Migration Partnership Facility

Migration Partnership Facility (MPF)

Guidelines for Call for Proposals 2026

Border Management

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ICMPD
International Centre for Migration Policy Development

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ACRONYMS

AMIF: Asylum, Migration and Integration Fund

BMVI: Border Management and Visa Instrument

CAMM: Common Agenda on Migration and Mobility

DG ENEST: EC Directorate-General for Enlargement and the Eastern Neighbourhood

DG HOME: EC Directorate General for Migration and Home Affairs

DG INTPA: EC Directorate-General for International Partnerships

DG MENA: EC Directorate-General for the Middle East, North Africa and the Gulf

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

SAC: Schengen Associated Country

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 South and West Asia.

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 MENA, DG ENEST, DG INTPA and EEAS) and is chaired by DG HOME, with ICMPD serving as the secretariat and providing technical support/assistance for its functioning.

Since its establishment in 2016, the Facility has evolved, but remains at heart a mechanism to support EU MS' engagement with partner countries on agreed migration and internal security priorities through three funding frameworks – AMIF[1], ISF[2] and BMVI[3] in line with the European Asylum and Migration Management Strategy[4]. 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 MS, implementing the Team Europe approach, in the formation of partnerships with priority countries to strengthen cooperation on the management of external borders, thereby contributing to the EU's internal security. This includes support to facilitate legitimate border crossings, prevent and address irregular migration, migrant smuggling – in support of the Global Alliance to Counter Migrant Smuggling - and trafficking in human beings, as well as to enhance cooperation in preventing and detecting cross-border crime, strengthening border management and internal security related risk assessment as well as bolstering capacities to respond to migration-related crises.

The actions in and in relation to third countries supported under this Call should ensure full coherence with the principles and general objectives of external Union policy and with the Union's international commitments. They should focus on measures which are not development-oriented and serve the interest of internal Union policies.

1.2 Objective of this Call for Proposals

The objective of this Call is to strengthen cooperation between EU Member States and partner countries, taking into account the overall level of cooperation, **to improve the management and control of the EU's external borders and, thereby contributing to the Union's internal security**. 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 European Asylum and Migration Management Strategy - Migration and Home Affairs

1.3 Financial allocation provided by the Contracting Authority

The overall indicative amount available under this Call for Proposals is EUR 5,000,000.00, from BMVI sources.

The Contracting Authority 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 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 (including own contribution of applicants).

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 to 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 below in the document).

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.

<u>Applicants</u> <u>have to fulfil the following</u> **<u>eligibility criteria</u>**:

- Lead Applicant and Co-Applicants have to be <u>legal persons</u>. Applications from natural persons are not eligible;
- Only applications from EU MS participating in the implementation of the BMVI[5] and Schengen Associated Countries (SAC) are eligible.

Moreover,

a) **Lead Applicants under this Call** have to be:
   - A public authority of an EU Member State (or SAC) participating in BMVI (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 authority of an EU Member State (or SAC) participating in BMVI.
     (EU-financed agencies cannot be Lead Applicant, but can participate as Co-Applicant on a no-cost basis.)

   Please note that:
   - *<u>If the Lead Applicant is **not** a governmental body at the EU MS central level</u>, a letter of support from the key concerned central body of the same EU MS must be provided at the Full Application stage.*
   - *<u>In case of award to an entity that is not a pillar-assessed organisation nor a central government body/government agency</u>, a due diligence process will be carried out by ICMPD to assess the financial and operational capacity of the applicant(s). Such a process may result inter alia in the need for the Lead Applicant to provide a prefinancing guarantee upon signature of the grant contract. See template in Annex VIII to the Grant Contract.*

b) **Co-Applicants** have to be:
   - Public authorities of a partner country (at central, regional or local levels); or
   - Public authorities of the same or another EU MS or SAC participating in BMVI (at central, regional or local levels); or
   - International organisations (IOs)[6], non-governmental organisations (NGOs) and other private law bodies, established in the EU, SACs, or in partner countries that cooperate with an EU MS or SAC participating in BMVI in the implementation of migration-related actions, working on a non-profit basis.

