

# Migration Partnership Facility (MPF)

## Guidelines for Call for Proposals 2023

### Borders and Security

**Update 25 June 2024**

**IMPORTANT NOTICE:**

*Should your proposal concern the establishment of or **Common Operational Partnership projects (COPs)** that support structured operational cooperation between law enforcement, judicial authorities and other relevant services of the participating EU Member States and third countries in order to fight against migrant smuggling, please note that ISF funding is available under the **Call for Proposals launched by the European Commission Directorate General for Migration and Home Affairs (DG HOME) on 07 May 2024, titled 'Common Operational Partnerships to prevent and fight against migrant smuggling with competent authorities of third countries (ISF-2024-TF2-AG-COP)**', with an application deadline on 04 September 2024, which you can find [here](#).*

*If you still decide to apply for such projects under the MPF a motivation as to why the MPF Call is more suitable should be included in your Concept Note.*



# Table of Contents

<b>1. OVERVIEW OF THE CALL FOR PROPOSALS</b>	<b>4</b>
1.1 Background.....	4
1.2 Objectives of the programme.....	4
1.3 Financial allocation provided by the contracting authority .....	5
1.4 Rules for this call for proposals .....	5
1.4.1 Eligibility criteria.....	5
1.4.2 Eligibility of applicants (i.e. lead applicant and co-applicant(s)) .....	5
1.4.3 Eligible actions: actions for which an application may be made.....	7
1.4.4 Eligibility of costs: costs that can be included.....	8
1.5 Exclusion criteria.....	10
1.5.1 Exclusion from participation in the Call for Proposals .....	10
1.5.2 Exclusion from award.....	11
<b>2. APPLICATION, EVALUATION AND AWARD</b>	<b>11</b>
2.1 How to apply and the procedures to follow.....	11
2.1.1 Concept notes .....	11
2.1.2 Where and how to submit a concept note .....	12
2.1.3 Evaluation and selection of concept notes .....	12
2.1.4 Full application .....	13
2.1.5 Where and how to submit a full application.....	13
2.1.6 Evaluation and selection of applications.....	14
2.2 Notification of the contracting authority’s decision.....	15
2.2.1 Indicative timetable .....	16
2.3 Conditions for implementation after the contracting authority’s decision to award a grant.....	16
2.4 Documents to be submitted.....	17
2.5 Grant Contract documents .....	17
2.6 Data protection.....	18
<b>3. USEFUL LINKS</b>	<b>18</b>

## **ACRONYMS**

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

**BMVI:** Border Management and Visa Instrument

**CAMM:** Common Agenda 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

**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 EU migration policy’s external dimension, with flexible support to EU member states (EU MS) and partner countries with a particular focus on priority regions including Southern Neighbourhood, Sub-Saharan Africa, Central Asia and Silk Routes.

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 over three phases of support but remains at heart a mechanism to support EU member states’ engagement with partner countries on agreed migration and internal security priorities through three funding frameworks – AMIF<sup>1</sup>, ISF<sup>2</sup> and BMVI<sup>3</sup>.

For the European Union, a constantly changing migration landscape has created new challenges and opportunities for better management and control of external borders and internal security of the EU. The MPF has served as an effective instrument to respond to such challenges and opportunities in the border management and internal security realm. The Facility’s grants support EU Member States, implementing the Team Europe approach, in the formation of partnerships with priority countries such that cooperation for the management of external borders and the internal security of the EU are strengthened. This includes support targeted at tackling irregular migration, smuggling of migrants and trafficking in human beings, combatting cross-border crime, enhancing internal security-related risk assessments and bolstering capacities to respond to migration-related crises.

## 1.2 OBJECTIVES OF THE PROGRAMME

The overall objective of the MPF is to support the implementation of the EU migration policy’s external dimension<sup>4</sup> and its specific political and operational instruments.

The MPF is currently implemented through four components:

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

The present Call for Proposals is published in relation to the ‘Grants’ component.

The **specific objective** of this Call is to support better management and control of external borders and internal security of the EU, by means of actions that tackle irregular migration and transnational organised crime through strengthened cooperation between EU MS and partner countries. A whole-of-route approach, where relevant, is encouraged.

