission and operating on a non-profit basis in the context of this Grant Facility.

⁴ Non-state actors that are publicly funded may be eligible if they are independent of direct government control and management.

These may include, but are not limited to, non-governmental organizations, community-based organizations, associations, diaspora organizations⁵, social enterprises, universities, research centres, think tanks. Their activities primarily serve the public interest and contribute to the welfare or well-being of society. They must operate on a non-profit basis, wherein any surplus generated from its activities is reinvested into fulfilling its public service mission, rather than distributed to shareholders, owners, or members.

- c) have been established at least 3 years prior to the publication of this Call for Proposals. The establishment date of the entity must be no later than 16 of April 2021.
- d) be registered in either an African Union (AU) Member State⁶; OR a European Union (EU) Member State⁷. Lead Applicants registered in the EU must have co-applicants that are registered in an AU Member State. However, African-led diaspora organizations based in EU Member states are not required to have a co-applicant registered in the AU.
- e) be directly responsible for the preparation and management of the action, not acting as an intermediary.

Co-applicant(s):

Co-applicants must satisfy the eligibility criteria of **(a)** and **(b)** and **(c)** as applicable to the lead applicant itself and must be registered either in an African Union Member State⁸ or in a European Union Member State⁹.

If awarded a grant, the co-applicant(s) will become beneficiary(ies) in the action (together with the lead applicant).

Co-applicants must sign the mandate sections of the Concept Note form (Annex A) during the first step of the application process, and of the Full Application form (Annex C) if invited to submit a full application.

The Lead Applicant may act individually or with co-applicant(s).

- Except for African-led diaspora organizations, lead applicants registered in a European Union Member State must have co-applicant(s) that is/are registered in an African Union Member State.
- The inclusion of co-applicant(s), particularly through the establishment of consortia, is highly recommended and will be taken into consideration in the evaluation scoring (see Section 3.7 of these Guidelines).
- The number of co-applicants shall be duly justified through their expected role and responsibility within the consortia. The maximum allowed number of co-applicants is 5 for each application.

⁵ For the purpose of this call, the working definition of diaspora organization is: “diaspora organisations as organisations managed by diaspora members and/or having a majority of diaspora membership. Diaspora organisations should be based outside the country of origin and their activities can be implemented in regions, countries or communities of origin and/or host countries”. Further information can be found [here](#).

⁶ The list of the 55 AU Member State at the time of publication of this Call for Proposals can be found [here](#).

⁷ The list of the 27 EU Member State at the time of publication of this Call for Proposals can be found [here](#).

⁸ The list of the 55 AU Member State at the time of publication of this Call for Proposals can be found [here](#).

⁹ The list of the 27 EU Member State at the time of publication of this Call for Proposals can be found [here](#).

- Applicants are invited to promote multi-country and multi-actor cooperation in their proposals, including through consortia:
 - a) **South-South partnerships** are welcomed in the form of joint-applications from different partners reflecting a regional or sub-regional approach (e.g., multi-country proposals, or adopting a whole-of-route approach).
 - b) **North-South partnerships** are also welcomed in the form of joint applications from entities based in AU and EU member states. In the latter, it is strongly encouraged that the lead applicant be the one registered in an AU Member State.

Affiliated entities:

These are legal entities which have a specific relationship with a beneficiary. They must satisfy the same eligibility criteria as the lead applicant or the co-applicant to which they are affiliated, and only entities having a clear structural link with the applicants (lead or co-applicant) will be considered. The structural link must be neither limited to the action nor established for the sole purpose of its implementation:

- a) This link may be in the form of **Membership**, i.e., the beneficiary is legally defined as network, federation, or association in which the proposed affiliated entities also participate, or the beneficiary participates in the same entity (e.g. network, federation, association) as the proposed affiliated entities. The affiliation resulting from membership may be proved based on the statutes or equivalent act establishing the entity (network, federation, association) which the applicant constitutes or in which the applicant participates.
- b) This link may be in the form **Control**, i.e., entities affiliated to a grant beneficiary may be entities directly or indirectly controlled by the beneficiary (daughter companies or first-tier subsidiaries; granddaughter companies or second-tier subsidiaries); entities directly or indirectly controlling the beneficiary (parent companies); entities under the same direct or indirect control as the beneficiary (sister companies). The affiliation resulting from control may be proved based on the consolidated accounts of the group of entities the applicant and its proposed affiliates belong to.

If the applicants are awarded a grant contract, their affiliated entity(ies) will not become beneficiary(ies) of the action; however, they will participate in the design and implementation of the action, and the costs they incur may be accepted as eligible costs, provided they comply with all the relevant rules already applicable to the beneficiary(ies) under the grant contract.

