



# Migration Partnership Facility (MPF)

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## Guidelines for Call for Proposals 2022

01 August 2023 update

*NB – Kindly note that the funds under ISF Borders & Visa under this call have been exhausted. A new Call for Proposals with additional ISF and BMVI funds for Security and Border initiatives was published on 10 March 2023 and can be found [here](#).*

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Implemented by  
 **ICMPD**  
International Centre for  
Migration Policy Development

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## **ACRONYMS**

**AMIF:** Asylum, Migration and Integration Fund

**CAMM:** Common Agendas on Migration and Mobility

**DG HOME:** EC Directorate General for Migration and Home Affairs

**DG INTPA:** EC Directorate-General for International Partnerships

**DG NEAR:** EC Directorate-General for Neighbourhood and Enlargement Negotiations

**EC:** European Commission

**EEAS:** European External Action Service

**EU:** European Union

**GAMM:** Global Approach to Migration and Mobility

**ICMPD:** International Centre for Migration Policy Development

**ISF:** Internal Security Fund

**ISF-B:** Internal Security Fund Borders & Visas

**ISF-P:** Internal Security Fund Police

**MP:** Mobility Partnership

**MPF:** Migration Partnership Facility

**MS:** (EU) Member State

**SC:** (MPF) Steering Committee

# 1. OVERVIEW OF THE CALL FOR PROPOSALS

## 1.1. BACKGROUND

The Migration Partnership Facility (MPF) supports the implementation of the external dimension of the EU's migration policy, with flexible support to EU member states (EU MS) and partner countries with a particular focus on priority regions including Neighbourhood, Eastern Partnership, Western Balkans and Africa.

The MPF is implemented by ICMPD through funding from the Directorate-General for Migration and Home Affairs (DG HOME) of the European Commission (EC). The overall strategic guidance, leadership and oversight for the implementation of the MPF is carried out by the MPF Steering Committee (SC). The SC comprises representatives of the EU institutions (DG HOME, DG NEAR, DG INTPA and EEAS) and is chaired by DG HOME, with ICMPD serving as the secretariat and providing technical support/assistance for its functioning.

The Facility has evolved since 2016 and entered its fourth phase of support in December 2022, but remains at heart a mechanism to support EU member states' engagement with partner countries (Mobility Partnerships (MPs), Common Agendas on Migration and Mobility (CAMMs) and other cooperation frameworks) on agreed migration priorities through three funding frameworks – AMIF<sup>1</sup>, ISF-Police<sup>2</sup> and ISF Borders & Visa<sup>3</sup>.

The focus of the MPF and, consequently, of these new guidelines is aligned to the 2020 “New Pact on Migration and Asylum”<sup>4</sup> and the 2022 Communication “Attracting skills and talent to the EU”<sup>5</sup>.

The Pact seeks to reinforce the interlinkages between different migration policy areas and internal and external dimensions more thoroughly than in the past. It confirms the need “(...) to include the EU's relationships with third countries, as the internal and external dimensions of migration are inextricably linked: working closely with partners has a direct impact on the effectiveness of policies inside the EU”. The EU's aim with partner countries is to ensure mutual support in addressing challenges linked to migration. Under the Pact, existing and new partnerships will be taken to the next level, in a balanced and tailored manner, based on an assessment of the EU's and partner countries' interests, specific situations and needs. The new approach will be implemented in close consultation with partner countries to factor in particular contexts, needs and interests.

The Pact makes specific reference to legal migration as a priority, confirming that while Member States retain the right to determine volumes of admission for people coming from third countries to seek work, the EU's common migration policy needs to reflect the integration of the EU economy and the interdependence of Member States' labour markets. In this respect, the European Commission will launch Talent Partnerships to enhance commitment and support for legal migration and mobility with key partners.

The recent Communication on ‘Attracting skills and talent to the EU’ moreover sets out three pillars of a sustainable EU policy on legal migration:

- a legislative pillar to simplify the procedures for the admission of workers of various skill levels to the EU, their rights and mobility within the EU;
- an operational pillar, addressing the challenge of international matching; and
- a forward-looking pillar, based on three specific priorities: care, youth and innovation.

The document also sets out priority countries for the Talent Partnerships, which have been incorporated in these Guidelines.

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<sup>1</sup> [Asylum, Migration and Integration Fund](#)

<sup>2</sup> Previously Internal Security Fund – Police, now Internal Security Fund (ISF)

<sup>3</sup> Previously Internal Security Fund – Borders and Visa, now Border Management and Visa Instrument (BMVI)

<sup>4</sup> Communication from the Commission to the European Parliament, The Council, The European Economic and Social Committee and the Committee of the Regions on a New Pact for Migration and Asylum, 23 September 2020, Pg2. For the full text, please click [here](#)

<sup>5</sup> Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions ‘Attracting skills and talent to the EU’. For the full text, please click [here](#).

## 1.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The **overall objective** of the MPF is to support the implementation of the external dimension of EU's migration policy<sup>6</sup>. The MPF is currently implemented through four components:

MPF Components			
Grants	Technical Assistance and Support (TAS)	Dialogue	Knowledge and Communication

Under the Grants Component to the MPF, the **priorities of this Call for Proposals** are:

**1. Lot 1: Support to the EU's migration priorities with partner countries**

Actions shall promote and support the EU's migration priorities with partner countries, taking into account the overall level of cooperation on all aspects of migration management, as per the *New Pact on Migration and Asylum*. Key priorities identified under any relevant current and future cooperation frameworks are targeted for support through this Lot.

**2. Lot 2: Support to the implementation of projects and interventions aligned to the new EU Talent Partnerships**

Capitalising on the momentum to date, the MPF will continue to support legal and labour migration projects aligned to the EU's geographic and thematic migration priorities, including the new Talent Partnerships, and detailed in the 2022 Communication.

The actions funded under this Lot shall seek to:

1. Offer additional safe and legal pathways to migrate for work or skills development;
2. Contribute to addressing labour shortage gaps in certain sectors of the labour markets of EU Member States;
3. Create and support enabling environments for mobility and skilling;
4. Facilitate or further develop cooperation with third countries on comprehensive management of migratory flows, including preventing irregular migration and readmission of irregular migrants.

