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International Organization for Migration (IOM)
The UN Migration Agency

CALL FOR PROPOSALS FOR CSOs

**Implementation of the National Migration Policy Action plan
“Strengthening the Governance of Migration and the Sustainable
Reintegration of Returning Nigerian migrants”.**

Guidelines for Grant Applicants

**Funded by the European Union (EU) within the framework of the
“EU-IOM Initiative for “Migrant Protection and Reintegration
in Nigeria” funded by the EU.**

Deadline for submission of Proposal: Monday, 21st December 2020

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1. BACKGROUND

Global migration dynamics has evolved into new trends and dimensions. With 1 billion migrants on the move today, the need to effectively manage migration by origin, transit and destination countries become very vital for the benefit of all. In Nigeria's case, the effective management of migration must deal with the shock waves produced by the Mediterranean crisis, climate change issues, the return migrants' syndrome economic shocks, mixed migration flows and the internally displaced population to mention but a few.

Despite the high mobility of people in and out of Nigeria, migration is often undertaken under risky circumstances as migrants often receive little or no adequate information about their fundamental human rights, legal migration processes and the risks inherent in irregular migration. Through access to reliable and objective information on migration, migrants will be able to make informed decisions about their migration route and mitigate the risks associated with irregular migration.

To prepare itself for the onerous task of migration management, the Technical Working Group on Migration reviewed the National Migration Policy Action Plan (NMPAP) with a view to strengthening ownership of the of National Migration Policy (NMP) and to include emerging national and global migration contexts.

The International Organization for Migration (IOM) has been supporting the efforts of the Government of Nigeria to manage migration through capacity-building, advisory services, and technical assistance on migration matters, including migration health and information, assisted voluntary returns, and counter-trafficking since the year 2002. Throughout this period, IOM has been working in collaboration with stakeholders with migration related mandate, to promote effective border management, fight trafficking in persons, reduce irregular migration, as well as mainstream migration into the country's development plans amongst other things.

IOM is currently implementing the European Union (EU) and IOM Initiative on Migration Governance and Reintegration in Nigeria funded by the EU. The project seek to amongst other things support Nigeria to improve the governance of migration through the development of migration strategies and implementation of migration policies; improve the reintegration of returning migrants and to strengthen national structures and capabilities in terms of managing reintegration in a dignified and sustainable manner; to enable migrants and potential migrants to make informed decisions about their migratory journey and to sensitize communities on migration; and to strengthen migration data and communication on migratory flows, routes and trends, as well as on the needs and vulnerabilities of migrants in the targeted countries, in order to support evidence-based policies and programmes design.

In recognition of the increasingly influential role that Civil Society Organizations (CSOs) play in setting and implementing development agendas throughout the world, IOM is committed to sustained and mutually beneficial interaction with CSOs that work in policy and operational areas of migration. CSOs play an important role in supporting the Technical Working Group on Migration & Development in the implementation of the National Migration Policy Action Plan and contribute to improving the overall migration governance.

2. AIM AND SCOPE OF THE CALL

The purpose of this Call is to invite proposals from registered CSOs in Nigeria working on migration issues to support the activities of the project and the achievement of the intended results. Specifically, the CSOs are to develop project proposals for the implementation of pilot projects identified by the Technical Working Group on Migration and Development for the implementation of the NMPAP

The scope of this Call includes creative result-oriented activities geared towards strengthening migration management. Priority areas in which proposals are to be submitted are;

- i. Capacity building of border operatives on migrant protection at Seme (Lagos), Jibiya (Katsina) and Mfum (Cross River) borders.
- ii. Capacity building for Media practitioners on Migration Reportage

The above projects were identified by the Technical Working Group on Migration as part of the outcome of the National Planning Workshop on the implementation of the NMPAP. The implementation of these projects will directly contribute to the achievement of the overall objectives of the '*EU-IOM Initiative for Migrant Protection and Reintegration in Nigeria*'. To this end, CSOs working on migration related activities in Nigeria are hereby invited to apply.

2.1 Expected Outcome

- At least 70% of the targeted border operatives working at the border adhere to migrant protection principles.
- At least 50% reduction in cases of migrant abuse at the targeted borders
- At least the capacity of six media agencies use the right terminologies in reporting migration issues
- At least six (6) media agencies understand the general migration context in Nigeria

The projects can be carried out by one CSO or by a consortium of CSOs. Each CSO is eligible to submit one proposal.