The involvement and function of such legal entities shall be communicated to ICMPD at the contracting stage.

Associate organizations

These organizations are neither applicants nor affiliated entities; however, associate organizations or actors may be involved in the action to play a support role to lead and co-applicants, or to create relevant synergies. These actors will not be considered as applicants

or co-applicants, nor they will be a party to any grant agreement concluded with the Contracting Authority, and therefore, they are not eligible to receive funding from the Grant Facility. Associate organizations do not have to meet the eligibility criteria referred to in Section 2.2 of the Guidelines. They may be state actors such as local government authorities operating at sub-national level, intergovernmental organizations, or aid agencies of partner countries.

Please note that if awarded the grant contract:

- All awarded entities (lead applicants and co-applicants) will undergo a **due diligence procedure** carried out by the **Contracting Authority** during the contracting phase. During this procedure, awarded entities may be requested to provide evidence to support the claims made in the Due Diligence Form (Annex E). The list of documents can be found in Section 5 of these Guidelines. Further, the procedure may result in the need for the lead applicant to provide a pre-financing guarantee upon signature of the grant contract. See template in Annex VIII to the Standard Grant contract.
- The **Lead Applicant** will become the beneficiary identified as the 'coordinator' in the Grant Contract Special Conditions. The coordinator is the main interlocutor with the Contracting Authority. It represents and acts on behalf of any other co-beneficiary (if any), holds administrative and financial responsibilities, and coordinates the design and implementation of the action (please see Annex I – Special Conditions of the Standard Grant Contract).
- **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.
- A plan for the monitoring of the action implementation will be agreed upon by the Contracting Authority and at contracting stage.

2.3. Eligibility of actions: actions for which an application may be made

Duration

The duration of an action (i.e. end date of grant contract) shall be a **minimum of 12 months and maximum of 18 months**. Actions shall be completed by the latest 31 May 2026.

Location

Actions must be implemented in one or more AU Member States, and may be implemented in EU Member States if the action is targeting African diaspora.¹⁰

Eligible fields, themes, and activities

As previously mentioned, the actions can contribute to the C2CMMD, Rabat Process and Khartoum Processes by a two-way approach:

- (1) By supporting to the operationalisation of the policy decisions and Dialogue outcomes into concrete actions; and/or
- (2) By generating insights, research inputs, and policy recommendations that contribute to the Dialogues' discussions and priority-setting.

Eligible action activities should be aligned with one or more of the five domains of the JVAP framework, or address transversal issues, and may include, but are not limited to:

- a) Research activities (studies, surveys, reviews, stakeholder mappings, analyses of national governance systems and mappings of reports, publications or multimedia content to disseminate findings) for the formulation of policy recommendations.
- b) Review and development of migration governance tools (legislation, policy documents/strategies, action plans, policy tools and instruments, standard operating procedures particularly at the local level) to strengthen practices and policies on migrants' contributions to national development.
- c) Protection and service-delivery activities (information, outreach, provision of direct support and assistance to vulnerable groups).
- d) Capacity building and knowledge transfer activities (national training needs assessments, trainings, workshops, mentoring, coaching, production of knowledge tools, and technical assistance).
- e) Advocacy, communication and community mobilization activities (awareness-raising activities, facilitation of communities' meetings and discussions, organization of community events, campaigns).
- f) Civic engagement activities (strengthen the involvement of CSOs, LAs and diaspora organisations in the migration sphere at the national/regional/continental level).
- g) Innovation activities (promotion of digitalisation and digital literacy, leveraging technology for social impact with a particular focus on underserved communities).

¹⁰ The list of the 55 AU Member State at the time of publication of this Call for Proposals can be found here. The list of the 27 EU Member State at the time of publication of this Call for Proposals can be found [here](#).

In terms of action design, proposals should:

- Reflect considerations for gender mainstreaming, human rights mainstreaming, inclusivity, do-no-harm approach and conflict sensitivity as relevant.
- Demonstrate complementarity with other past, and ongoing initiatives (funded by the EU or other donors) within the same country/region and should seek to maximise synergies with such actions.

Proposed applications should be “original” and “unique” to the target group’s needs, problems, and be designed with proper solutions and implementation methodology. Therefore, applications that may be considered ‘copy-paste’ may be eliminated (from this Call for Proposals) in the course of the evaluation process when the proposals present the same:

- Scope of activity, wording or the same sentences differentiated only by rephrasing, or;
- Content of the budget including the budget items, justification sheet etc. Or;
- Implementation modalities with only few differences such as the implementation place, name of lead applicant, co-applicant(s), and the number of target group.

