

Table of Contents

1.	Introduction	1
2.	Functioning of the Silk Routes Facility.....	1
3.	Objectives and Priorities of the Call	2
3.1	Objectives of the Call.....	2
3.2	Priorities of the Call	2
4.	Budget available	2
5.	Timetable	3
6.	Administrative criteria.....	4
7.	Eligibility criteria.....	4
7.1	Eligibility of applicants.....	4
7.2	Eligibility of actions.....	5
7.3	Ineligible actions.....	5
8.	Award criteria.....	5
8.1	Evaluation of the Concept Notes.....	5
8.2	Evaluation of the Grant Applications.....	6
9.	Exclusion criteria	7
9.1	Exclusion from participation in the Call for Proposals.....	7
9.2	Exclusion from award	8
10.	Legal Commitments.....	8
11.	Financial provisions	8
11.1	Non-cumulative award.....	8
11.2	Non-retroactivity.....	8
11.3	Non-profit	8
12.	Data Protection	8
13.	Additional provisions.....	9
14.	Submission and evaluation procedure of Concept Notes and Grant Applications	9
14.1	Submission of the Concept Notes.....	9
14.2	Submission of the Grant Applications.....	10
14.3	Start date and duration of the projects	10
14.4	Accepted and rejected applications.....	11
14.5	Right to modify proposal.....	11

15.	Final provisions.....	11
16.	Questions	11
17.	Complaints procedure.....	11
18.	Publicity	12
19.	Checklist of documents to be submitted.....	12
Annex I:	Concept Note format	12
Annex II:	Grant Application Form.....	12
Annex III:	Budget for the Action.....	12
Annex IV:	Draft Grant Contract	12

1. Introduction

The project “Improving Migration Management in the Silk Routes Countries” aims at maximising the development potential of migration and mobility within the Silk Routes and Central Asia regions and towards major labour receiving countries as well as to establish comprehensive regional responses to migration and mobility with full respect of human rights and protection of migrants.

Under its Silk Routes Facility component, the project supports concrete implementation of the thematic priorities set out in the Istanbul Ministerial Declaration adopted in 2013¹.

The Silk Routes Facility is the capacity-building component of the project and is dedicated to operationalising Istanbul Ministerial Declaration through two types of instruments:

- Facility for Short-term Technical Assistance (hereinafter the Short-term Assistance)
- Facility for Concrete Large-scale Initiatives (hereinafter the Silk Routes Facility)

These Guidelines focus on the process and criteria applicable to concrete large-scale initiatives.

2. Functioning of the Silk Routes Facility

The Silk Routes Facility provides an opportunity for concrete operationalisation of the Istanbul Ministerial Declaration through projects implemented in partnership between EU member states and their institutions, international or civil society organisations with the Silk Routes (SRC) and Central Asian (CAC) countries, namely Afghanistan, Bangladesh, Iran, Iraq, Kazakhstan, Kyrgyzstan, Pakistan, Tajikistan, Turkmenistan and Uzbekistan.

This Facility aims at larger scale support to strengthen policy development and institutional capacities, including through procurement of appropriate technical infrastructure related to all areas of migration management. The support will combine policy making and capacity building with rehabilitation/renovation of existing infrastructure, equipment, software development, research/studies and other types of support.

Applicants are strongly encouraged to jointly plan the proposed initiatives in close cooperation with the beneficiary SRC and CACs, thereby ensuring their ownership, sustainability and effective realisation. Whereas proposals on behalf of consortia of several applicants (for instance several EU Member States) targeting more than one SRC or CACs are being encouraged, bilateral initiatives between one applicant and a single SRC or CACs are also welcomed.

Contracting and reporting requirements will ensure that relevant knowledge and outputs of individual projects will continuously feed into the Budapest Process political agendas and contribute to enhancing the knowledge base for evidence-based policy making.

In order to implement the large-scale actions, ICMPD will sign Grant Contracts with applicants who have submitted a project proposal that has successfully passed the evaluation process of the open Call for Proposals.

