



**Guidelines for a
Restricted Call for Proposals
with an Open Deadline
MPF III**

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1. Introduction

Bilateral cooperation between the EU and third countries in the areas of migration and mobility include a number of non-binding instruments that have evolved over time. The instruments take the form of Mobility Partnerships (MP), Common Agendas on Migration and Mobility (CAMM), Terms of Reference, and Migration and Mobility Dialogues.

The MP and the CAMM were the main non-binding instruments used from 2007 to 2016 to frame the EU migration and mobility dialogues with third countries including commitments on visa facilitation and readmission. MPs are signed by the EU and the EU Member States (MS); CAMMs are signed by the EU on behalf of all EUMS. The Mobility Partnership Facility (MPF) was designed to support the implementation of the migration dialogues and to provide funding for priorities jointly identified with partner countries.

With the adoption of the Partnership Framework in 2016, migration and mobility has become embedded in the broader context of EU external relations and encompasses dialogues with third countries, including in the form of Terms of Reference and Migration and Mobility Dialogues. They represent the framework for mutual commitments and project initiatives covering mobility, migration and asylum, including agreements on visa facilitation and readmission.

MPs offer a framework for an enhanced and tailor-made policy dialogue and operational cooperation with third countries in a wide range of fields related to migration and mobility, with concrete actions covering the following priorities:

- Better organising legal migration and fostering well-managed mobility;
- Preventing and combating irregular migration, and eradicating trafficking in human beings;
- Maximising the development impact of migration and mobility, and
- Promoting international protection, and enhancing the external dimension of asylum.

Mobility Partnerships (MPs) were launched in 2007 as one of the bilateral cooperation frameworks to implement the Global Approach to Migration and Mobility (GAMM). So far, MPs have been concluded with nine countries: Moldova (2008), Cape Verde (2008), Georgia (2009), Armenia (2011), Morocco (2013), Azerbaijan (2013), Tunisia (2014), Jordan (2014) and Belarus (2016). The signatories of a MP include the EU (represented by the Commission), the third country concerned, as well as a number of Member States on a voluntary basis. A MP is currently being negotiated with Lebanon.

The geographical distribution of the MP covers Eastern Partnership and Southern Mediterranean countries. Cape Verde rests an isolated case which, as far as progress on dialogue is concerned, is more closely aligned to the deliverables of the Eastern Partnership area.

The main objective of MPs is to offer tailor-made policy dialogue and operational cooperation with partner countries covering the four GAMM thematic priorities. MPs are formalised through a joint declaration containing a number of tailored targets, commitments and a package of specific support measures offered by the EU and interested MS.

CAMMs have been signed with Nigeria (2015), Ethiopia (2015), and India (2016). CAMMs are signed by the EU (represented by the Commission) on behalf of all its EU Member States and the third country concerned. The text of the Declaration and the implementation modality is the same as for the MPs.

The Migration Partnership Framework launched in 2016 aims to set a new results-oriented framework to mobilise and focus EU action and resources in the external work of managing migration. Since then, migration has become a central consideration in the EU's external relations and long-term cooperation. It has facilitated a closer, deeper and more ambitious strategic engagement and cooperation with partner countries on migration.

Terms of Reference have been agreed with Egypt and Iran, while with China negotiations on Visa Facilitation and Readmission agreements are integrated in the framework of the Mobility and Migration Dialogue.

In September 2017, the EC published the *Communication on the Delivery of the European Agenda on Migration* that assesses the impact of the measures put in place since 2015, and proposes new modalities and priorities to deliver the Agenda on Migration in relation to various thematic areas, including pilot projects on legal (labour) migration with third countries. The importance of building long-lasting partnerships with third countries was echoed also in the following EC *Communication on Managing migration in all its aspects: progress under the European Agenda on Migration* from December 2018 and the *Progress report on the Implementation of the European Agenda on Migration* from March 2019.

The MPF offers a solid response and reliable method to emerging priorities of the EU migration policy agenda in terms of topics and cooperation arrangements with third countries. It is a funding instrument to implement actions mutually beneficial to EU MS and partner countries within the framework of the priorities set in the MPs or CAMMs. The MPF is also a tool to promote an enhanced dialogue on migration and mobility through existing cooperation arrangements and processes and to test out new modalities of thematic cooperation (e.g. in the area of labour migration).