   Please note that:

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[5] BMVI (Reg. (EU) 2021/1148): All EU MS – except Ireland – along with Schengen Associated Countries (Iceland, Norway, Switzerland, Liechtenstein) are eligible participants. As regards the Schengen Associated Countries, Council Decision (EU) 2022/442 authorised the opening of negotiations for agreements with the arrangements for their participation in the BMVI. All those agreements have been finalised and entered into force.

6 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.

In case of no Co-Applicants from central government institution(s) in the target partner country(ies), a letter of support from the key concerned central government institution(s) in the partner country(ies) must be provided at the Full Application stage.

Geographic scope:
All proposals shall involve at least one EU MS participating in the BMVI (or SAC)[7] and at least one partner country from the regions detailed below, taking into account advancements in dialogue on migration, also in view of partnerships, and aligned with political priorities of the Commission:

EU Southern Neighborhood[8], Sub-Saharan Africa[9], Central Asia[10] and South and West Asia[11].

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 30 June 2031.

Eligible fields, themes and activities

BMVI's mission is to ensure a strong and effective European integrated border management at the Union's external borders, thereby ensuring a high level of internal security within the Union while safeguarding the free movement of persons within it and fully respecting the relevant Union *acquis* and the international obligations of the Union and the Member States arising from the international instruments to which they are party.

Actions proposed under this Call shall have the following operational focus, consistent with BMVI objectives:

- to support an effective European integrated border management at the external borders, and reinforce cooperation with priority Partner Countries, in order to facilitate legitimate border crossings, to prevent and detect illegal immigration and cross-border crime and to effectively manage migratory flows; and/or
- to support the common visa policy, to ensure a harmonised approach with regard to the issuance of visas and to facilitate legitimate travel, while helping to prevent migratory and security risks.

Eligible initiatives/activities (non-exhaustive list):

- Improving border controls, in line with the European Agenda on Migration and in compliance with the Charter of Fundamental Rights of the European Union and with established good practices of European

[7] BMVI (Reg. (EU) 2021/1148): All EU MS – except Ireland – along with Schengen Associated Countries (Iceland, Norway, Switzerland, Liechtenstein) are eligible participants. As regards the Schengen Associated Countries, Council Decision (EU) 2022/442 authorised the opening of negotiations for agreements with the arrangements for their participation in the BMVI. All those agreements have been finalised and entered into force.

[8] Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine*, Syria and Tunisia.

[9] Angola; Benin; Botswana; Burkina Faso; Burundi; Cabo Verde; Cameroon; Central African Republic;Chad; Comoros; Congo (Republic); Côte d'Ivoire; Democratic Republic of Congo; Djibouti; Equatorial Guinea; Eritrea; Eswatini; Ethiopia; Gabon; Ghana; Guinea; Guinea-Bissau; Kenya; Lesotho; Liberia; Madagascar; Mali; Mauritania; Mauritius; Mozambique; Namibia; Niger; Nigeria; Republic of Malawi; Republic of Rwanda; São Tomé and Príncipe; Senegal; Seychelles; Sierra Leone; Somalia; South Africa; South Sudan; Sudan; Tanzania; The Gambia; Togo; Uganda; Zambia; Zimbabwe.

[10] Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan.

[11] Afghanistan, Bangladesh, India, Iran, Iraq, Pakistan and Sri Lanka.

integrated border management, enhancing the cooperation between EU and priority Partner Countries for tasks carried out at borders;

- Strengthening the security of identity and travel documents in non-EU countries;
- Supporting 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;
- Reviewing and developing legislation, policy documents/strategies, action plans, policy tools and instruments, standard operating procedures related to border management and visa policies;
- Investing in common large-scale IT systems in the area of integrated border management and common visa policy, including their interoperability;
- Investing in infrastructure and equipment, systems and services, training, exchange of experts, deployment of immigration liaison officers, innovative methods or technologies, studies;
- Strengthening institutional and operational coordination mechanisms, information exchange, and border management-related risk assessment capacities, including preparedness and response arrangements where relevant.

