Call for proposals
Guidelines for Non State Actor applicants
ACP- EU Migration Action | Non State Actor (NSA) Facility

Background

THE ACP EU MIGRATION ACTION

The ACP-EU Migration Action (hereafter referred to as the “Action”) is supported by the Secretariat of the African, Caribbean, and Pacific Group of States (ACP Secretariat) and the European Commission (EC). The Action is funded by the 10th European Development Fund (EDF) and implemented by the International Organization of Migration (IOM).

The Action implements activities to promote the recommendations of ACP and the European Union (EU) Dialogue on Migration and Development (hereafter referred to as the “Dialogue”). The Dialogue was launched after the Ouagadougou revision of the Cotonou Agreement in 2010. During the first round of discussions of the ACP-EU Dialogue in Brussels in 2011, different priority subjects were discussed. During the cycle of discussions of 2011-2012, the ACP-EU members decided to focus their attention on three topics: visas, remittances and readmission. It was at the 37th Session of the ACP-EU Council of Ministers held in Vanuatu that concrete recommendations of the Dialogue on the three mentioned areas were endorsed. New recommendations were subsequently released in 2015 on trafficking in human beings and smuggling of migrants, which have also become part of the topics addressed by the Action. The mentioned recommendations provide the background for all the interventions and initiatives supported through the ACP-EU Migration Action.

The Action aims at providing technical assistance to requesting ACP Governments or Regional Organizations in areas for which recommendations have been issued by the Dialogue. In parallel, it offers funding opportunities in the form of grants for projects proposed by Non State Actors (NSAs) for the benefit of migrants and their families. These two outlets of the Action aim together at making available comprehensive support targeting simultaneously the Government of a country and promote at the same time the dynamic contribution of the civil society.

This call for proposals is open to NSAs interested in implementing a medium scale project in a specific topic and in a given region.

SUPPORT TO NON-STATE ACTORS INITIATIVES

The overall objective of this component of the Action is to promote concrete actions of NSAs at the local/regional level in selected areas of priority for the ACP-EU Dialogue so as to contribute to the improvement of the conditions of migrants, their families and origin/host communities, including vulnerable groups linked to the migration process, such as the children left behind by migrants abroad, returnees or communities receiving remittances.

The projects will include support to initiatives by diaspora and migrant organisations, non-governmental organisations, civil society organisations or networks, research or academic institutions, community or faith-based organisations. Migrants, their families and their communities will be the primary beneficiaries of this Component.

In order to maximize the impact of this component of the Action, priority will be given to those projects that have a regional scope rather than an exclusively national one. For this reason, proposals that entail activities in more than one country in the same region will be prioritized.

Moreover, targeted projects will be supported where they can add value or complement relevant activities already ongoing in that country/countries.

Structure of the call

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1. Eligibility criteria

1.1 Applicants

Applicants eligible to receive grants from the Action must be legally registered Non-State Actors. Applicants must also be authorized to operate in the country or countries where the proposed project activities will be implemented.

Eligible Non-State Actors can be (the list is not exclusive – please see the definition of Non State Actor in the footnote for further details):

- Non-governmental organizations (NGOs);
- Migrants associations;
- Economic and Social partners (such as Trade unions and Employer’s associations);
- organisations and other private sector associations;
- Media organizations.

Eligibility criteria

- Legally registered;
- Authorized to operate in the country/in the countries where the proposed project activities will be implemented;
- The organisation has a management structure with clearly defined and divided roles and responsibilities;
- The organisation has sufficient technical and institutional capacity necessary for the efficient and effective implementation of the proposed project;
- The organisation has sufficient economic, administrative and accountability capacity;
- The organisation has an annual statement of accounts and an internal control system with adequate internal manuals and/or financial guidelines;
- The organisation has a bank account operated by more than one signatory and opened minimum two (2) years ago.