2. Functioning of the Mobility Partnership Facility (MPF III)

The overall objective of the MPF III is to contribute to operationalising the external dimension of the EU migration policy¹ and its specific political and operational instruments.

The MPF is implemented by ICMPD through a Contribution Agreement with the Directorate General for Migration and Home Affairs (DG HOME) of the European Commission (EC). The MPF became functional in January 2016 with the aim of contributing to operationalising the external dimension of EU migration policy and its specific political and operational instruments. The duration of MPF III is 48 months as of 01 January 2020.

The overall strategic guidance, leadership and oversight for the implementation of the MPF is carried out by the MPF Steering Committee (SC). The SC consists of representatives of the EC (DG HOME, the Directorate-General for Neighbourhood and Enlargement Negotiations - DG NEAR - and the Directorate-General for International Cooperation and Development - DG DEVCO, and the European External Action Service - EEAS). The SC is chaired by DG HOME, while ICMPD acts as secretariat and provides technical support/assistance for its functioning.

The MPF III is implemented through four strands. The present Call for Proposals is published in the framework of Strand A “Operationalisation of MP, CAMM Joint Declarations, Terms of Reference and other forms of migration dialogues with third countries through targeted actions” and Strand D “Facilitation and upscaling of pilot projects in the area of legal migration with selected partner countries”.

Through Strand A, MPF aims to support the preparation and implementation of cooperation arrangements on migration with partner countries by providing targeted, flexible and tailor-made assistance, mainly through grant contracts signed with EU MS.

The specific objective of Strand D is to provide technical and financial support for the development and implementation of pilot projects on legal migration.

The priorities of actions to be implemented under this Call shall be identified by EU MS and delegated international organisations in close cooperation with the partner countries.

Partner countries can be associated to grant applications as co-applicants or involved on a no-cost basis.

3. Eligibility of applicants

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

- Applicants and co-applicants have to be legal persons. Applications from natural persons are not eligible;

¹ In line with the GAMM, the EU Agenda on Migration/the new Partnership Frameworks and evolving priorities.

- In the case of actions supporting the implementation of a MP, only public bodies or IOs working in countries that have signed the respective MP shall be eligible;
- a) Applicants
- a public body of an EU MS (at central, regional or local levels);
 - an EU MS organisation (an entity established in a 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 from the MS);
 - an international organisation (IO);
- Additional criteria for Strand D: If the applicant is not a governmental body at central level, a letter of support from a relevant central body must be part of the application package.
- b) Co-applicants:
- Public bodies of a partner country (at central, regional or local levels) can join the applicant as co-applicant;
 - Public bodies of the same or another EU MS can join the applicant as co-applicant;
 - 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.

EU MS not participating in the implementation of the respective funds are not eligible. For AMIF, this concerns Denmark. For ISF Borders and Visa – Ireland, for ISF Police – Denmark.

4. Eligibility of applications

In order to be eligible for a grant, applications:

- a) Must be duly filled in by an eligible applicant (see heading 3 for eligibility criteria);
- b) Must be composed of documents listed in heading 19;
- c) Must seek EU co-funding of EUR 50 000 or more;
- d) Must seek EU co-funding not more than 95% of the total eligible cost.

5. Strand A: Objectives and activities

5.1 Objectives

The objective of Strand A is to identify and award actions that promote and support the European Commission's migration dialogues with partner countries, taking into account the overall level of cooperation, including on return and readmission with the EU which will be assessed, where relevant, in line with Article 25a of the visa code.

This strand includes support to the three strands of DG HOME's priority areas. The first thematic area supports activities under the Asylum, Migration and Integration Fund (AMIF). The second thematic area corresponds to the Internal Security Fund for Police Cooperation (ISF-Police). The third area concerns borders and visa (ISF-Borders and Visa).

Key criteria considered part of the objectives under this strand are:

- the contribution to the priorities defined in the Joint Declarations, Terms of Reference or other relevant documents establishing other cooperation frameworks with third countries;



- 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).

5.2 Eligibility of activities

Only activities scheduled to be completed by 31 August 2023 can be considered eligible under this Strand.

Eligible activities must clearly link to expected action results, in line with strand objectives (see heading 5.1).