Ineligible Actions

The following types of actions are ineligible for funding:

- Actions concerned solely or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;
- Actions concerned solely with scholarships/subsidies for studies that could be covered by another EU framework of support (such as Erasmus+, Erasmus Mundus, etc.);
- In case multiple applications for the same project idea are submitted, duplicates may be rendered ineligible.
- Actions that 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).
- Actions with commercial objective.

2.4. Eligibility of costs: costs that can be included

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’.

Eligible direct costs

To be eligible under this call for proposals, costs **must comply with the provisions of Article 14 of the General Conditions to the Standard Grant Contract (Annex II)**. The document can be consulted on the ICMPD electronic Application Platform.

The expenditure verification shall be performed by the auditor contracted by the applicant. However, ICMPD sets the Terms of Reference for the auditing exercise and reserves the right to suggest a list of preselected auditing companies, as referenced in the General Conditions.

The applicant should include in the specific line of the budget the costs related to the expenditure verification.

The purchase of limited equipment, which is indispensable to implement action activities (e.g. capacity building support and training), may be eligible. This includes equipment subject to depreciation as per ICMPD's accounting policies.

Salary costs of the personnel may be eligible to the extent that they relate to the cost of activities that the grantee would not carry out if the action were not undertaken. Such costs need to be in line with the official remuneration policies of the organization as well as in line with local legislation. The method for salary calculation should be clearly explained in the budget.

Contingency reserve

The budget may include a **contingency reserve** not exceeding **5%** of the estimated direct eligible costs. However, it should be noted that it can only be used with the **prior written authorisation** of the Contracting Authority.

Eligible indirect costs

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. Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the standard grant contract. The lead applicant 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 at reporting stage. If any of the applicants or co-applicants are in receipt of an operating grant financed by the EU, they may not claim indirect costs on incurred costs within the proposed budget for the action.

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 a 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, in accordance with article 7.5;
- e) currency exchange losses;
- f) credits to third parties, unless otherwise specified in the Special Conditions.
- g) in-kind contributions
- h) bonuses included in costs of staff;
- i) negative interest charged by banks or other financial institutions.

Non-retroactivity

Only costs related to activities implemented after the signature of a contract can be considered eligible. In exceptional and duly justified cases, costs incurred before contract signature may be considered retroactively eligible. Grants may not be awarded for actions already completed.

Non-profit rule

The grant may not produce a profit for the applicant or the co-applicants. Profit is defined as a surplus of the receipts over the eligible costs approved by the Contracting Authority when the request for payment of the balance is made.

2.5. Exclusion criteria

Exclusion from participation in the Call for Proposals

An applicant shall be excluded from participation in the grant scheme if they fall into one or more of the conditions/lists specified by the donor/contributor through the Agreement between ICMPD and the donor/contributor. ICMPD shall rely on the remedies provided by its donors/contributors. Nevertheless, such reliance shall be done with proportionality.

Without excluding the above paragraph, and in observance of the principle of proportionality, ICMPD shall exclude applicants from participation in Call for Proposals 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 forms of trafficking in human beings.
- j) Breach of human rights obligations.

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 Honor (Annex F). Applicants included in the lists of entities subject to EU restrictive measures¹¹ at the moment of the award decision cannot be awarded the contract.¹²

The right of defence and the remedial measures put in place by the entity to demonstrate the applicant's reliability shall be taken into account when deciding on exclusion from funding on the above-mentioned situations.

¹¹ <https://wikis.ec.europa.eu/display/ExactExternalWiki/2.+Basic+rules#id-2.Basicrules-2.4.EUrestrictivemeasures>

¹² The updated lists of sanctions are available at www.sanctionsmap.eu. Please note that the sanctions map is an IT tool for identifying the sanctions regimes. The source of the sanctions stems from legal acts published in the Official Journal (OJ). In case of discrepancy between the published legal acts and the updates on the website it is the OJ version that prevails.

Exclusion from award

Applicants will not be granted financial assistance if, in the course of the grant award procedure, they:

- Are subject to a conflict of interest in connection with the action;
- Are guilty of misrepresentation in supplying the information required by the EC as a condition of participation in the grant award procedure, or fail to supply this information;
- Are in one of the exclusion situations, referred to in the section above.

Administrative and financial penalties may be imposed on applicants and possible co-applicants who are guilty of misrepresentation.

Applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that should they be in one of the situations of early detection or exclusion, their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the early detection and exclusion system and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract.

For more information, you may consult the privacy statement available [here](#).

3. APPLICATION AND EVALUATION

3.1. Application Process

The application process consists of the following two steps:

- (1) As a first step, applicants are invited to submit their concept note applications.
- (2) Thereafter, applicants who have been pre-selected will be invited to submit a full application.