The Silk Routes Facility team will then accompany, monitor and evaluate the implementation of activities carried out under the Grant Contracts.

¹ <https://www.budapestprocess.org/silk-routes-partnership/istanbul-ministerial-declaration>

3. Objectives and Priorities of the Call

3.1 Objectives of the Call

The overall objective of the Call is to identify and award actions that will contribute to operationalising of the six priority areas of the Istanbul Ministerial Declaration, as well as those that address issues related to the climate change induced migration and female specific aspects of migration.

3.2 Priorities of the Call

The action must be clearly attributable to one of the priorities outlined in the Istanbul Ministerial Declaration as follows:

- Better organise and improve conditions for **legal migration and mobility**,
- Support the **integration** of migrants and counteract phenomena of discrimination, racism and xenophobia,
- Maximise the positive impact of migration on **development**, both in countries of origin and of destination,
- Prevent and counteract **irregular migration**, facilitate **return and readmission** of irregular migrants, support sustainable reintegration where relevant and applicable, and combat criminal networks involved in **smuggling** of migrants,
- Prevent and combat **trafficking in persons**, address its root causes and provide adequate protection and support to trafficked persons,
- Promote **international protection** and the respect of the rights of refugees, in line with international standards.

In addition, the action can also address issues pertaining to:

- Climate change induced migration
- Female migration

While the focus is on capacity-building activities, other types of actions which address the relevant priorities are not precluded. Projects targeting rehabilitation/renovation of existing infrastructure, equipment, software development, research/studies and other types of support will also be considered.

4. Budget available

The total budget available for financing is **EUR 1.500.000** (one million five hundred thousand euros).

Applicants must seek funding equal to or more than **EUR 150.000** and equal to or less than **EUR 250.000**. ICMPD reserves the right not to distribute all the funds available.

5. Timetable

The final deadline for submission of Concept Notes for pre-approval is 12 June 2020. The final deadline for submitting full Grant Applications under the Silk Routes Facility Call for Proposals is 31 July 2020. The evaluation process will be conducted in a standing and continuous process which will start the moment a concept note/application is received by the Silk Routes Facility team.

ICMPD reserves the right to close the Call for Proposals prior to the aforementioned deadline if and when the funding ceiling is reached. The evaluation process will follow the subsequent indicative timetable:

Stages	Indicative period
Confirmation of receipt of the Concept Note	Within one working day
Evaluation period of each Concept Note	Max. 15 working days after receipt of Concept Note.
Notification of applicant on pre-approval decision	Upon finalization of the Concept Note evaluation
Submission of a full Grant Application	Max. 22 working days after receipt of notification of pre-approval of the Concept Note
Confirmation of receipt of the Grant Application	Within one working day.
Evaluation period of each Grant Application	Max. 20 working days after receipt of application. If there is a need for clarifications and/or consultations with relevant country(ies), this period will be prolonged by the time required for clarifications/consultations to take place.
Notification of applicant of Award Decision	Upon finalisation of the evaluation process.
Signature of the Grant Contract	Upon finalisation of the 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 the Grant Contract.

6. Administrative criteria

Concept Notes and Grant Applications must be sent no later than the deadline for submitting applications referred to in section 5. **Only those Grant Applications for which Concept Notes have been pre-approved by the PSC will be considered for funding.**

Concept Notes and Grant Applications should be submitted using the templates provided (see section 19).

Preferably, Concept Notes and Grant Applications should be sent electronically to silkroutesfacility@icmpd.org. In exceptional circumstances, applications may be sent by registered post to the following address:

International Centre for Migration Policy Development
Attn. Silk Routes Facility
Gonzagagasse 1, 5th floor
1010 Vienna, Austria

Concept Notes and Grant Applications must be drafted in English. Concept Notes and Grant applications in other languages will be rejected. Proposed actions must be completed **by 30 April 2021**. Applications for actions scheduled to run beyond this date may be rejected. Duration of proposed actions must range between 6 and 18 months

Applicants must seek funding equal to or more than **EUR 150.000** and equal to or less than **EUR 250.000**.