For each thematic area, the following activities are considered eligible:

a) AMIF:

- Activities seeking to improve partner countries' policy and legal frameworks for migration and mobility, including through circular and temporary migration schemes, as well as better information and protection of migrants, including pre-departure training;
- Review and development of legislation, policy documents/strategies, action plans, policy tools and instruments, standard operating procedures;
- Capacity-building of partner country authorities in legal migration management (including migration monitoring);
- Capacity-building of partner country authorities to reintegrate migrants illegally staying in the EU;
- Practices and policies on migrants' contributions to national development;
- Partner countries' policy and legal frameworks as well as capacity-building on asylum policy and protection in line with international standards;
- Migration dialogue with relevant partner countries;
- Organisation of conferences and expert meetings;
- Studies, reviews and mappings;
- Evaluations and monitoring activities.

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b) For ISF-Police:

- Fight against, and neutralisation of, criminal networks and organisations active in the smuggling of migrants into the EU, to ensure effective law enforcement cooperation in this regard;
- Review and development of legislation, policy documents/strategies, action plans, policy tools and instruments, standard operating procedures;
- Trafficking in human beings, such as the labour exploitation of illegally staying third-country nationals or child sexual exploitation; victim protection, drug trafficking, cross-border joint police operations, access to and exchange of information, and exchange of best practices.
- Purchase of specific equipment which would be indispensable in relation to the abovementioned capacity building support and training;
- Organisation of conferences and expert meetings including peer to peer exchanges;
- Studies, reviews and mappings;
- Evaluations and monitoring activities.

c) For ISF-Borders and Visa:

- Support the dialogue on visa issues with third countries, as well as their consular capacities, and cooperation with the EU and EU MS, in line with the EU common visa policy;
- Capacity building of partner country authorities in border surveillance;
- Review and development of legislation, policy documents/strategies, action plans, policy tools and instruments, standard operating procedures;
- Integrated border management and cross-border cooperation with the aim of enhancing regional cooperation in border management between EU MS and third countries;



- Strengthening the security of identity and travel documents in third countries;
- Purchase of specific equipment which would be indispensable in relation to the abovementioned capacity building support and training;
- Organisation of conferences and expert meetings including peer to peer exchanges;
- Studies, reviews and mappings;
- Evaluations and monitoring activities.

6. Strand D: Objectives and activities

6.1 Objectives

The overall objective of Strand D is to identify and award actions that will propose new modalities and priorities in order to deliver the Agenda on Migration in relation to legal (labour) migration from third countries. This is to be achieved through targeted, flexible and tailor-made assistance for partner countries, taking into account the cooperation of the third country with the EU in the area of migration management (including readmission) and in line with the Partnership Framework approach. Dedicated funding will be provided to the relevant EU MS to help organise the different stages of the legal migration process, including mobility, within the scope of the Asylum, Migration and Integration Fund (AMIF).

The pilot projects' objectives are to:

1. Offer additional safe and legal pathways to migrate for work or study;
2. Contribute to addressing labour shortage gaps in certain sectors of the labour markets of Member States;
3. Facilitate or further develop cooperation with third-countries on a comprehensive management of migratory flows, including on issues such as prevention of irregular migration and readmission of irregular migrants.

Key criteria considered part of the objectives under this strand are:

- the degree of contribution to the priorities defined in the EU Agenda on Migration and to the objectives above;
- 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).

6.2 Eligibility of activities

The operational implementation of the activities must end by 31 August 2023.

Eligible activities must clearly link to expected action results, in line with strand objectives (see heading 6.1).

Eligibility of geographical scope will be assessed on a case-by-case basis.

Pilot projects should be based on a thorough analysis of labour market demand/offer in Member States and countries of origin, with a preference for temporary forms of migration.

This may include circular migration schemes where Member States are committed to ensure a repeated mobility of the same individual. At the same time, there are also examples of successful projects with a more long-term perspective. The pilot projects could therefore also develop longer-term migration recruitment, should Member States wish to do so, having due regard to third countries' possible concerns related to brain drain.



Circular migration schemes should be prioritised only in cases where there are clear linkages with seasonal peaks of work demand. For example, in the agriculture sectors or in the tourism industry.

