
CALL FOR PROPOSALS
in the framework of the
**Regional Development and Protection Programme for North Africa
(RDPP NA) – Development Pillar**

GUIDELINES
for grants applicants

Deadline for Submission:
23 October 2017
at 4 p.m. Egyptian time (GMT+2).



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1. INTRODUCTION

1.1. BACKGROUND

The **International Organization for Migration (IOM)** mission in Cairo was established in 1991. In line with IOM's global principle that humane and orderly migration benefits migrants and societies alike, IOM Egypt's overall strategic objective is to support the Government of Egypt and relevant actors to govern migration to effectively maximize its positive impact while minimizing potential costs on all migrants and society. Over the last 25 years, IOM has continuously enlarged its engagement in new fields of concern encompassing a wide range of activities, ranging from direct assistance to policy development, in many programmatic areas such as: labour migration and human development; counter-trafficking; technical cooperation on migration management; migration health; emergency and post-crisis migration management; and resettlement. In recent years, IOM Egypt has positioned itself as a key actor in providing capacity building support to governmental and registered non-governmental local actors for promoting resilience and empowerment of migrant, returnee, and communities hosting them in Egypt. Recognizing the vulnerabilities and identified needs of migrants throughout North Africa, the challenges they face in integrating within the communities hosting them, as well as the pressure the latter face in absorbing them, the IOM embarked in the implementation of the "Regional Development and Protection Programme for North Africa (RDPP NA) – Development Pillar". The programme, which is funded by the European Union (EU), aims to support the Government's efforts to host existing migrants and to build resilience with the aim to enhance the coexistence between existing migrants and the communities hosting them.

The project seeks to contribute to these objectives through the implementation of two key project components: (I) Coordination of stakeholders, and (II) Community-based interventions to enhance resilience under the following domains: education; protection; health; housing; and livelihood, while promoting actions that enhance community cohesion along these domains.

2. AIM, SPECIFIC OBJECTIVE, FIELD OF ACTIVITIES AND TARGET GROUPS

2.1. AIM OF THE CALL

The overall objective of this call is to identify local actors¹ working with existing migrants and the Egyptian communities hosting them to support the implementation of small-scale projects aiming at improving access

¹ Local actors eligible for financial support through this Call for Proposals (CFP) include: governmental organizations, including local authorities; registered civil society organizations, including non-governmental organizations, research or academic institutions; and private-sector agencies. Institutions and organizations thereof at local, national, regional and international level are eligible.

to services, further promoting coexistence while supporting community understanding and cohesion between local communities and existing migrants. The overall objective will be implemented in full coordination and consultation with the Egyptian Government and in line with its priorities.

2.2. SPECIFIC OBJECTIVE(S) OF THE CALL

The IOM is supporting projects proposals with the following specific objectives:

- In line with the national law, the resilience of existing migrants and Egyptian communities hosting them is enhanced by improving economic and social well-being, which includes establishing businesses that generate jobs for both;
- The promotion of intercultural dialogue and community cohesion and awareness raising on access to services are encouraged and strengthened at community level.

Furthermore, proposals that fall under the following areas will be considered for funding²:

Access to basic services: (Education, protection, health, and housing)

- Promote better access to education for existing migrants and Egyptian communities hosting them (including infrastructure improvement, skill enhancement for teachers, etc.);
- Enhance health care facilities to be able to provide primary health care (PHC) services to existing migrants, as well as Egyptian communities hosting them (including infrastructure improvement);
- Enhance participation of both parties in community cohesion activities/strategies;
- Establish a coordination mechanism at the community level in order to meet the increasing demand for health services and the geographical spread of existing migrants (including expanding support to Community Health and Outreach Volunteers³ (CHOVs));
- Organise campaigns aiming at improving the awareness of existing migrants and Egyptian communities hosting them on the existing services (including education and health care facilities, psychosocial support, and the importance of the access to these, protection mechanisms, etc.);
- Refurbishing and re-equipping existing housing shelters belonging to and managed by the Ministry of Social Solidarity (MoSS).

Livelihood:

- Enhance existing migrants and Egyptian communities' skills and capacity as to improve their access to the local labour market in line with the national law in Egypt;

² The above-mentioned activities are stated only as guidance. The proposals should not be limited to them.

³ CHOVs is an initiative that was launched by IOM with the aim to build the capacity of community members to disseminate information on health and hygiene as well as to refer fellow community members to relevant existing services offered to migrant communities in Egypt both by IOM and other service providers.