Key criteria that will inform the funding of projects under this Lot 1 are:

- The degree of contribution to the priorities defined in the 2020 New Pact on Migration & Asylum - particularly the concept and the objectives of the Talent Partnerships, as outlined in the 2022 Communication on 'Attracting skills and talent to the EU'.
- The priority countries mentioned in the Communication (Egypt, Morocco, Tunisia, Senegal, Nigeria, Pakistan, Bangladesh).
- The overall partner country cooperation with the EU (including cooperation on return and readmission, which will be assessed, where relevant, in line with Article 25a of the visa code).

## 1.3. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

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<sup>6</sup> In line with the [Pact on Migration and Asylum](#).

The overall indicative amount made available under this Call for Proposals is EUR 24,500,000<sup>7</sup>, all from [AMIF](#) sources.

This Call for Proposals has two (2) Lots:

- **Lot 1: Support to the EU's migration priorities with partner countries**

Approximately EUR 6,500,000 is available for projects under this Lot.

- **Lot 2: Support to the implementation of pilot projects and interventions aligned to the new EU Talent Partnerships**

Approximately EUR 18,000,000 is available for projects under this Lot.

If the allocation indicated for a specific Lot cannot be absorbed due to insufficient quality or number of proposals received, the contracting authority reserves the right to reallocate the remaining funds to the other Lot.

The contracting authority also reserves the right not to award all available funds.

#### Size of grants

Any grant requested under this call for proposals must fall between the following minimum and maximum amounts:

- Lot 1
  - Minimum amount: EUR 200,000
  - Maximum amount: no specific maximum is in place, however, applicants should consider – as in all project proposals - the need to demonstrate value for money and appreciate the programme's intention to fund multiple projects within its financial envelope.
- Lot 2
  - Minimum amount: EUR 1,000,000
  - Maximum amount: no specific maximum is in place, however, applicants should consider – as in all project proposals - the need to demonstrate value for money and appreciate the programme's intention to fund multiple projects within its financial envelope.
  - Projects may need to be designed in two phases if their duration goes beyond 31<sup>st</sup> May 2025 (Phase I until 31<sup>st</sup> May 2025 and Phase II beyond this time)<sup>8</sup>. The end date of activities (i.e. end of grant contract including different phases) cannot go beyond 31<sup>st</sup> May 2027.

#### Co-financing

With AMIF funds, the **MPF may finance up to 95% of the total eligible cost** of the action. The balance (i.e. the difference between the total eligible cost of the action and the amount requested from the Contracting Authority) must be financed from other sources. In-kind contributions shall also be accepted as co-financing.

## **1.4. RULES FOR THIS CALL FOR PROPOSALS**

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<sup>7</sup> Kindly note that at the time of these Guidelines' revision in August 2023, approximately EUR 16,200,000 has already been committed from AMIF and ISF-Borders sources which has been deducted from the overall original value of the Call, as no longer available. Kindly note that a new Call for Proposals with additional ISF and BMVI funds for Security and Border initiatives was launched on 10 March 2023 and can be found [here](#).

<sup>8</sup> The Concept Note will not be subject to change. Yet, at Full Application stage, the applicant may be requested to clearly differentiate (in terms of budget, workplan, expected results etc.) between first and second phase of implementation. Further guidance shall be provided by ICMPD to all applicants having passed the Concept Note stage.

#### **1.4.1. Eligibility criteria**

There are three sets of eligibility criteria, relating to:

- (1) the actors:
  - the '**lead applicant**', i.e. the entity submitting the application form (1.4.2.);
  - if any, its **co-applicant(s)** (**where it is not specified otherwise, the lead applicant and its co-applicant(s) are hereinafter jointly referred as 'applicant(s)'**) (1.4.2.);
- (2) the actions:
  - actions for which a grant may be awarded (1.4.3.);
- (3) the costs:
  - types of costs that may be taken into account in setting the grant amount (1.4.4.).

#### **1.4.2. Eligibility of applicants (i.e. lead applicant and co-applicant(s))**

**The lead applicant may act individually or with co-applicant(s).**

The inclusion of co-applicants – particularly in the partner country - though is highly recommended and taken into consideration in the evaluation scoring (see evaluation grids later in the document). In case of no co-applicants from the target partner country, a letter of support from the key concerned institution in the partner country is required at Concept Note stage.

If awarded the grant contract, the **lead applicant** will become the beneficiary identified as the 'coordinator' in the Special Conditions. The coordinator is the main interlocutor with the contracting authority. It represents and acts on behalf of any other co-beneficiary (if any) and coordinates the design and implementation of the action.

**Co-applicants** participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the lead applicant.

**Applicants and potential co-applicants** have to fulfil the following **eligibility criteria**:

- Applicants and co-applicants have to be legal persons. Applications from natural persons are not eligible;
- Only applications from EU MS participating in the implementation of the AMIF fund are eligible<sup>9</sup> for AMIF funds.

Moreover,

a) **Lead Applicants for Lot 1** have to be:

- A public body of an EU MS (at central, regional or local levels);
- An Agency, Institute, Operator or other legal entity with an official mandate to operate on behalf of a public body of an EU Member State  
(*EU-financed agencies cannot participate as lead applicant, but can participate as co-applicant on a no cost basis*).

Additional criteria for Lot 1:

- If the lead applicant is not a governmental body at the central level, a letter of support from a relevant central body must be provided with the Concept Note.

b) **Lead Applicants for Lot 2** have to be:

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<sup>9</sup> Denmark does not participate in the AMIF fund.

- a public body of an EU MS (at central, regional or local levels);
- an EU MS-based organisation (an entity established in an MS of the EU as a public law body or as a body governed by private law entrusted with a public service mission and provided with adequate financial guarantees) (i.e. NGOs, universities, trade unions).

Additional criteria for Lot 2:

- If the lead applicant is not a governmental body at the central level, a letter of support from a relevant central body must be provided with the Concept Note.

*Please note that in case of award to an entity that is not a pillar-assessed organisation nor a central government body/government agency, a due diligence process will be carried out by ICMPD during the contracting phase. Such a process may result in the need for the lead applicant to provide a pre-financing guarantee upon signature of the grant contract. See template in Annex VIII to the Grant contract.*

c) **Co-applicants** have to be:

- Public bodies of a partner country (at central, regional or local levels); or
- Public bodies of the same or another EU MS; or
- International organisations (IOs), non-governmental organisations (NGOs) and other private law bodies, established in the EU or in partner countries that cooperate with an EU MS in the implementation of migration-related actions, working on a non-profit basis.

