



International Organization for Migration  
المنظمة الدولية للهجرة

## Application for the Call for Proposals launched under the Regional Development and Protection Programme for North Africa (RDPP NA) – Development Pillar

Cairo, Egypt  
28 September 2017



## TIPS FOR FILLING OUT THE APPLICATION FORM

- Before filling out the application, read the guidelines **thoroughly**
- Applications can **only** be submitted in English
- Deadline for receiving the applications is **October 23<sup>rd</sup>, 2017 COB (4:00pm)**
- 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.

- To write a good proposal, make sure that the information you give is precise and concise, specific and concrete.
- There must be coherence in the proposed activities, the work plan, and the budget.
- Avoid repeating the same information several times and do not copy paste information that is not relevant to the proposal.
- Stars (\*) mean that the answer is compulsory

## THE APPLICATION

The application can be downloaded from <http://bosla-egypt.info/library> and includes:

1. Application form
2. Work plan (*must be submitted in excel*)
3. Logical framework
4. Budget (*must be submitted in excel*)
5. Partnership agreement (If applicable) (Partnership agreement must be signed and stamped by the Leader and each Partner)
6. Sworn statement (*must be stamped*)
7. Financial Identification Form (*must be stamped*)
8. Legal Entity File.

**Note: Work plan and budget, copy/paste the table from the .doc into .xlsx**

# APPLICATION SUBMISSION

- 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.

# APPLICATION SUBMISSION

## 1. LEADER ORGANIZATION

# EXPERIENCE (I.12)

- Write a short summary of the previous project's objectives and results achieved
  - *What is important to understand is if the leader has experience in managing similar projects, what type of project it was, and what the results were.*

# FINANCIAL CAPACITY (I.13 & I.14)

## Financial capacity

- 2016 organisation's turnover (in Euro):
- 2015 organisation's turnover (in Euro):

*Turnover is the **total amount** of money the organisation worked with during **one year** (this can be found in the organisation's annual financial statements).*

- *What are the main financial resources of your organization?*



# HUMAN RESOURCES CAPACITY (I.15)

- Names/titles of the team of the leader organization, their function and main tasks.
- **Why?** *It is important to understand if the organisation has the human resources necessary to manage the project or there is need for more staff for the implementation and reporting.*

# APPLICATION SUBMISSION

## 2. PARTNERS



# PARTNERS (2.1)

- The partnership with other organisations/institutions is a very important element in IOM granted projects. It is very important to define together your different roles and responsibilities in each step of the project from the conception, the fund raising, the preparation, the running of activities and their visibility, to the monitoring and evaluation (M&E) and reporting.
- It is therefore not recommended to find a partner at the last minute, especially if you only know this organisation/institution through a call for partners.
- Although a project partner is highly recommended, it is **optional**.
- There is **no limits** in the number of partners.
- Each partner listed must sign and stamp a partnership statement that the applying organisation has to submit with the application (see Annex M [Partnership Agreement Template](#)).

# PARTNERS (2.1)

- Explain the history of working with the partner in previous projects
- The role of the partner in the proposed project
- It is important to demonstrate that the mentioned partner has a clear role in, at least, some of the steps of the project.
- What responsibilities will be carried out by this partner in the preparation, in the implementation, and in the reporting of the project?

# APPLICATION SUBMISSION

## 3. PROJECT

# PROJECT SUMMARY (3.1)

- Should give a clear overview of what the proposed project will be in terms of objectives, type of activities, main target group, partnerships, duration, and location.
- If your proposed project is selected, the summary will be used in all communication (website, reports, project presentation etc.), **so make sure that it gives a clear and concise description of the project.**

## TYPE OF ACTIVITY (3.2)

- Select the type of activity.
- You can select more than one activity.
- If your activity is not in the list, please specify under “other”.

