



# FMM West Africa

Support to Free Movement of Persons & Migration in West Africa

## FUND FOR NON – STATE ACTORS

## CALL FOR PROPOSALS GUIDELINES FOR APPLICANTS

[www.fmmwestafrica.com](http://www.fmmwestafrica.com)



EUROPEAN UNION



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# 1. Background Information

## 1.1 About the FMM West Africa Project

The project “Support to free movement of persons and migration in West Africa (FMM West Africa)” aims to maximize the development potential of free movement of persons and migration in West Africa by supporting the effective implementation of the ECOWAS Free Movement of Persons’ Protocols and the ECOWAS Common Approach on Migration.

FMM West Africa is jointly funded by the European Union and the ECOWAS Commission and is implemented by a Consortium of Partners: the International Organization for Migration (IOM), the International Centre for Migration Policy Development (ICMPD) and the International Labour Organization (ILO).

One of the components supporting the achievement of the Project’s overall objective is the promotion of the active engagement of Non-State Actors and local authorities in information and protection activities for the benefit of migrant and cross-border populations in West Africa. To this effect, the FMM West Africa Fund for Non-State Actors provides grants for the implementation of projects by Non-State Actors and local authorities.

## 1.2 About the Fund for Non-State Actors

### *Objective of the Fund*

The overall objective of the Fund is to enhance the participation of Non-State Actors in the implementation of the ECOWAS Free Movement Approach at regional, national and local levels. The Fund also seeks to strengthen the capacities of Non-State Actors and public local authorities from the West African Region and Mauritania to promote and protect the rights of migrants and to develop networks and cross-border cooperation projects.

### *Thematic areas of the Fund*

The thematic areas of the FMM West Africa Fund are the following:

1. Strengthening the free movement of persons, right of residence and establishment in the ECOWAS region;
2. Supporting the cross- border movement of populations and promoting cross-border cooperation;
3. Protection of vulnerable migrants and preventing violation of their fundamental human rights;
4. Protection and empowerment of migrant workers;
5. Reintegration of returning migrants;
6. Gender and migration dimension.

## 2. Eligibility criteria

### 2.1 Applicants and partners

#### *Applicants*

Applicants eligible to receive grants from the FMM West Africa Fund must be Non-State Actors<sup>1</sup> legally registered and operating in one of the 15 ECOWAS member states or Mauritania.

Eligible Non-State Actors include:

- Non-governmental organizations (NGOs);
- Economic and Social partners ( such as Trade unions and Employer's associations);
- Private sector ( such as Business organisations and other private sector associations);
- Traders and Transporters Associations or Syndicates;
- Media organizations;
- Migrants associations.

Eligibility criteria:

- The organisation is legally registered;
- The organisation has a management structure with clearly defined and divided roles and responsibilities;
- The organisation has sufficient technical and institutional capacity necessary for the efficient and effective implementation of the proposed project;
- The organisation documented a sufficient administrative and accountability capacity;
- The organisation has an annual statement of accounts and an internal control system with adequate internal manuals and financial guidelines;
- The organisation has a bank account operated by more than one signatory, and opened minimum two years ago.

#### *Partners*

In order to enhance local ownership, applicants are encouraged to submit proposals in partnership with public local authorities.

Eligible public local authorities include:

- Municipalities;
- Associations of municipalities;
- Local councils;
- Local administrative bodies of decentralized government institutions from cross-border areas.

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<sup>1</sup> The Cotonou Agreement signed in 2000 to govern relations between the EU and African Caribbean and Pacific countries defines NSAs as those players from the private sector, economic and social partners –including trade unions- and civil society in all its diversity according to national characteristics. A common feature lies in their independence from the State and the voluntary basis upon which they have come together to act and promote common interests.

Partners in this Fund are entities that participate in designing and implementing the project. They play a real role in the action but cannot receive funding from the action's budget.

If applying in partnership, the "Applicant" will be the leading organization and if selected, it will assume all legal and financial liability for the project completion.

The maximum number of partners (excluding the applicant) is two.

## **2.2 Activities**

The following activities are eligible for funding:

*1. Activities strengthening the free movement of persons, right of residence and establishment in the ECOWAS Region*

- Activities aimed at raising awareness on the ECOWAS legal norms regarding the free movement of persons, right of residence and establishment;
- Activities aimed at raising awareness on travel documents;
- Development and/or strengthening of information centers for people on the move at borders;
- Capacity building of transporters on the implementation of the Free Movement Protocols.

