

## Application form and threshold check for the Migration and Development 2019 – 2022 grant tender

Please pay attention to the criteria laid down in the M&O 2019-2022 Order; the applicant/lead party is responsible for submitting the application and the quality of the application.

### I. General information

General information of the applicant and the application

a. Name of applying organisation/lead party	
b. Address	
c. Telephone number	
d. Email address	
e. Name(s) of director(s) (please provide title, i.e. Ms/Mr)	
f. Name and email address of contact person for the application (please provide title, i.e. Ms/Mr) and telephone number on which the contact person can be reached.	
g. Country in which the applicant/lead party has its registered office.	
h. Would you like the Ministry of Foreign Affairs to communicate with you via email, including formal documentation like grant decisions? If yes, then provide the correct email address that can be used for this.	Yes/No (please delete where appropriate) Email address:
i. If you are the lead party of a consortium, indicate which other organisations participate as co-applicants in this application.	
j. Name of the bank and bank account number of the applicant/lead party <sup>1</sup>	
k. Country/ countries for which the applicant/lead party requests a grant?	

<sup>1</sup> Please provide your full EURO Account number (also known as IBAN) and BIC number.

<p>I. Please indicate whether your organisation receives or has received any other grant(s) (including core funding) or contribution(s) from the Ministry of Foreign Affairs (including embassies). If so, please indicate which grant(s), what amount, what is the duration of the grant(s) and for which activities the funding is received (including the MFA activity number).</p>	
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## II. Threshold criteria

*If an application does not meet one or more of the threshold criteria the application will be rejected and will not be further assessed. These criteria are listed below and clarified where necessary.*

<p><b>D.1.</b> The applicant (or in the case of a consortium: the lead party and each of the co-applicants) must be a non-governmental organisation, a business or a knowledge institution which does not qualify as a non-governmental organisation. Both lead party and co-applicants possess legal personality. A non-governmental organisation is defined as: a not-for-profit organisation, not established by a government body, which is a legal person under civil law. For the purposes of these administrative rules, organisations linked to a government body by their constitution or in practice may be considered non-governmental organisations.</p> <p><b>Clarification:</b> The applicant/lead party must demonstrate this by adding a copy of the organisation's constitution. In the case of a consortium the constitutions of the co-applicants must be added.</p> <p><b><u>Applicant's response</u></b> The applicant specifies which type of organisation it and possible co-applicants is/are.</p> <p>The applicant is including with the application a copy of the constitution of:</p> <ul style="list-style-type: none"> <li>• Organisation Applicant/lead party: Annexe A1</li> <li>• [<u>Organisation</u> Consortium partner 1: <u>Annexe A2 (if applicable)</u>]</li> <li>• [<u>Organisation</u> Consortium partner 2: <u>Annexe A3 (if applicable)</u>]</li> <li>• [<u>Organisation</u> Consortium partner 3: <u>Annexe A4 (if applicable)</u>]</li> <li>• [<u>Organisation</u> Consortium partner 4: <u>Annexe A5 (if applicable)</u>]</li> <li>• [<u>Organisation</u> Consortium partner 5: <u>Annexe A6 (if applicable)</u>]</li> </ul>	<p><b>D.2.</b> The applicant (or in the case of a consortium: the lead party and/or one of the co-applicants) must have access to an office and employees (local and/or international) in the country where the activities will be carried out. This criterion is not applicable to applications that</p>
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focus on migration management nor to applications focusing on activities in Iraq, as far as it concerns activities in Iraq.

**Clarification:**

The applicant/lead party must complete the following to demonstrate that it has an office and employees in the country where the activities for which a grant is requested will take place – possibly via one or more co-applicant(s):

**Applicant's response**

Location of local office: street, place, country

Office in use by choose the correct party

If in use by a co-applicant: name of the organisation

**D.3.** In case an application is submitted on behalf of a consortium, a partnership agreement must be appended to the application, signed by all the partners (the lead party and each of the other co-applicants), which must in any case include agreements concerning:

- a. how each of the parties will contribute to the consortium's activities;
- b. how decisions are made within the consortium;
- c. how costs and risks are shared among the partners;
- d. how the fulfilment of obligations towards the Minister in respect of the grant will be ensured, including responsibility for the joint aggregated reports.

**Applicant's response**

Briefly provide the information required (under a to d), stating exactly where the information can be found (page and line/article number) in the consortium agreement (annexe B). Ensure that all consortium partners have signed the agreement.

Provide Annexe B.

**D.4.** In the period 2013-2018, the applicant/consortium must have had at least two years' experience of implementing activities in the target country on the theme or sub-theme for which the grant is being requested.<sup>2</sup> On these activities a total budget of at least €2 million was spent in case of applications focusing on improving prospects for refugees and host communities; and €500.000 in case of applications focusing on migration management

**Clarification**

The applicant/lead party must demonstrate this plausibly and, to this end, submit annual accounts for the years in question for its organisation [*and, in the case of a consortium, the annual accounts of co-applicants*], and provide below a short description of its experience of implementing activities in the target country in the period 2013 to 2018.