Additionally, applicants are invited to:

a. Promote structural **intra EU cross-border cooperation,** including through the establishment of EU Member States consortia.

b. Set up **multi-stakeholder partnerships** with a view to increase ownership and uptake. Where feasible, partnership arrangements should therefore promote meaningful participation of partner country counterparts and —when relevant— regional partners from the earliest stages. This includes systematising participatory needs assessments and co designing interventions with institutional counterparts and, where relevant and feasible, civil society, community and other independent actors. **Hybrid and multi-layered interventions** that combine operational cooperation with institutional, governance and hands-on capacity-building components - as well as equipment, where relevant – should be prioritised.

c. Set up **dedicated governance structures to facilitate strategic and operational oversight**, with the establishment of the following types of bodies:

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

    Moreover, it is expected that project partners will maintain **close cooperation and communication with EU Delegations in partner countries and with relevant EU agencies** (e.g. FRONTEX, Europol, Eurojust, CEPOL) during project proposal formulation as well as project implementation, as applicable, in order to strengthen targeted complementarity checks and synergies with other interventions in the same thematic area(s) and country(ies) and avoid overlap.

d. Envisage adequate **sustainability measures**, including institutional anchoring, localisation measures and Training-of-Trainers approaches - where applicable - to help retain knowledge within institutions.

Human Rights-Based Approach

Projects should integrate the **Human Rights-Based Approach (HRBA)** that entails the incorporation of human rights standards and principles into all levels of grant project management. The HRBA ensures that the processes used in designing and implementing interventions further fundamental human rights and freedoms. Therefore, the HRBA working principles should guide the projects: applying all human rights for all; meaningful and inclusive participation and access to decision-making; non-discrimination and equality; accountability and rule of law for all; and transparency and access to information supported by disaggregated data. The projects should contribute to the development of the capacities of 'duty-bearers' to meet their obligations and/or of 'rights-holders' to enjoy their human rights.

Likewise, the projects should perform a due diligence risk assessment, in line with the 'European Union's human rights and international humanitarian law due diligence policy on security sector support to third parties (EU HRDDP)'[12]. This procedure helps projects to ensure that reasonable care is exercised when providing support to security forces and actors through identification, assessment and mitigation – and that specific measures are taken to manage the risks of potential human rights, international humanitarian law and refugee law violations.

Projects must ensure that the support provided does not contribute to or result in violations of international human rights law (IHRL) or international humanitarian law (IHL). Applicants shall demonstrate that mechanisms are in place to: (i) monitor that mitigation measures identified in the due diligence assessment remain operational and effective throughout implementation; (ii) detect, report and respond to human rights violations or abuses, including through credible accountability and remedial measures; offer adequate internal grievance and reporting mechanism in case of complaints and violations and (iii) reinforce mitigation measures as necessary. Where violations are identified and remedial action is absent or insufficient, support may be suspended or terminated. Beneficiaries are required to commit to ensuring and improving respect for IHRL/IHL and to cooperate fully with monitoring, control and evaluation by the Contracting Authority, in line with ICMPD's HRDDP.

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 fall more appropriately within the scope of other relevant EU frameworks/funding sources including but not limited to 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 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 independent audit firm identified by the Contracting Authority (ICMPD).

[12] European Union's human rights and international humanitarian law due diligence policy on security sector support to third parties (EU HRDDP)

- A **final evaluation** of the project will be carried out by independent and external evaluators identified by the Contracting Authority (ICMPD). For projects of longer duration and/or high complexity, a mid-term evaluation may be carried out.

The costs related to the abovementioned expenditure verifications and final evaluations are covered by a separate MPF source and **need <u>not</u> 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.

