

Questions regarding the Call for Proposals under RDDP

September 28th, 2017

I. Guidelines, eligibility and content

- 1. The timeframe of the proposals is minimum 6 months and maximum 1 year. But some of our projects could continue beyond this timeframe, since our work with the communities will keep going.**

The proposed project under this call cannot go beyond one year. The reason behind this timeframe is that the Regional Development and Protection Programme for North Africa – Development Pillar (RDPP NA), through which the selected proposals will be funded, will come to an end early January 2019. While the work of the relevant local actors can indeed continue on the ground with the community beyond the above-mentioned timeframe of 1 year, there will not be a continuation of financial support by IOM Egypt beyond this 1 year. On a separate yet related note, it remains crucial to highlight your plan for the sustainability and impact of the proposed project in the application.

- 2. Is there a possibility for the organizations not present today to apply if they have interesting proposals?**

Indeed. The call is open for every organization of relevance and which fulfills the eligibility criteria and is not exclusive to those present at the information session. In case you know local actors who are of relevance and might be interested, please do not hesitate to spread the word and share the Call for Proposals (CFP) for other organizations. Organizations who have not worked with existing migrant communities in Egypt that are interested to start addressing this field are welcome to apply.

The eligibility criteria is the following:

- 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.

3. What if a leader organization wants to lead other organizations in the submitted project?

This is possible indeed. You can submit a proposal under the name of one organization and it can be implemented in partnership with other organizations under the same application. However, it is important to reiterate that the application will be submitted under the name of the **lead organization/Project leader** who will be the only one responsible and accountable for the implementation of the proposed project if selected, and will be always in touch with IOM Egypt. The financial responsibility of the project will remain fully with the **lead organization** who will be considered accountable for the management of the IOM Egypt Grant. The **lead organization** will also be responsible for the monitoring throughout the implementation of the project and its final evaluation. This means that you can apply, together with other organizations, as a consortium as long you provide information about your partners and leader with clearly defined roles for each organization (see the application form for more information and specific sections on the lead organization and partners respectively).

Please note that an organization can only apply once as a Project Leader, but can apply to several projects as a partner organization.

4. Can one organization apply for more than one project?

Yes, all organizations can apply for more than one project, as long as each project covers different thematic areas (housing, education, etc.). An organization cannot submit more than one proposal on the same thematic area. This means that if the same organization submits two project proposals covering education (as a matter of example), both proposals will be rejected. But if the same organization submits one proposal on education and another one on health both will be accepted.

5. Can one project cover more than one thematic area?

Yes, one project can cover more than one thematic area.

6. Can we apply for several locations, or does it have to be only one?

If you have the capacity to work in different governorates or locations, you can do so. The eligible governorates are Greater Cairo, Alexandria, Beheira and Damietta; and migrant dense neighborhoods/communities within those governorates are eligible locations. List the reasons for choosing the location. Priority will be given for projects covering more than one location or neighborhood.

7. Does an organization have more chances if it submits several project applications or is it preferable to submit one covering several thematic areas?

The number of projects submitted will not bear weight on the panel decision. Regarding submitting several projects by the same organization, just keep in mind that you will be monitored and evaluated separately for each project in case they are selected. This means that your organization must have the capacity to handle several projects at once, in case you decide to submit several ones.

8. Is there a ceiling of budget allocation per organization?

The resources allocation will not be affected if an organization submits more than one application. The maximum amount per grant per project proposal is 40,000 EUR. This means that if one organization submits two proposals under two different thematic areas (which is a condition as stated above) the maximum budget per proposal is 40,000 EUR.

9. Is there an option to send advisors to help the organizations in drafting the application?

No. IOM Egypt cannot send an advisor to assist some organizations in drafting the application as this would be considered mentoring. The process should be maintained fair and equal to all interested parties. Therefore, assisting some over others is not possible. This information session was made public and announced to all with the aim to provide assistance and further clarification to the call, its guidelines, its annexes and the process. To ensure transparency, the questions and answers discussed in the information session are published on Bosla so that everyone can have access to these, including organizations who did not partake in the session. Additional questions can be accepted until 16/10/2017 and IOM Egypt shall reply with the answers and publish all questions & answers on BOSLA.

10. Regarding the language of the proposals submitted, does it have to be in English?

For these proposals, the whole content must be in English. The selection panel is composed by representatives of the government of Egypt and the European Union (donor of RDPP programme).