Pilot projects on temporary/circular migration should aim at developing a set of common standards (e.g. with regards to thorough pre-departure qualification, integration support, reintegration measures). Pilot projects which include elements of vocational training will also be considered.

Capacity building activities in countries of origin should in any case 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 are in place to ensure implementation.

Pilot projects should take due account of ongoing projects in relevant field to ensure complementarity and synergies with existing actions and financial commitments.

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

a) Horizontal pillar - 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 the institutional capacity of partner countries. Public bodies competent on the labour market as well as labour migration and education/training (i.e. Ministries, national agencies, employment agencies) should be involved in order to ensure a successful recruitment of potential migrants, an 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.

In order to support the implementation of the projects, Member States could use the technical assistance of, among others, international and intergovernmental organisations, NGOs as well as the private sector.

b) Pre-departure

Pre-departure measures should be developed in parallel to the institutional capacity building needed to ensure successful implementation of each activity.

Overall objective: to develop a 'pool' of candidates from which the private sector/MS can draw.

ACTIVITY	OBJECTIVE
Recruitment of potential candidates	In cooperation with agencies from TCS, to select potential candidates for training courses. This may include an awareness raising campaign and forums with the private sector.
Training	Each implementing agency organises tailored training for their labour markets and their technical needs, including language and vocational training.
Skills enhancement	Enhancing the skills needed by the labour markets of the MS.
Work place awareness training	To prepare potential candidates for the environment of the workplaces in EU MS.
Recruitment to workplace: demand-offer skills matching	To develop a platform from which MS and employers can draw the candidates needed.



c) Mobility phase in the EU Member State

Mobility and, where needed, 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 with a view to developing migrants' knowledge and skills for potential further use upon return.

Overall objective: to support the temporary/circular migration of selected candidates and their integration, albeit short term, in the local labour market of the MS as well as its society, ensuring that agreed-upon professional development goals are met.

ACTIVITY	OBJECTIVE
Mobility support (travel, accommodation)	This may include all the phases necessary for mobility, including travel and first accommodation upon arrival. To the largest extent possible, this should be implemented together with employers.
Support measures	This may include (but is not limited to): further language training, access to cultural mediators, workplace mentoring, skills enhancement, coverage of costs for subsistence and courses (e.g for elements of vocational training).
Workplace monitoring	In partnership with employers, set a development programme for each candidate, incl. skills and progress goals for the time spent in the EU, and monitor its implementation. Relevant skills for the labour market of countries of origin should be taken into account in partnership with the relevant agencies.
Entrepreneurship training	In sectors where this may apply and fit within the frame of the work carried out, develop courses for labour migrants aimed at giving them the skills to start-up businesses upon return to countries of origin.

d) Reintegration in the country of origin following mobility

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

Overall objective: to support the actors and stakeholders involved in reintegration of labour migrants, ensuring this effectively occurs via either integration in the local labour market or through business creation of migrants.

ACTIVITY	OBJECTIVE
Diaspora support	Involve diaspora in the return of labour migrants, by supporting the role diaspora play in enhancing the developmental impact of labour migrants returning to their country of origin.
Mentoring for recruitments	In association with the relevant local agencies, ensure that the skills acquired and the professional development followed are applied in the local labour market.

Recruitment to workplace: demand-offer skills matching upon return	Bring in the local private sectors and employers in a platform from which they can select the labour migrants with the skills they need.
Micro financing for start-up funding	<p>Development of skills aimed at launching a business/start-up upon return, fund the kick-off of such business. The support of the mentors in the EU MS should be continued in the early stages of reintegration in the partner country.</p> <p>Development of skills aimed at launching a business/start-up, addressed to third countries nationals, residing in home countries, with the purpose of reducing forced migration and brain drain.</p>
Local community re-integration	Support reintegration of migrants in the local community. This should be particularly considered for cases of mobility to an EU MS of more than one year.

7. Ineligible activities

- a) Remuneration of final beneficiaries involved in temporary employment;
- b) In-cash reintegration support to returnees.

8. Evaluation criteria

An Evaluation Committee shall evaluate proposals on the basis of the following (weighted) criteria:

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8.1 Relevance of the proposal to the Strand objectives (30%)

- The action's alignment with objectives described in headings 5.1 (Strand A) and 6.1 (Strand D);
- Complementarity with other actions implemented within the same country/region and cooperation framework;
- Composition of the consortium, including the expertise of its members, and/or cooperation with partner countries' authorities, and their relevance for the proposed action.