2.2 Applicants must demonstrate compliance with the following:

- Organizations must share the values and principles of the International Organization for Migration and be committed to the vision of IOM.
- Applicants must be credible organizations with proven track records of engaging government and other institutional actors for a people-centred intervention at the highest levels of government in Nigeria.
- Organizations should have proven experience in implementing migration related activities.
- Organizations must be legal entities, registered with the appropriate public authorities and have a presence at federal or state government levels.
- The organization must be legally registered

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

2.3 Who may apply?

CSOs that are registered in Nigeria’s Corporate Affairs Commission (CAC) that fall within the following definition: A non-profit voluntary organization established as a legal entity, having a non-commercial purpose, independent of local, regional and central government, public entities, political parties and commercial organizations. Applicants eligible to receive grants from the ‘EU-IOM Initiative for Migrant Protection and Reintegration in Nigeria’ must be registered with Nigeria’s CAC.

2.4 Who may not apply?

Applicants are not entitled to respond to this call for project proposals if:

- 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 situation arising from a similar procedure provided for in national legislation or regulations
- They have been convicted of an offense concerning professional conduct by a judgment which has the force of res judicata (i.e., against which no appeal is possible)
- They have not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions in Nigeria.
- Are guilty of intentional misrepresentation of information required by IOM NIGERIA as the Contracting Authority.

2.5 Available funding

Any grant requested under this Call for Proposals must fall between the following minimum and maximum amounts:

- The minimum amount per grant: EUR 15,000
- Maximum amount per grant: EUR 28,000

Total available fund under this Call for Proposal is subject to confirmation.

Applicants may request up to 100% of the total eligible costs of the project. Proposals selected under this program must be prepared to commence immediately upon signing of the project contract.

2.7 Project Contract

A project contract shall be concluded with IOM Nigeria. The project contract will set out the terms and conditions of grant assistance as well as the roles and responsibilities of the parties.

For each approved proposal, the following information shall be made public by IOM Nigeria and the The Technical Working Group on Migration:

- The name and address of the beneficiary Civil Society Organizations.
- The title and subject of the action as well as a brief overview of the project to be implemented.
- The amount awarded and the rate in relation to the total eligible cost of the action.

3. RULES FOR CALL FOR PROPOSALS

The guidelines below set out the rules for the submission, selection and implementation of projects financed under the ‘*EU-IOM Initiative for Migrant Protection and Reintegration in Nigeria*’.

3.1 Eligible institutions:

Eligible institutions include, but are not restricted to:

- Non-governmental organizations
- Coalition of Organizations
- Migrants associations

3.2 Eligible projects:

Duration

IOM Nigeria shall only finance projects with a maximum duration of 3 months. The initial planned duration of an action may not be lower than 6 weeks nor exceed 3 months.

Location

The Projects shall be carried out at locations within Nigeria

Conditions

Grants shall not be cumulative, awarded retrospectively or have the purpose or effect of producing a profit for the grant beneficiary.

Types of action

- Information Campaigns
- Facilitation of Policy Dialogues
- Workshops
- Seminars
- Advocacy

The above list is not exhaustive and other activities can also be supported by the ‘*EU-IOM Initiative for Migrant Protection and Reintegration in Nigeria*’ provided that they directly contribute to the achievement of its objectives.

3.3 Eligibility of costs:

Only "eligible costs" can be considered for a grant. These are detailed below:

Eligible costs

Eligible costs for the project are those costs which are directly linked to the performance of the project, incurred within the implementation period and comply with the principles of sound financial management, in particular value for money and cost effectiveness. They include, but are not limited to the following:

- **Staff Costs:** These are the cost corresponding to actual salaries, social contributions, and other remuneration-related costs in accordance with beneficiaries accounting rules. Staff costs will be considered eligible for personnel directly engaged on the project.
- **Office Costs:**
 - **General Costs:** These entail premises costs i.e. rent, light and service charges associated with the premises where it can be demonstrated that these are directly attributable to the project.
 - **Administration Costs:** These should cover communication (telephone, email, postage) consumables (supplies, stationery) and other reasonable costs associated with the direct delivery of the project. Telephone costs must be directly related to and necessary for the effective delivery of the project. It must be possible to provide an itemized audit trail for the specific telephone.
 - **Equipment:** Only equipment which is essential for the delivery of the Project and utilized solely for that purpose, will be considered eligible.
 - **Travel Costs and Subsistence:** Travel costs must be directly related to, and essential for the effective delivery of the project. Subsistence allowance in connection to travel as per the beneficiary organization’s internal guidelines is accepted if it is not greater than the Daily Subsistence Allowance (DSA) rates of IOM for Government Officials, NGO Partners for travels within Nigeria and IOM DSA rates based on the United Nations International Civil Servant Commission for travels outside the country. Transportation costs must be based on the most direct and most economical route.
 - **Other costs deriving directly from the requirements of the project (evaluation specific to the project, specific reporting needs, reproduction) including financial service costs (in particular bank fees for transfers)**
- **Operational Costs:**
 - **External Experts and Consultancy Fees:** Costs for work done by an independent Consultant or expert i.e. subcontractor, will be eligible if the work is essential to the project and the costs are reasonable.
 - **Promotion and Publications:** This may include costs related to all aspects of visibility specific to the project such as design and production of newsletters, brochures and relevant information materials.
 - **Meetings, Conferences & Seminars:** May include costs related to aspects of the beneficiary organization’s participation in meetings and seminars i.e. rent of premises used, transportation, catering. An agenda, list of attendees, attendance sheet and address of the venue should be kept as a means of verification.

It is recommended that not more than 33% of the eligible costs are apportioned as staff and office costs.

- Ineligible costs

These are costs that are not within the mandate of the signed agreement and the allocated budget. The following costs shall not be considered eligible:

- debts and debts service charges
- provisions for possible futures losses or potential future liabilities
- interest owed by beneficiary organizations to any third party
- items already financed from other sources
- purchases of land or buildings
- currency exchange losses
- taxes, duties and charges charged to beneficiary organizations (unless the organization is not able to reclaim them and if allowed by the applicable regulatory provisions of IOM)

3.4 Proposal

Applicants are invited to submit their proposal using the ‘Proposal Template’ provided in Annex 1.

3.4.1 Submission of Proposal and Supporting Documents

The proposal and supporting documents must be submitted in a sealed envelope by private courier service or by hand delivery to the following address below:

**International Organization for Migration (IOM)
No. 55 Hassan Musa Katsina Road, Asokoro Extension, Abuja**

The deadline for the submission of Proposals is **Monday, 21st December 2020 at 10.00 hrs (Western African Time)** as evidenced by the signed and dated receipt. **Any Proposals submitted after the deadline will be rejected.**

3.5 Evaluation and Selection of Proposals

Proposals will be examined and evaluated by IOM Nigeria’s ‘Bidding Evaluation and Awards Committee’ (BEAC) in Collaboration with the Technical Working Group on Migration, according to the following steps and criteria:

- (1) STEP 1: Administrative and Eligibility Check

Proposal

For the proposal to be assessed it must fulfil the following administrative and eligibility criteria:

- Proposal has been submitted in due time in electronic version.
- It has been set out in accordance with the ‘Proposal Template’ format.
- A certified photocopy of the organization’s registration with Nigeria’s Corporate Affairs Commission (CAC) has been submitted with the proposal

If the deadline has not been respected, the proposal will be rejected on that sole basis and will not be evaluated further.

(2) STEP 2: Content Evaluation

Proposal

An evaluation of the quality of the proposals, including the capacity of the applicant organization will be carried out in accordance with the evaluation criteria set out in the Evaluation Grid included below.

The Proposal will be given an overall score out of 64 points. The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 4 in accordance with the following assessment categories: 1=very poor; 2=poor; 3=good; 4=very good

Section	Maximum Score
1. Relevance	12
1.1 How relevant is the proposal to the objectives of the ‘EU-IOM Initiative for Migrant Protection and Reintegration in Nigeria’ Project?	4
1.2 How relevant to the particular needs and constraints of the target group is the proposal?	4
1.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately?	4
2. Methodology	16
2.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	4
2.2 How coherent is the overall design of the project? (does it reflect the analysis of the problems involved?)	4
2.3 Is the action plan clear and feasible?	4
2.4 Does the proposal contain Objectively Verifiable Indicators (OVI) for the expected results of the project?	4
3. Operational and Financial Capacity	16
3.1 Does the applicant have sufficient experience of project management?	4

