MINISTRY OF FOREIGN AFFAIRS
OF DENMARK

ICMPD
International Centre for
Migration Policy Development

Contracting Authority: International Centre for Migration Policy Development

Youth Empowerment and Reintegration Project (YERP)

1st CALL FOR PROPOSALS
GUIDELINES FOR GRANT APPLICANTS

FOR THE NON-PROFIT CIVIL SOCIETY AND NON-GOVERNMENTAL ORGANIZATIONS

DEADLINE FOR APPLICATIONS: 23 July 2026

Call reference: ICMPD/2026/1/CAPACITY/YERP/NG

Version 1.0
09 June 2026

NOTICES

- This Grant Scheme Programme is funded by the Danish Ministry of Foreign Affairs under the CAPACITY – Danish Migration Management Programme (2024–2029) and implemented by International Centre for Migration Policy Development (ICMPD) under the "Youth Empowerment and Reintegration Project (YERP)".

- This is a **single step call for proposals**, where applicants shall submit all documents together at once.

- ICMPD, as the Contracting Authority for this Call for Proposals, is responsible for the administrative and financial implementation of the Programme. 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 in the original documents downloaded from the ICMPD electronic Application Platform at https://in-tendhost.co.uk/icmpd/aspx/Tenders/Appraisal.

- Issuance of this Call for Proposals does not constitute an award or commitment on the part of ICMPD to make any award, nor does it commit ICMPD to pay for costs incurred in the preparation and submission of an application.

- The Contracting Authority reserves the right to modify the Guidelines for Applicants. Any clarifications or modifications will be published on the ICMPD Electronic Application Platform. Applicants are therefore strongly advised to regularly consult the platform.

TABLE OF CONTENTS

Table of Contents

LIST OF ABBREVIATIONS 4

1. OVERVIEW OF CALL FOR PROPOSALS 5

1.1. Background 5

1.2. Objectives of the Call for Proposals 6

1.3. Priority Areas, Scope of Actions and Expected Outcomes of the Call for Proposals 7

Priority Area 7

Scope of actions 7

Expected outcomes 7

1.4. Financial Allocation provided by the Contracting Authority 8

Size of Grant 8

Financing and co-financing 8

2. RULES FOR THIS CALL FOR PROPOSALS 8

2.1.1. Eligibility Criteria 8

2.1.2. Eligibility of applicants (i.e. lead applicant and co-applicant(s)) 9

Lead Applicant 9

Lead Applicants must sign the Declaration by the Lead Applicant in the Application Form (Annex A) 9

Co-applicant 10

Associates 10

Recipients of Financial Support 10

2.1.3. Eligibility of actions: actions for which an application may be made 11

Definition of an "action": 11

Duration: 11

Location: 11

Target audience: 11

Types of Actions 12

Types of activities which may be financed under this call: 12

Ineligible Actions: 14

2.1.4. Eligibility of costs: costs that can be included: 15

Eligible Direct Costs: 15

Expenditure verification: 17

Contingency reserve: 17

Eligible Indirect costs: 18

Ineligible costs: 18

Other financial conditions: 19

2.1.5. Exclusion Criteria 20
Exclusion from Participation in the Call for Proposals: 20
Exclusion from Award: 21
3. HOW TO APPLY AND PROCEDURES TO FOLLOW 22
3.1. Where and how to submit applications 22
Registration in the ICMPD Electronic Application Platform: 22
Submission of Applications: 22
Documents required for submission: 24
Annexes to be submitted: 24
Supporting documents to be submitted: 24
3.2. Deadline for submission of applications 27
3.3. Clarifications and Correspondence 28
3.4. Information Session 28
3.5. Evaluation and Selection of applications 28
Opening & Administrative and Eligibility Check (AEC) 28
Financial & Operational Capacity Check and Technical Evaluation 29
Technical Evaluation 29
Scoring: 30
Provisional Selection 32
Recommended for award 32
3.6. Notification of the Contracting Authority`s decision 32
4. INDICATIVE TIMELINE 33
5. CONDITIONS FOR IMPLEMENTATION AFTER THE CONTRACTING AUTHORITY`S DECISION TO AWARD A GRANT 33
6. DATA PROTECTION 33
7. COMMUNICATION AND VISIBILITY 34
8. DOCUMENTS FOR INFORMATION 34

LIST OF ABBREVIATIONS

CAC	Corporate Affairs Commission
CV	Curriculum Vitae
EU	European Union
DMoFA	Danish Ministry of Foreign Affairs
ICMPD	International Centre for Migration Policy Development
NGO	Non-Profit Organization
NCFRMI	National Commission for Refugees, Migrants and Internally Displaced Persons
UN	United Nations
VAT	Value Added Tax
YERP	Youth Empowerment and Reintegration Project

1. OVERVIEW OF CALL FOR PROPOSALS

1.1. Background

The International Centre for Migration Policy Development (ICMPD) is an international organisation with 21 Member States and over 600 staff members. Active in more than 90 countries worldwide, it takes a regional approach to foster efficient cooperation and partnerships along migration routes. Priority regions include Africa, Central and South Asia and Europe. Its approach to migration management – structurally linking policy, 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. Founded in 1993, ICMPD holds UN observer status.

The Danish Migration Management Programme 2024–2029 (CAPACITY / CAIR III), funded by the Danish Ministry of Foreign Affairs and implemented by ICMPD and IOM, under separate pillars, aims to strengthen capacity and cooperation on migration management in countries of origin. Youth Empowerment and Reintegration Project (YERP) is an initiative primarily designed to facilitate the reintegration of returnees into society, while also addressing unemployment among rural youth in Nigeria. The project prioritizes the creation of opportunities for returnees by equipping them with the resources and skills needed to rebuild their lives through climate-smart and sustainable agricultural practices. While returnees are the focal group of this action research, rural youth will also benefit from this initiative, thereby contributing to broader rural development.

In this context, the action focuses on the creation and provision of support and services to Nigerian returnees, aiming at positive and sustainable outcomes of their reintegration, with particular emphasis on socio-economic aspects as essential elements of any reintegration trajectory.

Oyo State, South-West Nigeria, possesses significant agricultural potential due to its fertile land and favourable climatic conditions. The state is known for its significant food production potential, including both cash and food crop production. However, much of this agricultural capacity remains underutilized due to outdated farming techniques, insufficient modern agricultural infrastructure, and minimal investment in value addition and agro-processing industries (Federal Ministry of Agriculture and Rural Development, 2023).

Within this context, YERP aims to:

- Support more informed reintegration policy and scaling of reintegration efforts through evidence-based insights and action research;
- Create sustainable local livelihoods for returnees and youth in returnees' communities;
- Increase economic self-sufficiency and empowerment of returnees and other youth through youth-led agricultural enterprises; and
- Enhance climate resilience and environmental sustainability in rural agriculture, with particular focus on returnees' communities.