*2. Activities supporting the cross-border movements of populations and promoting cross-border cooperation*

- Activities aimed at supporting the development of cross-border social and cultural initiatives;
- Activities supporting cross-border community radios in their roles of promoting migrants' rights;
- Activities aimed at strengthening the capacity of cross-border traders and transporters on ECOWAS trade and free movement rules through awareness raising at border markets;
- Cross-border cooperation initiatives between public local authorities and Non-State Actors aimed at improving the living conditions and the respect of human rights of marginalized cross-border populations.

*3. Activities aimed at protecting migrants and preventing violation of their fundamental Human Rights*

- Activities providing direct assistance and protection to vulnerable migrants and victims of trafficking (access to healthcare, legal assistance, reintegration measures, psychological assistance, etc.);
- Providing shelter for victims of trafficking, including the provision of physical security, basic material assistance, medical care and counselling;
- Activities aimed at preventing re-trafficking of victims, through reintegration programs;
- Activities aimed at raising awareness of border officials on prevention, protection and prosecution in cases of trafficking in persons;
- Public awareness campaigns on the situation of vulnerable migrants and victims of trafficking, both through traditional channels (reflecting local cultures and traditions and offering information in local languages) as well as the mass media;

- Cooperation activities between public local authorities and Non-State Actors to protect vulnerable migrants and victims of trafficking, and prevent violation of their fundamental human rights.

#### *4. Activities aimed at protection and empowerment of migrant workers*

- Pre-employment information activities on labour rights, targeting specific sectors (trade, agriculture, construction, fishery, mining, etc.);
- Activities aimed at ensuring that private recruitment agencies comply with labour standards;
- Cooperation activities between public local authorities and relevant Non-State Actors (including trade unions, employers' associations, private firms, private recruitment agencies, etc.), aiming at protecting and empowering migrant workers;
- Activities facilitating migrant workers' insertion in the national labour markets of ECOWAS Member States;
- Activities guaranteeing equality of treatment with national workers, access to social security schemes and portability of social security rights for migrant workers and their families;
- Youth skills development.

#### *5. Activities aimed at reintegration of returning migrants*

- Activities that promote strategies for effective socio-economic reintegration of returning migrants;
- Activities providing direct assistance to most vulnerable returning migrants;
- Cooperation activities between public local authorities and relevant Non-State Actors, aimed at assisting the socio-economic reintegration of returning migrants.

#### *6. Activities taking into account the gender and migration dimension*

- Activities aimed at supporting the Implementation of the Draft Plan of action on Gender and Migration 2015-2020 and the Common Approach of Migration;
- Activities to support entrepreneurship training to female migrants;
- Activities to support the removal of all illegal trade barriers which stifle the entrepreneurs potential of women when they migrate;
- Activities that put in place mechanism to reverse irregular migration of young women and men from ECOWAS Region to other parts of the world.

The above list is not exhaustive and other activities can also be supported by the Fund provided that they directly contribute to the achievement of its objectives.

For activities related to sensitization or awareness-raising, the Fund will provide Non-State Actors with appropriate public information materials to inform and sensitize ECOWAS citizens.

## **2.3 Location and duration**

### *Project location*

The proposed project must be implemented in one or more ECOWAS Member States and/or Mauritania.

### *Project duration*

The planned duration of the project may not be less than 12 months and not exceed 18 months.

## **2.4 Budget and costs**

### *Project budget*

The total budget of the proposed project must fall between the following minimum and maximum amounts:

- Minimum amount: 50 000 EUR
- Maximum amount: 100 000 EUR

Not more than 30% of the project budget may be allocated to staff and office costs.

Not more than 10% of the grant funds may be spent on equipment provided a clear justification is offered as to its need to achieve project goals.

The grant is available for up to 100% of the total eligible costs of the project. Applicants are encouraged to illustrate funding opportunities and availability to sustain the funded project initiatives beyond this funding support.

### *Eligible costs*

Only eligible costs can be covered by a grant. To be eligible under this Call for Proposals, costs must be specific to the project activities stipulated in the proposal and be verifiable.

Eligible costs must:

- Have actually been incurred by the applicant during the implementation period;
- Comply with the principles of sound financial management, in particular value for money and cost-effectiveness;
- Be properly recorded, identifiable and verifiable, and be backed up by originals of supporting documents.