11. Is there a percentage required for migrant and host community beneficiaries?

No, as this depends on the targeted area, its level of complexity and the interest of host communities in participating in the activities. The percentage has to be adequately justified to the context. The only condition is that proposals must target both, migrants and host communities. For example, a project proposal targeting only returning migrants to their countries of origin will not be admissible as host

communities are not among the target group. However, such activity within a project that targets both migrants and host communities could be admissible.

12. One of the requirements is for the organization to be registered, but lately this became very hard to achieve. Is it possible to remove this requirement or is there a possible solution for this issue?

IOM Egypt is committed to work only with the registered organizations as per the Egyptian law. Proposals received from non-registered organizations will be excluded.

13. Is the 'access to education' theme only covering primary education?

Although primary education remains the most relevant where there is a high need on both sides, migrant and host communities, you can have project proposals covering secondary, high school and further education as long you can provide sufficient reasons and justification for doing so and as long as it is based on the needs of the target communities.

14. Are assignments and surveys considered as projects? Can it be an activity for a project?

Assignments, surveys and studies cannot be considered as projects as IOM Egypt has already conducted a study under RDPP which identified the priority sectors of action based on the needs of migrants and the Egyptian communities hosting them. The focus now is on activities directly done with and for the communities. As a component or activity in your project, it is possible to include it as such, as long the reasons/justification are specified.

15. If two organizations have a similar project in the same location, can they both be considered for the funding?

There is a possibility of the same location to be covered with different projects. It all depends on the needs of the target communities.

16. Can organizations submit an application for a project entirely on community cohesion?

Yes, it is possible. However, IOM Egypt strongly encourages organizations to incorporate community cohesion in all projects covering other thematic areas (access to basic services and livelihood). In other words, community cohesion is a long-term objective which can only be achieved when access to basic services is improved. In light of this rationale, it is recommended that community cohesion is an integral part of project components and activities.

17. How many projects will IOM Egypt accept for grants?

This depends on the quality of the project proposals submitted, the requested budget and the availability of funds.

18. In the application form, the one question available to write the registration number of the entity is not enough to add the second number of registration for private sector agencies, for which there are two registration numbers. How can I add the two numbers?

The application form is a word document which you need to fill in electronically and where you can add both relevant numbers highlighting that it is a private company that is applying.

19. Do we need to submit the documents of the registration of the organization with the application?

No. This will come at a later stage, if the applicant is shortlisted.

20. How should we write the proposal?

Write the proposal electronically by filing in the application form and its annexes, print it, stamp it and scan it to submit an electronic version with the original hard copy in a sealed envelope to IOM Cairo office by October 23rd at 4 PM.

21. How can we deal with potential delays in government approvals to receive the funding?

IOM Egypt cannot guarantee a specific timeframe for this. On your side, make sure you follow the procedures required by the relevant government authorities. This is one of the risks and challenges we will face and IOM Egypt is fully aware of it. Include this issue as one of your projects' risks assumptions.

II. Finance / Budget

22. Should the budget be prepared in Euros or Egyptian pounds? The amount will be transferred in which currency?

The budget should be prepared in Egyptian pounds and the total converted to EUR to ensure that it does not exceed the limit of 40,000 EUR. If the proposal is selected, any the transfer will be made in Egyptian pounds. Please use the official rate of the Central Bank of Egypt for the date of submission of the application.

23. Should the budget include any overhead or administrative costs?

No, this is not admissible. Any administrative costs such as rent of office or salaries of staff should be included in the staff and office costs category in the submitted budget, highlighting the percentage of the cost that will be covered by the project and its justification. For example, if a staff member is going to dedicate 20% of their time to the project, then 20% of their salary can be charged under the project. Or if a staff is hired specifically to implement the project, then 100% of the salary can be charged under the project.

24. Can budgets be revised after submission and approval?

Budgets cannot be completely revised after their approval. For example, a budget line for one activity cannot be cancelled and replaced with another unrelated activity. However, if one budget line is not entirely spent for changing costs of implementation and another budget line is not sufficient to implement the activity, then small differences can be re-allocated provided that due justification is presented to IOM Egypt during the project revision phase.

25. Can IOM Egypt recommend suppliers?

Organizations can send the requests and IOM Egypt can provide a list of recommended suppliers in Egypt.

26. Can you add different budget lines to the excel sheet?

Yes as long as they follow the categories in the budget template (staff and office costs, operations, monitoring and evaluation).

27. Is there a need to open another bank account in Euros? Do we include our Egyptian bank accounts in the financial identification form?

The maximum amount per project is stated in Euros only to overcome challenges of instability of exchange rates of the Egyptian pound. The amounts will be converted and transferred in Egyptian pounds. Thus, please include in the financial identification form the current bank account of your organization in EGP.