1.2 Activities

The ACP-EU Migration Action is a programme mandated to concretize the recommendations issued by the ACP-EU Dialogue on Migration and Development in the following fields: visas, remittances, readmission, trafficking in human beings and smuggling of migrants. For the purpose of this call, applicants must first identify their region of operation (i.e. where applicants intends to propose the project for) and, on that basis, propose a project exclusively in the topic indicated below:

<table>
<thead>
<tr>
<th>ACP Region of Operation</th>
<th>Topic of the Proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>West and Central Africa</td>
<td>Remittances</td>
</tr>
<tr>
<td>East and Horn of Africa</td>
<td>Remittances</td>
</tr>
<tr>
<td>Southern Africa</td>
<td>Trafficking in human beings and/or smuggling of migrants</td>
</tr>
<tr>
<td>Caribbean</td>
<td>Trafficking in human beings and/or smuggling of migrants</td>
</tr>
<tr>
<td>Pacific</td>
<td>Trafficking in human beings and/or smuggling of migrants</td>
</tr>
</tbody>
</table>

The relevant ACP-EU Dialogue on Migration and Development’s recommendation for the indicated topics can be found following the indicated links in the footnote.

The activities eligible for funding must be linked to the respective recommendation and strive to concretize one or more aspects of the recommendation itself.

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


For trafficking in human beings and smuggling of migrants:

The Action will support the initiatives of diaspora and migrant organisations, non-governmental organisations, civil society organisations or networks, research or academic institutions, community or faith-based organisations for the benefit of migrants, their families and their communities.

The Action can support projects that complement and enhance activities conducted by the NSA in the framework of its already ongoing projects.

The Action will privilege projects that have a regional scope rather than exclusively a national one.

Please find below a summary of the Dialogue’s recommendation on remittances, trafficking in human beings and smuggling of migrants and a related non-exhaustive list of activities that could be proposed under this call:

**A. SUMMARY of the RECOMMENDATIONS on REMITTANCES**

- Explore ways to improve the legislative and regulatory framework of sending and receiving countries, in particular in order to promote competition on the financial market.
- Reinforce capacity in the area of collection of reliable data, their processing and analysis both at EU and ACP level, including through peer to peer cooperation and exchange of best practices.
- Make available to relevant actors and the general public data on transfer costs in order to improve transparency and comparability.
- Improve knowledge on South-North remittances.
- Broaden the typology of formal channels to send and receive remittances, including postal networks and other relevant operators. In this context the use of new technologies such as mobile phones should be further promoted.
- Assess gaps and constraints of the current systems in order to ease transfers, including facilitating for migrants the opening of bank accounts in both source and receiving countries (linked bank accounts).
- Pursue the efforts to significantly decrease the costs of transferring remittances, both from the EU to ACP countries and between ACP countries. Promote access to financial services, with particular attention to rural areas.
- Promote financial literacy for migrants and the recipients of their transfers to enhance management and development impact of remittances.
- Further mobilizing investments of migrant savings which aim to contribute to development and the creation of businesses in the countries of origin, in particular through the modification of regulatory frameworks and the use of specific financial arrangements.

**AA. POSSIBLE PROJECT ACTIVITIES – Sector REMITTANCES**

- Create and disseminate communication campaign/development of tools for improving financial literacy (financial literacy apps) and planning of families/individuals receiving remittances (ex. production and dissemination of material in local language about how to best save and plan with received remittances);
- Support the development of Price Comparison Websites and develop new methodologies and partnerships to collate real-time data in remittance corridors;
- Create opportunities to share best practice in data collection, particularly methods to measure informal flows;
- Support existing diaspora’ projects in that country to improve education/vocational training, health/social services for their country of origin (ex. complementary grant for setting up a hospital department, a vocational school, etc.);
- Map access points so that a comprehensive picture is obtained on where funds can be collected in a certain country/countries.
B. SUMMARY of the RECOMMENDATIONS on TRAFFICKING IN HUMAN BEINGS and SMUGGLING of MIGRANTS

Promote comprehensive legislation on both trafficking in human beings and smuggling of migrants, in line with the UN Protocols on Trafficking in Persons and Migrants smuggling supplementing the United Nations convention against Transnational Organised Crime (the Palermo Protocols) and the EU legislation.