- Enhance existing migrants' skills and capacity to improve access to labour market in their country of origin upon their return;
- Provide training sessions to existing migrants and Egyptian communities hosting them in business development, marketing and sales strategies for start-ups and SMEs;
- Offer suitable job-placement services for existing migrants as well as Egyptian communities hosting them;
- Design and implement special livelihood options based on the needs of targeted existing migrants and Egyptian communities hosting them.

Community Cohesion:

- Promote mutual understanding and combat misunderstandings between existing migrants and Egyptian communities hosting them;
- Undertake public awareness raising campaigns in local media, schools, universities, religious institutions and business organizations in order to deliver simple, dignified and positive messages, which improve the local community's awareness on the situation of displaced populations and the importance of mutual understanding and support.

The following types of projects are ineligible:

- Projects with an ideological and political objective which is not in line with the IOM mission's strategy, vision and principles;
- Projects fully or mainly concerned with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- Projects fully or mainly concerned with individual scholarships for academic studies and/or feasibility studies;
- Sub granting of a project is not allowed.

2.3. TARGET GROUPS ELIGIBLE FOR THIS CALL

The following types of actor will be eligible for financial support through the Call for Proposals: governmental organizations, including local authorities; registered civil society organizations, including non-governmental organizations and research or academic institutions; private-sector agencies. Institutions and organizations thereof at local, national, regional and international level are eligible.

However, the activities should take into account the needs and challenges of migrant groups with specific identified needs.

Priority will be given to projects foreseeing the involvement/participation of:

- Refugees, asylum seekers, migrants and Egyptian communities hosting them;

- Migrant groups with specific identified needs, including Female-Headed Households (FHH), Unaccompanied Migrant Children (UMC), Survivors of Sexual and Gender-Based Violence (SGBV), and People with Disabilities (PWD), Elderly and persons suffering from Chronic diseases;
- Registered civil society actors acting as multipliers;
- Local stakeholders having an influence on the social context where the project is implemented;
- Interventions which are in line with the priorities of the host Government locally and more broadly.

Every proposed project should benefit the communities of existing migrants as much as the Egyptian communities hosting them.

3. FINANCIAL ALLOCATION

3.1. SIZE OF GRANTS

Upon review, IOM will award the funding of proposals based on set criteria taking into account, *inter alia*, project feasibility, relevance to the objectives stated in the Call for Proposals, and the organization's capacities.

The maximum amount of financial support should not exceed 40.000 EUR per project. The exact amount of financial award for each third entity will be determined on the basis of: (i) amount requested; (ii) minimum amount required to make the project viable; (v) assessment of potential economies of scale and optimum design point.

3.2. TERMS OF PAYMENT

Depending on the type of proposal, the payment modality shall be decided by IOM in coordination with the selected grantee.

4. ELIGIBILITY CRITERIA

All submitted applications must fulfil each and every one of the following criteria in order to be considered eligible.

4.1. ELIGIBILITY OF THE PROJECT PARTNER(S)

In order to be eligible to apply for a grant with the IOM, applicants must fulfil all of the following criteria:

- Be a legal entity (not a physical person) such as government organizations including local authorities; registered non-governmental organisations, educational, cultural, academic or research institutions, media, foundations, and private sector agencies;
- Partner organisation(s) must be officially registered and established under the Egyptian national law with consolidated and proved experience in their field of work;

- The financial responsibility of the project will remain fully with the project partner who will be considered accountable for the management of the IOM Grant.

4.2. ELIGIBILITY OF PARTNERSHIPS AMONG APPLICANTS

In case the proposal includes partnerships, the applicants shall ensure the following:

- The organisation applying is to be considered the Leader of the project, stating all partners in the application process including a clear division of tasks;
- The leader of the project will act as the lead organisation and will be responsible for the management of the grant and the final reporting;
- All eligibility criteria mentioned above apply for the leader as well as his/her partners.

4.3. ELIGIBILITY OF THE CONTENT AND TYPE OF ACTIVITY (IES)

A project is a coherent set of activities developed in the framework of clearly defined and reachable objective, target groups, and planned results to be accomplished within a limited timeframe. The general programme of activities of the organisation/institution applying cannot be considered as a project to be funded by the IOM within the framework of this CFP. The below are eligibility criteria of the content and type of activity to be considered:

- The project proposals should be designed in response to the specific needs of the target groups and an analysis of the context;
- IOM is encouraging the submission of innovative creative project proposals building on existing programmes/initiatives.

