

Order of the Minister for Foreign Trade and Development Cooperation of 22 March 2016, no. MINBUZA-2016.171478, laying down administrative rules and a grant ceiling for grants awarded under the Ministry of Foreign Affairs Grant Regulations 2006 (Mine Action and Cluster Munitions 2016-2020)

The Minister for Foreign Trade and Development Cooperation;

Having regard to articles 6 and 7 of the Ministry of Foreign Affairs Grant Decree;

Having regard to article 5.1 of the Ministry of Foreign Affairs Grant Regulations 2006;

Orders:

Article 1

The administrative rules appended as an appendix to this Order apply to grants awarded under article 5.1 of the Ministry of Foreign Affairs Grant Regulations 2006 within the framework of Mine Action and Cluster Munitions 2016-2020, with a view to financing activities in the field of Humanitarian Mine Action and clearance of Cluster Munitions aimed at promoting peace and justice after an armed conflict.

Article 2

An overall ceiling of € 35 million applies to Mine Action and Cluster Munitions 2016-2020 grants awarded from 1 September 2016 until 31 August 2020.

Article 3

1. Grant applications for Mine Action and Cluster Munitions 2016-2020 may be submitted from the date on which this Order enters into force until 16:30 CET on 26 May 2016.
2. Grant applications must be submitted using the application form stipulated by the Minister and accompanied by the documents stipulated in the form.¹

Article 4

The funds will be allocated in accordance with an assessment based on the criteria set out in the annexe to this Order on the understanding that, of the applications that meet the criteria, those that meet them best will be given priority for a grant, with due regard for the need for an even distribution as referred to in article 8, paragraph 3 (d) of the Ministry of Foreign Affairs Grant Decree.

Article 5

¹ The application form and the mandatory appendices can be found at <https://www.government.nl/topics/grant-programmes/contents/humanitarian-mine-action-and-cluster-munitions-programme-2016-2020>

This Order enters into force on the day after the date of the Government Gazette in which it appears and lapses with effect from 1 September 2020, with the proviso that it continues to apply to grants awarded prior to that date.

This Order and its accompanying appendix, except annex 3A and 3B will be published in the Government Gazette. Annex 3A and 3B will be published on the internet, <https://www.government.nl/topics/grant-programmes/contents/humanitarian-mine-action-and-cluster-munitions-programme-2016-2020>

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Director-General for International Cooperation

For the Minister for Foreign Trade and Development Cooperation

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1. General

1.1 Introduction and background

Even years after the end of an armed conflict, the presence of explosive remnants of war (ERW), such as landmines and cluster munitions, can continue to pose a threat to human security.² Besides being a direct risk to people, ERW also obstruct the delivery of humanitarian assistance, access to food, water and other basic needs, and make it difficult for refugees and displaced persons to return home. Stabilisation, reconstruction and socioeconomic development are at risk as long as ERW like landmines, improvised explosive devices (IED) and cluster munitions have not been cleared and local populations remain uninformed about the risks.

In recent years, good progress has been made with clearing ERW, but they continue to pose a major threat in 57 countries and four other regions. ERW continue to pose a major security risk for civilians in the most recent conflicts. Much work therefore remains to be done in the coming years before post-conflict countries can be declared free of ERW. A major challenge is the use of landmines by non-state armed actors in countries like Afghanistan, Colombia, Iraq, Libya, Myanmar, Pakistan, Syria, Tunisia, Ukraine and Yemen. Landmines are also still used by the governments of Myanmar, North Korea and Syria, none of which are party to the Ottawa Convention.³

In the framework of its integrated policy on security, stability and post-conflict reconstruction, the Netherlands is one of the driving forces of an international movement for a world free of mines by 2025. The Netherlands is a major donor in this area and aims to disburse a total of €15 million per year.⁴ Besides financing NGOs through the Mine Action and Cluster Munitions programme, the Netherlands also contributes unearmarked funds to the UNMAS Voluntary Trust Fund. In addition, the Netherlands has financed emergency response projects in countries where mine action was urgently needed. From 2012 to 2014, Dutch funding enabled NGOs to clear 42,618,091 m² of land and educate 458,908 people about the dangers and risks of ERW.⁵

Mine action is defined as activities which aim to reduce the social, economic and environmental impact of landmines and ERW, including unexploded submunitions. Mine action is not just about demining; it is also concerned with the impact of landmine and ERW contamination on people and societies.⁶

Mine action can be subdivided into five categories of activity:

1. *Mine risk education*: educating and raising awareness of ERW risks among the local population;
2. *Demining*: surveying, mapping, marking and clearance aimed at land release;
3. *Victim assistance*: assistance to victims and their families, including rehabilitation and reintegration;
4. *Stockpile destruction*: destroying stockpiled landmines and dismantling production and storage facilities;

² According to Protocol V of the Convention on Certain Conventional Weapons and the Cluster Munitions Convention, this also applies to unexploded ordnance (UXO) and abandoned explosive ordnance (AXO).