To achieve these objectives, YERP will empower **700 Nigerian youth (350 returnees and 350 local youth)**

from the target communities, with a target participation rate of **40% female** and **60% male**, through climate-smart, sustainable agricultural opportunities. The project will focus on enhancing land ownership, agricultural training, and fostering a supportive market environment. The adoption of climate-resilient farming practices will promote environmental sustainability. YERP seeks to reduce irregular migration by providing viable local alternatives that offer long-term economic stability and resilience against climate-related challenges.

Focused on Oyo State, the project emphasizes secure land tenure as a cornerstone of economic security for young farmers. By adopting sustainable land management practices and ensuring access to drought-resistant crops and water-saving technologies, YERP aims to reduce the environmental impact of agriculture, contribute to food security, and mitigate the effects of climate change. With a phased approach, YERP promotes community participation, stakeholder engagement, and ongoing monitoring to ensure adaptability and success. Collaboration with state government, private sector actors, environmental experts, and local communities is essential to developing a sustainable model for youth engagement in agriculture, ultimately contributing to both economic growth and the preservation of natural resources.

The project focuses on the interconnections between youth unemployment, rural-to-urban movement, and irregular migration towards North Africa and Europe. It explores how land ownership and agricultural training can address these challenges by creating viable local livelihood options, reducing the need for risky migration. The escalating trend of youth migration in Nigeria, both from rural to urban areas and internationally, signals a deep-seated crisis that requires immediate intervention. The root causes of this phenomenon are multifaceted, but a significant factor is the lack of viable economic opportunities in rural areas, especially in agriculture. Addressing these root causes is not only critical for the well-being of these youth but also for the overall socio-economic stability of the country.

Engaging youth in agriculture is not merely about providing jobs; but about creating a sustainable future for rural communities and the nation at large. This engagement can act as a catalyst for a series of positive developments, including technological advancement in agriculture, increased local food production, and the revitalization of rural economies. It can also provide a compelling alternative to the risky and often fruitless pursuit of opportunities in urban centres or foreign lands.

In this regard, YERP's action research component is integral to understanding how land ownership and sustainable market linkages influence youth engagement, reintegration of returnees, migration trends, and environmental sustainability. The research will focus on baseline and endline assessments, evaluating how secure land tenure and sustainable agricultural training impact rural youth employment and migration decisions. Mid-term evaluations will identify factors influencing the success of climate-adaptive interventions and their contributions to long-term sustainability.

1.2. Objectives of the Call for Proposals

The overall objective of this Call for Proposals is to support the engagement of non-profit organization(s) domiciled in Southwest Nigeria[1] **with an operational presence in Oyo State** in the implementation of

[1] Ekiti State, Lagos State, Ondo State, Ogun State, Osun State, Oyo State.

empowerment and reintegration initiatives for returnees and local youth in two selected communities – Awe and Ilero - in Oyo State.

The specific objective of this Call for Proposals is to engage non-profit organization(s) working in Southwest Nigeria, with an operational presence in Oyo State, to implement local youth empowerment and returnees' reintegration programme in the target communities in Oyo State.

Proposals must address the specific objective of this Call for Proposals.

1.3. Priority Areas, Scope of Actions and Expected Outcomes of the Call for Proposals

Priority Area

Under this Call for Proposals, proposals must address the following priority area:

- Sustainable socio-economic reintegration of returnees and local youth empowerment initiatives through climate-smart agricultural livelihood development programmes.

Scope of actions

Actions under this Call for Proposals shall focus on and the proposals must address all these three areas:

- Create sustainable livelihoods for returnees and youth in the target communities.
- Increase economic self-sufficiency and empowerment of returnees and other youth through youth-led agricultural enterprises.
- Enhance climate resilience and environmental sustainability in rural agriculture in the target communities.

Applicants must consider the following:

- Actions may be implemented by a single non-profit organization or by a consortium. In the case of consortium, it shall consist of one Lead Applicant and **a maximum of one (1)** co-applicant.
- Actions shall be based on specific, clear and achievable objectives, supported by a realistic work plan, an achievable timeline and measurable outputs/outcomes.
- Actions shall include a clear monitoring and evaluation, sustainability analysis and demonstrate the potential for continued impact beyond the duration of the action (e.g. complementarity with ongoing or planned initiatives).

Expected outcomes

The ***expected outcomes*** of the Call for Proposals include:

- Improved socio-economic reintegration of 350 returnees and enhanced economic empowerment

of 350 local youth through climate-smart agricultural livelihood actions**.**

1.4. Financial Allocation provided by the Contracting Authority

The overall indicative amount made available under this call for proposals is **EUR 900,000 (the total amount that may be awarded to one non-profit organization or consortium of organizations submitting joint application)**.

The Contracting Authority reserves the right not to award all available funds and may allocate unused funds, to other project activities under YERP.

Size of Grant

The **maximum** grant amount under this call is **EUR 900,000**.

Financing and co-financing

Under this Call for Proposals, the Contracting Authority may finance up to 100% of the total eligible cost of an action. While co-financing is not a mandatory requirement, applicants are strongly encouraged to include their own financial contribution as means of demonstrating commitment and ensuring the sustainability of the action. When full financing is requested, the absence of co-financing shall be duly justified in the Grant Application Form (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 Danish Ministry of Foreign Affairs or ICMPD.

IMPORTANT NOTE 1
Applicants should ensure that the amount of funding requested is proportionate to the scope and scale of the proposed activities. Requests should be based on realistic needs and justified costs, rather than automatically seeking the maximum available amount.

2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this call.

2.1.1. Eligibility Criteria

There are three sets of eligibility criteria, relating to:

(1) the applicants (2.1.1):

- the '**lead applicant'**, i.e. the entity submitting the application form;

- if any, its **co-applicant(s) (where it is not specified otherwise the lead applicant and its co-applicant(s) are hereinafter jointly referred to as 'applicant(s)');**

(2) the actions (2.1.2):

- actions for which a grant may be awarded;

(3) the eligible costs or results/conditions (2.1.3):

- where the grant takes the form of reimbursement of costs (totally or partially): the eligible costs, the types of cost that may be taken into account in setting the amount of the grant.

2.1.2. 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 legally registered in Nigeria with the Corporate Affairs Commission (CAC);
b) be a Civil society Organisation (CSO) or a Non-Governmental Organisation (NGO);
c) have a registered and functional office in one of the Southwest States of Nigeria[1] prior to publication date of this Call for Proposals;
d) demonstrate an operational presence in Oyo State;
e) be established before **09 June 2023**;
f) be directly responsible for the preparation and management of the action, not acting as an intermediary;

Establishing cooperation with local authorities[2] (or local government organisations), as well as with relevant governmental institutions such as the Oyo State Ministry of Agriculture and Rural Development (MARD and the National Commission for Refugees, Migrants and Internally Displaced Persons (NCFRMI), is mandatory for the implementation of the action.