Please note that:

- The lead applicant **may not** submit **more than 1 (one)** concept note application (and thereafter full application) under this call for proposals.
- The lead applicant **may not** be a co-applicant in another concept note application (and thereafter full application) at the same time.
- A co-applicant **may not** be the co-applicant in **more than 1 (one)** concept note application (and thereafter full application) under this call for proposals.

Failure to adhere to these conditions might result in disqualification from the Call for Proposals.

The documents shall be drafted in English or in French (For detailed language requirements for call documents, please refer to Section 5), in accordance with the templates annexed to these guidelines and available on the [ICMPD electronic Application Platform](#).

3.2. Concept Note Applications

Concept Notes shall be submitted using the specified template (Annex A) annexed to these guidelines.

Please note that:

- In the Concept Note, lead applicants must provide an estimate of the total eligible cost of the action, the requested contribution, and an indicative percentage of that contribution in relation to the eligible costs of the action. A detailed budget is to be submitted only by the lead applicants invited to submit a full application.
- The following core elements outlined in the concept note shall not be substantially modified in the full application: thematic area, overall objective and specific objectives of the proposed action.
- However, the lead applicant may add, remove or replace one or more co-applicant(s) or affiliated entity(ies) only in duly justified cases.
- The lead applicant may adjust the duration of the action if unforeseen circumstances outside the scope of the applicants have taken place following the submission of the concept note and require such adaptation (risk of action not being carried out). In such cases, the duration must remain within the limits imposed by the guidelines for applicants.

Documents required for submission:

- a. Concept Note Application Form (Annex A):** Lead applicants must adhere to the format of the Application Form and fill in the paragraphs and pages in order. The form should be completed carefully and clearly, including the declaration signed by the Lead Applicant and mandate signed by each co-applicant (if any), to ensure proper assessment. The form can be submitted **in either English or French**.
- b. Legal Entity Identification Form (Annex B)** must be duly completed and signed by each of the applicants (i.e. by the Lead Applicant and (if any) by each co-applicant). The form must be filled out **in English**.

Supporting documents:

- a. The statutes or articles of association of the Lead Applicant, (if any) of each co-applicant.** Documents must be supplied in the form of scanned versions of the originals (i.e. showing legible stamps, signatures and dates). Establishment date of Lead Applicant and co-applicant(s) (if any) must be visible in the document. The documents in the national language (if different from English and French) shall be submitted along with the translation into English or French.

Applications must be complete and contain all requested information and all required annexes and supporting documents.

Only the requested documents will be evaluated, and no additional annexes shall be sent.

Hand-written applications will not be accepted, and incomplete applications may be rejected.

Any error or major discrepancy related to the concept note instructions may lead to the rejection of the concept note application.

During the Concept Note application review process, clarifications will only be requested when the information provided is insufficient to conduct an objective assessment.

3.3. Where and how to submit a Concept Note Application

The Concept Note Application Form (Annex A), Legal Entity Identification Form (Annex B), and all required supporting documents must be submitted through the ICMPD electronic Application Platform. The deadline for the submission is **17th June 2024 at 17:00h** (Vienna local time). Any concept note submitted after the deadline will be rejected.

A step-by-step guide explaining how to register and submit an application can be downloaded at <https://in-tendhost.co.uk/icmpd/asp/BuyerProfiles>. Applicants that face difficulties submitting an application through the ICMPD electronic Application Platform, shall contact grants@icmpd.org. Applications sent by any other means (e.g. by email or post) will be rejected.

In order to convert this deadline to local time you can use any online time converter tool that takes into account time zones and winter/summertime changes (example available here). The lead applicant is strongly advised not to wait until the last day to submit its concept note, since heavy Internet traffic or a fault with the Internet connection (including electricity failure, etc.) could lead to difficulties in submission. The Contracting Authority cannot be held responsible for any delay due to such aforementioned difficulties.

Please note that the Contracting Authority may decide to cancel the call for proposals procedure at any stage. By submitting an application, applicants accept to receive notification of the outcome of the procedure by electronic means (through ICMPD electronic Application Platform). Such notification shall be deemed to have been received on the date upon which ICMPD sends it to the electronic address used for registration on the platform.

3.4. Clarifications and Correspondence

The Call for Proposals Guidelines contain all necessary information for an applicant to prepare and submit their application. If the Contracting Authority, on its own initiative or in response to a request from a prospective applicant, provides additional information on the Call for Proposals Guidelines, it shall be advertised on the ICMPD electronic Application Platform.