**Applicant's response**

<sup>2</sup> Target country: the country where the activity/activities for which a grant is requested is/are carried out.

Please specify expenditures per year, subdivided per consortium partner in case of a consortium:

- 2013: EUR .....
- 2014: EUR .....
- 2015: EUR .....
- 2016: EUR .....
- 2017: EUR .....
- 2018: EUR .....

**TOTAL EUR.....**

The applicant/consortium has at least Number year(s) (reference date: Year of reference date ) of experience with Theme by implementing activities in Country.

20XX      20XX-1      20XX-2      20XX-3      20XX-4

Annual account(s)    *Annexe C1*      *Annexe C2*      *Annexe C3*      *Annexe C4*      *Annexe C5*

**D.5.** The lead party must demonstrate that it and its partners have adopted an integrity policy and introduced procedures to apply that policy so as to prevent as much as possible any sexual misconduct and other serious forms of inappropriate behavior towards employees and other individuals during the implementation of the proposed activities by the lead party, its co-applicants and other parties they involve in the activities, and in the event of such incidents, to investigate and take appropriate measures to put an end as promptly as possible to the misconduct or inappropriate behavior and mitigate the consequences. These procedures must be structured in a way that guarantees prompt reporting of any such incidents to the Minister.

**Clarification**

The applicant should demonstrate this by adequately replying to the questions below.

**Applicant's response**

- Does the organisation have a code of conduct?
- Does the code of conduct define inappropriate behavior and set out what procedures are to be followed in the case of such behavior?
- Does the code of conduct clearly describe proportionate sanctions for inappropriate behavior?
- Which actions are taken by the organisation in case there is a report of inappropriate behavior.
- Does the organisation have one or more integrity advisers?
- Does the organisation have regulations protecting whistleblowers or another, comparable notification procedure?
- Does the organisation report on the way it deals with inappropriate behavior? (for instance, in its annual report or a separate social annual report)
- To what extent is the code of conduct integrated the organisation culture?
- Was the code of conduct breached in the last two years? In which ways and how did management respond?

Provide a Code of Conduct (annex D) and a Policy document regarding whistle blowers and integrity advisers (annex E)

**D.6.** The application must focus on activities to be implemented in one or more of the countries listed below. Activities in countries that are not listed below are not eligible for a M&O 2019-2022 grant.

a) Improving prospects for refugees and vulnerable host communities:

- Egypt
- Ethiopia
- Jordan
- Kenya
- Lebanon
- Uganda
- Turkey
- Iraq
- Sudan

b) Migration management:

- Afghanistan
- Algeria
- Egypt
- Ethiopia
- Iraq
- Mali
- Morocco
- Niger
- Nigeria
- Sudan
- Tunisia

**Clarification:**

The application and concept note and budget (annex 2) must clearly demonstrate this.

**D.7.**

a. The application must focus either on improving prospects for refugees and vulnerable host communities or on migration management, and in either case must be in accordance with the policy set out in section 2.4 of the policy document 'Investing in Global Prospects' of May 2018 (paragraph 2.4). Applications that focus on tackling – in the countries of origin – the root causes of irregular migration and/or on helping to alleviate refugees' humanitarian distress are not eligible for a grant under M&O 2019-2022.

b. Applications focusing on improving prospects for refugees and vulnerable host communities must focus on at least one of the following three themes and on one or several of the accompanying sub-themes:

I. Better protection and a stronger legal position for refugees.

- a. Working towards a legal position for refugees that is roughly equivalent to that of the host country's nationals, including access to local services and to the labor market.

- b. Preventing and combating sexual and other violence, abuse, exploitation, 'survival sex', child labor and child marriage, with a special focus on vulnerable groups such as children, women and people with disabilities.
  - c. Improving protection, reception and care for vulnerable groups and victims of violence and exploitation through: the provision of psychosocial support; the provision of special reception and other facilities for vulnerable groups (such as victims of serious abuse, people with disabilities and unaccompanied minor refugees); and enhanced safety (for instance through community policing).
- II. Education and integrated provision of other services for refugees and host communities.
- a. Extension and improvement of education and other local services (for example education) and basic infrastructure (for example water mains).
  - b. Cooperation with and capacity building of local authorities and (private and public) institutions to enable them to integrate refugees into their development planning and service provision, including education and public safety..
- III. Promotion of economic development and work opportunities<sup>3</sup> that demonstrably benefits refugees.
- a. Support for development of promising economic sectors, thus increasing the possibility for income generating activities to emerge, which improves the self-reliance of refugees and of vulnerable host communities.
  - b. Stimulating economic activities in order to foster self-reliance: Amongst others through provision of training/coaching for refugees and vulnerable host communities for business start-ups and for expansion of successful businesses.
  - c. Provision of high-quality vocational training or professional education to bridge the gap between supply and demand on the labor market. Vocational training and (professional) education programmes should demonstrably respond to opportunities in local, regional or international markets that are also accessible for refugees.
  - d. Activities to match supply and demand on the labor market by setting up recruitment services or the promotion of employment finding, and offering coaching and training to refugees and vulnerable host communities that are far from the labor market.
- c. The following thematic threshold conditions apply to applications focusing on improving prospects for refugees and vulnerable host communities.