7. Eligibility criteria

7.1 Eligibility of applicants

In order to be eligible for a grant, the applicant must be a legal person and be non-profit making. In addition, the lead applicant should be either:

- a) A public authority or a public or semi-public governmental agency established in a Member State of the European Union;
- b) An international organisation²;
- c) A non-governmental organisation, employers' or workers' association, a university or another higher education establishment, or another relevant non-State actor established in a European Union member state or Silk Routes or Central Asia country targeted by this Call for Proposals.

The lead applicant should be directly responsible for the preparation and management of the action and act as an intermediary between the Contracting Authority and any potential co-applicant(s).

² The term "international organisations" is used in this Call for Proposals as defined in the Rules of Application of the EU Financial Regulation (Article 43): (a) international public-sector organisations set up by intergovernmental agreements, and specialised agencies set up by such organisations; (b) the International Committee of the Red Cross; (c) the International Federation of National Red Cross and Red Crescent Societies; (d) other non-profit organisations assimilated to international organisations by a Commission decision.

The following criteria apply to co-applicants (if relevant):

- a) Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant;
- b) In addition, public authorities or public or semi-public agencies established in SRC and CACs are also eligible as co-applicants.

7.2 Eligibility of actions

Activities implemented by the applicant and, if applicable, co-applicant(s), supporting priorities outlined in section 3.2 of these Guidelines are eligible. Specifically, the following criteria apply:

- a) The action must be clearly attributable to one of the priorities of Istanbul Ministerial Declaration, or address issues pertaining to climate change induced migration or female migration;
- b) The action must target at least one SRC or CAC.

7.3 Ineligible actions

- a) Actions covering countries that are not listed in the section 2 of this Call for Proposals;
- b) Duplication of actions funded by the EU or by other sources of financing;
- c) Ongoing activities which are already funded by the EU or by other sources of financing;
- d) Provision of equipment that is not indispensable in relation to the proposed capacity building activities;
- e) Provision of individual sponsorships/scholarships for participation in workshops, seminars, conferences, congresses, training courses, etc.;
- f) Proposals consisting exclusively of studies and/or conferences.

8. Award criteria

8.1 Evaluation of the Concept Notes

Concept notes will be evaluated based on the criteria defined bellow. A minimum of 30 points overall out of 50 total, and half of available points under each criteria needs to be awarded by the Project Steering Committee for the Concept Note to be pre-approved.

- a) Summary of the action (13 points)
- b) Relevance of the action (13 points)
- c) Methodology and Sustainability (9)
- d) Expertise and operational capacity (9)
- e) Complementarity (6)

8.2 Evaluation of the Grant Applications

Eligible applications will be assessed on the basis of the award criteria defined below. A minimum of 70 points overall out of 100, and half of available points under each criteria needs to be awarded by the Project Steering Committee for the proposal to be approved for funding.

a) Relevance of the proposal to the objectives of the Call (20 points)

Particular attention will be paid to:

- The degree of contribution to the priorities to the priorities outlined in section 3.2 of this Call for Proposals;
- The degree to which proposed actions address national priorities in the area of migration stipulated in national policy documents;
- The thorough justification and description of the needs-based logic of the proposed action.

b) Quality of the proposal (20 points)

Particular attention will be paid to:

- Clarity, consistency and coherence of the proposed activities;
- The foreseen activities and implementation methodology, related risk analysis, organisation of work, and strategy for project management, including the replication, sustainability and dissemination of results;
- The degree of inclusiveness of the proposed action (for instance broad partnership involving various categories of stakeholders);

c) Added value and partnership building (30 points)

Particular attention will be paid to:

- A clear strategy to ensure the sustainability of the action, including an exit strategy;
- The existence of mechanisms to involve a key group of SRC, CACs and European countries and/or organisations, either in implementation or in the form of an expert advisory group;
- The degree to which the action fosters ownership, in particular by involving and consulting the SRC, CACs and/or organisations covered by the action in the project definition phase³. Letters of support from the targeted SRC and CACs countries are a distinct advantage;
- The composition of the consortium, including the expertise and implementation capability of its members, and/or cooperation with dialogue partner countries' authorities.