Prospective applicants may submit questions on the ICMPD electronic Application Platform before the deadline specified under section "Indicative Timeline", specifying the publication reference. Any clarification of the Call for Proposals Guidelines will be issued to prospective applicants simultaneously before the deadline as specified under section "Indicative Timeline" on the ICMPD electronic Application Platform. ICMPD has no obligation to provide clarifications after this date.

It is advisable to **consult the platform regularly** to be informed of the questions and answers published.

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.

3.5. Information Session

ICMPD will organise an information session for prospective applicants on **Monday, 06 May 2024 at 10:00 am Vienna local time**. An overview of the application and evaluation procedure as well as an introduction to the objectives of the Call for Proposals will be given.

Prospective applicants can register by expressing their interest via email to grants@icmpd.org latest by **Friday, 03 May 2024 at 17:00 pm Vienna local time**.

3.6. Evaluation and selection of concept notes applications

Concept Note applications will be examined and evaluated by the Evaluation Committee according to the criteria set out in this Guidelines. The Evaluation Committee will consist of ICMPD staff and will receive advisory from the EU (relevant bodies) and the AU (relevant bodies) as observers.

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 these 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, the technical evaluation of the Concept Notes would be performed. The Concept Notes will be measured on the relevance and design of the proposed action. The Concept Notes will receive an overall score using the breakdown in the evaluation grid in the section below.

3.7. Concept Note Evaluation Grid

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

| Section | Maximum score |
|---|---------------|
| 1. Relevance of the action | 30 |
| 1.1 How relevant is the proposal to the specific objective of the call for proposals stated in the guidelines for applicants: <ul style="list-style-type: none"> - To which extent are the expected results of the action aligned with the specific objectives of the facility (namely operationalisation of the dialogues' commitments and facilitation of knowledge-sharing)? - To which extent are the expected results of the action aligned with the JVAP Follow-up framework domains and priorities set in the Migration and Mobility Dialogues? | 5x2 |
| 1.2 How relevant is the proposal to the particular needs, and constraints of the target country(ies), region(s) within the chosen domain? | 5x2 |
| 1.3 To what extent do the action activities demonstrate alignment with previous initiatives undertaken by the lead and co-applicants within the same intervention domain? | 5 |
| 1.4 To what extent does the proposal contain and considers: <ul style="list-style-type: none"> - Particular added-value elements (e.g. innovation, good practices, scope for replication, extension, capitalisation on experience) - Sustainability factors (e.g. at financial, institutional and policy levels) | 5 |
| 2. Design of the action | 35 |
| 2.1 How coherent is the description of the action? <ul style="list-style-type: none"> - Does it reflect a robust contextual analysis of the issues involved? - Is the proposed overall objective in line with the analysis? - Are cross-cutting issues addressed in the action design? | 5x2 |
| 2.2 Are the specific objectives coherent with the overall intended objective of the proposal? | 5 |
| 2.3 Do the key outputs seem feasible and relevant? Are the proposed activities aligned? | 5x2 |
| 2.4 How strategically chosen and relevant are the co-applicants and associated actors? <ul style="list-style-type: none"> - Are the responsibilities between the partners (if any) clearly defined? - Does the proposal have a multi-country approach? - Are LAs involved? - Does the partnership involve grassroots and/or youth organisations? - Does the partnership foster South-South cooperation or North-South cooperation? | 5 |
| 2.5 Is the proposed budget value (total amount of requested contribution) justified by the type and number of foreseen activities (value for money)? | 5 |
| TOTAL SCORE | 65 |

Only the Concept Notes with a score of **at least 52** will be considered for pre-selection.

If the score for Section 1, 1.1 is **less than 8** points, the concept note will be rejected.

3.8. Notification of the Contracting Authority's Decision

ICMPD will inform the lead applicants of the outcome of the evaluation in writing, either inviting them to submit their full application or informing them of their rejection. Applicants invited to submit a full application will receive written recommendations from the Evaluation Committee to be taken into consideration.

3.9. Full application

Lead Applicants invited to submit a full application following the pre-selection of their concept note applications must do so using the Full Application Form annexed to these guidelines (Annex C) and keep strictly to the format.

Please note that the Full Application shall be in line with the Concept Notes submitted during the first phase of the application process:

- The following core elements outlined in the concept note shall not be substantially modified in the full application: thematic area, overall objective, and specific objectives of the proposed action.
- The total eligible cost of the action and the requested contribution outlined in the Full Application shall be largely in line with the amount indicated in the approved concept note and/or reflect the recommendations shared by the evaluators.
- Changes in the composition of the consortium initially outlined at Concept Note stage are to be duly explained.