³ Landmine Monitor 2015, http://www.the-monitor.org/media/2152583/Landmine-Monitor-2015_finalpdf.pdf

⁴ Amendment proposed in 2000 by Van Ardenne-van der Hoeven and Apostolou (27 400 V No. 17), and undertaking given to the Senate in 2011 to spend €15 million annually on demining.

⁵ Figures based on results of 2012 to 2014; figures for 2015 not yet available.

⁶ International Mine Action Standards, <http://www.mineactionstandards.org/standards/international-mine-action-standards-imas/imas-in-english/>.

5. *Advocacy*: lobbying against the use of anti-personnel mines and cluster munitions.

The Netherlands recognises the need to integrate the mine action sector as a whole into the mainstream processes of stabilisation, reconstruction and development. By signing and ratifying the Anti-Personnel Mine Ban Convention (Ottawa Convention), the Convention on Cluster Munitions (Oslo Convention) and Protocol V of the Convention on Certain Conventional Weapons (CCW), the Netherlands has committed itself to providing assistance to countries that are less able to carry out mine action themselves. This includes assistance in the clearance of ERW, the destruction of stockpiled mines and cluster munitions, and the care for mine victims.

1.2 Policy relevance

Explosive remnants of war, including landmines and cluster munitions, are not only a threat to human security but also an obstacle to socioeconomic development. The policy memorandum 'A World to Gain'⁷ calls for eradicating extreme poverty and gender inequality, and achieving lasting, inclusive growth worldwide. However, countries caught in the vicious cycle of instability, armed conflict, inadequate governance structures and underdevelopment have generally lagged behind in achieving the Millennium Development Goals. We also see an increasing prevalence of extreme poverty,⁸ and a decrease in the rights and legal protection of women in these countries.⁹ People not only lack material resources and basic services but, where lawlessness and armed conflict are commonplace, their safety is threatened in many ways.

The Netherlands aims to help tackle the root causes of armed conflict, instability and irregular migration through the security and the rule of law policy priority. The main principle is that human security must have priority over that of states. This calls for a government and legal order that put people first, as well as for social cohesion and inclusive processes. The policy priority's overarching goal, therefore, is: *to promote 'legitimate' stability in fragile states with a view to resolving and preventing armed conflict, protecting people and laying the foundations for sustainable development.*

The Netherlands thus endorses the five goals for statebuilding and peacebuilding agreed by the international community at the fourth High Level Forum on Aid Effectiveness in Busan (2011).¹⁰ A theory of change (see Annexes 3A and 3B) drawn up in 2015 elaborated the Dutch policy goals for security and the rule of law:

1. improve human security
2. a functioning legal order
3. inclusive political processes
4. legitimate and capable governments, and
5. equal access to employment opportunities and basic services.

⁷ Parliamentary Papers, House of Representatives, 33625, 5 April 2013.

⁸ According to OECD/DAC, currently 43% of people who live in extreme poverty live in the 50 countries designated by the OECD as fragile states.

⁹ See: Coomaraswamy, Radhika et al, 'Preventing Conflict, Transforming Justice, Securing the Peace, a Global Study of United Nations Security Council resolution 1325', UN Women October 2015, <http://wps.unwomen.org/en>. See also: the OECD/DAC report *Enhancing the Delivery of Justice and Security, 2005*; and *Do No Harm: International Support for Statebuilding, Conflict and Fragility Series, 2010*.

¹⁰ The 'New Deal for Engagement in Fragile States' sets five peacebuilding and statebuilding goals: I. Legitimate politics - Foster inclusive political settlements and conflict resolution; II. Security - Establish and strengthen people's security; III. Justice - Address injustices and increase people's access to justice; IV. Economic foundations - Generate employment and improve livelihoods and V. Revenues and services - Manage revenue and build capacity for accountable and fair service delivery.