Grants may only be used to cover the following costs:

- Salaries of staff assigned to the project;
- Office costs (such as office rent, utilities, supplies);
- Goods and services necessary for project activities;
- Consultative services, provided that these are essential to project goals and objectives;
- Communication and visibility costs;
- Travel and per diem costs (provided that travel complies with IOM travel regulations).

All costs must be reasonable, allocable, and allowable in accordance with the terms of the Grant Agreement and the applicable cost principles.

The following costs are in-eligible:

- Profit or fee
- Indirect costs or overhead;
- Contribution in kind;
- Contingency reserve;

- Payments of previous obligations or debts;
- Taxes;
- Currency exchange losses;
- Costs incurred prior to the start date of the project;
- Costs of items already financed in another framework;
- Costs of project proposal preparation;
- Purchases of motor vehicles, land and buildings;
- Major infrastructural schemes;
- Salaries of staff not assigned to the project;
- International travel.

## 3. Application and selection process

### 3.1 Concept Note

The FMM West Africa Fund follows a two-step application process: the Concept Note and Full Proposal.

The first stage of the application process is in the submission of a Concept Note. Concept Notes should be prepared in accordance with the template provided in Annex 1 and written in one of the ECOWAS official languages (English, French or Portuguese).

Applicants should be precise and ensure the application is clear, particularly how the aims of the project will be achieved, the benefits that will flow from it and the way in which it is relevant to the Fund's objectives.

Concept Notes should be accompanied by the following annexes:

- Administrative Identification Form
- Partnership Declaration (if any)
- Copy of a valid certificate of registration of the organization
- Organisational Chart of the organization
- Check-List for Concept Note

#### *Deadline for the submission of Concept Notes*

The deadline for the receipt of Concept Notes is 15 August 2015. Any Concept Note submitted after the deadline will automatically be rejected.

#### *How to submit the Concept Note*

The Concept Note and annexes must be submitted per email to: [NSAFund@fmmwestafrica.com](mailto:NSAFund@fmmwestafrica.com). Applications sent by any other means or delivered to other email addresses will not be considered.

### 3.2 Full Proposal

Applicants whose Concept Notes have been successful will be invited to submit a Full Proposal.

Applicants must submit their Full Proposal in the template provided in Annex 2 and in the same language used when submitting the Concept Note. The elements outlined in the Concept note cannot be modified by the applicant in the full application form.

Full Proposals should be accompanied by the following annexes:

- Budget
- Logical framework
- Work plan
- Monitoring and Evaluation Plan
- Curriculum Vitae of the project team
- Copy of VAT exemption certificate (if applicable)
- Check-List for Full Proposal

The above mentioned documents must be submitted in the templates provided as Annex to these guidelines.

#### *Deadline for the submission of Full Proposals*

The deadline for the receipt of the Full Proposal is 15 October 2015. Any proposal submitted after the deadline will automatically be rejected.

#### *How to submit the Full Proposal*

The Full Proposal and annexes must be submitted per email to: [NSAFund@fmmwestafrica.com](mailto:NSAFund@fmmwestafrica.com). Applications sent by any other means or delivered to other email addresses will not be considered.

### **3.3 Evaluation and selection of Concept Notes and Full Proposals**

#### *Grant Evaluation Committee*

Concept Notes and Full Proposals will be examined and evaluated by the FMM West Africa Grant Evaluation Committee (GEC).

The Grant Evaluation Committee is the authorized body in charge of the review, selection and approval of submitted project proposals. The Grant Evaluation Committee is composed of the following institutions:

- ECOWAS Commission
- International Organization for Migration (IOM)
- International Centre for Migration Policy Development (ICMPD)
- International Labour Organization (ILO)
- EU Delegation (observer)

#### *Evaluation of the Concept Note*

##### **STEP 1: Administrative and eligibility check**

The Concept Note must fulfil the following administrative and eligibility criteria:

- The Concept Note has been submitted in due time;
- It follows the Concept Note Template provided in Annex 1 and is written in English, French or Portuguese;
- The applicant fulfils the eligibility criteria as defined in section 2.1 of the guidelines;
- The proposed project is to be implemented in one or more ECOWAS Member States and /or Mauritania;
- The duration of the project is minimum 12 months and maximum 18 months;
- The budget of the project is minimum 50 0000 EUR and maximum 100 0000 EUR.