## DURATION OF THE PROJECT (3.3)

- The project duration should **not be less than 6 consecutive months and not exceed 12 consecutive months** including preparation, implementation, and final evaluation.
- The earliest provisional start date:
  - ✓ Late December 2017 for 12 months projects
  - ✓ Between January and February 2017 for the shorter duration projects
- Costs that are incurred before or after the project duration agreed with the IOM Secretariat **will not be considered eligible.**



# NEEDS ASSESSMENT (3.6)

- Why is it important to implement your proposed project?
- What is your analysis of the context that justifies your proposed project?
- How will this project contribute to the situation of migrant and the communities hosting them in light of the overall aim of the call?
- What is the relevance of your proposed project to the objectives of the call?
- What will your proposed project help to achieve that cannot be done if the project does not take place?

## AIM OF THE PROJECT (3.7)

- What do you want to achieve with your proposed project in the long term?
- What is the change that you want to see and that your proposed project will contribute towards achieving?
- The aim **should be** closely linked to the need that you have identified in the needs-assessment.

# SPECIFIC OBJECTIVES (3.8)

- Choose **SMART objectives** (Specific-Measurable-Achievable-Relevant-Time Specific).
- They should be related to the overall Aim, but they should be short to medium term, and **not** too general.
- They should be realistic in relation to the context, the target group, as well as to your human resources and financial capacity.
- Examples of Specific Objectives:
  - Improve understanding between migrants and communities hosting them
  - Improve skills for advocacy
  - Create spaces for dialogue

# EXPECTED RESULTS/OUTPUTS (3.9)

- For each Specific Objective, list at least one Expected Result/Output.
- The Expected Results/Outputs must also be linked to the planned project Activities.
- The Expected results/Output should be the intended change in skills or abilities of beneficiaries, or the availability of goods or services as a result of project activities.
- Examples of Expected Results/Outputs:
  - The number of services/goods delivered
  - The number of beneficiaries who benefited from the trainings held

# INDICATORS (3.10)

- The indicators should measure the change achieved by the project among the target group/s.
- Link the indicators to the Aim, the Specific Objectives, and the Expected Results.
- Each indicator **must** be measurable, in order to be able to determine the achievement of the project objectives.  
Examples of methods of measurement: questionnaire before and after an activity, follow up interviews, etc.
- Examples of Indicators:
  - The increase in knowledge on a certain topic
  - The increase in contacts and networking among the target group
  - The change in attitude towards a certain issue
  - The adoption of a certain policy

# LOCATIONS (3.11 & 3.12)

- Project activities can only take place in Egypt.
- Priority Governorates are: Greater Cairo; Alexandria; Beheira; and Damietta.
- Priority will be given to projects that take place in more than one location.
- List the reasons to have your proposed project in the suggested locations.

# BENEFICIARIES (3.13)

- “**Direct beneficiaries**” are the groups and persons who are taking part directly in the different steps of your proposed project. Describe briefly their background/context and the criteria for selection.
- “**Indirect beneficiaries**” are those who will benefit from the project in the long term at the level of the society or the sector at large. Describe briefly their background/context.
- Estimate the number of beneficiaries according to sex, age, and region of residence.

# PROJECT ORIGINALITY AND INNOVATION (3.14 & 3.15)

- State whether your proposed project is the first of its kind or whether it is a follow-up to previous actions/projects your organization has implemented.
- Explain how has your proposed project been developed and planned within your organization and with your partners if any.



## ACTIVITIES (3.16 & 3.17)

- List in chronological order the **different activities foreseen throughout your proposed project including preparatory and evaluation activities.**
- It is very important that the activities described are also appearing in and coherent with the work plan and the budget to be uploaded with the application.
- The methods to be used in the activities and why?
- For example learning by doing, peer groups/focus groups, teaching, experimental learning

## COMMUNICATION AND VISIBILITY (3.18)

- Communication should be at the **heart** and the start of each project.
- A communication plan **must** be developed to show what steps you plan to take in order to make your project visible at the local, national and international level.
- What do you want to achieve with your communication plan?
- Who will be your target? (*for example, citizens in the local community, migrants, press and media, potential participants, potential donors, etc.*)

- Which **specific communication activities will you build into your proposed project in order to raise awareness and visibility of your initiative** and what are the resources implications?
  - Examples: Press events, Promotional Activities, launching a digital communication Campaigns, having in place a part-time press or information assistant

- Tools and resources to maximize the reach and visibility of the project
- Examples:
  - Are there networks, platforms and partnerships you can approach to support the visibility dimension?
  - Social media tools or information channels already available?
  - High-profile Individuals or well-networked groups who can be involved in activities to reinforce the visibility and outreach?