<u>Contingency reserve</u>
The budget may include a **contingency reserve** not exceeding 5 % of the estimated direct eligible costs subject to an absolute maximum of 50,000 EUR. However, it should be noted that it can only be used with the **prior written authorisation** of the Contracting Authority.

<u>Eligible indirect costs</u>
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 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.

<u>Non-cash / In-kind Contributions</u>
Notwithstanding Article 14.8 of the Standard General Conditions of Grant Contract, non-cash/ in-kind contributions are eligible under this Call.

Non-cash / In-kind contributions refer to non-monetary resources made available for the implementation of the Action.

Non-cash /In-kind contributions **constituting co-financing** are contributions in goods, services or resources that are monetised and included as a cost in the approved budget, and which therefore count towards the co-financing requirement of the Action, subject to compliance with the applicable eligibility rules.

In-kind contributions **not constituting co-financing** are contributions that are not monetised and not included as a cost in the budget. Such contributions shall not count towards the co-financing requirement and may be reflected, for information purposes only, in the Description of the Action. Where foreseen in the Description of the Action, they are mandatory to provide.

<u>Ineligible costs</u>

The following costs are <u>not</u> eligible (non-exhaustive list):

- 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.

The full list of ineligible costs can be found under **Article 14 of the** **General Conditions to the standard Grant Contract**.

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 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) 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 who are guilty of misrepresentation.

2. Application, Evaluation and Award

2.1 How to apply and the procedures to follow

The application process consists of the following two steps: Submission of a Concept Note and, only in case of approval and invitation to the following step, submission of a Full Application

Concept Notes and, if applicable, Full Applications shall be drafted in English, by filling in the online forms found on the MPF submission portal (the relevant fields are indicated – for reference only – in annexes to these guidelines and available on the MPF website).

2.1.1 Concept Notes

Please note that:

1. In the Concept Note, the Lead Applicant shall only provide an estimate of the total eligible cost of the action and the requested contribution, as well as an indicative percentage of that contribution in relation to the eligible costs of the action. A detailed budget is to be submitted only by the Lead Applicants invited to submit a Full Application in the second phase. The amount requested in the Full Application shall be in line with the amount indicated in the approved Concept Note and/or recommendations from the evaluators.

2. The core elements outlined in the Concept Note shall not be substantially modified in the Full Application (target countries, specific objectives, etc.) as the decision to invite applicants to submit a Full Application is based on the information provided in the Concept Note

3. Only the Concept Note form will be evaluated. No additional annexes shall be sent.

4. It is strongly encouraged to confirm consultation with the Partner Country(ies) and alignment with its priorities as well as engagement with the EU Delegation in the target Partner Country(ies) already at the Concept Note stage to ensure coherence and complementarity with other initiatives.

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 submission portal.

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 relevant EU Delegation(s) to confirm complementarity with and avoid duplication of 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 inform the applicant in writing of either an invitation to submit a Full Application or a rejection.

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

The Concept Notes will be assigned an overall score in accordance with the evaluation grids below.

The evaluation grid is divided into sections and subsections. Each subsection will 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
1. Relevance of the action	**50**
1.1 How relevant is the proposal to the objective of the Call for Proposals stated in the Guidelines for Applicants? *(i.e. to strengthen cooperation between EU Member States and partner countries, taking into account the overall level of cooperation, to improve the management and control of the EU's external borders, thereby contributing to the Union's internal security)* *To what extent does the proposal align with the eligible fields, themes and activities as defined in the Guidelines for Applicants (see the non-exhaustive list in Section 1.4.3 'Eligible actions')?)*	5x4*
1.2 How relevant is the proposal to the particular needs and constraints of the target country(ies), region(s) and/or relevant sectors, taking into account advancement in dialogue on migration, also in view of partnerships, and aligned with the political priorities of the Commission? To what extent does the proposed action demonstrate the interest, engagement, or preliminary support of the relevant central government institution(s), and how is it linked to relevant local, national, or regional strategies and other ongoing initiatives (including EU-funded or other donor-supported actions)?	5x4*
1.3 How strategically chosen and relevant are the Co-Applicants (if any), final beneficiaries and target groups? (in case of no Co-Applicants, score to be decreased)	5
1.4 To what extent has cooperation between EU MS been considered in the design? (e.g. with the involvement of more than one EU MS)	5
2. Design of the action	**15**
2.1 How coherent is the description of the concept? Is the analysis of problems involved robust? Do the expected results seem feasible and relevant?	5
2.2 To what extent does the proposal contain particular added-value elements (e.g. innovation, good practices, scope for replication, capitalisation on experience)?	5