Additional criteria for Lot 1 and 2:

- In case of no co-applicants from the target partner country(ies), a letter of support from the key concerned institution(s) in the partner country(ies) must be provided with the Concept Note.

## Geographic scope

- For Lot 1: Eastern Partnership countries, Western Balkans, Southern Neighbourhood, West Africa, Horn of Africa, Silk Route countries, and Central Asia.
- For Lot 2: applications should target any country in line with the political priorities and philosophy set out by the Commission in the new Pact on Migration and Asylum - and in particular with Talent Partnerships. However, priority will be given to applications targeting Egypt, Morocco, Tunisia, Pakistan, Bangladesh, Senegal and Nigeria, as detailed in the Communication on “Attracting skills and talent to the EU”.

### **1.4.3. Eligible actions: actions for which an application may be made**

#### Duration

The duration of an action (i.e. end date of grant contract) cannot go beyond 31<sup>st</sup> May 2027.

It is also important to note that Lot 2 projects may need to be designed in two phases if their duration goes beyond 31<sup>st</sup> May 2025 (Phase I until 31<sup>st</sup> May 2025 and Phase II beyond this time).<sup>10</sup>

#### Eligible fields, themes and activities

<sup>10</sup> The Concept Note will not be subject to change. Yet, at Full Application stage, the applicant may be requested to clearly differentiate (in terms of budget, workplan, expected results etc.) between first and second phase of implementation. Further guidance shall be provided by ICMPD to all applicants having passed the Concept Note stage.



- **Lot 1: Support to the EU's migration priorities with partner countries**

The objective of Lot 1 is to promote and support the EU's migration priorities with partner countries, taking into account the overall level of cooperation. Key priorities identified in any relevant cooperation framework are targeted for support through this Lot.

Eligible fields, themes and activities for applications:

- Activities seeking to improve partner countries' policy and legal frameworks for migration and mobility without any actual mobility dimension to be funded;
- Activities seeking to strengthen information, outreach and protection of migrants;
- Review and development of legislation, policy documents/strategies, action plans, policy tools and instruments, standard operating procedures linked to migration management;
- Capacity-building of partner country authorities in legal migration management (including migration monitoring);
- Capacity-building of partner country authorities related to readmission as well as reintegration of migrants illegally staying in the EU;
- Activities seeking to develop or strengthen practices and policies on migrants' contributions to national development;
- Activities seeking to strengthen partner countries' policy and legal frameworks as well as capacity-building on asylum policy and protection in line with international standards;
- Migration dialogue at EU level with relevant partner countries, including:
  - Organisation of conferences, expert meetings and study visits;
  - Studies, reviews and mappings;
  - Evaluation and monitoring activities.

In addition, applicants are invited to promote structural intra EU cross-border cooperation, including through the establishment of EU Member States consortia.

a. **Governance**

The collaborative approaches required for the successful delivery of partnership projects often requires dedicated governance structures to facilitate strategic and operational oversight. The establishment of the following types of bodies should be considered with due regard to project-specific circumstances:

- Steering Committees;
- Advisory bodies; and
- Operational committees.

- **Lot 2: Support to the implementation of projects and interventions aligned to the new Talent Partnerships**

In line with the Talent Partnership concept in development, there is will on the part of the EU and its Member States to more holistically engage with partner countries on labour, skills and mobility for mutual benefit. The MPF seeks to support projects that draw a thread across these three dimensions.

All labour mobility projects should be based on a thorough analysis of labour market demand/available skills in Member States and countries of origin. Each proposal should demonstrate that such analysis has been undertaken and informs the approach.

Proposed actions should include a mobility component that offers a concrete possibility to migrate permanently or temporarily to Europe for work and/or training purposes. The number of mobilities to be funded through the project should be cost-effective, realistic and in line with the possibilities

offered by the country context and chosen approach. Economies of scale should be sought to the largest degree possible.

Projects may choose to use existing legal pathways or propose the establishment of new migration modalities or mobility schemes in cooperation with relevant, competent stakeholders at the national level and involving new types of actors (e.g. diaspora, local administration, the private sector). An in-depth analysis and mapping of viable pathways should precede and inform the design of any proposed intervention.

Capacity-building activities in countries of origin may be included in the projects, aimed at increasing the capabilities of origin countries to reap the maximum benefits of such forms of migration for their own development, as well as ensuring that the structures, policies, practices and procedures are in place to facilitate implementation.

Projects seeking a first phase of funding to test and trial innovative approaches in countries without existing labour mobility architecture should carefully consider the level of engagement needed to build the effective institutional and stakeholder relationships required for success and should allow sufficient time for such organic processes.

The private sector – firms, recruitment agencies, etc. – that will be the end-user/intermediary of the newly available labour or that are necessary to participate in the up-skilling activities should be involved in project design and be a key partner in all stages of delivery. Lessons learned from implementing the first generation of projects indicate that the private sector's involvement later in delivery leads to poor buy-in or misalignment of skills with demand.

A key consideration is value for money and eventual sustainability, replicability and scalability. Projects funded by the MPF are expected to find traction and become self-sustaining (i.e., the mobility dynamic, if not the project structure). Applicants are encouraged to consider how small-scale initiatives may be institutionalised and replicated to allow for economies of scale – be it by expanding impact and engagement nationally or with the involvement of more than one EU Member State. Likewise, careful consideration should be given to eventual cost models for mobilities – i.e., who will pay, how will the funding be generated, etc.

In addition, applicants are invited to promote structural intra EU cross-border cooperation, including through the establishment of EU Member States consortia.

Models of mobility may include:

1. Mobility schemes for permanent/ longer-term migration

In line with EU Member States interests and due regard to third countries' possible concerns related to brain drain, schemes may address structural labour market needs and offer placements/pathways for permanent or long-term migration.

Well-designed programmes can reap benefits for both the country of origin and the EU country of destination by providing potential remittances and skilled labour for the former, and addressing labour shortages and strengthening cultural diversity for the latter.

To mitigate the impact of brain drain, several potential investments may be made and should be considered – for example focusing on training/skills investment in a cohort from which only an agreed-upon percentage would be targeted to leave the country. Such skills investments can reap indirect rewards through curriculum modernisation and quality improvement.