Documents required for submission:

- a. **Full Application Form (Annex C):** Lead applicants must adhere to the format of the Application Form and fill in the paragraphs and pages in order. The form should be completed carefully and clearly, including the declaration signed by the Lead Applicant and mandate signed by each co-applicant (if any), to ensure proper assessment. The form can be submitted **in either English or French**.
- b. **Budget (Annex D):** The form must be filled following the instructions given in the first sheet of the Budget template. Please ensure that the form is duly filled and signed by the lead applicant. The form can be submitted **in either English or French**.
- c. **Due Diligence Form (Annex E)** of the lead applicant and co-applicant(s), stamped and signed by the authorized person of the applicant organizations. The form must be filled out **in English**.
- d. **Declaration on Honor (Annex F)** signed by lead applicants and co-applicants certifying that they are not in one of the exclusion situations. The form must be filled out **in English**.

- e. **Financial Identification Form (Annex G):** 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 (the document should be signed and stamped by the authorized person of the relevant bank). The form must be filled out **in English**.

In addition, the following **supporting documents** must be submitted together with the full application:

- a. The lead applicant shall 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 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 the last 3 financial years available.

The external audit report as well as the self-declaration certifying the validity of the accounts are not required from the co-applicant(s) (if any) or affiliated entities (if any).

- b. A copy of the lead applicant's latest accounts (the profit and loss account and the balance sheet for the last 3 financial years for which the accounts have been closed). A copy of the latest account is neither required from the co-applicant(s) (if any) nor from the affiliated entity(ies) (if any).
- c. Notarised document with the name(s) of the person(s) empowered to represent the applicants further a decision of the Board of Directors, if the person(s) to be appointed are not empowered with such responsibility within the Articles of legal status of the applicants; sample of signature(s), registered to the notary for representative(s).

Please submit the supporting documents referred to in points a. to c. in a single zip folder (Supporting documents).

Supporting 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 language (if different from French and English) shall be submitted along with their translations into English or French.

Applicants must submit their full proposal in the same language as their concept note.

Hand-written applications will not be accepted, and incomplete applications may be rejected.

Any error or major discrepancy related to the instructions may lead to the rejection of the full application.

3.10. Where and how to submit a Full Application

The Full Application Form (Annex C) together with the Budget (Annex D), Due Diligence Form (Annex E), Declaration on Honor (Annex F), Financial Identification Form (Annex G), and all required supporting documents, must be submitted through the ICMPD electronic Application Platform.

Full Applications shall be submitted through the [ICMPD electronic Application Platform](#), as outlined in Section 3.3, within 45 calendar days of receipt of the written invitation to submit full application.

Full applications must be submitted before the deadline. Otherwise, applications will automatically be rejected.

3.11. Clarifications and Correspondence

Applicants invited to submit their Full Applications will receive written feedback from the Evaluation Committee on their initial Concept Notes Applications. The feedback should be taken into consideration when preparing the full proposal.

During the evaluation of Full Applications, clarifications will only be requested when the information provided is unclear and thus prevents the Evaluation Committee from conducting an objective assessment.

No information session will be organised. Should applicants have any pending questions, they may submit questions through the ICMPD electronic Application Platform or to grants@icmpd.org before the deadline to submit full applications.

3.12. Evaluation and selection of applications

Full applications will be examined and evaluated by the Evaluation Committee according to the criteria set out in this Guidelines. For the evaluation of full applications, the Evaluation Committee will be composed of ICMPD staff.

Administrative and eligibility check will be conducted for the full applications as outlined in Section 3.6. Eligibility will be checked based on the supporting documents requested by the Contracting Authority and the signed 'declaration by the Lead Applicant' sent together with the full application.

Following the administrative and eligibility check, assessment of financial and operational capacity of the applicants would be performed. During assessment it will 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 management capacity, professional competencies and qualifications required to complete the proposed action successfully. This applies to applicants and any co-applicant(s).

After the above-mentioned checks have been performed, the applications will be examined and evaluated by the evaluators appointed by the Contracting Authority on a technical level. They will evaluate the quality of the applications in relation to the objectives and priorities set forth in these guidelines, and to award grants to actions that maximise the overall effectiveness of the Call for Proposals. They help select applications that 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.

The Full Application forms will receive an overall score using the breakdown in the evaluation grid in the section below.