Although the effects of ERW impact indirectly on all five policy goals that fall under security and the rule of law, Dutch investment in humanitarian demining most directly relates to the first goal of improving human security. This goal is based on the premise that people's basic need for safety overshadows all other needs (see Maslow's hierarchy of needs). People who feel safe and secure will themselves invest more in development and stability and will be less inclined to flee or join extremist groups.

Promoting security and the rule of law, especially in fragile states and conflict areas, contributes to the achievement of the newly agreed Sustainable Development Goals (especially Goal 16), helps protect human rights and serves the wider aims of security policy (the Common Security and Defence Policy, CSDP). Before an effective contribution can be made to sustainable development in fragile states and conflict areas, the necessary preconditions, including an adequate level of human security, first need to be put in place.

Tackling the root causes of armed conflict, instability and irregular migration is part of the integrated approach proposed by the Dutch government for dealing with the European refugee crisis.¹¹ Another element of this approach is improving the protection of refugees in countries of first reception.¹² Humanitarian mine action efforts contribute to the safety of displaced people and remove obstacles to socioeconomic development.

Through the Mine Action and Cluster Munitions Programme 2016-2020 the Netherlands is continuing its efforts to achieve a world free of mines and create a safe basis for development. From 2016 to 2020, the Minister of Foreign Affairs will provide up to €45 million for this programme from the Stability Fund. Of this amount, €10 million is designated for selected partners' emergency response projects, to be disbursed at a later stage.

1.3 Goal and geographic priorities

Goal

The call for proposals for the Mine Action and Cluster Munitions Programme 2016-2020 falls under the policy spearhead of security and the rule of law. Specifically, it is aimed at the following sub-goals of the first policy goal:

- 1.1. All forms of violence against citizens, including sexual violence, and threats to safety are reduced.
- 1.2. Agencies responsible for security carry out their tasks effectively and in a coordinated way, respond to people's needs and account for their actions.
- 1.3. Local communities and civil society contribute independently and in collaboration with the responsible agencies to greater security and a culture of peace.
- 1.4. Transnational causes of conflict such as organised crime, illegal money flows and trafficking in arms and conflict goods are being addressed using an integrated approach.

Applications must pursue sub-goals 1.1 and 1.3. The activities must help promote security and stability for citizens of the countries in question, and contribute to socioeconomic reconstruction and local capacity building in order to ensure they have lasting impact.

¹¹ Letter of 8 September 2015 from the State Secretary for Security and Justice in conjunction with the Minister for Foreign Trade and Development Cooperation to the House of Representatives on the European refugee crisis, Parliamentary Paper 682 347.

¹² Ibid.

Priority countries

To qualify for a grant, activities must be carried out in the priority regions (see Annex 1). From the perspective of instability, human security and development, the priority regions are the Middle East and North Africa (MENA), the Sahel, the Horn of Africa and the Great Lakes region, and the priority countries are Colombia, Afghanistan and Pakistan

NGOs must spend at least 80% of the grant in these priority regions and countries, and may spend up to 20% in countries of their own choosing where landmines are a major threat. In these countries ERW such as landmines and cluster munitions are an obstacle to stability, reconstruction, socioeconomic development and the safe return of displaced persons and refugees. Proposals should concern at least two countries.

Ottawa and Oslo conventions

Grants should preferably be awarded for activities to be implemented in countries that have signed and ratified the Ottawa and Oslo conventions.¹³ The local government must also feel responsible for the clearance of mines and cluster munitions. At the very least, this should manifest itself in a coordinating mechanism for mine action, and preferably in legislation on the subject and, ideally, in a solid national strategy for development or poverty reduction, perhaps in the form of a Poverty Reduction Strategy Paper (PRSP).

Emergency response

The Mine Action and Cluster Munitions Programme 2016-2020 provides scope for emergency response activities in the context of mine action. A total of €10 million (€2.5 million a year) will be set aside out of the total budget of €45 million for activities in the face of a sudden or unexpected deterioration of the situation, either in a priority country or in another country, related to new geographic areas that become eligible for mine action activities in the future. The corresponding funds can be released in two ways:

- a) at the Minister's request, in a 'flash' call for proposals aimed at specific areas;
- b) in response to suggestions by selected partners, and supplementing other donors' (e.g. EU) efforts. Such proposals will be assessed based on the extent to which they tie in with the Minister's own policy priorities.

The corresponding grant will be included administratively within the running grants.