Promote effective implementation of national legislation on both trafficking in human beings and smuggling of migrants, tackling the different forms of exploitation (for example in the field of sport, schooling activities or sexual tourism) and involve non-governmental organisations especially as regards the relations with the victims.

Raise awareness among all the persons that are in a position to identify victims or collect hints leading to the dismantlement of criminal networks. Proper information and, if necessary, training should be provided (to judiciary and law enforcement authorities, health care workers and labour inspectors, among others).

Promote cross-border and international cooperation among the countries of origin, transit and destination with a specific focus on the sometimes ignored South-South dimension of trafficking in human beings and smuggling of migrants.

Improve the collection of data on both trafficking in human beings and smuggling of migrants as this is a prerequisite to define efficient policies and concrete actions.

Promote a victim-centred approach thereby protecting the victims from a human rights and gender perspective and foment all the necessary means to properly identify them.

Step up efforts to dismantle criminal networks and prosecute criminals, both traffickers and smugglers, as they represent a direct threat to the lives of migrants. For that purpose, setting up systems of financial tracking and conducting proper financial investigations going beyond the freezing of assets are of the essence. Tackling corruption among public officials and other relevant bodies should also be an effective part of the strategies to dismantle and prosecute criminal networks.

Improve at national level the coordination among the different services involved in the field of trafficking in human beings and smuggling of migrants. Proper mechanisms of inter-service coordination are key to obtain concrete results.

Addressing the demand side is also part of the answer to combat smuggling of migrants and trafficking in human beings, especially the latter. The involvement of the private sector (supply chain, awareness raising, and liability) should also become a priority for national, regional and international authorities.

BB. POSSIBLE PROJECT ACTIVITIES - TRAFFICKING IN HUMAN BEINGS and SMUGGLING of MIGRANTS (list is not exhaustive)

In the field of TRAFFICKING IN PERSONS:

- Produce and set up community –oriented awareness raising activities about human trafficking (i.e. community theatre with large reach out);
- Support shelters/day centres hosting or offering services to victims of human trafficking and/or other vulnerable categories (i.e. street or orphaned or abandoned children; battered women; women in prostitution);
- Provide training to health care workers, labour inspectors and other involved actors;
- Develop and distribute information material about existing referral services in that country/region for victims or potential victims;
- Provide education and vocational training for victims and potential victims of trafficking;
- Promote activities linked to improving coordination among actors involved in the same sector of the fight against trafficking;

In the field of SMUGGLING of MIGRANTS:

- Develop and distribute communication tools on safe migration based on specific country needs;
- Produce and set up community –oriented awareness raising activities about smuggling of migrants (i.e. community theatre with large reach out).
1.3 Location and duration

Project location

The proposed project must be implemented in one or more ACP country of the same region: West and Central Africa, East and Horn of Africa, Southern Africa, Caribbean and Pacific.

For the purpose of this call, the countries per Region are:

**WEST/CENTRAL AFRICA**
- Benin
- Burkina Faso
- Cameroon
- Cape Verde
- Central African Republic
- Chad
- Congo (Brazzaville)
- Cote d’Ivoire
- Equatorial-Guinea
- Gabon
- Gambia
- Ghana
- Guinea
- Guinea-Bissau
- Liberia
- Mali
- Mauritania
- Niger
- Nigeria
- Sao Tome & Principe
- Senegal
- Sierra Leone
- Togo

**EAST/HORN OF AFRICA**
- Burundi
- Djibouti
- Eritrea
- Ethiopia
- Kenya
- Rwanda
- Somalia
- South Sudan
- Sudan
- Tanzania
- Uganda

**SOUTHERN AFRICA**
- Angola
- Botswana
- Comoros
- Congo (Kinshasa)
- Lesotho
- Madagascar
- Malawi
- Mauritius
- Mozambique
- Namibia
- Seychelles
- South Africa
- Swaziland
- Zambia
- Zimbabwe