3.13. Full Application Evaluation Grid

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

| Section | Maximum Score |
|---|---------------|
| 1. Relevance of the action | 25 |
| 1.1. How relevant is the proposal to the specific objective of the call for proposals stated in the guidelines for applicants? <ul style="list-style-type: none"> - To which extent are the expected results of the action aligned with the specific objectives of the facility (namely operationalisation of the dialogues’ commitments and facilitation of knowledge-sharing)? - To which extent are the expected results of the action aligned with the JVAP Follow-up framework domains and priorities set in the Migration and Mobility Dialogues? | 5x2 |
| 1.2. How relevant is the proposal to the particular needs, and constraints of the target country(ies), region(s) within the chosen domain? | 5x2 |
| 1.3. To what extent do the action activities demonstrate alignment with previous initiatives undertaken by the lead and co-applicants within the same intervention domain? | 5 |
| 2. Sustainability and expected results | 10 |
| 2.1. To what extent are the expected results of the proposed action sustainable? <ul style="list-style-type: none"> - Financially (if applicable) (e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs) - Institutionally (if applicable) (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 (if 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?) - Does the action contain particular added-value elements (e.g. innovation, good practices, scope for replication, extension, capitalisation on experience?)? | 5x2 |

| | |
|---|------------|
| 3. Design of the action | 30 |
| 3.1. How coherent is the description of the concept? - Does the design reflect a robust analysis of the problems involved? - Is the proposed overall objective in line with the analysis? - Are cross-cutting issues addressed in the action design? | 5 |
| 3.2. Are the specific objectives coherent with the overall intend overall objective of the proposal? | 5 |
| 3.3. Do the key outputs seem feasible and relevant? Are the proposed activities aligned? Are the responsibilities between the partners (if any) clearly defined? | 5 |
| 3.4. Is the action plan clear and feasible? Is the timeline realistic? | 5x2 |
| 3.5. Are the data collection and monitoring means clearly outlined and appropriate? Does the action design take external factors (risks and assumptions) into account and foresee appropriate mitigation measures (Annex II)? | 5 |
| 4. Implementation approach | 20 |
| 4.1. How strategically chosen and relevant are the co-applicants and non-financially involved stakeholders (in case of no co-applicants, score to be decreased)? - Does the proposal have a multi-country approach? - Are LAs involved? - Are specialised AU-bodies and/or RECs involved? - Does the partnership involve grassroots and/or youth organisations? - Does the partnership foster cooperation between Africa-based and European-based actors? | 5x2 |
| 4.2. How clearly defined and articulated is the overall action management setup, including administrative and technical aspects, between the Lead Applicant and co-applicants? | 5 |
| 4.3. To which extent are the communication and visibility activities clear and ensure the visibility of the EU, ICMPD and the overall MMD programme? | 5 |
| 5. Budget and cost-effectiveness of the action (Annex D) | 15 |
| 5.1. Are the activities appropriately reflected in the budget and the envisaged costs in line with the living costs and average market prices in the countries? | 5 |
| 5.2. Is the ratio between the estimated costs and the results satisfactory? | 5x2 |
| 6. Financial and operational capacity (Annex E) | 10 |
| 6.1. To what extent does the Lead Applicant and, if applicable, its co-applicant(s) have sufficient in-house project management experience? | 5 |
| 6.2. To what extent does the Lead Applicant and, if applicable, its co-applicant(s) have sufficient in-house technical expertise? | 5 |
| TOTAL SCORE | 110 |

If the total score for Section 5 (financial and operational capacity) is **less than 9** points, the application will be rejected. In addition, a **minimum overall score of 80** is needed for an award to be made.

4. RECOMMENDED FOR AWARD

After the evaluation, the applications will be ranked according to their obtained 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 might be used if a provisionally selected applicant is subsequently excluded from the award process or if more funds become available during the validity period of the reserve list.

4.1. Notification of the Contracting Authority's decision

ICMPD will inform the Lead Applicants in writing of the decision concerning their full application on the ICMPD electronic Application Platform and on recommendations of Evaluation Committee to revise and finetune the proposals (Budget, M&E framework, other sections of the Application Form etc.), where applicable. Upon implementation of the Evaluation Committee's recommendation(s), 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. Awarded applicants will also participate in capacity building activities on ICMPD's rules for grant management as well as financial and narrative reporting.

Applicants may submit an official complaint if they believe they have been harmed by an error or irregularity during the award process. Applicants shall follow the complaint procedure outlined on ICMPD website: <https://www.icmpd.org/work-with-us/procurement/complaints-procedure>.