8.2 Quality of the proposal and implementation methodology (30%)

- Clarity, consistency and coherence of the proposed activities;
- Implementation methodology, organisation of work, and strategy for action management, including the replication, sustainability and dissemination of results.

8.3 European added value (15%)

- Match with EU political and strategic objectives and agenda;
- Impact on more than one EU MS and targeted countries;
- 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.

8.4 The cost-effectiveness (25%)

- The degree to which the expected level of output and impact of the action seems proportional to the amount of the requested grant;
- Clarity and consistency of the estimated budget description.



Applications that pass the threshold of minimum 65% under each criterion may be considered for funding, provided sufficient budget is available.

9. Exclusion criteria

Applicants will be excluded from participating in the Call for Proposals procedure and from the grant award if they are in one of the following situations:

9.1 Exclusion from participation in the Call for Proposals

- a) They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) They or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of an EU MS which has the force of res judicata;
- c) They have been guilty of proven grave professional misconduct;
- d) They are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of Belgium or those of the country where the action is to be implemented;
- e) They or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the Union's financial interests;
- f) They are currently subject to an administrative penalty for: being guilty of misrepresentation in supplying the information required by the EC as a condition of participation in a procurement or grant award procedure or for failing to supply this information; or having been declared to be in serious breach of its obligations under grant agreements or contracts financed by the Union's budget.

9.2 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 9.1.

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

10. Timetable

Stages	Date or indicative period
Deadline for applications	Open deadline
Confirmation of receipt of the application	Within one working day

Evaluation period of each application	30 working days after receipt of application ²
Information to applicants	Upon finalisation of the evaluation process
Possible adjustments of proposed action	Between positive award decision and signature of Grant Contract
Signature of Grant Contract	Upon finalisation of Grant Contract
Starting date of the action	Starting date will be specified in the Grant Contract. In any case, the starting date cannot precede the date of signature of Grant Contract.
Latest possible end of implementation of awarded actions	31 August 2023

11. Legal Commitments

An award decision does not represent a legal or financial commitment. The award of each grant is subject to the conclusion of a Grant Contract duly countersigned between ICMPD and the Beneficiaries.

In the event a grant is awarded, a Grant Contract, drawn up in euro and detailing the conditions and funding rate, will be sent to the applicant.

12. Financial provisions

12.1 Available budgetary allocation for the call for proposals

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The total amount available for this call for proposals is **€15.756.488**

Strand A + D	
AMIF	EUR 15.145.141
ISF Police	EUR 154.935
ISF Borders and Visa	EUR 456.412

12.2 Co-financing rate

Under this call for proposals, ICMPD may finance up to 95% of the total eligible cost of the action. In kind contributions shall also be accepted as co-financing.

12.3 Non-cumulative award

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

12.4 Non-retroactivity

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

² If clarifications are required, this period will be prolonged by the time required for clarifications.

12.5 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.

13. Data Protection

Any personal data will be processed in line with the EU General Data Protection Regulation (EU/2016/679) solely for the purposes of the evaluation of Grant Application by the Grant Evaluation Committee and performance, management and monitoring of the Grant Contract by the Contracting Authority and may also be passed to the bodies charged with monitoring or inspection tasks under European Union law.

14. Applicable provisions for action implementation

Further details regarding e.g. role of beneficiaries, reporting obligations, monitoring of the action, and provisions on eligibility of costs and payment procedures are specified in the "[General Conditions applicable to an ICMPD-financed contract](#)" (Annex II to MPF grant contract).

15. Submission and evaluation procedure of grant applications

14.1 Submission of the application

The grant application shall be made using the templates available on the [MPF website](#).

The Grant Application Form as well as all other documents listed in the checklist (heading 16) shall be filled in in English and submitted through the online submission module at <https://mobilitypartnershipfacility.eu>.

The applicant will receive an e-mail confirmation of successful upload.

14.2 Evaluation of the application

Applications that pass the Administrative and Eligibility Check carried out by ICMPD will be subject to evaluation based on the criteria listed in Heading 8.