Proposals shall describe the planned cooperation arrangements or commitment to enter into partnerships and cooperation with NCFRMI and MARD. Documentary evidence of such cooperation (e.g. Implementation Partnership Agreement, Memorandum of Understanding or equivalent formal arrangement) shall be required at the contracting stage.

The Lead Applicant may act individually or with **one (1)** co-applicant.

Lead Applicants must sign the Declaration by the Lead Applicant in the Application Form (Annex A).

If awarded the grant contract, the Lead Applicant will become the beneficiary identified as the coordinator in Standard Grant Contract (see Documents for Information). The coordinator is the sole interlocutor of the contracting authority. It represents and acts on behalf of any other co-beneficiary

[2] Local authorities and governmental institutions are not eligible to apply under this Call for Proposals, either as Lead Applicant or Co-applicant, and may only participate as associates in the action.

(if any) and coordinate the design and implementation of the action.

Co-applicant

Where not otherwise specified, the Lead Applicant, and its co-applicant (if any) are hereinafter jointly referred to as 'applicant(s)'. The key principles regarding co-applicant are as follows:

- The co-applicants participate in the design and implementation of the action, and the costs they incur are eligible in the same way as those incurred by the Lead Applicant.
- **Only one (1) co-applicant is permitted per application**. The inclusion of the co-applicant shall be duly justified through its expected role and responsibilities in the implementation of the action.
- The co-applicant must satisfy the eligibility criteria applicable to the Lead Applicant **with the exception of the points (e) and (f); and the mandatory cooperation requirement with public institutions.**

Co-applicants must sign the Mandate in the Grant Application Form (Annex A) through their duly authorized legal representative(s) authorising the Lead Applicant to represent them in contractual matters with the Contracting Authority.
If awarded the grant contract, the co-applicant (if any) will become co-beneficiary in the action (together with the coordinator).

Associates

Other organisations or individuals may be involved in the action as associates, provided their involvement contributes to the objective of the action. Associates shall not be party to a Grant Contract concluded with ICMPD. Although they may carry out specific activities within the action, they are not entitled to receive funding directly from the grant or to claim eligible costs – except for per diem or travel expenses. Associates are not required to meet the eligibility criteria referred to in Section 4.1.1 (Lead Applicant(s) and co-applicant(s)).

Recipients of Financial Support

Under the conditions laid herein and in the grant contract, the beneficiaries are permitted to provide financial support to other third parties. These third parties are neither beneficiaries, affiliated entity(ies) nor associates nor contractors.

IMPORTANT NOTE 2
Local authorities and governmental institutions are not eligible to apply under this Call for Proposals, either as Lead Applicant or Co-applicant, and may only participate as associates in the action.

IMPORTANT NOTE 3
Each actor should only participate in a single role in an action. This is to avoid any potential conflicts of interest and ensure clear allocation of rights and obligations as well as certainty on cost eligibility.

IMPORTANT NOTE 4
Number of applications and grants per applicants: • The Lead Applicant **may not** submit **more than one (1)** application under this call for proposals. • The Lead Applicant **may not be a co-applicant in another application** at the same time. • A co-applicant **may not be** the co-applicant in **more than one (1)** application under this call for proposals. Please note that Lead Applicants and co-applicant(s), where applicable, who have already been awarded and have signed a grant contract under any grant scheme implemented by ICMPD are not eligible to apply as Lead Applicant or co-applicant under this Call for Proposals.

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

Definition of an "action":

An action (or project) is composed of a set of activities for a specific period to achieve planned goals.

Duration:

The initial planned duration of an action shall be **24 months**.

Location:

Actions shall take place in **Awe and Ilero communities in Oyo State** as defined in the *Scope of actions*.

Target audience:

- 350 returnees registered with NCFRMI and having undergone post-arrival counselling within the last 3 - 6 months;
- 350 local youth aged 18–35 from Oyo State.

Actions shall target returnees from Southwest Nigeria and local youth aged between 18 – 35 years, as specified below:

- Local youth from Oyo State is eligible under the actions with the priority given to the indigenes of

Awe and Ilero communities.

- Returnees shall be persons who have returned to Nigeria within the last 3 – 6 months and who are indigenes of Oyo State or any of the Southwest States (Ekiti, Lagos, Ogun, Ondo or Osun).
- Returnees targeted under the proposed actions shall be registered in the database of the National Commission for Refugees, Migrants and Internally Displaced Persons (NCFRMI) and shall have participated in post-arrival counselling sessions conducted by NCFRMI or any other protection actors in Nigeria.

The proposed action must target both categories of beneficiaries and meet the minimum number indicated above (i.e. 350 returnees and 350 local youth). Applications that do not comply with these requirements will not be considered. Proposals targeting beneficiaries other than those specified above will also not be considered.

Types of Actions

In order to be eligible under this Call for Proposals, the proposed Action must aim at promoting the sustainable reintegration of returnees and the economic empowerment of youth (18–35) in Nigeria through climate-smart agricultural development and agribusiness support.

Types of activities which may be financed under this call:

The following list of activities is indicative and non-exhaustive:

- *Farmland Preparation:* Carry out preparatory activities on 3,500 acres of land in Awe and Ilero communities including comprehensive soil testing, creation of field lane and farm road, topographic and surveys analysis, creation of buffer zones, layouts design, environmental assessment and pre-allocation and mapping of farmlands into 5-acres for each beneficiary.

- *Livelihood Support:* Creating sustainable local livelihoods opportunities for 350 local youth, age 18 – 35 years, and reintegration of 350 returnees, equipping them with the resources and skills needed to generate income and livelihoods through climate-smart and sustainable agricultural practices in food corps.

- *Agricultural Training Programs: Facilitate and* Conduct training sessions for the youth on modern agricultural techniques, focusing on profitable and sustainable farming practices. This includes hands-on fieldwork, demonstration farms, and mentorship by successful farmers. Host open demonstration days where community members can observe and learn about climate-smart agricultural practices.

- *Business and Financial Literacy Training:* Train returnees and young farmers in business management skills such as accounting, marketing, supply chain management, and financial literacy. This training will help youth effectively run their agribusinesses and scale their operations. Offer open sessions where community members can learn about business planning and agribusiness opportunities.

- *Market Linkages and Value Chain Development:* Establish connections between the youth farmers and local, regional, and international markets. Organize market access workshops and facilitate contracts with buyers, cooperatives, or agro-processing companies. Hold community-level expo to link farmers with buyers and highlight the potential of locally produced agricultural goods.

- *Establishment of Cooperative Models:* Facilitate the formation of youth-led cooperatives to pool resources, share knowledge, and collectively market their produce. This helps young farmers increase their bargaining power and reduce operational costs. Sensitize communities on the benefits of cooperatives and how to participate.