Gender

The impact of conflict on men and women often differs. Women tend to have less say in issues of peace and security. Knowledge about the distinctive perspectives, needs and roles of men and women is vital in order to enhance the physical security of both sexes because security is not gender-neutral. Promoting women's equal participation in demining programmes is important for the Netherlands.

In order to qualify for a grant, proposals must seek to strengthen the position of women as actors in stabilisation and reconstruction processes and in socioeconomic development.¹⁴

¹³ For an overview of the current status of the Ottawa and Oslo conventions, see the 'Treaty Status' of the International Campaign to Ban Landmines <http://www.icbl.org/en-gb/the-treaty/treaty-status.aspx> and the 'Treaty Status' of the Cluster Munition Coalition <http://www.stopclustermunitions.org/en-gb/the-treaty/treaty-status.aspx>.

¹⁴ Letter of 8 March 2016 from the Minister for Foreign Trade and Development Cooperation and the Minister of Foreign Affairs to parliament on women, peace and security, ref. no. MINBUZA-2016.41270.

2. Procedure

Applications are to be drawn up based on this policy framework and using the compulsory application form. The policy framework also forms the basis for assessing applications.

This new programme is the successor to Humanitarian Demining and Cluster Munitions 2012-2016, which was evaluated in October 2015. The decision to carry out a new multiyear programme was made, in part, based on that review. The new programme also incorporates its conclusions and recommendations. Multiyear funding enables NGOs to carry out their work more effectively and efficiently. The programme will start on **1 September 2016** and will run until **31 August 2020**. Programmes for which grant funding is being requested should not start before 1 September 2016. The minimum grant duration is 36 months and the maximum duration is 48 months.

2.1 Who are the grants for?

Grants are intended for programmes set up by independent, not-for-profit, civil society organisations (CSOs) with legal personality, that are specialised in mine action and that are working in a result-oriented way to promote human security, stabilisation, reconstruction and socioeconomic development through mine action and the clearance of cluster munitions.¹⁵

The application must focus on at least three of the following four categories of activities:

1. Clearance (surveying, mapping, marking and clearing) of mines, ERW, UXO, AXO and cluster munitions;¹⁶
2. Destruction of stockpiled mines, ERW, UXO, AXO and cluster munitions (including dismantling production and storage facilities);
3. Assistance to victims and their families, including rehabilitation and reintegration;
4. Activities aimed at raising awareness and educating local populations about the risks of mines, ERW, UXO, AXO and cluster munitions.

The Netherlands is a staunch advocate of innovation in mine action, in a thematic sense, due to improvements in the intervention strategies (improved programme effectiveness) and efficiency gains in programme implementation. The Netherlands encourages NGOs to provide open access to their expert knowledge in order to enhance innovation and efficiency in the mine action sector as a whole.

Organisations may either submit a grant application independently or form part of a consortium in a joint application. In the latter case, a consortium representative (known as the 'lead party') submits the grant application on behalf of the consortium as a whole. If the application is approved, the lead party is responsible for implementation of the programme by the consortium and for compliance with the consortium's obligations as set out in the grant decision. Only civil society organisations of the type specified above can form part of a consortium. An organisation can submit only one grant application as lead party.

Organisations that are or have been involved in the illegal trade in landmines or arms, or their production, do not qualify for a grant under this programme. Commercial demining companies do not qualify for a grant under the framework, but can apply to UNMAS, which puts demining contracts out to tender in the countries where it operates.

¹⁵ For a definition of mine action, see: http://www.mineactionstandards.org/fileadmin/user_upload/MAS/documents/imas-international-standards/english/series-04/IMAS-04-10-Ed2-Am3.pdf.

¹⁶ See http://www.mineactionstandards.org/fileadmin/user_upload/MAS/documents/imas-internationalstandards/english/series-04/IMAS-04-10-Ed2-Am3.pdf.

2.2 Types of assessment criteria

Organisations applying for grants under this programme must meet certain criteria in order to qualify for a grant. There are two types of criteria:

1. Threshold criteria concerning the applicant and the proposal, which all applications must meet. If an application does not meet all of the threshold criteria, it will be rejected (threshold check).
2. Qualitative criteria concerning the quality of the proposed programme (programme check) and the track record.

The first stage consists of a check against the threshold criteria. Only proposals that satisfy the threshold criteria go on to the second stage of assessment.

These criteria are explained in more detail in chapter 4.

2.3 Assessment

The provisions of the General Administrative Law Act, the Ministry of Foreign Affairs Grants Decree and the Ministry of Foreign Affairs Grant Regulations 2006 are fully applicable to the assessment of applications and the grants ultimately awarded. Applications will be assessed in accordance with the above legislation and pursuant to the requirements set out in these administrative rules.