2.3 To what extent is the proposed budget value (total amount of requested contribution) consistent with the expected results (value for money)?	5
TOTAL SCORE	**65**

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

Only Concept Notes with a score of at least 45 will be considered for pre-selection.

2.1.4 Full Applications

Lead Applicants invited to submit a Full Application following the pre-selection of their Concept Note shall fill in the online application template available on the MPF submission portal and shall strictly comply with its format.

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 submitted other than those required by the Call.

2.1.5 Where and how to submit a Full Application

Full Applications shall be submitted through the MPF website within 60 calendar days of receipt of the written invitation to submit following a positive assessment of the Concept Note.

An extension beyond the 60 calendar days may be granted upon a duly justified request submitted in writing (by email) by the Lead Applicant. Such correspondence should be sent to MPF@icmpd.org

2.1.6 Evaluation and selection of Full 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, all EU Member States and EU services active in the target partner country to check potential synergies or risks of duplication with other activities implemented, ongoing or being planned in the concerned countries.

Eligible applications will then be examined and evaluated by an Evaluation Committee composed of relevant EU services (DG HOME, EEAS, DG INTPA, DG MENA and/or DG ENEST) - based on the criteria in the evaluation grid below[9].

There are two types of award evaluation criteria: Financial and Operational criteria and Proposal Evaluation criteria.

The Financial and Operational criteria are used to assess the applicants' operational and financial capacity, and, more specifically, that applicants meet the following requirements:

- Having stable and sufficient sources of finance to maintain their activity throughout the proposed action and, where appropriate, to participate in its funding;

- Having the management capacity, professional competencies and qualifications required to successfully complete the proposed action.

The Proposal Evaluation 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 cover the relevance and design of the action, implementation approach and added value, sustainability and cost-effectiveness.

Section	Maximum Score
1. Financial and operational capacity	**10**
1.1 To what extent do the Lead Applicant and, if applicable, its Co-Applicant(s) have stable and sufficient sources of finance to sustain their operational capacity for the full duration of the proposed action and, where appropriate, to participate in its co-funding? *(Please refer in particular to the information provided by the applicants in application Annex IV – Financial and Operational Capacity and to the applicable provisions of the ICMPD Grant Contract)*	5
1.2 To what extent do the lead applicant and, if applicable, its Co-Applicant(s) have the management capacity, professional expertise and organisational qualifications required to successfully implement the proposed action? *(Please refer in particular to application Annex IV – Financial and Operational Capacity as well as information about the applicants and their respective responsibilities in the Application)*	5
2. Relevance	**50**
Score transferred from the Concept Note evaluation	Score to be inserted[14]
3. Design of the action	**20**
3.1 How coherent is the design of the action (i.e. does the intervention logic as detailed in the logical framework (application Annex II) explain the rationale to achieve the expected results? Are the activities proposed appropriate, practical, and consistent with the envisaged outputs and outcome(s)? Does the design take external factors (risks and assumptions) into account)?	5x2*
3.2 Does the design reflect a robust analysis of the problems involved and the needs of the relevant stakeholders?	5
3.3 Does the design demonstrate a well-articulated Human Rights-Based Approach (HRBA) including (1) identification of right-holders and duty-bearers, (2) measures to strengthen their capacities, and (3) potential risks and appropriate mitigation measures? To what extent is the HRBA Assessment considered satisfactory?	5
4. Implementation approach and added value	**25**
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 partner 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
5. Sustainability of the action	**10**

14 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 Application.

