



Component 1

Guidelines on technical assistance interventions



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TERMINOLOGY

In order to facilitate the understanding of the functioning of the “*Action supporting ACP-EU cooperation on migration and development*” (called in the documents “ACP-EU Migration Action” and hereafter “the Action”) the following terms will be used throughout these guidelines:

Baseline assessment:	Assessment launched by the Action before a technical assistance intervention takes place, with the purpose of analyzing the initial state of affairs on a specific subject in one country, providing inputs to refine the intervention plan and identifying Non-State Actors (NSAs) active in that field.
Baseline (assessment) consultants:	Evaluation consultants recruited by the Action to carry out baseline assessments before the start of the technical assistance interventions.
Central Unit:	The Unit of IOM in charge of managing the Action.
Experts:	Migration specialists recruited by the Action to provide technical assistance to requesting entities.
Non-state actors’ initiatives:	Projects submitted by NSAs in a certain country, in connection with a technical assistance intervention in the same field.
Peer-to-peer meetings:	Meetings organized by the Central Unit with beneficiaries/stakeholders of interventions and non-state actors initiatives to exchange information and identify good practices that could be used to nurture the ACP-EU Dialogue.
Regional organization:	Intergovernmental Regional Organization whose members are mainly ACP States and whose mandate has a regional ACP dimension.
Requesting entity:	ACP Government, group of ACP Governments and Regional Organizations submitting to the International Organization for Migration (IOM) Central Unit a Letter of Expression of Interest and Concept Note, with the purpose of requesting technical assistance under the Action that is linked to the recommendations of the ACP-EU Dialogue on Migration.
Technical assistance:	Non-financial assistance provided through the Action in the form of technical expertise.
Technical assistance intervention:	The assistance provided to African, Caribbean and Pacific (ACP) Governments and Regional Organizations through the Action following a request by the ACP Government or Regional Organization itself and validated by the Steering Committee. It can cover a variety of activities in areas such as policy, legal advice, research and capacity building among others.

I. BACKGROUND AND GENERAL INFORMATION

The ACP-EU Migration Action is an initiative launched by the ACP Secretariat and funded by the European Union (EU) through the 10th European Development Fund (EDF) and implemented by the International Organization for Migration (IOM).

The Action is linked to the ACP-EU Dialogue on Migration and Development through the provision of direct technical assistance to ACP Governments on the areas of priority of the Dialogue, the support of initiatives by Non-State Actors (NSA) and the identification of useful and adequate information to feed the discussions of the Dialogue.

Component 1 of the Action aims at providing technical assistance to requesting ACP Governments or Regional Organizations in areas for which recommendations have been issued by the ACP-EU Dialogue on Migration – currently on visas, remittances, readmission, trafficking in human beings and smuggling of migrants.

In parallel, *Component 2* of the Action offers funding opportunities for projects proposed by NSAs for the benefit of migrants in the same thematic area and country/region where a technical assistance intervention is or has been implemented via *Component 1*.

These two components aim together at making available comprehensive support targeting simultaneously the Government of a country and its migratory governance in order to improve the Government’s action and promote the dynamic contribution of the civil society in that country.

Finally, information collected through the baseline assessments, the direct monitoring of the technical assistance interventions of Component 1 and of the NSAs initiatives of Component 2, and through peer-to-peer exchange meetings with experts and beneficiaries of the Action, will be analyzed and disseminated with the purpose of feeding the ACP-EU Dialogue with new perspectives (*Component 3*).

These Guidelines will provide information regarding the demand-driven facility for technical assistance on migration issues available for ACP countries and Regional Organizations (*Component 1*).

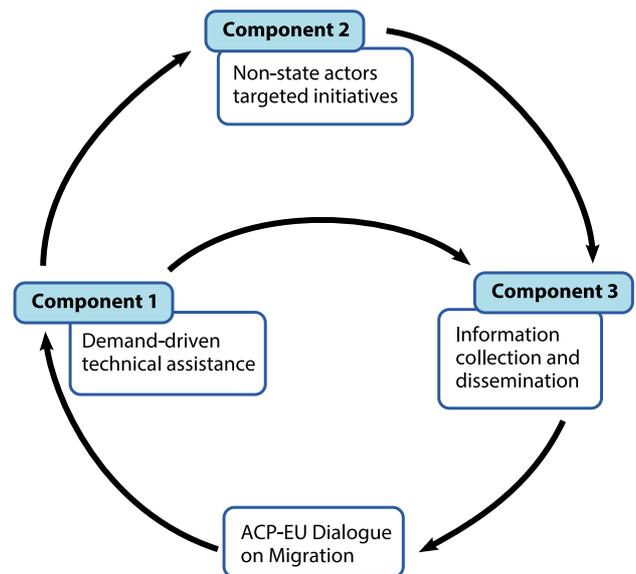
a. Demand-driven facility for technical assistance