4.2. Indicative timeline

| | DATE & TIME |
|--|--|
| 1. Online information session for interested organisations (Teams webinar) | 06 May 2024 10:00h Vienna local time |
| 2. Deadline for requesting any clarifications from the Contracting Authority (for the Concept Note applications) | 24 May 2024 17:00h Vienna local time |
| 3. Last date on which clarifications are issued by the Contracting Authority | 31 May 2024 17:00h Vienna local time |
| 4. Deadline to submit Concept Note Applications | 17 June 2024 17:00h Vienna local time |
| 5. Notification of outcome of Concept Note applications (rejection or invitation to submit Full Application) | July 2024 |
| 6. Deadline for requesting any clarifications from the Contracting Authority (for the Full Applications) | Within 30 days after invitation to submit full application |

| | |
|---|---|
| 7. Last date on which clarifications are issued by the Contracting Authority | Within 40 days after invitation to submit full application |
| 8. Deadline to submit Full Application¹³ | Within 45 calendar days from invitation to submit Full Application, 17:00 h |
| 9. Notification of outcome of Full Applications | October 2024 |
| 10. Due diligence checks and signature of the Grant Contracts | October-December 2024 |
| 11. Starting date of the action | Starting date will be agreed upon with the beneficiary and specified in the Grant Contract. |
| 12. Latest possible end date of implementation of awarded actions | 31 May 2026 |

All times are in the **time zone of Vienna**.

This indicative timetable refers to provisional dates (except for 2, 3, 4, 6, 7 and 8) and may be updated by the Contracting Authority during the procedure.

The Contracting Authority reserves the right to postpone the closure date of the Call for Proposals. All communications related to this matter will be done through the ICMPD electronic Application Platform.

4.3. Conditions for implementation after the Contracting Authority's decision to award a grant

Following the decision to award a grant, the beneficiary(ies) will be offered a contract based on the Standard Grant Contract. By signing the Full Application Form, the applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant contract.

5. ANNEXES TO BE COMPLETED

5.1. Annexes to be completed

1. Concept Note Application:

| Name of the Annex | Format | Required submission language |
|---|--|-------------------------------------|
| Annex A – Concept Note Application form | WORD document & signed and scanned PDF | English or French |
| Annex B – Legal Entity Form | Signed and scanned PDF | English |

¹³ Applicants invited to submit a Full Application will receive written feedback by the Evaluation Committee based on the Concept Note.

2. Full Application, following the invitation to submit a full application:

| Name of the Annex | Format | Required submission language |
|---|--|------------------------------|
| Annex C – Full Application Form | WORD document & signed and scanned PDF | English or French |
| Annex D – Budget ¹⁴ | Excel file & signed and scanned PDF | English or French |
| Annex E – Due Diligence Form | Signed and scanned PDF | English |
| Annex F – Declaration on Honor | Signed and scanned PDF | English |
| Annex G – Financial Identification Form | Signed and scanned PDF | English |

Please note that the annexes, which must be completed in English, include French translations for informational purposes.

In addition to the Annexes listed above, **all supporting documents listed in section 5** must be submitted by the applicants in scanned PDF format.

5.2. Documents for Information

Grant Contract documents and templates in case of award (Please note that these documents are only for information and do not need to be submitted):

Annex H: Standard Grant Contract

- 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 VII.I: Table of transactions and errors
- Annex VIII: Pre-financing Guarantee Form
- Annex IX: Transfer of Ownership of Assets
- Annex X: Provisional Financial Report and Forecast

6. DATA PROTECTION

The submission of a proposal under this call involves the collection, use and processing of personal data. This data will be processed solely for the purpose of evaluating your proposal, subsequent management of your grant and, if applicable and needed, programme monitoring, evaluation, and communication. ICMPD's full Data Protection can be consulted [here](#).

¹⁴ The Annex D-Budget shall be filled in by the lead applicant and by all the co-applicants as per the instructions outlined in the document.

7. COMMUNICATION AND 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. All measures and activities relating to visibility and, if applicable, communication, must comply with the latest Communication and Visibility Requirements for EU-funded external action, laid down and published by the European Commission [Communication and Visibility Requirements for EU External Actions | International Partnerships \(europa.eu\)](#)¹⁵.

8. USEFUL LINKS

- [Migration and Mobility Dialogue Support Programme](#)
- [Joint Valletta Action Plan \(JVAP\) Follow-up](#)
- [Euro-African Dialogue on Migration and Development \(Rabat Process\)](#)
- [EU-Horn of Africa Migration Route Initiative \(Khartoum Process\)](#)
- [ICMPD - Migration Dialogues](#)
- [Communication from the European Commission on a New Pact on Migration and Asylum](#)
- [Migration Policy Framework for Africa and Plan of Action \(2018 - 2030\)](#)
- [EMN Asylum and Migration Glossary - European Commission \(europa.eu\)](#)

¹⁵ https://international-partnerships.ec.europa.eu/knowledge-hub/communicating-and-raising-eu-visibility-guidance-external-actions_en