5.1 Are the expected results of the proposed action sustainable? - Financially (if applicable) *(e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs)* - Institutionally (if applicable) *(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?)* - At policy level (if applicable) *(what will be the structural impact of the action — e.g. improved legislation, codes of conduct, methods)* - Environmentally (if applicable) *(will the action have a negative/positive environmental impact?)*	5x2*

6. Budget and cost-effectiveness of the action	**15**
6.1 Are the activities adequately reflected in the budget and the envisaged costs reasonable, justified and consistent with cost realm in the target countries?	5
6.2 Is the ratio between the estimated costs and the results satisfactory?	5x2*
Maximum total score	**130**

**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 90 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 by writing to mpf@icmpd.org within 30 days from the receipt of the rejection communication from the Contracting Authority.

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 no deadline. Applicants may propose projects (i.e. submit a Concept Note) at any time, but ALL projects proposed must complete implementation on or before 30 June 2031.

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 in duly justified cases (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 to allow for any necessary adjustments to the proposed action.

Stages	**Indicative timeline**
Concept Note submission	Anytime until depletion of funds/closure of Call
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
Full Application submission	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	30 June 2031

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 submitting 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

Concept Note and Full Applications shall be typed directly on the MPF application portal, and annexes uploaded there. In order to facilitate offline drafting and preparation of annexes, though, all documents are also available for reference on the MPF website.

For the Concept Note:

Concept Note form	Typed directly on the MPF application portal
Declaration on Honour of Lead Applicant	Filled and signed (PDF)

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

Grant Application Form	Typed directly on the MPF application portal
Grant Application Annex I - Action Plan	Filled (Microsoft Word)
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 by Lead Applicant and Co-Applicants	Filled (Microsoft Word)
Grant Application Annex V - Declaration on honour to be completed by Lead Applicant and Co-Applicants	Filled and signed (PDF)
Grant Application Annex VI – Legal Entity Form to be completed by the Lead Applicant only	Filled and signed (PDF)
Grant Application Annex VII - Partnership Declaration to be completed by each Co-Applicant	Filled and signed (PDF)
Grant Application Annex VIII - Human Rights Due Diligence Risk Assessment Template to be completed by the Lead Applicant	Filled (Microsoft Word)
If the Lead Applicant is not an EU MS central governmental body (e.g. local or regional body), a letter of support from a relevant central body in the concerned EU MS	Signed letter (PDF)
In case of no Co-Applicants from the target partner country(ies), a letter of support from the key concerned central government institution(s) in the partner country(ies)	Signed letter (PDF)

2.5 Grant Contract documents

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

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

All documents are available here.

2.6 Data protection

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

3. USEFUL LINKS

- Asylum, Migration and Integration Fund (AMIF)
- Border Management and Visa Instrument (BMVI)
- Communication from the European Commission on a New Pact on Migration and Asylum
- EU daily allowance rates (per diem)
- EU Action Plan against Migrant Smuggling (2015-2020)
- European Asylum and Migration Management Strategy
- European Union's human rights and international humanitarian law due diligence policy on security sector support to third parties (EU HRDDP)
- EU Strategy on Combatting Trafficking in Human Beings (2021-2025)
- EU Strategy to tackle Organised Crime (2021-2025)
- MEL Guide for MPF Grant Applicants
- Handbook on Grant Financial Management for MPF grant beneficiaries
- Internal Security Fund (ISF)
- Joint communication on a Renewed partnership with the Southern Neighbourhood
- ProtectEU Internal Security Strategy
- Renewed EU Action Plan against Migrant Smuggling (2021-2025)
- Visa Code