- *Agribusiness Start-Up Support:* Provide the returnees and local youth with services needed to cover the start-up materials for their agricultural ventures, including access to quality seeds, fertilizers, and tools as part of this support.

- *Access to Finance and Credit:* Support and facilitate returnees and local youth farmers access to tailored services and products such as microloans, grants, and savings programs that support the growth of their agribusinesses. Organize financial awareness campaigns to inform community members about credit and grant opportunities, including how to access it.

- *Research, monitoring, and evidence generation:* Facilitate and support continuous research, monitoring, data collection and evidence on reintegration satisfaction and youth empowerment programme that supports policy recommendations for scaling sustainable agribusiness models across Nigeria.

- *Engagement and awareness-raising, advocacy:* Conduct activities including community sensitisation sessions, town hall meetings, radio broadcasts, posters, and social media campaigns to inform rural communities about the initiatives to ensure local buy-in and sustained participation. These campaigns will highlight the program's eligibility benefits, including training and access to land, while encouraging participation.

All actions shall have a positive contribution to sustainable reintegration, local economic development, and climate-resilient agricultural systems in Nigeria.

Actions shall include risk assessment for implementation with a mitigation plan describing how implementation can be ensured in the presence of challenges related to local agriculture such as insecurity associated with herder – farmer conflicts, complex issues relating to acceptance of returnees in a new community and broader social cohesion issues and community development related interventions.

Proposals shall promote meaningful participation of women and men, in line with indicative target of 40% female and 60% male beneficiaries.

Ineligible Actions:

The following types of actions are ineligible for funding under this call:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;
- actions concerned only or mainly with individual scholarships/subsidies for studies or training courses;
- actions and measures that may result in violation of human rights in partner countries or causing significant adverse effects on the environment or the climate;
- actions concerned only or mainly procurement activities, without sufficient accompanying activities directly contributing to the objectives of the action;
- establishing and developing any activity which can be a breach of Nigerian legislation regarding safety at work, environment protection, employment of the workforce;
- actions already financed or in the process of being financed from state budget, other programmes, or other funds;
- one-off actions such as conferences, round tables, seminars or similar events. These actions can only be funded if they form part of a wider project;
- actions with costs incurred outside the contract period;
- profit-making activities;
- commercial activities;
- charitable donations;
- actions which are ideologically biased or partisan in nature;
- actions of supporting or linked to political parties;
- actions consisting solely of research, development of strategies, plans or other similar documents;
- infrastructure projects;
- actions involving the purchase of land or buildings, except where strictly necessary for the direct implementation of the action.
- grant making activities including the provision of loans to other organizations or individuals such as for those who are establishing their businesses);
- or the use of the grant to make further grants, unless explicitly allowed under the conditions of financial support to third parties set out in these Guidelines;
- actions duplicating proposals already submitted by the same organization under this call;

- actions that involve activities that could harm the safety and security of beneficiaries, partners and organisations during implementation, or otherwise expose them to risks (in any case, ICMPD shall not take any responsibility in this regard).
- actions with commercial objectives;
- actions that have been completed prior to the signature of the Grant Contract (no grant may be awarded retroactively).

IMPORTANT NOTE 5
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 are considered copy-paste applications may be rejected** (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.

2.1.4. Eligibility of costs: costs that can be included:

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** (see Documents for Information). Applicants must carefully review their provisions when preparing their budget.

The grants awarded under this Call for Proposals will take the form of reimbursement of eligible costs actually incurred by the beneficiary(ies) in the implementation of the action.

Only eligible costs can be covered by a grant. The categories of costs that are eligible and ineligible 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 14.1 and 14.2** of the General Conditions to the Grant Contract.

In accordance with Article 14.1 of the General Conditions, to be eligible under this Call for Proposals, costs must:

a. be incurred during the implementation of the action. In particular:
    i. Costs relating to services and works shall relate to activities performed during the implementation period. Costs relating to supplies shall relate to delivery and installation of items during the implementation period. Signature of a contract,

placing of an order, or entering into any commitment for expenditure within the implementation period for future delivery of services, works or supplies after expiry of the implementation period do not meet this requirement;

ii. Costs incurred should be paid before the submission of the final reports. They may, however, 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, 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. be indicated in the overall budget for the Action;

c. be necessary for the implementation of the Action;

d. be 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. comply with the requirements of applicable tax and social legislation;

f. be reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

In accordance with Article 14.2 of the General Conditions, the following direct costs of the Beneficiary(ies) are 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. Where required under the Grant Contract, ownership shall be transferred at the end of the Action;

d. depreciation, rental or leasing costs for equipment (new or used) and supplies specifically dedicated to the purposes of the action;

e. costs of consumables;

f. costs entailed by contracts awarded by the Beneficiary(ies) for the purposes of the Action;

g. costs deriving directly from the requirements of the Contract (dissemination of information, evaluation specific to the Action, audits, translation, reproduction, insurance, etc.) including financial service costs (in particular the cost of transfers and financial guarantees where

required according to the Contract);

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

i. project office costs or a portion of these when used for the action. Costs actually incurred in relation to a project office used for the action or a portion of these costs may be accepted as eligible direct costs if the description of the project office, the services or resources it makes available, its overall capacity and (where applicable) the distribution key are provided in the Description of the Action and the Budget.

In addition, the following eligibility conditions specific to this call shall apply:

- the cost of staff assigned to the Action **must be in line with the official remuneration policies of the organisation as well as in line with local legislation of Nigeria**. The total staff and office costs **shall not exceed 30%** of the total direct eligible costs of the action. 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. The method for salary calculation should be clearly explained in the budget. These costs shall be proportionate to the nature, scope and duration of the action, and clearly justified in relation to the activities to be implemented.
- For the purpose of this call, **only travel within Nigeria shall be considered eligible**, unless otherwise specified in writing by the Contracting Authority.
- Financial support to third parties is eligible under this Call for Proposals.

IMPORTANT NOTE 6
The successful applicant (lead applicant and co-applicant (if any)) will undergo a due diligence procedure carried out by the Contracting Authority. During this procedure, the applicant recommended for award may be requested to provide evidence supporting the claims made in the Due Diligence Form (Annex E). The list of supporting documents can be found in Section 3.1 of these Guidelines. Please note that Contracting Authority may request a financial guarantee, following the due diligence procedure, covering the amount of the initial pre-financing payment during the contracting phase. This cost should be provisioned in the budget line 5.5 “Financial Services”.

Expenditure verification:

The applicants agree that the contractual expenditure verifications(s) referred to in Article 15.6 of the General Conditions to the Standard Grant Contract (See Documents for Information) shall be carried out by the Contracting Authority (ICMPD), in which case the applicant shall not include any costs related to expenditure verification in the budget.