**CARIBBEAN**
- Antigua & Barbuda
- Bahamas
- Barbados
- Belize
- Cuba
- Dominica
- Dominican Republic
- Grenada
- Guyana
- Haiti
- Jamaica
- Saint Kitts & Nevis
- Saint Lucia
- Saint Vincent & the Grenadines
- Suriname
- Trinidad and Tobago

**PACIFIC**
- Cook Islands
- Fiji
- Kiribati
- Marshall Islands
- Micronesia
- Nauru
- Niue
- Palau
- Papua New Guinea
- Samoa
- Solomon Islands
- Timor-Leste
- Tonga
- Tuvalu
- Vanuatu

Project duration

The planned duration of the project may be between 5 and 10 months.
1.4 Budget and eligible costs

Project budget

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

Minimum amount: 70,000 EUR
Maximum amount: 100,000 EUR.

The purchase of substantial goods and equipment needs to be duly justified as to their need to achieve project goals. The grant is available for up to 100% of the total eligible costs of the project. The overall budget must include a provision for audit certification. The amount of 6,000 € (six thousands euros) has to be included without modification in the budget. Applicants are requested to illustrate funding opportunities and availability to sustain the funded project initiatives beyond this funding support.

Eligibility of costs

Only “eligible costs” can be taken into account for a grant. The categories of costs considered as eligible and non-eligible are indicated below. The budget is both a cost estimate and a ceiling for “eligible costs”.

The eligible costs must be based on real costs based on supporting documents (except for subsistence costs). Recommendations to award a grant are always subject to the condition that the checking process which precedes the signing of the contract does not reveal problems requiring changes to the budget (for instance arithmetical errors, inaccuracies or unrealistic costs and other ineligible costs). The checks may give rise to requests for clarification and may lead to modifications or reductions to address such mistakes or inaccuracies. The amount of the grant as a result of these corrections may not be increased. It is therefore in the applicant’s interest to provide a realistic and cost-effective budget. Eligible costs are actual costs incurred by the beneficiary of the grant which meet all the following criteria:

- They are necessary for the implementation of the project;
- They are reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency;
- They are incurred during the implementation of the project as specified in Article 3.2 of the Agreement (please see Annex 9) to be signed between the grantee and IOM. In particular:
  - Costs relating to services and works shall relate to activities performed during the implementation period. Costs relating to supplies shall relate to delivery and installation of items during the implementation period;
  - Signature of a contract, placing of an order, or entering into any commitment for expenditure within the implementation period for future delivery of services, works or supplies after expiry of the implementation period do not meet this requirement;
- They are recorded in the grantee’s account; they are identifiable, backed by effective supporting evidence (originals documenting each transaction must be collected and made available for verification), and verifiable;
- They are indicated in the overall budget for the project;
- They comply with the requirements of applicable tax and social legislation.

The following direct costs of the grantee shall be eligible:

- The cost of staff assigned to the Project, corresponding to actual salaries including social security charges and other remuneration-related costs; salaries and costs shall not exceed those normally borne by the grantee;
- Purchase costs for equipment and supplies for the purposes of the Project;
- Costs of consumables and supplies attributable to the Project;
- Taxes, duties, and charges, including VAT, actually paid by the beneficiary and that cannot be reclaimed shall be considered eligible, subject to IOM’s approval and provided that official proof for not having been able to recover such taxes, duties and charges are submitted to IOM in a timely manner. However, income tax is not eligible by all means.

The following costs are not eligible:

- Overhead and Indirect costs;
- Debts and debt service charges;
- Provisions for losses or potential future liabilities;
- Interest owed;
- Income taxes;
- Costs declared by the beneficiary and covered by another action or work programme;
- Purchase of land, construction or repair of facility/structure (excluding storage facilities or similar facilities/structures);
- Currency exchange losses;
- Credit to third parties;
- Fines, financial penalties and expenses of litigation;
- Contribution in kind;
- Depreciation costs, which properly should be part of the way in which any profits are allocated.
- Bank charges, costs of guarantees and similar charges.