The assessment of grant applications and the award and allocation of the available funds will take place by means of a call for proposals: the quality of all applications that meet the requirements set out in these administrative rules will be assessed according to the same criteria. The applications that best meet the assessment criteria and are awarded most points will be given priority in the award of grants. The Minister will award grants in accordance with this ranking, taking account of the need for an even distribution of the available resources as referred to in article 8, paragraph 3 (d) of the Ministry of Foreign Affairs Grants Decree.

The Minister will decide on grant applications no later than **12 July 2016**.

2.4. Allocation of available resources

Allocation of the available resources to applicants that have already satisfied the threshold criteria takes place on the basis of the results of the qualitative assessment. In order to qualify for a grant, applications must satisfy all the criteria set out in this policy framework.

If insufficient resources are available for all satisfactory applications to receive a full grant, these applications will be ranked according to their results on the programme check. The size of the grant that applicants receive will depend on how well they meet the criteria. In allocating the grants, account will also be taken of the geographical distribution.

3. Application and submission requirements

Organisations applying for a grant under the Mine Action and Cluster Munitions Programme 2016-2020 must submit: (1) the completed application form, (2) their track record and (3) the programme proposal. These should be drawn up using the prescribed models.

3.1 Instructions for drafting applications

- Applicants must complete the application form¹⁷ to ensure they provide all the necessary information for the threshold check. There is no maximum number of pages for this part of the application. The threshold check consists of two parts: (1) a check regarding the applicant/lead party and co-applicants and (2) a check regarding the proposal. The criteria for the threshold check can be found in section 4.1 of this policy framework.
- The track record must be drawn up using the available model¹⁸ and must include at least all of the components described in section 4.2 of this policy framework. The track record may not exceed six pages per case, excluding the cover page, the clarifications, part one of the form (duration and intensity), the checklists and the mandatory annexes to the track record.
- The programme proposal must include a cover page. The available model must be used and must cover all of the criteria stipulated in section 4.3 of this policy framework. The proposal must include a detailed multi-year budget and a liquidity forecast for the first 12 months of the project proposal. In case of a consortium the budget should show how the amounts are divided over the consortium members.
- As part of the programme proposal, applicants/consortia must submit a separate plan for each country for which a grant is requested.
- Country-specific plans should not exceed 15 pages. The programme proposal as a whole should not exceed 70 pages, including clarifications and checklists but excluding the country-specific plans.
- Applications must be formatted to A4 page size and use Verdana 9 (or a font of similar size), with single line spacing and normal margins (2.54 cm on all sides).
- The application and all accompanying annexes must be in Dutch or English.
- Draw up your budget in the (one) currency in which you will actually be reporting. This is generally the currency used in the organisation's annual accounts. The equivalent value in euros will be determined using the Dutch government's corporate rates (see Annex 2).
- All information requested in the context of the policy framework must be clearly included in the application or in documents appended to the application. In the latter case, the application must refer specifically to the relevant annex, page number and paragraph where the information requested can be found. References to websites are not accepted.

3.2 Instructions for submitting applications

- Applications should be complete and without reservations, signed by an officially authorised signatory. It is not possible to submit a provisional application.
- Applications submitted by a consortium must include a partnership agreement, signed by all the organisations in the consortium. The partnership agreement must at least include all of the components listed under criterion D.1.B in section 4.1.

¹⁷ The application form can be downloaded from: <https://www.government.nl/topics/grant-programmes/contents/humanitarian-mine-action-and-cluster-munitions-programme-2016-2020>.

¹⁸ Ibid.

- The complete application must be received by the Ministry of Foreign Affairs **no later than 16:30 CET on Thursday 26 May 2016**.
- Applications submitted digitally must be in Adobe PDF file format¹⁹ and sent by email to DSH-HMAPROGRAM@minbuza.nl. The email subject line should read: name applicant_title of the proposal.
- Applications may also be sent by post to: DSH PROGRAM, Ministry of Foreign Affairs, Postbus 20061 EB, Den Haag, the Netherlands. In the case of applications submitted by post, the documents must also be provided on a USB stick.
- Questions about the policy framework and application forms should be submitted by email to DSH-HMAPROGRAM@minbuza.nl before **12:00 CET on Wednesday 13 April 2016**, after which the questions will be anonymised. Answers will be published on the website by **23:59 CET on Friday 29 April 2016** at the latest.²⁰
- With regard to the application procedure, particular attention is drawn to article 7, paragraph 3 of the Ministry of Foreign Affairs Grants Decree. If an incomplete application is submitted, the Minister may request a supplement. In this case, the date of receipt of the application will be the date on which the application was supplemented. If the application is submitted less than two weeks before the deadline of 16:30 CET on 26 May 2016, the applicant runs the risk that, if it is incomplete, the Minister will not use her discretionary powers to request a supplement, because it cannot be submitted before the deadline. In that case, the application would have to be assessed as it stands.