Contingency reserve:

The budget may include a contingency reserve not exceeding **5%** of the estimated direct eligible costs. It can only be used with the **prior written authorisation** of the contracting authority

Eligible 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 direct eligible costs of the Action. 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. Once the flat rate has been fixed in the special conditions of the grant contract, no supporting documents need to be provided.

Ineligible costs:

Costs that do not comply with the conditions laid down in the contract are not eligible. The following costs shall not be considered eligible:

a. debts and debt service charges, including 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;
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. contributions in kind;
h. bonuses included in costs of staff;
i. negative interest charged by banks or other financial institutions.
j. international travel outside of Nigeria;
k. purchase of vehicles
l. depreciation expenses
m. purchase of second-hand equipment and machinery
n. fines, financial penalties and litigation costs.
o. fees for participating in personal workshops and training

Recommendations to award a grant are always subject to the condition that the checks preceding

the signing of the grant contract do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, and in case of reimbursement of costs, unrealistic costs and ineligible costs). The checks may give rise to requests for clarification and may lead the contracting authority to impose modifications or reductions to address such mistakes or inaccuracies. It is not possible to increase the grant or the percentage of co-financing as a result of these corrections.

Please note that sound financial management principles in terms of ensuring cost-effectiveness (in terms of efficiency, effectiveness and sustainability of the action) will be of importance in the evaluation stage, therefore, applicants shall carefully consider project budget versus project activities and achievements in designing their proposals. It is therefore in the applicants' interest to provide a **realistic and cost-effective budget**. Unrealistic or disproportionate, and insufficiently justified budgets may negatively affect the evaluation of the proposal.

Other financial conditions:

a. Non-cumulative award

An action may only receive one grant from the Budget.

b. Non-retroactivity

Only costs related to activities implemented after the signature of a contract can be considered eligible. Grants may not be awarded for actions already completed. In exceptional and duly justified cases, costs incurred before contract signature may be considered retroactively eligible. In such cases, the eligibility start date will be explicitly set in the grant agreement.

c. No-profit Rule

Grants may not have the purpose or effect of producing a profit within the framework of the action with the exception of specific cases stated below. 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.

No profit rule **shall apply to** the activities such as:

- Interest revenue generated from the grant;
- Revenue generated from the grant through stock market operations, exchange currency operations;
- Extraordinary revenue (e.g. revenue generated through the sales of the machinery and equipment purchased within the context of the grant).

The no profit rule **shall not apply to** the:

- actions the objective of which is the reinforcement of the financial capacity of the Beneficiary (Activities that affect the financial situation of the beneficiary positively, which are included in

the nature of the beneficiary).

- actions which generate an income to ensure their continuity beyond the end of the contract.

If a profit is made, ICMPD shall reduce the final grant amount in proportion to its share of the total approved eligible costs.

d. Financial support to third parties

In order to support the achievement of the objectives of the Action, and in particular where the implementation of the Action requires financial support to be given to third parties, the Beneficiary(ies) may award sub-grants if so provided by the Special Conditions of the Grant Contract. This support must be clearly justified, properly documented, and fully compliant with the terms of the Grant Contract and these guidelines. The selection of third parties must follow a fair, transparent, and objective process, consistent with the guidelines, in accordance with the rules governing a grant scheme or as outlined in Article 10 of General Conditions to the Grant Contract.

The provisions of Article 10.4–10.7 of the General Conditions shall apply. For the purpose of this Call, the following specific conditions shall apply:

- The maximum amount of financial support to any single third party **shall not exceed EUR 60,000**, unless otherwise provided in the Special Conditions.
- Financial support to third parties under this call shall aim to support the socio-economic reintegration of returnees, in particular facilitating their access to accommodation and housing support for the period of 6 months, where necessary.
- Financial support for the purpose stated above shall be in the form of allowances, limited to a maximum of **EUR 170 per month per individual returnee**, for a maximum duration of 6 months.

The following eligibility criteria shall apply for the recipients of financial support:

- Recipients of financial support shall be returnees successfully selected, registered and participating in the project reintegration activities. Accommodation support shall primarily target returnees. Local youth may be eligible only where they are not residents of Awe and Ilero communities.
- Returnees already receiving similar financial support for the same purpose shall not be eligible for cash assistance under this Call for Proposals.
- Financial support shall only be provided upon verification of eligibility and supporting documentation, including evidence of an accommodation rental agreement.
- The Beneficiary(ies) shall report on the award and implementation of financial support in line with the reporting requirements set out in the General Conditions.

2.1.5. 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 from participation applicants, which were found in situations of:

a. bankruptcy, insolvency or winding-up procedures;
b. breach of obligations relating to the payment of taxes or social security contributions;
c. grave professional misconduct, including misrepresentation;
d. fraud;
e. corruption;
f. conduct related to a criminal organisation;
g. money laundering or terrorist financing;
h. terrorist offences or offences linked to terrorist activities;
i. child labour and other trafficking in human beings.
j. breach of human rights obligations

In this respect, Lead Applicants and co-applicant are obliged to declare that they are not in one of the exclusion situations through a signed Declaration of Honour (Annex D).

Applicants included in applicable restrictive measures list (including those applied by the Contracting Authority and/or the donor) at the moment of the award decision cannot be awarded the contract.

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.

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 Contracting Authority and/or the donor 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.

3. HOW TO APPLY AND PROCEDURES TO FOLLOW

3.1. Where and how to submit applications

Registration in the ICMPD Electronic Application Platform:

To apply for this call for proposals, Lead Applicants need to register their organisation in the ICMPD Electronic Application Platform (In-Tend). A **Step-by-Step Guide** explaining how to register and apply can be downloaded at: https://in-tendhost.co.uk/icmpd/aspx/BuyerProfiles.

The portal is accessible via: https://in-tendhost.co.uk/icmpd. (Registration is free of charge and is mandatory for participation in this Call for Proposals.)

During registration, the Lead Applicant must complete: Company Details (organisation name, address, registration number, etc.), Contact Details, and Primary User Details.

Co-applicants are not required to create separate profiles. They may instead be added as additional users under the Lead Applicant's account. It is strongly recommended to add at least one additional user to ensure continuity of access to the platform.

The Lead Applicant is responsible for keeping its organisational profile up to date throughout the entire procedure, including statutory documents, certificates and registrations.

IMPORTANT NOTE 7
Applicants are strongly advised to register in advance and familiarize themselves with the ICMPD electronic Application Platform at https://in-tendhost.co.uk/icmpd/aspx/Tenders/Appraisal. Applicants must review the grant rules carefully before starting their application process. It is advised to consult the platform regularly to be informed of the clarifications and possible amendments published. All official communication regarding the Call for Proposals will be published on the platform. 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. Please note that only the original documents and forms that are published on the 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 completing the original documents downloaded from the ICMPD electronic Application Platform.