3.2 Does the applicant have sufficient technical expertise on migration and development?	4
3.3 Does the applicant have sufficient management capacity? (including staff, equipment and ability to handle the budget for the project)?	4
3.4 Does the applicant have stable and sufficient sources of finance?	4
4. Impact/Outcome	12
4.1 Is the project likely to have a positive impact on the development of the target groups and final beneficiaries?	4
4.2 Is the proposal likely to have multiplier effects? (including scope for replication and extension of the outcome of the project and dissemination of information.)	4
4.3 Are the expected results of the proposed action sustainable? - financially (<i>how will the activities be financed after the funding ends?</i>) - institutionally (<i>will structures allowing the activities to continue be in place at the end of the project? Will there be local “ownership” of the results of the project?</i>) - at policy level (<i>what will be the structural impact of the project — e.g. will it lead to improved legislation, codes of conduct, methods, etc?</i>)	4
5. Budget and cost effectiveness	8
5.1 Is the ratio between the estimated costs and the expected results satisfactory?	4
5.2 Is the proposed expenditure necessary for the implementation of the project and are the itemized costs reasonable?	4
Maximum total score	64

Only Proposals which have been given a score of a minimum of 9 points in both headings 1 and 3, as well as a minimum total score of 40 points will be considered for approval.

3.6 Notification of the decision

Applicants will be informed in writing of the Bidding Evaluation and Awards Committee in collaboration with the TWG's decision concerning their application and the reasons for the decision.

Following the decision to award a grant, the beneficiary organization will be offered a contract based on

IOM Nigeria's standard contract

4. SPECIFIC GUIDELINES ON GOOD FUNDING PRACTICE

Grant Beneficiaries have the responsibility to administer the financial resources paid out to them in accordance with sound financial management and accounting procedures. Below are guidelines for ensuring good stewardship for funds received from the '*EU-IOM Initiative for Migrant Protection and Reintegration in Nigeria*'.

4.1 Accounting for expenditure:

In accounting for expenditure on the project, Grant beneficiaries are to ensure that:

- i. All expenditure is properly authorized and applied to the specific purpose for which it is appropriated;
- ii. All accounts and records relating to the functions and implementation of the budget of the project are properly maintained;
- iii. A separate account is kept for the project for easy identification, reference and reconciliation;
- iv. There is no over-expenditure or over-commitment of funds. A review must be undertaken each month to ensure that there is no such over-expenditure or over-commitment;
- v. The receipt of funds is according to approved plans and estimates;
- vi. All expenditure is incurred in accordance with the generally accepted accounting principles.

4.2 Control and Audit:

Beneficiary organizations shall ensure compliance with the following:

- i. Clear management and accounting systems are set up and maintained for all funds received from
IOM
Nigeria;
- ii. All necessary precautions are taken to safeguard the collection and custody of IOM resources;
- iii. Any transaction paid in currency other than agreed project currency shall be translated by applying the United Nations operational rate of exchange at the transaction date. Strict budget discipline is to be kept by beneficiary organizations. However, in special cases when planned action cannot be carried out without modifications of the given budgets and given that the purpose of the project is maintained, transfers between or within budget headings are possible upon prior approval by IOM Nigeria;
- iv. All changes must be reported in the "Financial Report" of the beneficiary organization as part

of the Progress Reports. Please note that the aforementioned changes must remain within the total grant award sum;

- v. All staff employed for the purpose of running a particular project should have records of a clear payroll kept by the beneficiary organization which states benefits where necessary and all other required information regarding the Staff Salary;
- vi. Beneficiary organizations are expected to have an effective attendance control for their staff and records (in form of time sheets or electronic data) which should be made available to IOM or external auditors on request;
- vii. The beneficiary organization shall maintain records, in accordance with sound and generally accepted accounting procedures, of all direct costs of whatever nature involving transactions related to the provision of services under the Agreement. The organization shall make all such records available to IOM or IOM's designated representative at all reasonable times until the expiration of seven (7) years after the date of final payment.

4.3 Payment procedure

Financial resources will be transferred periodically to Beneficiary Organizations covering costs for approved projects and according to the budgets contained therein. Transfers depend on the percentage usage and justification of previous advances/disbursements and the submission of a Work Plan for the respective financing period.

The grant shall be disbursed as follows:

1. An initial advance of 40% of the grant amount shall be paid to the beneficiary organization upon approval of project proposal by the Proposal Evaluation and Awards Committee and signature of the contract;
2. Upon use and justification of a minimum of 80% of the initial advance, an additional 30% of the grant amount shall be disbursed.
3. Upon use and justification of a minimum of 80% of the first and second tranche, an additional 20% of the grant amount shall be disbursed.
4. The remaining 10% shall be retained until submission and approval of the final project report.

Please note that requests for disbursement of the second and third tranches must be accompanied by the following documents:

- Copies of the Bank Statements and the latest Bank Reconciliation Statement
- Purchase requests, purchase orders and bid analysis if applicable.
- Original vouchers, receipts, invoices, and supporting documentation relating to the expenditure.