Programming should include provisions to safeguard migrants' rights, strategies to avoid wage dumping, as well as relevant and appropriate opportunities for integration into the destination

country societies as appropriate in a particular context. Linkages to diaspora networks (in the countries of origin and destination), both at pre-departure in the country of origin as well as when mobilised, should be made as relevant.

2. Circular and temporary labour mobility schemes

Circular migration schemes entail short-term mobility for individuals, ideally foreseen on a recurrent basis (seasonal work, for example). Such schemes should be seen as a means to address short-term, repetitive labour market demands in Europe and address a labour surplus in a third country. In such circular schemes, the rights of migrants need to be particularly well-considered to ensure protection and adherence to national norms. Added value dimensions such as upskilling, off-season employment, reintegration support in the country of origin etc., may also be considered.

Circular labour migration schemes should be prioritised only in cases where there are clear linkages with seasonal peaks of work demand, for example, in the agriculture sector or the tourism industry. Labour mobility projects on temporary/circular migration should aim to develop a set of common standards (e.g., thorough pre-departure qualification, integration support, reintegration measures etc.).

3. Short-or medium-term up-skilling schemes and/or schemes for vocational education and training purposes

Circular mobility schemes may also be envisaged beyond those seeking to employ labour in Europe. Such schemes aim to build skills amongst partner country labour pools with short-term mobility in Europe for this purpose, often coupled with local training schemes, with a view to improving the quality of the labour pool in the country of origin. EU private sector firms with interests in the partner country as well as national private sector employers and the local economy, in general, reap the benefit of this up-skilled labour pool. Similarly, projects may wish to develop or address joint or enhanced national-level vocational education and training schemes with dedicated mobility components that foster exchange and/or the acquisition of specific relevant skills.

Building on the lessons learnt from past projects, and notwithstanding the likely need to tailor the activities to the specificities of each project, the following components appear as key pillars to ensure the success of mobility projects:

a. Institutional capacity building

The successful implementation of the projects counts on many stakeholders, including the involvement of the private sector and institutional structures for managing labour markets and labour migration of third countries, which may turn into public-private partnerships. For this reason, it is essential to develop where needed the institutional capacity of key stakeholders in countries of origin and destination. Public bodies competent on the labour market as well as labour migration and education/training (i.e. ministries, national agencies, employment agencies) should be targeted to ensure successful recruitment of potential migrants, adequate development of the skills profiles needed in origin countries, as well as adequate monitoring of the professional development of labour migrants. In this regard, the existence and development of labour market information systems would be beneficial.

b. Governance

The various stakeholders involved in mobility initiatives form a complex web of relations that call for dedicated governance structures to help both strategic and operational oversight in mobility initiatives.

The establishment of the following governance bodies should be considered with due regard to project-specific circumstances:

- Steering Committees;
- Advisory bodies; and
- Operational committees.

Depending on the local context and individual setup of a project, these bodies could be involved in strategic decision-making or have more consultative roles and be involved in various stages of implementation. They could be composed of public bodies competent on the labour market, migration and/or education and training (i.e. ministries, national agencies, employment agencies) but also of other stakeholders such as donors, EU stakeholders, industry associations, trade unions, representatives of the private sector, and others as appropriate.

Terms of Reference, including periodic meeting schedules, may be drafted and become part of partnership agreements, which are useful tools for establishing efficient and sustainable cooperation frameworks between partners in a mobility project.

c. Pre-departure engagement

Pre-departure measures should be developed, if necessary, to create a 'pool' of candidates from which the private sector/MS can draw. Such measures might include:

- Recruitment of potential candidates;
- Training;
- Skills enhancement;
- Workplace awareness training; and
- Recruitment to the workplace: demand-offer skills matching.

d. Mobility phase in the EU Member State

Mobility and, where possible, further training and support to mobility candidates in a Member State's territory, should be carried out in cooperation with employers, employment agencies and (vocational) training organisations of partner countries. Activities should be implemented to develop migrants' knowledge and skills for potential further use upon return and the key labour function performed by the individual while in Europe.

Indicative activities might include:

- Mobility support (travel, accommodation);
- Support measures;
- Workplace monitoring;
- Entrepreneurship training or other skills enhancement components.

e. Reintegration in the country of origin following mobility

Successful reintegration should be supported by institutional capacity building during mobility to enable partner countries and their institutions to reintegrate returning migrants effectively. Returning migrants should be empowered to benefit from their gained experience or, where appropriate, further enhance their skills and knowledge.

Indicative activities might include:

- Diaspora support
- Entrepreneurship training or other skills enhancement components;
- Mentoring for recruitments;
- Recruitment to the workplace: demand-offer skills matching upon return;
- Microfinance provision for start-up funding;
- Local community re-integration.

Any proposed action should demonstrate complementarity with other past, and ongoing labour mobility initiatives (funded by the EU or otherwise) within the same country/region and should seek to maximise synergies with such projects.

Lot 1 & 2 Ineligible Actions

The following types of action are ineligible for MPF funding:

- Actions concerned solely or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;
- Actions concerned solely with scholarships/subsidies for studies that could be covered by another EU framework of support (such as Erasmus+, Erasmus Mundus, etc.);
- Actions that should preferably be funded by other relevant EU frameworks/funding sources.

#### **1.4.4. Eligibility of costs: costs that can be included**

Only 'eligible costs' can be covered by a grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and an overall ceiling for 'eligible costs'.

##### Eligible direct costs

To be eligible under this call for proposals, **costs must comply with the provisions of Article 14 of the [General Conditions to the standard grant contract](#)**.

Applicants and co-applicants agree that, in case of contract award, the **expenditure verification(s)** referred to in Article 15.6 of the General Conditions to the standard grant contract shall be carried out by an audit firm identified by the Contracting Authority. The related costs are covered by a separate MPF source and **need not be included in the grant budget**.

**Purchase of limited equipment**, which is indispensable to implement project activities (e.g. capacity building support and training), may be eligible.

Salary costs of the **personnel of national administrations may be eligible** to the extent that they relate to the cost of activities that the relevant public authority would not carry out if the action were not undertaken. Such costs need to be in line with the official remuneration policies of the institution as well as in line with local legislation. The method for salary calculation should be clearly explained in the budget.

##### Contingency reserve

The budget may include a **contingency reserve** not exceeding 5% of the estimated direct eligible costs. However, it should be noted that it can only be used with the **prior written authorisation** of the Contracting Authority.