3.3 Procedure prior to decision-making

The assessment of applications is carried out at civil service level by an assessment committee consisting of at least two members of staff of the Ministry of Foreign Affairs and possibly an external consultant. The procedure is based on the legislation governing the award of grants by the Minister and this grant policy framework. The Minister will decide on the grant applications no later than **12 July 2016**.

¹⁹ Do not use We Transfer or similar websites to submit proposals. Documents may be sent in a zip file.

²⁰ Answers will be posted on: <https://www.government.nl/topics/grant-programmes/contents/humanitarian-mine-action-and-cluster-munitions-programme-2016-2020>.

4. Assessment of applications

4.1 Threshold criteria

Applications that fail to meet all the threshold criteria will be rejected and will not be assessed further. These criteria are listed below and explained where necessary.

Criteria concerning the applicant

- D.1 **A.** The applicant (in the case of a consortium: the lead party and co-applicants) must be a not-for-profit civil society organisation (CSO) which possesses legal personality and is specialised in mine action. The applicant/lead party must enclose its constitution, translated into English or Dutch, proving this.
- B.** Applications by a consortium must include a partnership agreement signed by all the organisations in the consortium, which at a minimum specifies (i) how each of the parties will contribute to the consortium's activities, (ii) how decisions are made, (iii) how costs and risks are shared among the parties, and (iv) how the lead party will ensure fulfilment of obligations towards the Minister in respect of the grant, including responsibility for the joint aggregated reports.
- D.2 In the last five years (2011-2015), the applicant or the lead party must have had at least three years' experience with implementing programmes in the target country or region with an average annual budget of €500,000.
- D.3 a. The lead party's mine action activities are aligned with the National Mine Action Authority (NMAA) or an equivalent body, if there is such a body in the country in question.
b. In addition, the lead party must comply with the International Mine Action Standards (IMAS) and the UN Gender Guidelines for Mine Action Programmes.
- D.4 The applicant/lead party must demonstrate that, from 1 September 2016 to 1 September 2020, at least 25% of its annual income will derive from sources other than Ministry of Foreign Affairs contributions (including from embassies). Grants awarded under the Mine Action and Cluster Munitions Programme 2016-2020 will not exceed 75% of the total annual income of the applicant organisation.
- If the applicant is the lead party of a consortium, this criterion applies to the whole consortium. Consequently, if one organisation derives less than 25% of its annual income from sources other than Ministry of Foreign Affairs contributions, this may be offset by another party in the consortium.
 - Funds which are derived directly or indirectly from the budget of the Ministry of Foreign Affairs (e.g. a grant or contribution from a Dutch embassy) do not count towards the applicant's own income, but do count towards its total annual income. The applicant must demonstrate this plausibly on the basis of income over the 2012-2015 period.
- D.5 **A.** The maximum remuneration of individual management and board members of the applicant/lead party and any co-applicants established in the EU does not exceed €168,000 per calendar year for a 36-hour working week, as from the start of the period for which the grant is being requested. This amount includes not only the total of periodically paid salary and bonuses, but also taxable fixed and variable expense allowances and amounts payable at a future date, such as holiday pay, a 13th month's salary and the employer's share of pension contributions. For organisations established in EU member states that do not use the euro, this amount is converted into local currency using the ministry corporate rates as of 1 January 2016 (see Annex 2).

B. With reference to the data on purchasing power published by EUROSTAT (GDP PPS)²¹, the following income ceilings based on a 36-hour working week apply to the senior management of applicants/lead parties and any co-applicants established in the following countries:²²

| | | | |
|-----------------|----------------|---|-------------|
| a. Norway: | NOK 2,153,538 | - | EUR 228,275 |
| b. Switzerland: | CHF 227,547 | - | EUR 207,750 |
| c. Japan: | JPY 22,192,867 | - | EUR 168,000 |
| d. US/Canada: | USD 207,205 | - | EUR 189,800 |

C. From the start of the grant period, the maximum remuneration of the managers and board members of an applicant/lead party and any co-applicants established outside the EU, Norway, Switzerland, Japan, the US and Canada must be in reasonable proportion to the seniority of their position and to the organisation's geographical location, size and complexity.