Country	Activities must focus on one or more of the following (sub-)themes	The activities concern:
Jordan	I c II b III a/b/c/d	* Economic participation by women, young people and people in vulnerable positions. * Financial inclusion of refugees. * Innovation in entrepreneurship, exclusively directed at the SME sector.
Lebanon	I a/b/c II a III c	

<sup>3</sup> Work opportunities include a scale of income-generating activities (employment, own businesses, etc.).

Turkey	III d	
Iraq	I b/c II a III a/c	The activities should be directed at IDP's and/or refugees.
Egypt	I a/b/c	Promoting protection, input and social cohesion, in close collaboration with local authorities and with attention to psychosocial support.
Uganda	I b/c II a	* Promoting protection, input and social cohesion, in close collaboration with local authorities and with attention to psychosocial support. * Building capacity of local authorities.
Kenya	III c/d	Focus on online freelance activities.
Ethiopia	I c II a III b	Enhancing cooperation with investors in order to improve the access to work of vulnerable people.
Sudan	III a/c/d	Enhancing cooperation with investors in order to improve the access to work of vulnerable people, enhancing the capacity of (agro-)entrepreneurs.

d. Applications focusing on migration management must focus on at least one of the following three themes:

- I. Public information campaigns targeting potential irregular migrants in their countries of origin that provide objective information about the risks associated with irregular migration, both during the journey and after arrival in the destination region or country, and about legal alternatives in their home countries or other countries.

Applications should take account of the most recent insights on the effectiveness of campaigns of this type (as described in e.g. the Research and Documentation Centre (WODC) study 'Raising Awareness, Changing Behavior?' ([link](#)) and the European Commission Call for Proposals document AMIF-2017-AG-INFO). Proposed activities may include research and the accumulation of knowledge.

- II. Organizing of public information campaigns in cooperation with members of the diaspora in Europe, and/or with (irregular) migrants returning from Europe, aimed at giving potential irregular migrants in their countries of origin a realistic and credible picture of the journeys required for irregular migration and of the situation of irregular migrants after their arrival in their destination region or country.
- III. Prevention and combating of human trafficking of (irregular) migrants and support for victims of human trafficking in countries of origin, in the form of legal assistance, shelter and/or psychosocial support.

#### **Clarification**

In the concept note (annex 2), please specify for which (sub)thematic sector you are applying.

#### ***Applicant's response***

Grant funding is sought for an activity on the (sub)theme: Specify theme

This is mainly shown by the following parts of the concept note (annex 2):

Page	Chapter
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page	chapter

**D.8.** The grant amount requested should be:

- an annual average of no less than €500,000 and no more than €2 million for improving prospects for refugees and vulnerable host communities
- an annual average of no less than €500,000 and no more than €1 million for migration management

**Clarification**

The grant amount requested is the maximum grant amount that the applicant/consortium could be awarded. In the budget (annex 3) the grant requested should be mentioned.

**Applicant's response:**

Total grant amount requested: €amount

Average annual amount requested: €amount

**D.9.** The activities for which a grant is requested should have a minimum duration of 24 months and a maximum duration of 48 months.

**Clarification:**

In the concept note (annex 2, section three), the duration of the activity should be mentioned.

**Applicant's response**

Activity duration in months: Enter duration months

Total duration in years: Enter duration years

**D.10.** The activities must start no earlier than 1 January 2019 and no later than 1 January 2021, and end no later than 30 June 2023.

**Clarification:**

In the concept note (annex 2, section three), the applicant/consortium indicates the intended start and end date.

**Applicant's response**

Start date:

End date:

**D.11.** No more than 8% of the budget may consist of overhead costs in the case of an application by a single organisation, and no more than 9% in the case of an application on behalf of a consortium (including an additional 1% for the lead party). Please see annex ii for more information about the overhead costs.

**Clarification:**

This must be evident from the budget (annex 2).

**Applicant's response**

% overhead:

**D.12.** The application must not relate to:

- initiatives aimed entirely or partly at proselytism;
- (funding of) commercial services, investments or commercial activities;
- activities that already receive grant funding or a contribution directly 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 tender for which an application is submitted relates.

**Clarification:**

This must be evident from the concept note (annex 2).

**Obligatory attachments:**

Annex 1: Track record

Annex 2: Concept note

Annex A1 (if applicable also A2 etc): constitution applicant (or lead party and consortium partner(s), in case of an application on behalf of a consortium)

Annex B (if applicable): Partnership Agreement (in case of an application on behalf of a consortium)

Annexes C1-C5: Annual accounts

Annex D: Code of Conduct

Annex E: Policy document regarding whistle blowers and integrity advisers