The following types of activities will be eligible for financial support:

- Training programmes (such as soft skills, vocational training, entrepreneurship and small-business management training);
- Employment services targeting existing migrants and the Egyptian communities hosting them including job matching and placement services and self-employment (Start-ups, SMEs) services;
- Small-scale infrastructure development in targeted communities;
- Community events that promote values of community cohesion and multiculturalism.

The above-mentioned activities are stated only as guidance. The proposals should not be limited to them.

4.4. DURATION OF THE PROJECT

- The projects must be implemented over any period of duration starting from late December 2017 and not exceeding one year. The duration should include the preparation and implementation of all the

project activities indicated in the work plan (to be submitted) as an integral part of the proposal, as well as the project evaluation;

- In addition to the duration of implementation, 2 weeks (15 calendar days) are added for the submission of final narrative and financial reports, and related annexes.

4.5. ELIGIBILITY OF THE LOCATION(S)

Projects must ONLY take place in Egypt. Priority locations are Cairo and Greater Cairo, Alexandria, Beheira, and Damietta.

4.6. COMMUNICATIONS AND VISIBILITY

Communication should be a central component of the proposed project, planned clearly in the work plan and budget. An effective “communication and visibility” plan is a way to: (a) increase participation and social impact through the engagement of people and partners; (b) raise the visibility of the project’s objectives.

The communication and visibility plan must ensure the following:

- Compliance with the [European Union visibility guidelines](#) as well as IOM’s – all materials should be shared with IOM for approval prior to printing/publishing, who in turn shall ensure the EU’s approval;
- Clarity on the main elements of the communication plan, including clarity on: (1) target groups, (2) message, (3) communication channels - including networks, available digital media tools, the communication resources of the IOM and partners -, (4) activities, (5) evaluation tools, (6) timing and frequency of activities, (7) budget, (8) evaluation tools and Key Performance Indicators (KPIs).

4.7. ELIGIBLE/NON-ELIGIBLE COSTS

- Only "eligible costs" can be taken into account for a Grant. These are detailed below. The budget is therefore both a cost estimate and a ceiling for "eligible costs";
- Eligible costs must be based on real costs, not lump sums;
- Costs incurred before the starting date agreed in the Grant contract are considered ineligible;
- Recommendations to award a Grant are always based on the submitted budget. In case of question marks or doubts, the IOM may request clarification and/or may impose reductions on estimated costs. It is therefore in the applicant’s interest to provide a realistic, non-excessive and cost-effective budget;
- Projects funded by the IOM should not have profit-making purposes. Any profit generated by the project funded by the IOM must be re-injected in the budget of the project.

4.7.1. Eligible direct costs

Eligible direct costs are:

- Costs arising directly from the requirements of the contract (dissemination of information, translation, printing, insurance, etc.);

- Taxes, including VAT, if a declaration is provided to IOM indicating that these taxes are non-reclaimable.

To be eligible under the Call for Proposals, costs must:

- Be necessary for carrying out the project;
- Be provided for in the IOM contract and comply with the principles of sound financial management, in particular value for money and cost-effectiveness;
- Have actually been incurred by the grantee during the implementing period of the project;
- Be recorded in the grantee's accounts or tax documents, be identifiable and verifiable, and be backed by original supporting documents.

Subject to these conditions and, where relevant to the contract-award procedures, eligible direct costs should be balanced between communication, materials, logistical arrangements and other costs, and include:

- The cost of equipment rental and other services, provided they correspond to market rates;
- The cost of publications, consumables and supplies.

The budget must be realistic, any excessive or unrealistic or unjustified estimation can exclude the project from financing.

4.7.2. Contribution in-kind by the Leader or the Partners

Contributions in-kind are provisions of goods and/or services by the grantee to the budget of the project and free of charge. This kind of contribution is optional.

Contribution in-kind is subject to monitoring during the final reporting of the project and shall be based on the following conditions:

- The equipment in use as in-kind contribution should be in good condition and suitable for the proper implementation of the project.

4.7.3. Contingency reserve

No contingency reserve may be included in the project budget.

4.7.4. Ineligible costs

The following costs are not eligible:

- Debts and debt service charges (interest);
- Provisions for losses or potential future liabilities;
- Costs declared by the applicant and financed by another action;
- Purchases of land or buildings, furniture;
- Currency exchange losses;

- Credit to third parties;
- Scholarships or any other direct cash contribution;
- Sub-granting.