D.6 The applicant/lead party is capable of proper financial management and can ensure effective and efficient implementation of the activities due to its experience in the activities for which grant funding is sought.

Criteria concerning the proposal

D.7 Projects should have a minimum duration of 36 months and a maximum duration of 48 months. The minimum grant application is €7 million and the maximum €12 million for the four-year duration of activities. These amounts are proportionally lower for projects with a shorter duration.

D.8 The activities must start no earlier than 1 September 2016 and end no later than 31 August 2020.

D.9 The activities must be carried out in or aimed at at least two of the countries on the country list appended to this grant framework (see Annex 1).

D.10 At least 80% of the resources necessary for implementing the activities must be spent in two or more of the countries listed in Annex 1.

D.11 The grant application must be aimed at the overarching goal of the Mine Action and Cluster Munitions Programme 2016-2020 and the proposed mine action activities must contribute to human security, stabilisation, reconstruction and socioeconomic development in the target country. The activities must focus on at least three of the following four categories of activities:

1. Clearance (surveying, mapping, marking and clearing) of mines, ERW, UXO, AXO and cluster munitions;
2. Destruction of stockpiled mines, ERW, UXO, AXO and cluster munitions (including dismantling production and storage facilities);
3. Assistance to victims and their families, including rehabilitation and reintegration;
4. Activities aimed at raising awareness and educating local populations about the risks of mines, ERW, UXO, AXO and cluster munitions.

D.12 Insofar as the programme concerns the first category of mine action under D.11, at least one of the following demining techniques should be applied:

²¹ EUROSTAT, 'GDP per capita in PPS',

<http://ec.europa.eu/eurostat/tgm/table.do?tab=table&init=1&language=en&pcode=tec00114&plugin=1>.

²² These amounts are calculated using the ministry corporate rates as of 1 January 2016. The corporate rates are listed in Annex 2 to this policy framework.

1. Manual detection, with mechanical support. Manual detection involves the use of metal detectors and probes, supported by mechanical means, such as mowers and excavators (armoured or otherwise), steel wheels, rollers, drum screens, vibrator conveyors and flails.
2. Toolbox. The choice of instrument depends on the specific problem to be tackled. Dutch grants are also available for innovative elements, including the training and deployment of mine detection dogs (or rats), as part of programmes that focus on mine clearance.

D.13 The application must not relate to:

- initiatives aimed entirely or partly at proselytism;
- funding of commercial services, investments or commercial activities;
- the organisation of conferences.
- activities which already receive grant funding or a contribution directly from the Ministry of Foreign Affairs budget;
- activities of a local civil society organisation which already receives a contribution from the Ministry of Foreign Affairs budget;
- activities of organisations already receiving core funding from the Ministry of Foreign Affairs budget during the period to which the application relates.

4.2 Track record criteria

The track record check assesses the quality of the track record on the basis of the following criteria:

T.1 The extent to which the applicant/lead party and any co-applicants:

- have relevant experience in the area of humanitarian demining in the proposed target countries/regions;
- in the case of a consortium: have relevant experience in working with the partners in the consortium for which the grant application is made.

T.2 Based on the results achieved over the past three years, the extent to which:

1. the applicant/ lead party and any co-applicants are capable of achieving the envisaged outputs and outcomes and the intervention strategy/intervention logic, and supporting this by independent research;
2. the programmes were sustainable;
3. the partners were involved in (1) programme preparation, (2) implementation, (3) monitoring, (4) accountability to the target group, and (5) the extent to which their capacities were thereby strengthened;
4. the target group was involved in (1) programme preparation, (2) implementation, (3) monitoring and (4) accountability to the target group;
5. the applicant/lead party and any co-applicants measured progress in achieving the envisaged results, mapped changes in the programme's broader environment, and where necessary made changes to the activities and/or strategy;
6. the programme complemented the efforts of other actors and added value to the target country, and the degree of coordination with other organisations and/or the authorities;
7. the programme was gender-sensitive or gender-transformative;
8. the role of the applicant/consortium was conflict-sensitive.