For full details on eligible and non-eligible costs, please refer to art. 14 of the General Conditions (Annex C) of Annex 9 to this document. Please note that the reference in Art. 14.3 to the “Special Conditions” is not applicable; please note also that art. 14.4 of the General Conditions is not applicable in the framework of this call.
2. Application and selection process

2.1 Concept Note

The ACP EU Action facility for NSA support follows a two-step application process: a) the Concept Note; and b) the Full Proposal.

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

Applicants should be precise and ensure the application is clear, particularly how the results of the project will be achieved, and the benefits that will follow from it. Concept Notes should be accompanied by the following annexes:

1) Legal and Financial Identification Form (kindly see template in Annex 2); please note that for the details on the bank account, the NSA must prove that it has a bank account operated by more than one signatory and opened minimum two (2) years ago.
2) Copy of a valid certificate of registration of the organization.
3) Applicant’s Experience Overview, inclusive of the Applicant’s Organizational Chart and List of Projects Implemented by the Applicant in the last five (5) years. (kindly see template in Annex 3).
4) Check-List for Concept Note (kindly see template in Annex 4).

The Concept Note and the documents mentioned at point # 1, 3 and 4 must be submitted in the templates provided as Annex to these Guidelines.

Deadline for the submission of the Concept Note

The deadline for the receipt of Concept Notes is ***the 9th of August 2017***. Any Concept Note submitted after this deadline will automatically be rejected with no exception.

You have time until ***the 26th of July 2017*** to send by email to ACPEUActionNSAs@iom.int your questions, should you need clarifications on the process and/or on the requirements of this call. All clarifications will be provided to all applicants to this restricted call tentatively by ***the 2nd of August 2017***.

How to submit the Concept Note

The Concept Note and all required documentation must be submitted per email to: ACPEUActionNSAs@iom.int. Applications sent by any other means or delivered to other email addresses will not be considered.

Notification of the pre-selection result

Only applicants whose Concept Notes have been successful (see par. # 2.3 for more details) will be notified. Indication on the deadline for the submission of the Full Proposal will also be provided in this notification message.
2.2 Full Proposal

Applicants whose Concept Notes have been successfully approved will be invited to submit a Full Proposal. Applicants must submit their Full Proposal in the template provided in Annex 5 and in the same language used for the submission of the Concept Note. The elements outlined in the Concept Note cannot be modified by the applicant in the full application form.

Full Proposals should be accompanied by the following annexes:

a) Budget (Annex 6)
b) Curriculum Vitae of the proposed project team (Annex 7)
c) Copy of VAT exemption certificate (if applicable)
d) Financial Statements of the last 3 years preferably audited
e) Check-List for Full Proposal (Annex 8).

The documents mentioned at point # a, b and e must be submitted in the templates provided as Annex to these Guidelines.

For very exceptional and justified cases, IOM reserves the right to accept applications where points c. and d. are not fully met.

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Deadline for the submission of Full Proposals

The deadline for the receipt of the Full Proposal will be communicated in the notification communication concerning the Concept Note (see par. 2.1). Any proposal submitted after the communicated deadline will automatically be rejected.

How to submit the Full Proposal

The Full Proposal and annexes must be submitted via email to: ACPEUActionNSAs@iom.int; an electronic copy of each requested document must be included. The official date of submission will be the one of this e-mail. Please note that if your proposal will be selected, paper copies of all submitted documentation (in the Concept Note and Full Proposal stages) will be requested. Applications delivered to other addresses than the one indicated or submitted beyond the indicated date of submission will not be considered.

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2.3 Evaluation and selection of Concept Notes and Full Proposals

Grant Evaluation Committee

Concept Notes and Full Proposals will be examined and evaluated by the ACP EU Migration Action Grant Evaluation Committee (GEC). The GEC is the authorized body in charge of the review, selection and approval of submitted project proposals.