##### Eligible indirect costs

The **indirect costs** incurred in carrying out the action may be eligible for flat-rate funding, but the total **must not exceed 7%** of the estimated total eligible direct costs. Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the standard grant contract. The lead applicant may be asked to justify the percentage requested before the grant contract is signed. However, once the flat rate has been fixed in the special conditions of the grant contract, no supporting documents need to be provided at reporting stage.

If any of the applicants or co-applicants are in receipt of an operating grant financed by the EU, they may not claim indirect costs on incurred costs within the proposed budget for the action.

##### Contributions in kind

**Contributions in kind** mean the provision of goods or services to beneficiaries free of charge by a third party. If considered necessary or appropriate, the Contracting Authority may accept co-financing in kind. In such cases, the value of such contributions must not exceed:

- a) Either the costs actually borne and duly supported by accounting documents; or
- b) The costs generally accepted on the concerned market of reference.

If co-financing in kind is proposed, it must be explicitly mentioned in the budget proposal of the Full Application.

#### 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 beneficiary(ies) and financed by another action or work programme receiving a European Union grant;
- Purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred in accordance with Article 7.5 of the general conditions of the standard grant contract, at the latest at the end of the action;
- Currency exchange losses.

#### Non-cumulative award

An action may only receive one grant from the EU budget, and in no circumstances shall the same costs be financed twice by the EU budget.

#### Non-retroactivity

No grant may be awarded retroactively for activities already started or completed. Unless specifically agreed, eligible costs cannot have been incurred prior to the start date of the Grant Contract.

#### Non-profit

The grant may not produce a profit for the applicant or the co-applicants. Profit is defined as a surplus of the receipts over the eligible costs approved by the Contracting Authority when the request for payment of the balance is made.

### **1.5. EXCLUSION CRITERIA**

<b>1.5.1. Exclusion from participation in the Call for Proposals</b>
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Applicants will be excluded from participating in the Call for Proposals procedure if they (legal persons) are in one of the following situations:

- a) They are bankrupt, subject to insolvency or winding-up procedures, their assets are being administered by a liquidator or by a court, they are in an arrangement with creditors, their business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under Union or national law;
- b) it has been established by a final judgement or a final administrative decision that they are in breach of their obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- c) it has been established by a final judgement or a final administrative decision that they are guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:
  - (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility and selection criteria or in the performance of a contract, an agreement or a grant decision;
  - (ii) entering into agreement with other persons with the aim of distorting competition;
  - (iii) violating intellectual property rights;

- (iv) attempting to influence the decision-making process of the Commission/ the Agency during the award procedure.
  - (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure.
- d) It has been established by a final judgement that they are guilty of any of the following:
- (i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;
  - (ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or active corruption within the meaning of Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in the applicable law;
  - (iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;
  - (iv) money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;
  - (v) terrorist offences or offences related to terrorist activities as well as of inciting, aiding, abetting or attempting to commit such offences as defined in Articles 3, 14 and Title III of Directive (EU) 2017/541 of the European Parliament and of the Council of 15 March 2017 on combating terrorism;
  - (vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;
- e) they have shown significant deficiencies in complying with the main obligations in the performance of a contract, an agreement or a grant decision financed by the European Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an Authorising Officer, OLAF or the Court of Auditors;
- f) it has been established by a final judgment or final administrative decision that they have committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;
- g) it has been established by a final judgment or final administrative decision that the person has created an entity under a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business.

For further detailed information, please refer to Annex V – Declaration on Honour of the Full Application.

### **1.5.2. Exclusion from award**

Applicants will not be granted financial assistance if, in the course of the grant award procedure, they:

- a) Are subject to a conflict of interest in connection with the action;
- b) Are guilty of misrepresentation in supplying the information required by the EC as a condition of participation in the grant award procedure or fail to supply this information;
- c) Find themselves in one of the situations of exclusion, referred to in section 1.5.1.

Administrative and financial penalties may be imposed on applicants and possible co-applicants who are guilty of misrepresentation.

## 2. APPLICATION, EVALUATION AND AWARD

### 2.1. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

The application process consists of the following two steps:

- Submission of an action Concept Note and, only in case of approval, an invitation to the following step:
- Submission of a Full Application

Concept Notes and, if applicable, Full Applications shall be drafted in English, in accordance with the templates annexed to these guidelines and available on the [MPF website](#).

#### **2.1.1. Concept notes**

Concept Notes shall be submitted in accordance with the template annexed to these guidelines. Please note that:

1. In the concept note, lead applicants must only provide an estimate of the total eligible cost of the action and the requested contribution as well as an indicative percentage of that contribution in relation to the eligible costs of the action. A detailed budget is to be submitted only by the lead applicants invited to submit a full application in the second phase. The amount requested in the full application shall be in line with the amount indicated in the approved concept note and/or recommendations from the evaluators.
2. The core elements outlined in the concept note shall not be substantially modified in the full application (target countries, specific objectives, etc.) as it is against this brief information that the evaluation committee may extend the invitation to submit a full application.
3. Only the concept note form will be evaluated. No additional annexes shall be sent.

Clarifications will only be requested when the information provided is insufficient to conduct an objective assessment.

#### **2.1.2. Where and how to submit a concept note**

The concept note can be submitted anytime (no specific deadline) through the [MPF website](#).

#### **2.1.3. Evaluation and selection of concept notes**

Concept Notes are checked by ICMPD for administrative and eligibility compliance and subsequently assessed by DG HOME. In case of positive assessment, the Concept Note will be shared with the concerned EU Delegations to confirm complementarity and no duplication with ongoing and planned actions.

Within 30 calendar days, ICMPD will respond to the applicant with either a written invitation to submit a Full Application or a rejection.

The Concept Notes will be measured on the relevance and design of the proposed action.

The Concept Notes will receive an overall score using the breakdown in the evaluation grids below (separate grids for Lots 1 and 2).