---

1 [Asylum, Migration and Integration Fund](#)

2 [Internal Security Fund](#)

3 [Border Management and Visa Instrument](#)

4 [In line with the 2021 Pact on Migration and Asylum.](#)

### 1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this Call for Proposals is EUR 13,900,000, divided into 2 lots:

- **Lot 1: BMVI**  
Approximately EUR 3,900,000 is available for projects under this Lot.
  
- **Lot 2: ISF**  
Approximately EUR 10,000,000 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:

- 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.

#### Co-financing

With BMVI and ISF 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.

### 1.4 RULES FOR THIS CALL FOR PROPOSALS

#### ***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 - 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 central government 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 BMVI<sup>5</sup> and ISF funds are eligible<sup>6</sup> for the respective lots.

Moreover,

a) **Lead Applicants under this Call** have to be:

- A public body of an EU Member State (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:

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

*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.*

b) **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)<sup>7</sup>, 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.

**Geographic scope:**

---

5 For BMVI: all EU MS are eligible, except for Ireland. Four (4) Schengen associated countries (Iceland, Norway, Switzerland and Liechtenstein) are also eligible once the respective Agreements enter into force

6 For ISF, all EU MS are eligible except Denmark.

7 International organisations are international public-sector organisations set up by intergovernmental agreements as well as specialised agencies set up by them; the International Committee of the Red Cross (ICRC) and the International Federation of National Red Cross and Red Crescent Societies are also assimilated to international organisations. A non-profit organisation may be assimilated to an international organisation provided that it satisfies the following conditions: (a) it has legal personality and autonomous governance bodies; (b) it has been established to perform specific tasks of general international interest; (c) at least six Member States are members of the non-profit organisation; (d) it is provided with adequate financial guarantees; (e) it operates on the basis of a permanent structure and in accordance with systems, rules and procedures which can be assessed in accordance with Article 154(3) of the EU Financial Regulation.

Southern Neighborhood, Subsaharan Africa, Central Asia and Silk Routes countries.

### **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 May 2027.

#### Eligible fields, themes and activities

The objective of this Call is to promote and support the EU's migration priorities regarding the external borders and internal security of the EU with partner countries, taking into account the overall level of cooperation. Key priorities identified through any cooperation frameworks are targeted for support through this Call.

Eligible fields, themes and activities for applications:

Under **BMVI** funding framework:

- Integrated border management, in line with the New Pact on Migration and Asylum and in compliance with the Charter of Fundamental Rights of the European Union, enhancing the cooperation in border management between EU MS and partner countries;
- Investing in systems and services, training, exchange of experts, deployment of immigration liaison officers, innovative solutions and new technologies, studies;
- Strengthening the security of identity and travel documents in non-EU countries;
- Support to dialogue on visa issues with non-EU countries, as well as their consular capacities, and cooperation with the EU and EU MS, in line with the EU common visa policy;
- Review and development of legislation, policy documents/strategies, action plans, policy tools and instruments, standard operating procedures;
- Purchase of specific and limited equipment which would be indispensable to the above-mentioned capacity building support and training;
- Organisation of conferences, study visits and expert meetings, including peer to peer exchanges;
- Studies, reviews and mappings; and
- Evaluation and monitoring activities.

Under **ISF** funding framework:

It is first and foremost important to note that all proposed projects need to **contribute to tackling the irregular migration or human dimension of serious and organised crime (e.g. smuggling of migrants and trafficking in human beings etc.<sup>8</sup>)**.