Submission of Applications:

The following requirements apply to the submission of applications:

- Applications must be submitted exclusively through the ICMPD Electronic Application Platform (In-Tend). Applications submitted by any other means (e.g. by email or post) will be rejected.

- Applicants will be able to access and submit the application form, annexes and supporting documents via the ICMPD electronic Application Platform (IN-TEND). Once registered, all Call for Proposals documents and annexes will be available for viewing and download.
- Applicants must submit their applications in English. Official supporting documents provided from public institutions may be provided in their original language.
- Hand-written applications will not be accepted.
- Applications must be complete and contain all requested information and annexes and supporting documents. Failure to comply with these requirements may lead to the rejection of the application.
- Only the requested documents will be evaluated; no additional documents shall be submitted. All other additional documents attached will be disregarded and not used in the evaluation. If deemed necessary, additional documents may be requested by the Contracting Authority.
- Supporting documents must be supplied in the form of scanned versions of the originals (i.e. showing legible stamps, signatures and dates).
- All annexes requiring signature must be signed by an authorised legal representative of the respective organisation.
- Accepted signatures are handwritten signatures or certified electronic signatures, including PADES signatures in PDF format.
- Any error or major discrepancy related to the points listed in the instructions or any major inconsistency in the application (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.
- Applicants are responsible for ensuring that all files are clearly named and organised in a manner that makes it easy to identify which document corresponds to which applicant.
- During the review process, clarifications will only be requested when the information provided is insufficient to conduct an objective assessment.
- By submitting an application, applicants agree to receive notification of the outcome of their application by electronic means (through the ICMPD Electronic Application Platform). Such notification shall be deemed to have been received on the date on which ICMPD sends it to the electronic address used for registration on the platform.
- Applicants experiencing technical difficulties in submitting an application through the ICMPD Electronic Application Platform can contact: grants@icmpd.org.

IMPORTANT NOTE 8
In order to convert the deadline to local time, applicants may use any reliable online time conversion tool that takes into account time zones and daylight-saving time changes.[3] The Lead Applicant is strongly advised **not to wait until the last day** to submit their application, as heavy internet traffic or technical issues (including electricity failures, internet connection disruptions, etc.) may cause difficulties in submission. The Contracting Authority cannot be held responsible for any delay resulting from such difficulties.

[3] *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/summer time changes (example available here).*

Documents required for submission:

The application package consists of the below list of documents, which must be completed, signed and submitted.

Annexes to be submitted:

- **Grant Application Form (Annex A):** Lead applicants must adhere to the format of the Application Form and complete the paragraphs and pages in order. The form should be completed carefully and clearly, including the declaration signed by the Lead Applicant and the mandate signed by the co-applicant (if any), to ensure proper assessment. The form must be submitted in English.

- **Budget (Annex B):** The form must be completed following the instructions given in the first sheet of the Budget template. Please ensure that all required sheets of the form are duly completed and signed by the Lead Applicant. For budget preparation, exchange rate available at the following link can be used: https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-inforeuro_en.

The following annexes must be provided by both the Lead Applicant and the co-applicant (if any):

- **Legal Entity Identification Form (Annex C):** The Legal Entity Form serves to verify the legal personality and status of the applicants. It must be duly completed and signed by the legal representative of the Lead Applicant and the co-applicant (if any). The form must be completed in English and will be subject to Administrative and Eligibility checks.

- **Declaration of Honour (Annex D):** The declaration serves as a self-certification by the applicant regarding compliance with exclusion criteria, financial and operational capacity, and absence of conflict of interest. It must be duly signed by the legal representative of the Lead Applicant and the co-applicant (if any). The declaration shall cover both the legal entity and the natural person authorised to represent it and must include: (i) the full name of the authorised signatory, (ii) the ID or passport number of that person, and (iii) the required legal entity information. The form must be completed in English.

- **Due diligence form (Annex E):** The Lead Applicant and its co-applicant (if any) are required to complete the Due Diligence Form in order to allow ICMPD to assess their financial and operational capacity. The form must be duly completed, stamped, and signed by an authorised representative of the applicant organisation. The form must be completed in **English**. ICMPD may request additional supporting documents (e.g. audited financial statements) during the verification process, in line with ICMPD's due diligence procedures.

Supporting documents to be submitted:

The following supporting documents must be provided by the Lead Applicant only**:**

- **Audit Report of the Lead Applicant:** Audit report produced by an approved external auditor, where available, and in all cases where a statutory audit is required by national law. That report shall certify the accounts for **the last three (3) financial years available for which the accounts have been closed.**

  Where no external audit report is available, the applicant shall provide **a self-declaration signed by its authorised representative (independent accountant/auditor in accordance with applicable national legislation) certifying the validity of its accounts for the last three (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 (if any).

- **A copy of tax registration:** A document indicating the tax number from the relevant tax authority, or a tax-exempt document issued by the relevant tax authority. A copy of tax registration is not required from the co-applicant (if any).

- **CVs of the proposed key project team members** must be submitted using the template provided in the application package, clearly indicating their roles and position titles within the project.

The following supporting documents must be provided by both the Lead Applicant and the co-applicant (if any):

- **Certificate of NGO Registration with the Corporate Affairs Commission of Nigeria (CAC):** A copy of the registration certificate issued by the national authority. Where the registered office address and the registration date are not clearly reflected in the certificate, an official extract or equivalent document evidencing the registered office (e.g. utility bill or rental agreement) shall be provided.

- **Statutes or Articles of Association:** Statutes or articles of association, as scanned copies of the originals (i.e. clearly showing stamps, signatures and dates) must be provided. The establishment date of the organisation must be visible in the document. Documents in a national language shall be submitted together with a translation into English.

- **Copy of the latest financial accounts (of the Lead and co-applicant (if any):** Copies of financial accounts (i.e. the profit and loss account or statement of revenues and expenses and the balance sheet) for **the last three (3) financial years available** for which the accounts have been closed.

  Where the externally audited financial statements covering the same period are provided; no additional financial accounts are required.

  Financial statements generated from accounting software shall be accepted only if duly signed by the authorised representative (independent accountant/auditor in accordance with

applicable national legislation).

- **Proof of operational presence:** Evidence of operational presence in the area of implementation (e.g. office lease agreement, title deed or equivalent document) demonstrating the right to use the premises where the project activities will be implemented.
- **Proof of an Authorization & Signature:** Documentation demonstrating that the person signing the required annexes on their behalf is duly authorised to represent the organisation. For this purpose, one of the following documents must be provided:

    - statutes or articles of association, or an official register extract clearly indicating the authorised signatory; or
    - where the above does not clearly establish the signing authority, a board decision, power of attorney, or an equivalent official document granting signing authority.
    - The documents provided must clearly demonstrate the signing authority and, where applicable, the sample signature(s) of the authorised representative.
    - A notarised signatory circular shall be required only where the signing authority or the sample signature(s) cannot be clearly demonstrated through the documents listed above.
- **Evidence of Activities in Oyo State:** Documentation demonstrating evidence of activities implemented in Oyo State, Nigeria (e.g. activity reports, contracts, completion certificates or equivalent supporting documents).