The objective of the demand-driven facility for technical assistance is to provide ACP Governments and Regional Organizations with the possibility of benefitting from technical assistance in specific migration-related areas: **visas, remittances, readmission, trafficking in human beings and smuggling of migrants.**

Requests submitted by Governments and Regional Organizations shall focus on interventions in specific areas of support - visas, remittances, readmission, trafficking in human beings and smuggling of migrants - and shall include the deployment of technical expertise in those areas.

Requests for technical assistance generating from ACP Governments and Regional Organizations will be received by the Action’s Central Unit based in Brussels.

When a request is validated, a baseline assessment will be launched by the Central Unit with the objective of:



- i) Providing an overview of the state of affairs in the requesting country on the specific subject of the request;
- ii) Identifying the major stakeholders amongst Government and NSAs; and
- iii) Offering inputs and guidance useful to fine-tune the technical assistance intervention, if necessary.

The Baseline Assessment will provide a reference to compare the results achieved through the technical assistance intervention and evaluate its impact and contribution to the improvement of the initial situation in a given country. Moreover, the Baseline Assessment will help to further define the work plan for the actual technical assistance intervention.

Once the proposed intervention is refined in accordance with the findings of the Baseline Assessment, a complete dossier (Technical Assistance Fiche, Assessment Grid, Government/Regional Organization's Letter of Interest, Baseline Assessment) for the intervention will be submitted to the ACP Secretariat and the European Commission (EC) for approval.

Should the intervention be approved, a representative of the Action's Central Unit in Brussels will contact the expert/s that best fit the criteria in terms of geographical and thematic expertise and with demonstrated capacity to deliver the technical assistance. For this purpose, the Action will establish a **roster of migration experts from Governments' departments as well as external consultants on migration issues**. The involvement of local ACP expertise present in ACP countries will be particularly appreciated and emphasized during the experts' identification process.

Activities will be coordinated by the IOM Central Unit of the Action with dedicated staff based in Brussels and in five Regional Offices:

1. Dakar, Senegal;
2. Pretoria, South Africa;
3. Nairobi, Kenya;
4. Georgetown, Guyana; and
5. Suva, Fiji.

Within these five offices, the Action's Regional Coordinators (RCs) will act as the primary counterparts for Governments/Regional Organizations requesting technical assistance and for the experts that will be recruited to deliver the technical assistance.

The technical assistance provided through the demand-driven facility will cover all the costs related to the experts such as their travel to and within the country, their per diem while travelling to and within country, *inter alia*.¹

The contribution of the requesting entity to cover side costs of the intervention (venue and facilities for instance) will be highly appreciated. Limited support from the Action may be requested and will be analyzed on a case by case basis.

¹ The Action does not foresee the provision of equipment or the coverage of ancillary costs for the delivery of the technical assistance, such as the venue and/or per diem for participants to events related to the technical assistance.

II. ELIGIBILITY AND SCOPE OF ACTIVITIES

a. Applicants for technical assistance

Technical assistance offered in the framework of the Action is available for all 79 ACP countries (80 with South Sudan). The regional distribution of beneficiary countries is the following:

West and Central Africa	East and Horn of Africa	Southern Africa	Caribbean	Pacific
Benin	Burundi	Angola	Antigua and Barbuda	Cook Islands
Burkina Faso	Djibouti	Botswana	Bahamas	Fiji
Cameroon	Eritrea	Comoros	Barbados	Kiribati
Cape Verde	Ethiopia	Congo, The Democratic Republic Of The	Belize	Marshall Islands
Central African Republic	Kenya	Lesotho	Cuba	Micronesia, Federated States
Chad	Rwanda	Madagascar	Dominica	Nauru
Congo	Somalia	Malawi	Dominican Republic	Niue
Cote D'Ivoire	South Sudan	Mauritius	Grenada	Palau
Equatorial Guinea	Sudan	Mozambique	Guyana	Papua New Guinea
Gabon	Tanzania, United Republic of	Namibia	Haiti	Samoa
Gambia	Uganda	Seychelles	Jamaica	Solomon Islands
Ghana		South Africa	Saint Kitts and Nevis	Timor-Leste
Guinea		Swaziland	Saint Lucia	Tonga
Guinea-Bissau		Zambia	Saint Vincent and the Grenadines	Tuvalu
Liberia		Zimbabwe	Suriname	Vanuatu
Mali			Trinidad and Tobago	
Mauritania				
Niger				
Nigeria				
São Tome and Príncipe				
Senegal				
Sierra Leone				
Togo				

Requests can be initiated by a single ACP Government or several ACP Governments aiming at receiving joint technical assistance or by Regional Organizations, as long as requests fully respect the eligibility criteria and parameters set in these Guidelines.

Regional Organizations requesting assistance may not necessarily have only ACP States as members; however, ACP States should represent the majority of their membership. For instance, the Caribbean Community (CARICOM) or the Pacific Immigration Director's Conference (PIDC) can request assistance despite the fact that some of their Member States are not ACP countries. Direct assistance will only be provided to the Regional Organization as an institution or to ACP Member States: no direct assistance can be provided to a non ACP State.

Requests can be jointly submitted by two or more ACP countries if there are provisions in the intervention for cooperative activities. The technical assistance facility can therefore represent a useful platform for designing partnerships among different countries interested in working together on issues of interest for the Dialogue. The Central Unit of the Action together with the five RCs can provide support to countries submitting joint requests in order to structure needs and expectations.

b. Areas of interest for technical assistance

Technical assistance will only be approved in the areas of priority of the ACP-EU Dialogue, which currently cover the following topics:

- Visas;
- Remittances;
- Readmission;
- Trafficking in Human Beings; and
- Smuggling of Migrants.

The concrete recommendations produced by the ACP-EU Dialogue and endorsed by the ACP-EU Council of Ministers in June 2012 provide examples of initiatives that will be specifically targeted by the technical assistance facility. Further areas of cooperation of the ACP-EU Dialogue could be added during the implementation of activities.

c. Types of activities for technical assistance

Though the below list is not exhaustive, assistance available for ACP countries under the demand-driven technical assistance facility may include the following activities on visas, remittances, readmission, trafficking in human beings and smuggling of migrants :

- Review and proposal of legislative frameworks;
- Training of government officials;
- Development of governmental strategies and plans of action; and
- Provision of technical assistance for the set-up of procedures and systems within government structures (databases for instance).

Innovative interventions having a meaningful added-value for migration governance in the priority areas will be particularly welcomed. However, initiatives that contribute to the enhancement of already existing useful practices will be positively evaluated.

It is important to note that the only resource that will be provided by the Action is technical assistance through the provision of technical expertise. Consequently, and as an example, the requests of the below type of assistance will **not** be considered:

- Provision of IT material or equipment for government departments;
- Payment of salary complements for government officials or other staff;
- Per diems to participants for training provided by an expert; and
- Office and/or other running costs of the requesting entity.

Technical assistance requests must justify and show the relevance and the sustainability of the demanded intervention as well as synergies with other existing initiatives and programmes. In this sense, the provision of technical assistance should strengthen existing processes in order to ensure continuity of the results and effective impact.

Within the framework of the intervention, the Baseline Assessment will have a constitutive value since it will precede each technical assistance intervention by setting the point of reference prior to the intervention. This will support the fine-tuning of the request for assistance by analyzing the state of affairs in a sector, identifying

the relevant stakeholders to be involved during the intervention, and highlighting the real added value and impact the requested technical assistance shall have. The Baseline Assessment may also suggest improvements and adjustments where and if necessary.

d. Budget and timing

Characteristics of the intervention offered in the framework of the Action should consider the following parameters:

- The deployment of experts should not exceed **60 working days** in total (including preparatory tasks that can be carried out at the experts' home station). These days can be assigned to one, two or more experts depending on the requirements of the intervention.
- If needed, experts can be also **deployed for more than one period** during a maximum time span of eight months, as long as the total duration is equal or less than 60 working days for follow-up or continued assistance. For example, an expert can be deployed for a period of time, return to his/her duty station and then depart again for a follow-up deployment.
- The demand-driven facility automatically includes an **external Baseline Assessment** of the initial situation prior to the intervention. Therefore, there is no need to include fact-finding missions or baseline assessment activities in the document explaining the content of the intervention (Technical Assistance Fiche).
- Side costs to support the intervention (venue costs, per diems for participants, etc.) can only be covered by the Action to a very limited extent and will be analyzed on a case by case basis. Interventions requested by ACP Governments and Regional Organizations should bear in mind these limitations and envision alternative solutions, including in kind contributions from requesting Governments and Regional organizations, such as facilitating venues or per diems for the national stakeholders involved in the intervention. Contributions from requesting Governments and Regional Organizations should be specified in the Technical Assistance Fiche.
- It should be noted that after the receipt of the initial Letter of Expression of Interest and its Concept Note, the actual provision of the requested technical assistance will occur within 16 weeks at a minimum and as indicated in the below chart and further detailed in paragraph III of these Guidelines.

III. PROCESS TO RECEIVE TECHNICAL ASSISTANCE BY THE DEMAND-DRIVEN FACILITY

Step 1	Letter of Expression of Interest and Concept Note from an ACP Government or a Regional Organization
Total time	Not applicable
Institutions involved	ACP Governments and Regional Organizations
Output at the end of this stage	Received Letter of Expression of Interest addressed to the IOM Central Unit

ACP Governments and Regional Organizations interested in applying for technical assistance can send letters expressing their interest in receiving support to the ACP-EU Migration Action Central Unit at acpeumigrationaction@iom.int. The Letter of Expression of Interest must be accompanied by a Concept Note describing the type of intervention requested.

In order to be considered for technical assistance, the Letter of Expression of Interest has to clearly express the interest of a requesting ACP Government/s or Regional Organization in receiving technical assistance and also specify the contact details of the person in the requesting entity (ACP Government or Regional Organization) responsible for the file and its follow up.

The Concept Note accompanying the Letter of Expression of Interest must contain elements such as a short background on the reasons for the country/ies to request such technical assistance, the specific migration area related to the ACP-EU Dialogue (i.e. visas, remittances, readmission, trafficking in human beings and smuggling of migrants) covered by such technical assistance, the objectives and scope of the requested technical assistance, etc.

A template of the Letter of Expression of Interest and of the Concept Note can be found in the Action website at www.acpmigrationaction.iom.int

The Action will strive to maintain a geographical balance with regards to the supported interventions in order to ensure that all regions will have the opportunity to equally benefit from the demand-driven facility.

Step 2	Response to the Letter of Expression of Interest & Concept Note
Total time	IOM Central Unit: Three (3) working days to screen the Letter of Expression of Interest and the Concept Note and issue a recommendation ACP Secretariat and EC: Five (5) working days to reply to IOM Central Unit with objections/observations
Institutions involved	IOM Central Unit – ACP Secretariat – EC
Output at the end of this stage	Recommendation on Letter of Expression of Interest and Concept Note and related follow up

Upon receipt of a request, the IOM Central Unit of the Action will screen the eligibility of the request according to the content of the Letter of Expression of Interest and of the Concept Note and issue a recommendation within three (3) working days. Three outcomes are possible from this screening:

- Option A:** If the IOM Central Unit emits a positive recommendation, the request and recommendation are transmitted to the ACP Secretariat and the EC for their inputs. Thereafter, the ACP Secretariat and the EC will inform the IOM Central Unit of any objections/observations about the request and the related recommendations. If the recommendation by IOM is positive and no objection/observation is given by the ACP Secretariat and the EC, the request will be processed by the IOM Central Unit, who will contact the requesting entity to move the process forward. If the ACP Secretariat and/or the EC will present objections, the IOM Central Unit will inform the requesting entity accordingly and/or ask for additional information.
- Option B:** If the IOM Central Unit considers the request as non-eligible, it will inform the requesting entity accordingly. The IOM Central Unit will also share the request and the negative reply with the ACP Secretariat and the EC for information.
- Option C:** If the IOM Central Unit considers a request unclear and requiring additional clarifications/information, the IOM Central Unit will contact the requesting entity for further explanations. The request will be shared with the ACP Secretariat and the EC once the complete information is received.