The evaluation grid is divided into sections and subsections. Each subsection must be given a score between 1 and 5 in accordance with the following guidelines:



Score	Meaning
1	Very poor
2	Poor
3	Adequate
4	Good
5	Very good

### **Concept Note Evaluation Grid – LOT 1:**

Section	Maximum score
<b>1. Relevance of the action</b>	<b>30</b>
<p>1.1 How relevant is the proposal to the specific objective of the call for proposals stated in the guidelines for applicants <u>for Lot 1</u>?  <i>(i.e. supporting the preparation and implementation of any relevant current and future cooperation frameworks by providing targeted, flexible and tailored assistance)</i></p> <p>To which extent are the expected results of the action aligned with the <u>Lot 1</u> priorities defined in the Guidelines for applicants?  <i>(section 1.2) (i.e. promoting and supporting the EU's migration priorities with partner countries, taking into account the overall level of cooperation and key priorities identified for cooperation/support under any relevant cooperation frameworks)</i></p>	5x2*
<p>1.2 How relevant is the proposal to the particular needs and constraints of the target country(ies), region(s) and/or relevant sectors?  <i>(This should include complementarity with other actions implemented within the same country/region providing technical assistance for EU MS and partner countries on the implementation of legal frameworks on migration and mobility, partner country policy and the EU New Pact on Migration and Asylum and avoidance of duplication)</i></p>	5x2*
1.3 How strategically chosen and relevant are the co-applicants, final beneficiaries and target groups? (in case of no co-applicants, score to be decreased)	5
1.4 To what extent has the EU cooperation between MS been taken into consideration?	5
<b>2. Design of the action</b>	<b>25</b>
2.1 How coherent is the description of the concept? Do the expected results seem feasible and relevant? Are the proposed activities aligned with the expected results?	5
2.2 Does the design reflect a robust analysis of the problems involved?	5
2.3 To what extent does the proposal contain particular added-value elements (e.g. innovation, good practices, scope for replication, extension, involvement of more than one EU MS, capitalisation on experience?)	5
2.4 To what extent have sustainability factors been appropriately considered in the concept (e.g. at financial, institutional and policy levels)?	5
2.5 To what extent is the proposed budget value (total amount of requested contribution) consistent with the expected results (value for money)?	5

<b>TOTAL SCORE</b>	<b>55</b>
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\*This score is multiplied by two (2) because of its importance

Only the Concept Notes with a score of at least 40 will be considered for pre-selection.

### **Concept Note Evaluation Grid – LOT 2:**

Section	Maximum score
<b>1. Priority countries</b>	<b>30</b>
<p>1.1 Does the action target one or more priority countries specifically identified in these Guidelines?</p> <ul style="list-style-type: none"> <li>- <i>If YES</i>, award 20 points (the maximum) for Egypt, Morocco, Tunisia, Pakistan, Bangladesh, Senegal and Nigeria.</li> <li>- <i>If NO</i>, does the action target one or more partner countries in line with the political priorities and philosophy set out in the new 'Pact on Migration and Asylum' - and in particular with Talent Partnerships? Award 0-10 points based on assessed degree of relevance.</li> </ul>	5x4**
1.2 What is the overall level of partner country cooperation with the EU (including cooperation on return and readmission, which will be assessed, where relevant, in line with Article 25a of the visa code)?	5x2*
<b>2. Relevance of the action</b>	<b>30</b>
<p>2.1 To what extent are the expected results of the action aligned with the priorities defined in the 2020 New Pact on Migration &amp; Asylum, in the EC Communication 'Attracting skills and talent to the EU' as well as in the Guidelines for applicants for Lot 2?</p> <p><i>(Section 1.2 of the Guidelines: The actions funded under this Lot shall seek to offer additional safe and legal pathways to migrate for work or skills, contribute to addressing labour shortage gaps in certain sectors of the labour markets of EU Member States, create and support enabling environments for mobility and skilling, facilitate or further develop cooperation with third-countries on comprehensive management of migratory flows, including on issues such as return and readmission of irregular migrants).</i></p>	5x2*
2.2 How strategically chosen are co-applicants and/or implementing partners? Is there a relevant multi-stakeholder approach that considers the complex requirements of labour migration processes?	5
2.3 Does the project contain a mobility component that offers concrete possibilities to migrate permanently or temporarily to Europe for work and/or training purposes?	5
2.4 To what degree does the proposed action aim to explore <u>new</u> legal (labour) migration modalities with partner countries?	5
2.5 Is the proposal promoting structural intra EU cross-border cooperation, including through the establishment of EU Member States consortia?	5
<b>3. Design and sustainability of the action</b>	<b>20</b>
3.1 How coherent is the description of the concept? Do the expected results seem feasible and relevant? Are the proposed activities aligned with the expected results?	5

3.2 To what extent does the proposal contain particular added-value elements (e.g. the promotion or consolidation of public-private partnerships, innovation, good practices, scope for replication, extension, capitalisation on experience?)	5
3.3 To what extent have sustainability factors been appropriately considered in the concept (e.g. at financial, institutional and policy levels)?	5
3.4 To what extent is the proposed budget value (total amount of requested contribution) consistent with the expected results (value for money)?	5
<b>TOTAL SCORE</b>	<b>80</b>

\* This score is multiplied by two (2) because of its importance

\*\* This score is multiplied by four (4) because of its importance

Only the Concept Notes with a score of at least 55 will be considered for pre-selection. A score of below 5 for 1.2 shall be ground for rejection.

#### **2.1.4. Full application**

Lead applicants invited to submit a Full Application following the pre-selection of their Concept Note must do so using the Grant Application Form annexed to these guidelines. Lead applicants should then keep strictly to the format of the grant application form. **No additional annexes should be sent.**

Clarifications will only be requested when the information provided is unclear and thus prevents the evaluation committee from conducting an objective assessment.

#### **2.1.5. Where and how to submit a full application**

Full Applications shall be submitted through the [MPF website](#) within 60 calendar days of receipt of the written invitation to submit based on a positive assessment of the Concept Note.

A request to extend beyond these 60 calendar days may be agreed with due motivation following a request in writing (email) by the Lead Applicant. Any such correspondence shall be sent to [MPF@icmpd.org](mailto:MPF@icmpd.org)

#### **2.1.6. Evaluation and selection of applications**

All applications will go through an Administrative and Eligibility Check carried out by ICMPD.

Eligible applications will be subject to a consultation process with the MPF Steering Committee, EU Member States and EU services active in the target partner country to check potential synergies or risks of duplications with other activities implemented, ongoing or being planned in the concerned countries.

Eligible applications will then be examined and evaluated by an evaluation committee comprised of relevant EU services (DG HOME, EEAS, DG INTPA and/or DG NEAR) - based on the criteria in the evaluation grid below<sup>11</sup>.