# ENVIRONMENTAL AND SOCIAL RESPONSIBILITY (3.19)

- Explain the measures that will be taken to improve the environmental and social consequences related to the project
- Examples concerning :
  - Stationery
  - Energy
  - Catering
  - Travel and accommodation
  - Communication
  - Publications

## 4. IMPACT AND RISKS

# IMPACT AND RISKS (4.1)

- Describe your evaluation methods, for example: questionnaires, interviews, group discussions, diaries, observation, suggestion boxes, etc.
- Link these to the indicators and methods of measurement.
- Describe the timetable and mention who will be involved in the evaluation.

- From a long-term perspective:
  - Describe how you plan to achieve a multiplying effect and sustainable impact of the project.
  - Explain how you plan to follow-up the impact of your project in the long-term.
- Describe the main risks that can negatively affect the implementation of the project
  - Examples: lack of funding, visa problems, security considerations
- How will you manage these risks?



## 5. ANNEXES

# WORK PLAN (5.1)

- Summarises **HOW** your proposed project will be implemented, split into separate tasks/steps/phases, **WHO** will be in charge to implement; **WHEN** the work will begin; and **WHEN** the work will be completed.



# LOGICAL FRAMEWORK (5.2)

- *See results matrix in document distributed.*

# LOGICAL FRAMEWORK

Overall Aim											
Specific objective 1	(Please refer to point 3.8)	Expected result 1	(Please refer to point 3.9)	Indicator 1	(Please refer to point 3.10)	Sources of verification	(Please refer to WORK PLAN)	Risks and assumptions	(Please refer to point 4.3)	Activity 1	(Please refer to point 3.16)
				Indicator 2		Sources of verification		Risks and assumptions		Activity 2	
Specific objective 2		Expected result 2		Indicator 3		Sources of verification		Risks and assumptions		Activity 3	
				Indicator ...		Sources of verification		Risks and assumptions		Activity ...	

## BUDGET (5.3)

- The Budget reflects all the financial needs to achieve the project: equipment, materials and personnel.
- It presents a detailed cost breakdown for each of the activities.
- Be realistic with your context and your capacity to manage a certain amount of money.
- Make sure you do not forget important items that you will not be able to add later on.
- Do not overestimate the budget because it may be interpreted negatively and if the project is nevertheless selected, the budget may be revised before the signature of the contract.

# BUDGET (EXCEL)

Project Title:							
Organisation:							
Budget Amount Requested in EUR:							
Project Duration:							
				Unit	Nr of Units	Unit Cost	Total
A. STAFF Costs							
						Total Staff Costs:	0
B. OFFICE Costs							
						Total Office Costs:	0
						Total Staff and Office Costs:	0
C. OPERATIONAL Costs							
Output 1:							
Output 2:							
						Total Operational Costs:	0
						GRAND TOTAL	0

# ANNEXES (5.4 & 5.5)

- Fill out all 7 annexes (A to G).
- The following annexes must be stamped:
  - Partnership agreement (if applicable) (Partnership agreement must be signed and stamped by the Leader and each Partner)
  - Sworn statement
  - Financial Identification Form
    - The form must be filled in, signed and stamped both by an authorized representative of the Applicant institution and by the concerned bank and then sent as a scan. The bank account must be in the name of the Applicant institution and the details must necessarily include IBAN and SWIFT codes (please pay particular attention to the SWIFT, as the form does not contain a specific field for it). The bank must be located in the country where the applicant is registered.



# QUESTIONS

- 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](mailto:cfpeg2017@iom.int)).



International Organization for Migration  
المنظمة الدولية للهجرة

**THANK YOU**