Within ten working days from the initial receipt of a request for assistance and the Concept Note, unless official holidays impact on this timing, the requesting ACP Government or Regional Organization will receive an official reply from IOM Central Unit about their request of assistance.

Step 3	Preparation and submission of a Technical Assistance Fiche (TAF) and its cover letter
Delay	Maximum fifteen (15) working days
Institutions involved	ACP Governments and Regional Organizations – IOM Central Unit
Output at the end of this stage	TAF completed by the requesting entity in collaboration with the IOM Central Unit

The ACP Government/Regional Organization will develop a complete project document, also called the Technical Assistance Fiche (TAF), to define in detail the scope of their request and the methodology to achieve the expected results; the TAF template is available in the Action's website at www.acpeumigrationaction.iom.int.

With the assistance of the relevant Regional Coordinator and the Brussels-based IOM Central Unit, the requesting entity fills in the TAF template by providing an in-depth description of the expected support. The TAF includes the following sections:

- Summary;
- Background and justification;
- Methodology;
- Resources; and
- Sustainability.

The TAF should be completed and submitted to the IOM Central Unit within a maximum of fifteen (15) working days from the moment the requesting entity is informed that their request has been approved. The requesting entity shall officially submit the TAF to the Central Unit to acpeumigrationaction@iom.int accompanied by a cover letter. The cover letter must bear the signature of a responsible person at the level of Director or Head of Department of an ACP Government/Regional Organization in order to ensure adequate ownership and accountability.

Step 4	Assessment and rating of the TAF
Delay	Five (5) working days for assessing + Five (5) working days for objections/observations from the ACP Secretariat and the EC => Total ten (10) working days
Institutions involved	IOM Central Unit, ACP Secretariat and EC
Output at the end of this stage	TAF assessed and rated

Upon receipt of the TAF and its cover letter, the IOM Central Unit within a maximum of five (5) working days will analyze these documents and complete an assessment grid. Assessment criteria are available on the Action's website at www.acpeumigrationaction.iom.int with the purpose of evaluating the relevance of the intervention according to pre-defined criteria. The documents and the assessment grid will be shared with the ACP Secretariat and the EC. The ACP Secretariat and the EC will then be able to contribute with observations or to raise objections on the assessment.

Step 5	Baseline Assessment
Delay	Twenty (20) working days for contracting consultants, launching the Baseline Assessment and receiving the report
Institutions involved	IOM Central Unit – Baseline Assessment consultants
Output at the end of this stage	Baseline Assessment report prepared

Following the positive assessment of the TAF, and in the case no objection has been received from the ACP Secretariat and the EC, the IOM Central Unit will launch a Baseline Assessment. Baseline Assessment consultants are identified in the ad hoc roster established by the IOM Central Unit and called upon to undertake this exercise on the basis of their geographical and technical expertise, their availability and previous performance. Baseline consultants will carry out the necessary preparatory tasks through desk review of available documents and subsequently through a visit to the target country/ies. The Baseline Assessment may not always entail a mission to the country where there is reliable information (such as recent migration profiles and/or reports/analyses on the general migration situation) on the specific subject of the request and the relevant stakeholders.

If no such recent information is available through the desk review, a mission will be carried out. Once in the country, through the facilitation and planning of the RC and the IOM Country Office, the baseline consultants will meet with relevant stakeholders, including the EU Delegation and the ACP Authorizing Officer. The representatives of the requesting entity and of other relevant national institutions are approached so as to gather all necessary information to complete the assessment. Following a given structure, the Baseline Assessment report: 1) presents and analyzes the situation on a specific subject prior to the intervention; 2) provides inputs on the TAF that might help improving the intervention itself; and 3) identifies and maps major stakeholders in the field of intervention and active NSAs in the country working on subjects related to the intervention.

In the event that the Baseline Assessment shows the need to reformulate or make adjustments to the submitted TAF, the Central Unit, informed by the baseline consultants, will contact the requesting entity to modify the TAF. The requesting entity will have five (5) working days to modify the TAF and send it back to the IOM Central Unit. The Central Unit completes another assessment grid to accompany the modified TAF.