5. PROCUREMENT

Below are essential guidelines for procurement of consultants and goods relevant for the attainment of the project objectives.

5.1 Selection and Employment of Consultants¹²

Generally, responsibility and initiative to contract short-term consultants foreseen in the project lie

with the beneficiary organizations;

On request, IOM Nigeria may provide support by advising on Terms of Reference (TOR) for consultants and on providing a short-list of potential candidates;

Procedure:

- Preparation of TOR including clearly stated selection criteria.
- Advertising expressions of interest (if appropriate), incl. ToR, available budget and other conditions, or preparation of a shortlist of already pre-selected consultants.
- Receipt of at least 3 CVs.
- Evaluation of the CVs by a Selection Committee according to the criteria stated in the ToR and if appropriate, ‘face to face’ or telephone interviews with candidates.
- Award of the contract to selected consultant and documentation of selection process in a separate file.

5.2 Procurement of Goods

Procurement of goods under this grant shall be carried out through a competitive process. Small articles and office supplies as well as small equipment and furniture available locally and whose estimated cost is less than 1,000 USD may be procured through sole sourcing. Note however that vendors contracted through sole source must be regularly evaluated. Purchases of items with cost above USD 1,000 but less than USD 25,000 may be awarded through Shopping; in such cases, the request for bids shall be addressed to a minimum of three (3) established suppliers. The contract will be awarded after comparing a minimum of three quotations, to the bidder who has offered the lowest price for standard quality and has demonstrated capacity to successfully perform the contract.

Goods estimated to cost more than 25,000 USD shall be procured through a national bidding competitive procedure (local advertisement). The beneficiary organization shall create an ad-hoc Bids Evaluation and Awards Committee (BEAC) who will review the bidding process and recommend the winning bid. The BEAC must sign a Declaration of Non-Conflict of Interest and must submit bids analysis to IOM for approval.

5.3 Visibility

Visibility of EU funding will be ensured through the inclusion of the EU logo and other related EU visibility materials throughout the course of project implementation. As a minimum, the inscription “This activity is within the framework of the EU funded project ‘*EU-IOM Initiative for Migrant Protection and Reintegration in Nigeria*’ will be referred in all information disseminated to partner NGOs, project beneficiaries, national institutions and UN agencies etc.

6. REPORTING REQUIREMENTS

Beneficiary organizations shall provide IOM Nigeria with full information on the implementation of activities and prepare progress reports and a final project report as follows:

6.1 Progress Reports

Beneficiary organizations shall submit Progress Reports to IOM Nigeria, according to the stipulated terms and conditions stated in the Project Implementation Agreement. The Progress Report includes both *narrative* and *financial* information on the project's implementation.

The **narrative report** shall include information on the Technical Progress against the Work Plan. This should include a detailed description of the sequence of events from the take-off of the

Project. Beneficiary organizations are encouraged to include Photos and other means to convey activities undertaken and impact of project to date.

Variations between planned achievements during the reporting period and actual achievements should be explained and measures to overcome problems indicated.

The **financial report** shall be submitted in the same format and currency as the budget. The financial report must be supported with a clear and chronological record of all financial transactions including the received funds and all expenditures. The transaction list should clearly indicate the transaction date, description, and transaction currency, amount in transaction currency and amount in project reporting currency. Financial reports should be prepared and submitted both in soft and hard copies.

6.2 Final Project Report

On completion of the project, a final report must be submitted to IOM Nigeria. This report must provide information about results and possible outcomes of the entire project, as well as final financial details for the project.

6.3 Submission of Reports

The progress report needs to be submitted to IOM Nigeria no later than 2 weeks after commencement of projects/Grant Award.

The final report needs to be submitted to IOM Nigeria no later than 2 weeks following completion of the project.

Progress report and Final report templates shall be provided to the beneficiary organizations.

7. RECOMMENDED READING AND WEBSITES

Website: <http://nigeria.iom.int>

Report any solicitation or suspected fraud to OIGIntake@iom.int or go to <https://weareallin.iom.int/reports>

IOM staff members shall not offer or promise any favour, gift, remuneration or any other personal benefit to another staff member or to any third party with a view to causing him or her to perform, fail to perform or delay the performance of any official act. Similarly, IOM staff members shall neither seek nor accept any favour, gift, remuneration or any other personal benefit from another staff member or from any third party in exchange for performing, failing to perform or delaying the performance of any official ac