4.8. FINANCIAL AND MANAGERIAL CAPACITIES

Applicants for an IOM Grant need to have the necessary financial and managerial capacities to carry out the project to the end. This means that the organisation will need to declare, if the project is selected, that the required resources (manpower, equipment...etc.) are secured in order to implement the project as described.

4.9. REASONS FOR EXCLUSION

4.9.1. Applicants are not entitled to respond to this Call for Project Proposals if:

- They are not officially registered and established as a legal entity under the Egyptian national law;
- They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- They have been convicted of an offence concerning professional conduct by a judgment which has the force of res judicata (i.e., against which no appeal is possible);
- They are guilty of grave professional misconduct proven by any means, which the IOM can justify;
- They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions;
- They have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the IOM;
- They have been declared to be in serious breach of contract for failure to comply with their contractual obligations in connection with a procurement procedure or other grant award procedure financed by the IOM.

4.9.2. Applicants are also excluded from participation in IOM Calls for Proposals or the award of grants if, at the time of the Call for Proposals, they:

- Are guilty of misrepresentation in supplying the information required by the IOM Secretariat, as the Contracting Authority, as a condition of participation in the Call for Proposals or fail to supply this information;
- Have attempted to obtain confidential information or influence any member (voting or non-voting) of IOM's evaluation committee or any other IOM staff members during the evaluation process of current or previous Calls for Proposals;

- Have prior and/or current obligations to other procuring entities that are in conflict with this assignment, or that such obligations may place them in a position of not being able to carry out the assignment in the best interest of the IOM.

4.9.3. Corrupt, Fraudulent, and Coercive Practices

IOM Policy requires that all IOM Staff, bidders, manufacturers, suppliers or distributors, observe the highest standard of ethics during the procurement and execution of all contracts. IOM shall reject any proposal put forward by bidders, or where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, collusive or coercive practices. In pursuance of this policy, IOM defines for purposes of this paragraph the terms set forth below as follows:

- Corrupt practice means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the action of the Procuring/Contracting Entity in the procurement process or in contract execution;
- Fraudulent practice is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the Procuring/Contracting Entity in the procurement process or the execution of a contract, to obtain a financial gain or other benefit to avoid an obligation;
- Collusive practice is an undisclosed arrangement between two or more bidders designed to artificially alter the results of the tender procedure to obtain a financial gain or other benefit;
- Coercive practice is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities in a procurement process, or affect the execution of a contract.

4.9.4. Conflict of Interest

All bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand. A bidder may be considered to have conflicting interest under any of the circumstances set forth below:

- A Bidder has controlling shareholders in common with another Bidder;
- A Bidder receives or has received any direct or indirect subsidy from another Bidder;
- A Bidder has the same representative as that of another Bidder for purposes of this bid;
- A Bidder has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the Bid of another or influence the decisions of the Mission/procuring Entity regarding this bidding process;
- A Bidder submits more than one bid in this bidding process;
- A Bidder who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are subject of the bid.

IOM is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Applicant.

Applicants must provide a declaration confirming that they (and their Partners in case of partnerships) do not fall into any of the above categories (through a sworn statement in Annex G). In case of partnerships, neither the Leader, nor the Partners can take any kind of direct or indirect personal benefit from the Grant allocated.

4.10. SUBMISSION RULES

An applicant can submit more than one proposal in the framework of this CFP. However, in case of partnerships, a Project Leader cannot be awarded more than one Grant under this CFP. An applicant can be Project Leader in one project and a Partner in another partnership.

5. PROCEDURES FOR THE SUBMISSION OF THE PROPOSALS

5.1. APPLICATION: GENERAL INSTRUCTIONS

Applying to the IOM Call for Proposals requires the submission of all the following documents:

- **Application form**
- **Work Plan**
- **Logical Framework**
- **Budget**
- **Partnership agreement**
- **Sworn statement**
- **Financial Identification Form**
- **Legal Entity File**

Applications should be in **English only**.

5.2. HOW TO APPLY

1. Following the launch of the call, IOM will organize an information session aiming at introducing the objectives of the call and assisting interested applicants in filling out the application form and affiliated annexes. A list of Frequently Asked Questions (FAQ) will be published on [Bosla](#) platform in the [Library section](#). Additional questions can be addressed by email to (cfpeg2017@iom.int).
2. Download the [Application package on Bosla Platform](#) in the Library section on the following link (<http://bosla-egypt.info/node/621>) which includes the following annexes:
 - a. Application Form
 - b. Simplified logical framework template (Annex A)
 - c. Work plan template (Annex B)
 - d. Budget template (Annex C)
 - e. Partnership agreement template (if applicable) (Annex D)
 - f. Sworn statement (Annex G)
 - g. Financial identification form (Annex E)

h. Legal identity form (Annex F)