Further details on ISF eligible fields, themes and activities for applications:

- Support to thematic or cross-theme networks to improve mutual confidence, exchange and dissemination of know-how, information, experiences and best practices, pooling of resources and expertise in joint centres of excellence;
- Capacity building of relevant law enforcement, judicial authorities and administrative agencies based on expressed needs in the partner country;

---

<sup>8</sup> See [EU Strategy on Combatting Trafficking in Human Beings 2021-2025](#) and [EU Strategy to tackle Organised Crime 2021-2025](#)

- Support to joint operations between countries of origin, transit and destination, simulations and other exercises involving EU MS and partner country security actors (e.g. law enforcement, judicial actors, NGOs etc.);
- Capacity building to combat criminal networks and organisations active in smuggling of migrants into the EU, to ensure effective law enforcement cooperation in this regard;
- Initiatives targeting trafficking in human beings including sexual and labour exploitation of illegally staying non-EU nationals and child trafficking;.
- Review and development of legislation, policy documents/strategies, action plans, policy tools and instruments, standard operating procedures;
- Purchase of specific and limited equipment which would be indispensable to the above-mentioned capacity building support and training;
- Organisation of conferences, study visits and expert meetings, including peer to peer exchanges;
- Studies, reviews and mappings; and
- Evaluation and monitoring activities.

### 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/or
- Operational committees.

In addition, it is expected that lead applicants will maintain close cooperation and communication with EU Delegations in target countries and with relevant EU agencies (e.g. Frontex, Europol, Eurojust, CEPOL) if applicable.

### 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;
- Actions that should preferably be funded by other relevant EU frameworks/funding sources such as the NDICI-Global Europe or IPA III.
- Actions solely or mainly concerned with procurement of goods or supplies.

### ***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**

### ***1.5.1 Exclusion from participation in the Call for Proposals***

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) (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**

A 2-step application process is foreseen. It consists of:

- 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 should 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 should 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 should 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 should 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. At this stage, if considered necessary, a meeting between the applicant(s) and the EU services may be convened to clarify aspects of the concept note.

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.

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:**

Section	Maximum score
<b>1. Relevance of the action</b>	<b>30</b>

1.1 How relevant is the proposal to the specific objective of the call for proposals stated in the guidelines for applicants? <i>(i.e. supporting better management and control of external borders and internal security of the EU, by means of actions that tackle irregular migration and transnational organised crime through strengthened cooperation between EU MS and partner countries)</i>	5x2*
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 management, partner country policy and the EU New Pact on Migration and Asylum and avoidance of duplication)</i>	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 EU cooperation between MS has been taken into account?	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>

*\*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.

#### **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.

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

**No additional annexes should be sent.**

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

Full applications should 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 should 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 NEAR) - based on the criteria in the evaluation grid below<sup>9</sup>.

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

**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:**

<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 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>
<b>Score transferred from the Concept Note evaluation</b>	Score to be inserted <sup>10</sup>
<b>3. Design of the action</b>	<b>20</b>

<sup>10</sup> DG HOME reserves the right to revise the Concept Note evaluation should circumstances in the partner country have changed in the period between Concept Note submission and the evaluation of the Full Proposal.

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 co-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>
5.1 Are the expected results of the proposed action sustainable? <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.

## 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 with an open deadline. 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>Indicative date or period</b>
Deadline for Concept Note	Open deadline
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	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<sup>11</sup>:

Concept Note 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 <u>letter of support</u> from a relevant central body in the concerned EU MS.	Signed letter (PDF)
In case of no co-applicants from the target partner country, a letter of support from the key concerned central government institution in the partner country.	Signed letter (PDF)

For the Full Application<sup>12</sup> (following and conditional to approval of Concept Note):

Grant Application Form (including Annex I - Action Plan)	Filled and signed (Microsoft Word + PDF)
Grant Application Annex II - Logical Framework	Filled (Microsoft Word)
Grant Application Annex III - Budget for the Action	Filled (Microsoft Excel)
Grant Application Annex IV – Financial and Operational Capacity Form to be completed for each applicant and co-applicant(s)	Filled (Microsoft Word)
Grant Application Annex V - Declaration on honour 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

---

<sup>11</sup> The Concept Note template is available [here](#)

<sup>12</sup> The Full Application templates are available [here](#)

- 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 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 \(ISF\)](#)
- [Border Management and Visa Instrument \(BMVI\)](#)
- [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](#)
- [Handbook on Grant Financial Management for MPF grant beneficiaries](#)
- [EU daily allowance rates \(per diem\)](#)