Where photocopies or scanned versions are submitted, the original documents must be kept on file by the applicant and made available to the Contracting Authority upon request. The Contracting Authority may request originals at any stage of the procedure, in particular during due diligence, contracting, monitoring, or audits.

Where supporting documents are **not issued in English**, applicants must submit a **notarised translation of the relevant parts** into English in order to allow assessment of eligibility.

Only the requested documents will be taken into account during the evaluation.

Summary table:

Name of the Annex	Format	Required from
Application Form (Annex A)	WORD document + signed and scanned PDF	Lead Applicant (Including signed declaration by the Lead Applicant and mandates signed by the co-applicant (if any))
Budget (Annex B)	Excel file + signed and scanned PDF	Lead Applicant
Legal Entity Form (Annex C)	Signed and scanned PDF	Lead Applicant and Co-Applicant (if any)
Declaration of Honour (Annex D)	Signed and scanned PDF	Lead Applicant & Co-Applicant (if any)
Due diligence form (Annex E)	Signed and scanned PDF	Lead Applicant & Co-Applicant (if any)

Name of the Supporting Document	Format	Required from
Audit Report or self-declaration (last 3 financial years for which the accounts have been closed)	Scanned PDF	Lead Applicant only
Tax Registration Certificate / Tax Number / Tax Exemption Document	Scanned PDF	Lead Applicant only
CVs of the proposed project team (indicating position in the project)	Scanned PDF	Lead Applicant only
Certificate of NGO Registration with the Corporate Affairs Commission of Nigeria (CAC)	Scanned PDF	Lead Applicant and Co-Applicant (if any)
Statute or Article of Association	Scanned PDF	Lead Applicant and Co-Applicant (if any)
Copy of latest financial accounts (last 3 financial years for which the accounts have been closed)	Scanned PDF	Lead Applicant and Co-Applicant (if any)
Proof of operational presence (Title Deed / Rental Agreement / Equivalent Proof of Premises)	Scanned PDF	Lead Applicant and Co-applicant (if any)
Evidence of completed project activities in Oyo State	Scanned PDF	Lead Applicant and Co-applicant
Proof of an Authorisation and Signature (e.g. statutes, register extract, board decision, power of attorney; notarised signatory circular where required)	Signed and scanned PDF	Lead Applicant and Co-applicant (if any)

The table above is provided for ease of reference only. In case of any inconsistency, the main text of these Guidelines shall prevail

The Grant Application Form (Annex A), Budget (Annex B), Legal Entity Identification Form (Annex C), Declaration of Honour (Annex D), Due Diligence Form (Annex E), and the required supporting documents must be submitted via the platform. Incomplete applications may be rejected.

3.2. Deadline for submission of applications

The deadline for the submission of applications is **23 July 2026 at 17:00 (Vienna local time)**. The application must be sent before the submission deadline. Any application submitted after the deadline will automatically be rejected.

Please note that the contracting authority may decide to extend the deadline of applications or cancel the call for proposals procedure at any stage.

Applicants experiencing technical difficulties in submitting an application through the ICMPD Electronic Application Platform can contact: grants@icmpd.org.

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

3.3. Clarifications and Correspondence

The Call for Proposals Guidelines contain all necessary information for applicants 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 regarding the Call for Proposals Guidelines, such information shall be published on the ICMPD Electronic Application Platform.

Prospective applicants may submit questions through the ICMPD Electronic Application Platform before the deadline specified under section "Indicative Timeline", clearly indicating the publication reference of the Call for Proposals.

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants will be published on the ICMPD website & ICMPD Electronic Application Platform where the call was published, no later than the date indicated under section "Indicative Timeline".

The Contracting Authority has no obligation to provide clarifications after this date. Applicants are strongly advised to consult the platform regularly in order to be informed of questions and answers published.

To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of a Lead Applicant, co-applicant(s), an action, or specific activities.

Any prospective applicants seeking to arrange individual meetings other than advertised information sessions by ICMPD during the application period may be excluded from the Call for Proposals procedure.

3.4. Information Session

The **Contracting Authority** will organise an online information session for the applicants on **Wednesday, 17 June 2026 at 14:00 pm (Vienna local time)**. The session will provide an overview of the application and evaluation procedure, as well as an introduction to the objectives of the Call for Proposals.

Details on registration will be made available on the ICMPD website and relevant platforms. Prospective applicants may register via the link provided therein. In case of any technical difficulties, applicants may contact the Contracting Authority at grants@icmpd.org.

3.5. Evaluation and Selection of applications

Opening & Administrative and Eligibility Check (AEC)

During the opening, 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 by the Lead Applicant and the supporting documents may lead to the rejection of the application on that sole basis.

Financial & Operational Capacity Check and Technical Evaluation

The applications that passed the administrative compliance and eligibility check will be further evaluated on their quality, including the proposed budget and capacity of the applicants.

Evaluation of the quality of the proposals, including the proposed budget, and of the capacity of the Lead Applicant and the Co-applicant (if any), will be carried out in accordance with the evaluation criteria set out in the Evaluation Grid included below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria are intended to help evaluate the applicants' financial and operational capacity to ensure that they:

- have stable and sufficient sources of finance to maintain their activity throughout the period during which the action is being carried out and, where appropriate, to participate in its funding;

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

For the purpose of the evaluation of the financial and operational capacity, lead applicant(s) and co-applicant(s) must ensure that all requested information and supporting documents are complete, reliable, and sufficient for a proper assessment. Failure to do so may result in the rejection of the application.

Technical Evaluation

The award criteria allow the quality of the proposals submitted to be evaluated in relation to the objectives and priorities set and grant to be awarded to actions which maximize the overall effectiveness of the Call for Proposals. They enable the selection of proposals which the Contracting Authority can be confident will comply with its objectives and priorities and guarantee the visibility of the Community financing. They cover such aspects as the relevance of the action, its consistency with the objectives of the Call for Proposals, quality, expected impact, sustainability and cost-effectiveness,

as set out in the Evaluation Grid below.