4.3 Programme criteria

The programme check assesses the quality of the programme proposal on the basis of the following criteria:

A. Policy criteria

- P.1 The extent to which the programme proposal contributes to the Minister's objectives in the area of mine action and cluster munitions. This is assessed on the basis of the following factors:
- a) Relevance for development: the extent to which the activities contribute to stability and socioeconomic development in the priority countries/regions (see country list in Annex 1).
 - b) Relevance to the objective of this call for proposals: the extent to which the activities contribute to peace and security, especially by promoting human security and stability for people, after the end of an armed conflict, through mine action activities and by clearing cluster munitions and creating enabling conditions for socioeconomic reconstruction.
 - c) Gender-sensitive: the extent to which the activities strengthen the role of women as actors in processes aimed at stabilisation, reconstruction and socioeconomic development.
 - d) Relevance of the other countries selected in addition to those on the country list (see Annex 1): the extent to which the programme is focused on countries that suffer most from the problem of landmines and cluster munitions.
 - e) Alignment: the extent to which the programme is aligned with those elements of the security and rule of law policy priority that are relevant for mine action, as set out in the Theory of Change (see Annexes 3A and 3B).
 - f) Added value: the extent to which the proposed programme adds value to the development policy of the Netherlands in the country concerned, and/or with the activities carried out by the Netherlands in the country concerned.
 - g) If the application is submitted by a consortium, please explain why the decision was made to work in a consortium and the added value of working in consortium rather than individually.
- P.2 Contextual analyses: the extent to which the proposal, especially the defined problem and objective, reflects the findings of contextual analyses of the proposed region and target groups.
- P.3 Integrated socioeconomic planning: The applicant must demonstrate that the activities tie in with existing plans for the socioeconomic rehabilitation of the post-conflict community (return of refugees and displaced persons, health care, agriculture, education, etc.).
- P.4 Position and involvement of programme partners. The extent to which:
- a) the proposed activities enhance the partners' institutional capacity;
 - b) the partners influenced the development and content of the proposal;
 - c) the partners can influence the way the proposed activities are managed;
 - d) partners in the target country or countries will contribute, financially or in kind, to the activities and the intended results.
- P.5 Position and involvement of the target group. The extent to which:
- a) the proposed activities enhance the target group's institutional capacity;
 - b) the target group influenced the development and content of the proposal;
 - c) the target group can influence the way the proposed activities are managed;
 - d) the target group will contribute, financially or in kind, to the activities and the intended results.

P.6 The extent to which the proposed intervention has added value in relation to activities by other actors (such as NGOs and other donors) on the theme of mine action and cluster munitions.

B. Technical criteria

P.7 The extent to which the programme provides a detailed description of outcomes, outputs, proposed activities and resources, and a clear link has been established between the outputs to be achieved and the resources necessary to do so, between outcomes and outputs and between outcomes and impact.

P.8 The extent to which the outcomes, outputs and resources have been formulated in SMART terms (Specific, Measurable, Acceptable, Realistic and Time-related).

P.9 The extent to which the proposal

- a) will have a lasting effect for the ultimate target group, and
- b) contribute to the institutional sustainability of partners.

P.10 The extent to which an adequate analysis has been made of the internal and external risks to the organisation, activities and results, steps have been taken to mitigate those risks as much as possible, and the extent to which a satisfactory system is in place for monitoring and, if necessary, corrective action.

P.11 Innovativeness: the extent to which

- a. the proposed activities are innovative, in a thematic sense, due to improvements to the intervention strategy used (increasing the effectiveness of programmes) or efficiency gains in programme implementation;
- b. open access is provided to innovative knowledge, contributing to innovation and efficiency in the mine action sector as a whole;
- c. the activities contribute to effective mine-clearing operations, at the lowest possible cost and using local employees.

4.4 Other

Monitoring and evaluation

The selected organisations will consult with the ministry on the indicators at programme level to be used for reporting purposes.

Reporting on results will take place through the provision of open data, in accordance with the IATI standards²³ applicable to all grant recipients from 2016 onwards.²⁴

All applicants/consortia must conduct a final programme evaluation of the programme's effects with regard to the overarching goal of the Mine Action and Cluster Munitions Programme 2016-2020. For the purpose of this evaluation, the applicant/consortium must conduct a baseline measurement for the programme outcomes included in the programme document.

²³ IATI, <http://iatistandard.org/>.

²⁴ Ministry of Foreign Affairs open data guidelines: <https://www.government.nl/topics/development-cooperation/documents/publications/2015/12/01/open-data-and-development-cooperation>.