##### **STEP 2: Content evaluation**

Concept Notes that have passed the first administrative and eligibility check will be evaluated by the Grant Evaluation Committee against the following criteria:

- Relevance of the project with respect to the needs of beneficiaries and coherence with the thematic areas as outlined in this Call For Proposals;
- Proposed methodology and expected sustainability of the project;

- The organization's operational capacity and expertise to implement the project.

Only the applicants of Concept Notes that have been pre-selected by the Grant Evaluation Committee will be invited to submit a Full Proposal.

#### *Evaluation of the Full Proposal*

##### STEP 1: Administrative and eligibility check

Full Proposals must fulfil the following administrative and eligibility criteria:

- The Full Proposal has been submitted in due time;
- It follows the Full Proposal Template provided in Annex 2 and is written in English, French or Portuguese;
- The budget, logical framework, work plan and monitoring and evaluation plan are attached to the proposal and in accordance with the templates provided in Annex 3, 4, 5 and 6.

##### STEP 2: Content Evaluation

Full Proposals that have passed the first administrative and eligibility check will be evaluated by the Grant Evaluation Committee against the following criteria:

- Relevance of the project with respect to the needs of beneficiaries and coherence with the thematic areas as outlined in this Call For Proposals;
- Proposed methodology and partnerships for the implementation of the project;
- Expected impact and sustainability of the project;
- Budget and cost-effectiveness;
- Operational capacity and expertise of the applicant and partners to implement the project.

#### *Provisional selection*

Applicants who have been provisionally selected under the final evaluation processes may be requested by the Fund to supply additional supporting documents, before a grant is awarded.

The Fund will also conduct in-depth interviews with the core project team and its management structure to assure technical expertise and institutional support pertaining to project management are in place.

Based on the submission and verification of the supporting documents and the interview of the project team, the Fund will submit a final recommendation to the Grant Evaluation Committee for the awarding of grants under this call for proposals.

### **3.4 Notification of the decision**

Applicants will be informed in writing of the decision concerning their application and the reasons for the decision. The Grant Evaluation Committee's decision to accept or reject an application for a grant is final.

## 4. Implementation of the project: Reporting, monitoring and evaluation

### 4.1 Grant agreement

Following the decision to award a grant, the beneficiary organization will sign a Grant Agreement with the International Organization for Migration (IOM).

### 4.2 Reporting

The Grant Beneficiary shall provide the Fund with full information on the implementation of activities and submit quarterly progress and financial reports and a final narrative and financial report using the reporting templates provided in Annex 12 and Annex 13. The reporting requirements will be established in the Grant Agreement.

### 4.3 Monitoring and evaluation

The Grant Beneficiary is responsible for monitoring the project implementation and evaluating its results. A monitoring and evaluation plan must be developed for this purpose in line with the template provided in Annex 6.

The Fund will monitor the implementation of the projects through progress reports, site visits, meetings with project stakeholders and participation in project events. The Grant Beneficiary may be subject to field monitoring visits by representatives of the Fund.

Applicants should note that as recipients of a grant, they will be required to cooperate fully with any evaluations or audits, which may be conducted or commissioned by the Fund at its discretion.

### 4.4 Financial management

Grant Beneficiaries have the responsibility to administer the financial resources paid out to them in accordance with sound financial management and accounting procedures. Rules for accounting, control and audit will be established in the Grant Agreement.

The Fund will organize a training session on project administration, financial management and procurement after the signing of the Grant Agreements. Participation in this training is mandatory for all Grant Beneficiaries.

### 4.5 Visibility

Applicants should include in their full proposal applications and budgets, their planned measures to guarantee visibility to their activities and that of the Fund and its donors (European Union, ECOWAS). Appropriate visibility materials and templates will be provided by the Fund.

# Annexes

ANNEX 1:	Concept Note Template
ANNEX 2:	Full Proposal Template
ANNEX 3:	Budget Template
ANNEX 4:	Logical Framework Template
ANNEX 5:	Work Plan Template
ANNEX 6:	Monitoring and Evaluation Plan Template
ANNEX 7:	Curriculum Vitae Template
ANNEX 8:	Administrative Identification Form
ANNEX 9:	Partnership Declaration Form
ANNEX 10:	Check List for Concept Note
ANNEX 11:	Check List for Full Proposal
ANNEX 12:	Narrative Reporting Form
ANNEX 13:	Financial Reporting Form