Evaluation of the Concept Note

STEP 1: Administrative and eligibility check

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

- The Concept Note has been submitted in due time;
- It follows the Concept Note Template provided in Annex 1 and is written in English, French, Spanish or Portuguese;
- The applicant fulfils the eligibility criteria as defined in section 1.1 of these Guidelines;
- The proposed project is to be implemented in the indicated country/ies;
- The sector of intervention and the proposed activities detailed in the Concept Note are relevant to the Action
- The duration of the project implementation is minimum 3 months and maximum 10 months;
- The estimated overall amount of the proposed initiative is minimum 70,000 EUR and maximum 100,000 EUR.
STEP 2: Content evaluation

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

- Relevance of the project with respect to the needs of beneficiaries and coherence with the thematic area as outlined in this Call For Proposals (par. 1.2);
- Regional scope of the proposal, i.e. activities proposed involve and benefit target groups in more than one country in the same ACP region;
- Proposed methodology and expected sustainability of the project;
- The organization’s operational capacity and expertise to implement the project.

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

Evaluation of the Full Proposal

STEP 1: Administrative and eligibility check

Full Proposals must fulfil the following administrative and eligibility criteria:

- The Full Proposal has been submitted in due time;
- It follows the Full Proposal Template provided in Annex 5 and is written in English, French, Spanish or Portuguese;
- The budget and the check-list for the Full Proposal are attached to the proposal and in accordance with the templates provided in Annex 6 and 8;
- Curriculum Vitae of the proposed project team according to the given template (Annex 7);
- The copy of VAT exemption certificate (if applicable), the Bank Registration Form, the NSA Financial Statements of the last 3 years, are attached to the proposal.

STEP 2: Content Evaluation

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

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

Provisional selection

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

The GEC might also decide to conduct interviews with the core project team and its management structure to assure technical expertise and institutional capacity pertaining to project management are in place.

Based on the submission and verification of the supporting documents and, possibly, the interview of the project team, the GEC will award the grant under this call for proposals.

2.4 Notification of the decision

All applicants who have submitted a Full Proposal will be informed in writing of the final decision concerning their application. The GEC decision to accept or reject an application for a grant is final.
3. Reporting, Monitoring and Evaluation

3.1 Grant agreement

Following the decision to award a grant, the beneficiary organization will sign a Grant Agreement with the International Organization for Migration (IOM); a draft version of the agreement that will be signed is provided in Annex 9.

3.2 Reporting

The Grant Beneficiary shall provide the Action with full information on the implementation of activities and submit progress and final narrative and financial reports using the reporting templates provided in Annex 10 and Annex 11.

The reporting requirements are established in the signed Grant Agreement. Other ad hoc documentation might be requested by the Action in the course of the project’s implementation.

3.3 Monitoring and evaluation

IOM will monitor the implementation of the projects through progress reports, site visits, meetings with project stakeholders and participation in project events. The beneficiary may be subject to field monitoring visits by representatives of the Action and/or the relevant IOM office in the country.

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

3.4 Financial management

Grant beneficiaries have the responsibility to administer the financial resources paid out to them in accordance with sound financial management and accounting procedures.

More details on the financial management requirements can be found in Annex 9 and in art. 1 and art. 16 of the General Conditions (Annex C) of Annex 9 to these Guidelines.

3.5 Visibility

Applicants should include in their full proposal applications and budgets, their planned measures to guarantee visibility to their activities, of the Action and of the European Commission and of the ACP Secretariat. Appropriate visibility materials and templates will be provided by the Action in line with the Communication and Visibility Manual for EU External Actions3 and the Action Communication and Visibility Strategy.

4. Annexes

| ANNEX 1:   | Concept Note Template |
| ANNEX 2:   | Legal and Financial Identification Forms* |
| ANNEX 3:   | Applicant’s Experience Overview* |
| ANNEX 4:   | Check List for Concept Note* |
| ANNEX 5:   | Full Proposal Template |
| ANNEX 6:   | Budget Template* |
| ANNEX 7:   | Curriculum Vitae Template* |
| ANNEX 8:   | Check List for Full Proposal* |
| ANNEX 9:   | Draft Template of the Agreement with the NSA [inclusive of Annex C, D and E]* |
| ANNEX 10:  | Narrative Reporting Form* |
| ANNEX 11:  | Financial Reporting Form* |

* available only in English