There are two types of evaluation criteria: Financial and Operational criteria and Award criteria.

<sup>11</sup> Please note that there are separate evaluation grids for Lot 1 and Lot 2.

**The Financial and Operational criteria** help to evaluate the applicant(s)'s and co-applicant(s)'s operational capacity and the lead applicant's financial capacity and are used to verify that they have:

- Stable and sufficient sources of finance to maintain their activity throughout the proposed action and, where appropriate, to participate in its funding (this only applies to lead applicants);
- Management capacity, professional competencies and qualifications required to complete the proposed action successfully. This applies to applicants and any co-applicant(s).

**The Award criteria** help evaluate the quality of the applications in relation to the objectives and priorities set forth in the guidelines and award grants to projects that maximise the overall effectiveness of the Call for Proposals. They help select applications that the Contracting Authority can be confident will comply with its objectives and priorities. They cover the relevance of the action, its consistency with the objectives of the Call for Proposals, quality, expected impact, sustainability and cost-effectiveness.

#### **Full Application Evaluation Grid – LOT 1:**

Section	Maximum Score
<b>1. Financial and operational capacity</b>	<b>10</b>
1.1 To what extent does the lead applicant and, if applicable, its co-applicant(s) have sufficient in-house project management experience?	5
1.2 To what extent does the lead applicant and, if applicable, its co-applicant(s) have sufficient in-house technical expertise?	5
<b>2. Relevance</b>	<b>30</b>
Score transferred from the Concept Note evaluation	Score to be inserted <sup>12</sup>
<b>3. Design of the action</b>	<b>20</b>
3.1 How coherent is the design of the action (i.e. does the intervention logic as detailed in the logical framework (Annex II) explain the rationale to achieve the expected results? Are the activities proposed appropriate, practical, and consistent with the envisaged outputs and outcome(s)? Does the design take external factors (risks and assumptions) into account)?	5x2*
3.2 Does the design reflect a robust analysis of the problems involved and the needs of the relevant stakeholders?	5x2*
<b>4. Implementation approach and added value</b>	<b>25</b>
4.1 Is the action plan clear and feasible? Is the timeline realistic?	5
4.2 To what extent is the choice and level of involvement of co-applicants and/or other implementing partners satisfactory? (in case of no-applicants, score to be reduced)	5
4.3 Does the proposal envision impact on more than one EU MS and targeted countries? Does it offer potential to promote structural intra EU cross-border cooperation, including through the establishment of EU MS consortia and involvement of more than one partner country?	5x2*
4.4 To what extent does the proposal contain particular added-value elements (e.g. innovation, good practices, scope for replication, extension, capitalisation on experience)?	5
<b>5. Sustainability of the action</b>	<b>10</b>

<sup>12</sup> DG HOME reserves the right to revise the Concept Note evaluation score should circumstances in the partner country have changed in the period between Concept Note Submission and the evaluation of the Full Proposal.

<p>5.1 Are the expected results of the proposed action sustainable?</p> <ul style="list-style-type: none"> <li>- Financially (if applicable) <i>(e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs)</i></li> <li>- Institutionally (if applicable) <i>(will structures allow the results of the action to be sustained at the end of the action? Will there be local 'ownership' of the results of the action?)</i></li> <li>- At policy level (if applicable) <i>(what will be the structural impact of the action — e.g. improved legislation, codes of conduct, methods)</i></li> <li>- Environmentally (if applicable) <i>(will the action have a negative/positive environmental impact?)</i></li> </ul>	5x2*
<b>6. Budget and cost-effectiveness of the action</b>	<b>15</b>
6.1 Are the activities appropriately reflected in the budget and the envisaged costs in line with the living costs and average market prices in the countries?	5
6.2 Is the ratio between the estimated costs and the results satisfactory?	5x2*
<b>Maximum total score</b>	<b>110</b>

\*This score is multiplied by two (2) because of its importance.

If the total score for Section 1 (financial and operational capacity) is less than 7 points, the application will be rejected. In addition, a minimum overall score of 80 is needed for an award to be made.

#### **Full Application Evaluation grid – LOT 2:**

<b>Section</b>	<b>Maximum Score</b>
<b>1. Financial and operational capacity</b>	<b>10</b>
1.1 To what extent does the lead applicant and, if applicable, its co-applicant(s) have sufficient in-house technical expertise and project management experience?	5
1.2 Does the lead applicant have stable and sufficient sources of finance?	5
<b>2. Relevance</b>	<b>30</b>
<b>Score transferred from the Concept Note evaluation<sup>13</sup></b>	Score to be inserted <sup>14</sup>
<b>3. Design of the action</b>	<b>20</b>
3.1 How coherent is the design of the action (i.e. does the intervention logic as detailed in the logical framework (Annex II) explain the rationale to achieve the expected results? Are the activities proposed appropriate, practical, and consistent with the envisaged outputs and outcome(s)? Does the design take external factors (risks and assumptions) into account)?	5x2*
3.2 Does the design reflect a robust analysis of the problems involved and the needs of the relevant stakeholders?	5
3.3 How complementary is the action with other past and ongoing labour mobility initiatives (funded by the EU or otherwise) within the same country/region? Does it avoid overlap?	5

<sup>13</sup> The MPF Team will insert the scores for respective grids.

<sup>14</sup> DG HOME reserves the right to revise the Concept Note evaluation score should circumstances in the partner country have changed in the period between Concept Note Submission and the evaluation of the Full Proposal.

<b>4. Implementation approach and added value</b>	<b>25</b>
4.1 Is the action plan clear and feasible? Is the timeline realistic?	5
4.2 To what extent is the choice and level of involvement of co-applicants and/or other implementing partners satisfactory?	5
4.3 Does the proposal envision impact on more than one EU MS and targeted countries? Does it offer potential to promote structural intra EU cross-border cooperation, including through the establishment of EU MS consortia and involvement of more than one partner country?	5x2*
4.4 To what extent does the proposal contain particular added-value elements (e.g. the promotion or consolidation of public-private partnerships, innovation, good practices, scope for replication, extension, capitalisation on experience?)	5
<b>5. Sustainability of the action</b>	<b>10</b>
5.1 Are the expected results of the proposed action <i>financially</i> sustainable (if applicable)? ( <i>e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs</i> )	5
5.2 Are the expected results of the proposed action sustainable from the following perspectives? <ul style="list-style-type: none"> <li>- <i>Institutionally</i> (if applicable) (<i>will structures allow the results of the action to be sustained at the end of the action? Will there be local 'ownership' of the results of the action?</i>)</li> <li>- <i>At policy level</i> (if applicable) (<i>what will be the structural impact of the action — e.g. improved legislation, codes of conduct, methods</i>)</li> <li>- <i>Environmentally</i> (if applicable) (<i>will the action have a negative/positive environmental impact?</i>)</li> </ul>	5
<b>6. Budget and cost-effectiveness of the action</b>	<b>15</b>
6.1 Are the activities appropriately reflected in the budget and the envisaged costs in line with the living costs and market prices in the countries?	5
6.2 Is the ratio between the estimated costs and the results satisfactory?	5x2*
<b>Maximum total score</b>	<b>110</b>

\*This score is multiplied by two (2) because of its importance.