Step 6	Official approval of the intervention
Delay	A maximum of five (5) working days
Institutions involved	ACP Secretariat and the EC
Output at the end of this stage	Intervention package approved/rejected by the ACP Secretariat and EC

The package of the intervention (cover letter, TAF, assessment grid, Baseline Assessment) is submitted by the IOM Central Unit to the ACP Secretariat and the EC for approval. They shall decide on the approval/refusal of the intervention. If no reply/objection/comments/suggestions is received within five (5) working days from the submission of the package via e-mail, the intervention is considered as approved and the next steps will follow. The IOM Central Unit will inform the requesting entity.

Step 7	Expert's ToRs preparation, identification, selection, contracting and definition of the work-plan
Delay	Twenty (20) working days
Institutions involved	IOM Central Unit – Technical assistance experts
Output at the end of this stage	Experts selected, work-plan agreed and intervention phase started

The IOM Central Unit translates the approved TAF into Terms of Reference for expert/s. A search among the experts included in the **roster for technical assistance experts** is performed; subsequently, the selection process is initiated in order to check availability and recruit the most suitable and available candidate/s.

The selected expert/s will be requested to prepare a comprehensive work-plan detailing how they intend to achieve the objectives of the intervention. The work-plan will be discussed and agreed upon with the IOM Central Unit and shared with the requesting entity for comments/advice. The ACP Secretariat and the EC receive information about the selected experts and the work-plan.

Step 8	Intervention phase
Delay	Depending on the duration of the technical assistance intervention – maximum sixty (60) working days
Institutions involved	Technical assistance experts – Requesting entity
Output at the end of this stage	Technical expertise deployed and intervention finalized

The intervention is carried out according to the provisions of the agreed work-plan and the TAF. The RC may accompany the expert/s at the very beginning of their mission to the country in order to facilitate meetings with relevant stakeholders, so as to ensure the adequate kick-off of the activities. The RC remains the main contact person for the expert/s and the beneficiary Government to coordinate activities, in coordination with the IOM Central Unit. Monitoring is carried out on a regular basis by the IOM Country Office and/or the RC. The IOM Central Unit keeps a backstopping role.

Step 9	Reporting
Delay	A maximum of ten (10) working days after the intervention
Institutions involved	Technical assistance experts – IOM Central Unit – Requesting entity
Output at the end of this stage	Evaluation from all stakeholders involved and lessons learned and identified in the deployment of technical expertise for the benefit of the stakeholders of the ACP-EU Dialogue

At the end of the intervention, the technical assistance experts provide evidence of the outcomes of their intervention and submit the activities reports to the IOM Central Unit. In parallel, the IOM Regional Coordinators, in collaboration with the involved IOM Country Office, will make sure feedback is received from the requesting entity in order to evaluate the extent to which the intervention has met their expectations and needs.

In order to promote information exchanges and identify good practices for the ACP-EU Dialogue, selected representatives of the beneficiary Governments, Regional Organizations and/or technical assistance experts may be invited to participate at peer-to-peer exchange meetings and activities of the ACP-EU Dialogue on Migration to share and learn from each other's experiences.

Reference Timetable: from the reception of a Letter of Expression of Interest & Concept Note of an ACP Government/Regional Organization to the kick-off of the technical assistance intervention																
	w 1	w 2	w 3	w 4	w 5	w 6	w 7	w 8	w 9	w 10	w 11	w 12	w 13	w 14	w 15	w 16
Step 1 Reception of Letter of Interest & Concept Note	Step 2 Response to Letter of Interest & Concept Note		Step 3 Preparation of TAF			Step 4 Assessment of TAF		Step 5 Baseline Assessment				Step 6 Approval of TA Intervention	Step 7 Preparation of Experts' Intervention			
<i>W: week</i> <i>TA: technical assistance</i> <i>TAF: technical assistance fiche</i>																

IV. ANNEXES

- Recommendations of the ACP-EU Dialogue on Migration endorsed in June 2012
- Template Letter of Expression of Interest and of Concept Note
- Template Technical Assistance Fiche (TAF) for proposed interventions
- Assessment criteria