3. Fill in the application form and complete the work plan, logistical framework, budget, Partnership agreement (If applicable) (Partnership agreement must be signed and stamped by the Leader and each Partner), Sworn statement, Financial Identification Form, and Legal Entity File.
4. Submit the application once it is 100% completed. Applications **must** be delivered in a sealed envelope that includes a soft copy of the application on a CD or a flash-drive to the reception of IOM's Egypt Country Office, at 47C Abu el Feda Street, Zamalek. Attention to the Procurement Unit, reference RDPP Programme.

NB:

- It is strongly recommended that the **applicant keeps a soft copy of the content of the application for back-up;**
- It is also strongly recommended not to wait the last minute to fill in and submit the application as any server can get blocked when it is used by many people at the same time;
- Applications sent to any of the IOM staff members email addresses are automatically excluded from the call.

5.3. DEADLINE FOR RECEIVING APPLICATIONS IN RESPONSE TO THE CALL

Duly completed applications should be submitted with the annexes no later than **23 October 2017, by 4 p.m.** Egyptian time (GMT+2).

5.4. COMPLAINTS RELATED TO THE SUBMISSION PROCESS

The IOM will publish a list of all applications received within the deadline on Bosla platform in the Library section on 26 October 2017 (provisional date). In case any applicant wishes to address any complaint related to the submission of his/her application to IOM, he/she must send it no later than 31 October 2017 at 4 p.m. Egyptian time (GMT +2) to IOM by email on the following email address (cfpeg2017@iom.int). Complaints received after this deadline will be disregarded.

6. EVALUATION PROCESS

The IOM will start the evaluation process on three levels; administrative check, then technical and financial evaluation, and final selection following interviews. The below checklists and evaluation grid address the key elements considered during the evaluation and selection of projects by IOM.

6.1. ADMINISTRATIVE CHECK

IOM will check the eligibility of the applications. The proposals will be immediately rejected if one of the following points applies:

- The applicant or one or more of its Partner/s is/are ineligible;
- The application is incomplete, missing some answers in the form or missing some of the annexes or not respecting the format;
- The project proposal is not compliant to the duration and start date defined in article (4.4) of these guidelines;
- The application is received by the IOM Secretariat after the deadline;
- The application is sent to the mailbox of an IOM staff member.

Upon conclusion of the administrative check, the applicants whose proposals were rejected will receive a formal email by the IOM Secretariat.

6.2. TECHNICAL AND FINANCIAL EVALUATION

Applications which have passed the administrative check will be automatically considered for further evaluation based on the technical and financial criteria established in the below Evaluation Grid.

Evaluation Grid used for the Technical and Financial Evaluation

| | | |
|--|--|------------|
| 1. APPLICANT MANAGEMENT CAPACITY AND EXPERIENCE | | |
| a) | Do the applicant (and Partner(s)) have sufficient technical expertise and experience in relation to the proposed project and the objectives of this call? | /5 |
| b) | Does the proposal have an appropriate team to manage the project and does it rely on effective and qualified partner(s)? | /5 |
| c) | Is/are the partner(s) role(s) clearly defined? Is/are the partner(s) involved in all steps of the project (planning, implementation, evaluation and reporting)? | /5 |
| subtotal score | | /15 |
| 2. RELEVANCE AND QUALITY OF THE PROPOSAL | | |
| a) | Is the quality of the proposal significant and valuable for the development of migrants and communities hosting them? Is it relevant to the aim and specific objectives of this call? | /15 |
| b) | Are the proposal's objectives, expected results and indicators clear, feasible, coherent and appropriate? Does the proposal contain objectively verifiable indicators for the outcome of the project? Is any evaluation planned? | /10 |
| c) | Does the proposal contain specific added value elements (such as) promotion of gender equality and equal opportunities or innovation and best practices? | /5 |
| d) | Does the project cover a relevant geographical scope? | /5 |
| subtotal score | | /35 |
| 3. COMMUNITY & SUSTAINABILITY | | |
| a) | Does the proposal include well-formulated communication plan, including well-defined aims, target groups and specific activities aimed at scaling up the reach and visibility of the action? | /10 |
| b) | Are the beneficiaries clearly defined and strategically chosen? Have their needs been clearly defined and does the proposal address them appropriately? Is the project likely to have a positive impact on its target groups? | /10 |

| | | |
|---|---|-------------|
| c) | To what extent can the proposal and its communication plan directly contribute to ensure the longer-term impact, durability sustainability and multiplier effect of the action? | /10 |
| d) | Does the project take into consideration several categories of the target groups? | /5 |
| subtotal score | | /35 |
| 4. BUDGET AND FINANCIAL CAPACITY | | |
| a) | Is the budget realistic? Are there any over or under estimated items? Is the relation between the estimated costs and the expected results reasonable? | /10 |
| b) | Are the activities reflected in the budget? (detailed and clearly itemized) | /5 |
| subtotal score | | /15 |
| Total score | | /100 |