Scoring:

The evaluation criteria are divided into sections and subsections. Each subsection will be given a score between **1 and 5 as follows: 1 = poor; 2 = adequate; 3 = good; 4 = very good, 5 = excellent.**

Section	Maximum Score
1. Relevance of the action	**20**
1.1. How relevant is the proposal to the specific objective and priority of the call for proposals stated in the guidelines for applicants? Are the expected results of the proposal aligned with the objectives of the Guidelines including target beneficiaries?	5
1.2. How relevant is the proposal to the needs of returnees and unemployed local youth and the communities, and constraints of the target communities in the area of returnees' reintegration and local youth empowerment initiatives in the agriculture sector?	5
1.3. How clearly are the needs of beneficiaries and target groups defined, strategically outlined and addressed in the proposal?	5
1.4. Does the proposal contain/introduce any innovative approaches, best practices and environmental and community solutions to strengthening returnees' reintegration and local youth empowerment in the domain of agricultural practices?	5
2. Design of the action	**25**
2.1. How coherent is the design of the action with the scope of Guidelines? Does the proposal clearly indicate the expected results and present a clear intervention logic explaining how these results will be achieved? Are the proposed activities appropriate, practical, logical and can support the achievements of the action's outputs and outcomes?	5
2.2. Does the proposal and its logical framework include baselines, targets and sources of verification relevant to the action?	5
2.3. Does the proposal demonstrate a robust analysis of the challenges related to irregular migration, youth unemployment and returnees' reintegration as well as state government initiatives? Are the key stakeholders, at both state and national levels in the area of domain clearly mapped and identified?	5
2.4. Does the design of the action clearly identify gender mainstreaming and how climate-smart agriculture will be incorporated into the project implementation strategies? Does the proposal demonstrate a gender responsive approach, taking into account the indicative target of 40% female and 60% male participation?	10
3. Implementation Approach	**20**

3.1. Does the experience and capacity of the Lead Applicant and the co-applicant (if any) justify their roles and responsibilities in the implementation of the action? In the absence of a co-applicant, does the proposal demonstrate that the Lead Applicant has adequate experience and sufficient capacity to solely implement the action?	10
3.2. Is the workplan for implementing the action clear and feasible? Is the timeline for implementation of the action realistic?	5
3.3. Does the proposal have a clear analysis of how to foster collaboration with national and state authorities in the field of return and reintegration and agricultural practices at the national and state levels?	5
4. Sustainability of the Action	**20**
4.1. Does the proposal include the impact the action will have on the target groups? Does it include mechanisms to sustain the action's impact including possible replication and upscaling as well as knowledge sharing?	10
4.2. Are the expected results of the action sustainable: • Institutionally: will the action lead to improved and strengthen capacity of the government and institutions on job creation in the agriculture sector? • Policy impact: will there be structural changes in the policy space on how to achieve sustainable reintegration and youth empowerment and the role of agriculture sector in driving the process? • Environmentally: will the action have a negative or positive impact on the environment?	10
5. Budget	**15**
5.1. Are the activities appropriately reflected in the budget?	5
5.2. Is the budget adequate and the ratio between estimated costs per activities satisfactory?	10
Maximum Total Score	**100**

Applications scoring **less than 35 points** in the combined score for Sections **2.1, 2.4, 3.1, 4.2 and 5.2** will be rejected.

Applications with a total score below 85 shall be rejected. Only applications obtaining a minimum overall score of 85 points will be considered for an award.

Provisional Selection

- Following the evaluation, a table will be drawn up listing the applications ranked according to their score. The highest scoring application will be provisionally selected.

- Only one (1) action shall be awarded under this Call for Proposals.

- In addition, a reserve list will be drawn up following the same criteria. This list will be used if the selected application withdraws, fails to complete the contracting process successfully.

Recommended for award

- The Evaluation Committee will make a final recommendation to the Contracting Authority, which will decide on the award of the grant.

- The Contracting Authority may decide not to award the grant and to cancel the Call for Proposals without giving the applicants any right to compensation.

3.6. Notification of the Contracting Authority`s decision

ICMPD will inform the Lead Applicants in writing of the decision concerning their application on the ICMPD Electronic Application Platform.

- Where applicable, applicants may be requested, based on the recommendations of the Evaluation Committee, to revise and fine-tune their proposals (e.g. budget, monitoring and evaluation framework, other sections of the Application Form). Once the requested revisions have been implemented, the updated proposal should be resubmitted to ICMPD.

- Applicants placed on the reserve list will also be informed accordingly. The conditions applicable to the reserve list will be communicated to them.

- In case of rejection, applicants will be informed about the reasons for the negative decision.

For the avoidance of doubt, please note that for applications rejected due to non-compliance with admissibility requirements (e.g. submission after the deadline), eligibility criteria (the entity or person is not part of the predefined eligible population of entities or persons), the selection (e.g. the applicant does not have financial, professional or operational capacity), or award criteria (e.g. insufficient quality or cost-effectiveness of the proposal), no prior adversarial procedure is required.

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/grants/complaints-procedure.

4. INDICATIVE TIMELINE

	DATE &TIME
1. Publication of the Call for Proposals	09 June 2026 – 17:00 (Vienna local time)
2. Online information session for interested organisations	17 June 2026 – 14:00 (Vienna local time)
3. Deadline for requesting any clarifications from the Contracting Authority	08 July 2026 – 17:00 (Vienna local time)
4. Last date on which clarifications are issued by the Contracting Authority	15 July 2026 – 17:00 (Vienna local time)
5. Deadline for submission of applications	23 July 2026 – 17:00 (Vienna local time)
6. Notification of the Contracting Authority's Decision	September 2026
7. Contract signature	October 2026

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

This indicative timetable refers to provisional dates (except for 1, 3, 4, 5) and may be updated by the contracting authority during the procedure.

5. CONDITIONS FOR IMPLEMENTATION AFTER THE CONTRACTING AUTHORITY`S DECISION TO AWARD A GRANT

Following the decision to award a grant, the selected applicant will be offered a contract (see Documents for Information). By signing the application form, the applicant agrees, if awarded a grant, to accept the contractual conditions of the grant contract.

Where the implementation of the action requires the beneficiary to award procurement contracts, such contracts must be awarded in accordance with Annex IV to the Standard Grant Contract.

The successful applicant will also be informed whether the first instalment of pre-financing is subject to the validation of a financial guarantee by the Contracting Authority. Where required, the financial guarantee must be submitted in due time to proceed with the payment of the first instalment in accordance with the payment provisions of the Grant Contract.

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 Data Protection Principles can be consulted here.

7. COMMUNICATION AND VISIBILITY

The beneficiary(ies) must take all necessary steps to ensure the visibility of ICMPD and the donor in accordance with ICMPD Corporate Design Manual and applicable donor visibility requirements.

All communication materials, publications and visibility products must acknowledge ICMPD and the donor, including through the use of logos where required.

The use of ICMPD and donor logos shall follow the relevant brand guidance and require prior written approval for major publications.

Detailed visibility requirements, including the use and placement of logos, will be communicated by the Contracting Authority to the beneficiary following contract signature.

8. 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):

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 (not applicable)