³ Additional proof of this consultation process may be requested.

d) Complementarity (15 points)

Particular attention will be paid to:

- Coherence, complementarity and synergies with other existing or planned initiatives;
- The identification of lessons learnt from previous or ongoing initiatives.

e) Efficiency: (15 points)

Particular attention will be paid to:

- The degree to which results are to be obtained at a reasonable cost and the requested amount is consistent with the nature and scope of the action;
- Clarity and consistency of the estimated budget description.

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 a Member State 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 European Commission 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 European Commission 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 co-applicants who are guilty of misrepresentation.

10. 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 in writing.

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

Please note that the award of a grant does not establish any entitlement for subsequent years.

11. Financial provisions

11.1 Non-cumulative award

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

11.2 Non-retroactivity

No grant may be awarded retroactively for actions already completed. In any case, costs eligible for financing may not have been incurred prior to the date of signature of Grant Contract.

11.3 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.

12. Data Protection

Any personal data will be processed solely for the purposes of the evaluation of Grant Application by the 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.

13. Additional provisions

Further details regarding e.g. the role of beneficiaries, reporting obligations, monitoring of the action, and provisions on eligible costs and payment procedures are specified in the “General Conditions applicable to an ICMPD-financed Grant Contract”. In regards to reporting and monitoring, it shall be noted that in addition to the usual contract management practices, the Silk Routes Facility team is bound to closely follow the implementation of the action. This shall enable the Silk Routes Facility and overall “Improving Migration Management in the Silk Routes Countries” project to collect additional information in order to expand the available knowledge base for evidence-based policy making.

14. Submission and evaluation procedure of Concept Notes and Grant Applications

14.1 Submission of the Concept Notes

In the first instance, only Concept Notes must be submitted for evaluation. Thereafter, applicants whose Concept Notes have been pre-approved will be invited to submit full Grant Application. **Only those Grant Applications for which Concept Notes have been pre-approved by the PSC will be considered for funding.**

Concept Notes received after 12 June 2020 will not be considered.

Concept Notes shall be submitted using the attached Concept Note format, in English language. Concept Notes shall be submitted by e-mail to the following address:

silkroutesfacility@icmpd.org

Subject: “Silk Routes Facility – Call for Proposals”

In exceptional circumstances, Concept Notes may be sent by registered post to the following address:

International Centre for Migration Policy Development

Attn.: Silk Routes Facility

Gonzagagasse 1, 5th floor

1010 Vienna, Austria

The Silk Routes Facility team will confirm the receipt of the Concept Notes. ICMPD reserves the right to request additional supporting documents and/or clarifications.

The Silk Routes Facility team will inform the Project Steering Committee (PSC) of receipt of the Concept Notes. The PSC will conduct the evaluation of submitted Concept Notes and will make the decision on pre-approval of initiatives. In cases when PSC meeting cannot be convened, the evaluation and decision making process will be conducted via written procedure.

After a positive pre-approval decision, ICMPD will invite an applicant to submit full grant application within 22 working days after pre-approval of the Concept Note.

14.2 Submission of the Grant Applications

Following the pre-approval of the Concept Note applicant shall submit full Grant Application. Grant Applications shall be done using the attached Grant Application Form template. They shall be supplemented by a detailed budget in euro, using the attached Budget for the Action template.

For reasons of efficiency, and as a general rule, the Grant Application Form as well as all other documents should be completed in English.

Grant Applications received after 31 July 2020 will not be considered for funding.