In order to be considered for award, a proposal must obtain at least 70/100 points based on the above evaluation grid.

The IOM reserves the right to ask for technical and financial clarifications as necessary.

During the implementation phase, IOM assigned Project staff will be responsible for monitoring the progress of small scale initiatives and providing assistance as may be necessary to implementing organizations. In all cases within the selection and monitoring process, IOM will ensure small scale initiatives apply a rights-based approach in their development, taking into account sensitivities related to gender, as well as issues that may be specific to the targeted population. Given the specific identified needs of youth and women migrants, particular attention will be paid to these categories and gender-considerations will be prioritized within this project component.

6.3. PROVISIONAL SELECTION

Following the shortlisting by the technical and financial evaluation Committee based on the above-mentioned grid, a list of proposals who received at least 70/100 points will be prepared and published on IOM Website and Bosla Platform. Shortlisted applicants will be invited to present their proposals on 16 November 2017. IOM will finalise the selection, grouping the applicants as per the following:

- a. **Projects Applications list** that are accepted ranked by score;
- b. **Reserve Projects Applications list** (proposals that can be accepted under the condition that the financial resources are available or any of the accepted projects withdraw);
- c. **Rejected applications.**

The above-mentioned lists will be examined by IOM for the final endorsement and awarding procedures. All successful applicants will be notified by the 20 November 2017 (provisional date).

Following the selection of successful applicants, IOM will immediately start the contractual arrangement of the selected projects. This involves a final checking of the legal registration, as well as the itemization of the project description with the work plan and the budget.

A list of the awarded projects will be posted on the Bosla website in the Library section on the **12 December 2017** (provisional date).

An orientation session will be held on 28 September 2017 to inform the applicants of IOM rules and regulations and address any questions the grantees may have. For applicants who are interested to attend the info-session, kindly write to the following email (cfpeg2017@iom.int) **by 25 September at the latest**, mentioning in the email the name of the organization, the names and number of representatives of the organization who will attend the session, and initial questions regarding the Call for Proposals.

IOM will respond to the interested applicants with details on the venue and time of the info-session by email.

The applicants whose proposals were rejected will receive an email by the IOM Secretariat within 15 calendar days following the deadline of submission.

The above listed steps are summarized in the indicative timetable below:

| | STEPS | ESTIMATED DATE (Provisional dates) |
|----|--|---|
| 1 | Launching the call | 13 September 2017 |
| 2 | Info session for the applicants | 28 September 2017 |
| 3 | Deadline for receiving questions related to the call | 16 October 2017 |
| 4 | Deadline for posting answers to the questions on Bosla web page in the Library section | 19 October 2017 |
| 5 | Deadline for submission of applications | 23 October 2017 |
| 6 | Publication of the submissions list on Bosla website in the Library Section | 26 October 2017 |
| 7 | Deadline for submission of complaints concerning the submission of applications | 31 October 2017 |
| 8 | Administrative Check, membership, eligibility criteria | 2 November 2017 |
| 9 | Information to unsuccessful applicants on Administrative check | 9 November 2017 |
| 10 | Technical and financial evaluation of the proposals | 13 November 2017 |
| 11 | Selection panel interviews | 16 November 2017 |
| 12 | Notification to the successful applicants | 20 November 2017 |
| 13 | Deadline to send the supporting documents submitted | 27 November 2017 |
| 14 | Information to unsuccessful applicants on the technical assessments | 30 November 2017 |
| 15 | Clarifications and verification of the eligibility of supporting documents submitted by the applicant and the Partners | 5 December 2017 |
| 16 | Publication of the list of final selection on Bosla website in the Library section | 12 December 2017 |
| 17 | Contract Signature | Two weeks after the publication of the final list selection |
| 18 | Start of the project implementation | Immediately after the signing of the contract |

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| 19 | Deadline for submission of final reports on the project | Within 15 calendar days after the end of the implementation. |
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