ICMPD, based on the deliberations of the Grant Evaluation Committee, reserves the right to suggest certain adjustments of proposals (narrative and budget) following the award decision and prior to the signature of the Grant Contract. Such changes may aim at enhancing the coherence of proposals, ensuring their cost efficiency and taking into account activities of other actions, which may not be known to the Applicant. They should not bring any major modification to the application such as adjustment or replacement of activities.

14.3 Start date and duration of the action

The starting date included in the Grant Application Form is indicative as the action will start:

- a) The day following that on which the second of the two parties signs the Grant Contract; or
- b) At a later date (to be specified in the Grant Contract).

The exact duration of the action shall be specified in the Grant Contract. The implementation period of any action awarded cannot go beyond **31 August 2023**. Any reporting on the implementation will have to be completed by 30 November 2023.

14.4 Accepted and rejected applications

ICMPD will notify applicants upon finalisation of the evaluation procedure. Successful applicants will be notified and subsequently will receive a copy of the Grant Contract for acceptance and signature. Unsuccessful applicants will receive a letter stating the reasons for refusal.

14.5 Final provisions

ICMPD reserves the right to clarify or amend these Guidelines if required, following prior approval of the SC, and to inform those concerned in due course through the appropriate channels. Any changes to the Guidelines should however not change the conditions for the submission of applications.

16. Questions

Any questions concerning these Guidelines for Call for Proposals with an open deadline can be addressed to MPF@icmpd.org.

17. Complaints procedure

In order to ensure administrative transparency, a fair, equitable and non-discriminatory complaints handling procedure for procurement and grants is established.

An applicant having a dispute or complaint about the award procedure should address ICMPD's Director for Resources and Operations Management in writing (ICMPD, Gonzagagasse 1, 5th floor, 1010 Vienna, Austria). The note should provide details of the basis upon which the dispute or complaint is being lodged, including:

- A statement regarding what the applicant considers was defective in the award procedure;
- Copies of, or references to, information to support the complaint; and
- A statement regarding what the applicant wishes to achieve as an outcome from the complaint process.

ICMPD's Director for Resources and Operations Management will acknowledge the complaint within 15 working days and request further information if required. He/she will conduct the necessary internal investigations and attempt to resolve the matter. If the applicant is not satisfied with the proposed solution, the organisation may address itself to ICMPD's Director General requesting a review process. The Director General shall establish a complaints committee taking on board, if so warranted, external experts to conduct an independent review. The applicant will be informed in writing about the establishment of the complaints committee and the envisaged timeframe for the review. Upon finalisation of the committee's work the applicant will receive notification in writing about the outcome of the review and the decision taken by the committee. The decision of the complaints committee shall be binding for all parties.

18. Publicity

The present Call for Proposals is published on the MPF website (<https://mobilitypartnershipfacility.eu>) and a link is provided in a dedicated sub-section of the webpage of DG HOME.

Information on awarded grants, stating action title, information on the applicant and on awarded funding will be published on the MPF website on a regular basis.



19. Documents to be submitted

The table below includes the documents that must be provided for the application to be eligible. Applicants are invited to use the table as a checklist in order to verify compliance with all the requirements. Please submit all documents in word/excel and pdf formats.

1	Grant Application Form	filled and signed	<input type="checkbox"/>
2	Grant Application Annex I – Timetable	filled	<input type="checkbox"/>
3	Grant Application Annex II – Logical Framework	filled	<input type="checkbox"/>
4	Grant Application Annex III – Financial Information Form to be completed for each applicant and co-applicant(s)	filled and signed	<input type="checkbox"/>
5	Budget for Action	filled	<input type="checkbox"/>
6	Strand D: If applicants are local or regional bodies, a letter of support from a relevant central body	signed letter	<input type="checkbox"/>

20. List of Annexes to MPF Grant Contracts

- 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: Procurement by Grant Beneficiaries
- Annex V-1: Payment Request for Grant Contract
- Annex V-2: Financial Identification Form
- Annex VI-1: Financial Report
- Annex VI-2: Interim Narrative Report
- Annex VI-3: Final Narrative Report
- Annex VII: Terms of Reference for an Expenditure Verification of a Grant Contract
- Annex VIII: Pre-financing Guarantee
- Annex IX: Transfer of Ownership of Assets
- Annex X: Provisional Financial Report