Grant Applications together with all the other documents listed in the checklist (section 19) shall be submitted by e-mail to the following address:

silkroutesfacility@icmpd.org

Subject: "Silk Routes Facility – Call for Proposals"

In exceptional circumstances, applications may be sent by registered post to the following address:

International Centre for Migration Policy Development

Attn.: Silk Routes Facility

Gonzagagasse 1, 5th floor

1010 Vienna, Austria

The Silk Routes Facility team will confirm the receipt of the application and perform an administrative and eligibility check. ICMPD reserves the right to request additional supporting documents and/or clarifications.

If the application passes this initial check, the Silk Routes Facility team will inform the Project Steering Committee (PSC) and will set up the decision making process dynamics for each of the proposals. The PSC will conduct the evaluation of submitted proposals and will make the decision on approval of their funding. In cases when PSC meeting cannot be convened, the evaluation and decision making process will be conducted via written procedure.

After a positive award decision, ICMPD will sign a Grant Contract (see template in annex) with the applicant. Upon the signature of the Grant Contract, the applicant will implement the action in partnership with the co-applicant(s), in accordance with the Grant Contract.

If at any stage of the process the application is rejected, the applicant still has the option to apply for the Facility for Short-term Technical Assistance (STA) (outlined in section 1 of this Call for Proposals) which may provide the necessary expertise to bring the action in line with the Guidelines applicable to Silk Routes Facility. STAs are managed by the Silk Routes Facility team and deploy external expertise. It must be noted that the decision regarding the implementation of an STA is subject to approval by the PSC as well.

14.3 Start date and duration of the projects

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) a later date (to be specified in the

Grant Contract). Applicants should note that if their project is selected, they may receive the Grant Contract after the start date of the action that they have set.

The exact duration of the action shall be specified in the Grant Contract, depending on the submission/reward date, due to the fact that implementation period of any action awarded cannot go beyond **30 April 2021**.

14.4 Accepted and rejected applications

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

14.5 Right to modify proposal

The Silk Routes Facility team, based on the deliberations of the PSC, reserves the right to suggest certain modifications of proposals (narrative and budget) following the award decision and prior to the establishment of the Grant Contract. Such changes aim at enhancing the coherence of proposals, ensuring their cost efficiency and taking into account activities of other actions, which might not be known to the applicant. They should not bring any major adjustment of the application. This may include suggestions to revise, change or replace activities within an action, including the possibility of involving additional stakeholders.

15. Final provisions

The Silk Routes Facility team reserves the right to revise/update these Guidelines if required and to inform those concerned in due course through the appropriate channels. Any changes to these 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 and on how to fill in the Grant Application Form can be addressed to silkroutesfacility@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, who has a complaint or dispute about the award procedure, should address him/herself in writing to the Director, Human and Financial Resources (HFR) of ICMPD. The written note should provide details of the basis upon which the complaint or dispute is being lodged, including:

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

The Director HFR will acknowledge the complaint within 15 working days and request further information if required. The Director HFR will conduct the necessary internal investigations and attempt to resolve the matter. If the applicant is not satisfied with the proposed solution he/she may address himself to the 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 will be published on the webpage of ICMPD (<http://www.icmpd.org/>) in **English**.

It is also published at www.budapestprocess.org/silkroutesfacility

Information on awarded grants (stating the title of the action, the name of the Beneficiaries and the funding awarded) will be published on the ICMPD webpage on a regular basis.

19. Checklist of documents to be submitted

The table below lists the documents that must be provided for the grant application to be eligible. It is recommended that applicants use the table as a checklist in order to verify compliance with all the requirements.

1	Grant Application form (template)	Sent by e-mail / postal mail	<input type="checkbox"/>
3	Budget for Action (template)	Sent by e-mail / postal mail	<input type="checkbox"/>

- Annex I: Concept Note format**
- Annex II: Grant Application Form**
- Annex III: Budget for the Action**
- Annex IV: Draft Grant Contract**