If the total score for Section 1 (financial and operational capacity) is less than 7 points, the application will be rejected. In addition, minimum overall score of 75 is needed for an award to be made.

## 2.2. NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

The lead applicants will be informed in writing of the Contracting Authority's decision concerning their application and, if rejected, the reasons for the negative decision.

An applicant believing that its application has been rejected based on an error or irregularity during the award process may lodge a complaint.

Applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that should they be in one of the situations of early detection or exclusion, their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the early detection and exclusion system and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract.

For more information, you may consult the privacy statement available [here](#).

### **2.2.1. Indicative timetable**

***This is a rolling Call for Proposals. Applicants may propose projects (i.e. submit a Concept Note) at any time but ALL projects proposed must complete implementation on or before 31<sup>st</sup> May 2027.***

ICMPD will respond to Concept Notes submitted within 30 calendar days with either an invitation to submit a Full Application or a rejection.

Should an applicant be invited, it will have 60 calendar days as a standard to submit a Full Application. Additional time may be formally requested and agreed with due motivation (see 2.1.5 above).

ICMPD will respond to Full Applications within 60 calendar days of submission with the outcome of the Evaluation Committee.

Approximately 60 calendar days should be envisaged between confirmation of award and contract signature for possible needed adjustments to the proposed action.

<b>Stages</b>	<b>Date or indicative period</b>
Concept Note submission	Anytime until depletion of funds
Confirmation of receipt of Concept Note	Upon submission on the MPF website (automated message)
Concept Note rejection or invitation to submit Full Application	Within 30 calendar days from submission of Concept Note
Deadline for Full Application	Within 60 calendar days from invitation to submit Full Application
Confirmation of receipt of Full Application	Upon submission on the MPF website (automated message)
Communication of outcome of the Full Application evaluation process	Within 60 calendar days from submission of Full Application
Possible adjustments of proposed action and signature of Grant Contract	Approximately within 60 calendar days from positive award decision
Starting date of the action	Starting date will be agreed upon with the beneficiary and specified in the Grant Contract.
Latest possible end of implementation of awarded actions	31 May 2027

### **2.3. CONDITIONS FOR IMPLEMENTATION AFTER THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT**

Following the decision to award a grant, the beneficiary(ies) will be offered a contract based on the [standard grant contract](#). By signing the Grant Application Form, the applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant contract.

### **2.4. DOCUMENTS TO BE SUBMITTED**

For the Concept Note:

<a href="#">Lot 1 Concept Note</a> OR <a href="#">Lot 2 Concept Note</a> form (including a declaration on honour)	Filled and signed (Microsoft Word + PDF)
If the lead applicant is not a central governmental body (e.g. local or regional body), a letter of support from a relevant central body in the EU member state	Signed letter (PDF)
In case of no co-applicants from the target partner country(ies), a letter of support from the key concerned institution(s) in the partner country(ies).	Signed letter (PDF)

For the Full Application (following and conditional to approval of Concept Note):

<a href="#">Grant Application Form (including Annex I - Action Plan)</a>	Filled and signed (Microsoft Word + PDF)
<a href="#">Grant Application Annex II - Logical Framework</a>	Filled (Microsoft Word)
<a href="#">Grant Application Annex III - Budget for the Action</a>	Filled (Microsoft Excel)
<a href="#">Grant Application Annex IV – Financial and Operational Capacity Form</a> to be completed for each applicant and co-applicant(s)	Filled (Microsoft Word)
<a href="#">Grant Application Annex V - Declaration on honour</a> to be completed by each applicant and co-applicant(s) that is not a public body or an International Organisation (IO)	Filled and signed (PDF)

## 2.5. GRANT CONTRACT DOCUMENTS

Grant Contract documents and templates in case of award (for information only):

- Annex I: Special Conditions - Grant Contract Template
- Annex II: General Conditions applicable to an ICMPD-financed grant contract
- Annex III: Budget for the Action
- Annex IV: Rules for procurement by Grant Beneficiaries
- Annex V-1: Template of Payment Request for Grant Contract
- Annex V-2: Business Partner Registration Form / Financial Identification Form
- Annex VI-1: Interim Narrative Report template
- Annex VI-2: Final Narrative Report template
- Annex VI-3: Financial Report template
- Annex VII: Terms of Reference for an Expenditure Verification of a Grant Contract
- Annex VII-I: Table of Transactions and Errors
- Annex VIII: Pre-financing Guarantee
- Annex IX: Transfer of Ownership of Assets
- Annex X: Provisional Financial Report

All documents are available [here](#).

## 2.6. DATA PROTECTION

The submission of a proposal under this call involves the collection, use and processing of personal data. This data will be processed solely for the purpose of evaluating your proposal, subsequent management of your grant and, if applicable and needed, programme monitoring, evaluation and communication.



### 3. **USEFUL LINKS**

- [Asylum, Migration and Integration Fund \(AMIF\)](#)
- [Internal Security Fund](#)
- [Border Management and Visa Instrument \(BMVI\)](#)
- [Internal Security Fund – Borders and Visa \(ISF-B\)](#)
- [Visa Code](#)
- [Joint communication on a Renewed partnership with the Southern Neighbourhood](#)
- [Communication from the European Commission on a New Pact on Migration and Asylum](#)
- [Communication from the European Commission 'Attracting skills and talent to the EU'](#)
- [Handbook on Grant Financial Management for MPF grant beneficiaries](#)
- [EU daily allowance rates \(per diem\)](#)