

REQUEST FOR QUOTATIONS

Public call for project proposal for awarding grants under SEM/SDC-2022-1

This project is funded by Government of Switzerland

Note: This public call is announced with the support of Switzerland within the project "Strengthening capacities and partnerships for migration management in Serbia". The content of the call is the sole responsibility of the International Organization for Migration (IOM) and does not reflect the views of Switzerland.



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Prepared by the partners:



Republic of Serbia
MINISTRY OF LABOUR, EMPLOYMENT,
VETERAN AND SOCIAL AFFAIRS

International Organization for Migration
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Project title: „*Strengthening Capacities and Partnerships for Migration Management in Serbia*”

WBS: *MS.0026.*

Public call title: Public Call for Project Proposals for awarding grants under

SEM/SDC-2022-1

Public Call for Project Proposals

1. Background

The International Organization for Migration (IOM) announces the Call for Project Proposals (hereinafter referred to as the "Call") within the project "Strengthening Capacity and Partnerships for Migration Management in Serbia", for which funds were provided by Switzerland.

The overall goal of this project is to support national institutions in strengthening the migration management system in Serbia, with a special focus on mixed migration flows and migrants in vulnerable situations. One of the expected results of the project is the improvement of support for and protection of migrants in local communities, through programs and services that will be implemented in cooperation with civil society organizations and local institutions.

2. Objectives of the call

With this Call for Project Proposals, IOM wants to encourage civil society and local institutions to better understand the needs and rights of the local population and migrants, and to provide more accessible, comprehensive and high-quality protection services for the most vulnerable groups among them, thus to improve social cohesion in the communities where there is a large number of migrant population.

The implementation of joint projects should be based on the principles of good horizontal coordination, intersectoral cooperation and partnership between different actors relevant for migration management in local self-governments (local institutions, organizations and networks such as local migration councils, local teams to fight human trafficking, centers for social work, local health centers, schools, judicial authorities, economic sector, CSOs, and others), in order to achieve the as coherent and adapted response to specific needs in the field of migration as possible, as well as support for different categories of migrants at the local level. In this way, the intention is to increase the accessibility, quality and sustainability of support programs and protection services provided by relevant institutions and organizations, especially the systematic and comprehensive provision of social protection services for migrants in the most vulnerable situations that are licensed/accredited/standardized by the competent authorities.

At the same time, the implementation of the projects will take place within the wider implementation of the migration policy at the local level, in order to make the most of the positive effects that regular migration has on social and economic development, while mitigating the risks and challenges of irregular migration. In this sense, special attention should be paid to local action plans (LAPs), which are an instrument and mechanism for managing migration at the local level. As strategic and action documents of local governments, they determine the needs of different categories of migrants and foresee, among other things, the measures, and activities of local self-governments in order to improve their position. Therefore, the proposed projects can contribute to the realization of measures and activities of LAPs.

In accordance with the objectives of the Call, the objectives and activities of the proposed projects can fall under one of the following two clusters:

Cluster 1: Activities that contribute to social cohesion and inclusion by fostering mutual interaction and understanding between local and migrant populations, including support for the implementation of

joint and participatory initiatives, strengthening intercultural exchange, and bridging cultural differences, and empowering and including migrants in the local community.

This includes, among other things, activities aimed at raising the awareness of local communities about the rights and vulnerabilities of migrants, fighting against stereotypes about migrants, xenophobia, and social exclusion in general, as well as encouraging narratives about migration and migration that contribute to the creation of a public discourse against xenophobia, extremism, and anti-migrant attitudes.

Furthermore, psycho-social support programs that contribute to the well-being of individuals and community cohesion, aimed at structured and quality leisure time, through educational, socio-cultural, and other activities for diverse groups of migrants, especially young people in reception and asylum centers.

Also, activities that contribute to promoting the potential and contribution of migration to the development of local communities (e.g. peer-to-peer activities, exchange of good practices with EU member states, local self-government units, higher levels of government dealing with the same areas) and, in this sense, engagement of the diaspora as a potential factor in the development of local communities.

Cluster 2: Activities that contribute to the protection of migrants in vulnerable situations, especially unaccompanied and separated children, victims of gender-based or any other form of violence and victims of human trafficking, through adequate social protection programs and services.

The focus will be on the implementation of existing accredited/licensed programs and specialized social protection services, but also on the introduction and implementation of new/innovative services. Activities should target exclusively vulnerable groups of migrants, and individuals who are at the greatest risk and/or need within social protection institutions, reception, and asylum centers. Therefore, priority will be given to activities whose implementation is planned in partnership with relevant national and local institutions of social protection, which are adapted to the needs of beneficiaries and institutions in the current context and the needs of both vulnerable groups of migrants and local communities.

The volunteering aspect is particularly emphasized and encouraged in the activities proposed under Cluster 1. Diversity and gender mainstreaming will also play a significant role in the implementation of the proposed activities for both clusters, bearing in mind the focus on combating xenophobia and social exclusion.

3. Eligible activities

Cluster 1:

- organizing accredited/standardized creative, recreational, and educational workshops and courses for migrants in reception and asylum centers,
- educational and projects dedicated to intercultural exchange, including cultivating, and getting to know diverse cultural identities and traditions among the local and migrant population, especially among the youth,
- socio-cultural events, actions and manifestations that enable bringing together and connecting the local and migrant population, and creating more permanent contacts between them,

- projects focused on health and environmental protection,
- programs aimed at strengthening the position of women and girls in the migrant population, including support for women in organizing family life and taking care of children,
- peer activities in the community and support for volunteering,
- informational campaigns to change perceptions, educate and strengthen tolerance towards the migrant population,
- improving the awareness of the local and migrant community about the vulnerability of migrants, the risks of irregular migration, the basic rights of migrants and available assistance services,
- improving the awareness of the local and migrant community about the risks and dangers of migrant smuggling and human trafficking.

Cluster 2:

- Programs enabling protection and empowerment of unaccompanied migrant children (UMC) residing in Serbia;
- Support programs for children from the migrant and local population who leave institutional residence, become independent and enter the labor market;
- Innovative protection programs/services for migrant and local youth population, especially for people with mental health challenges, including harmful behaviors and practices in collective accommodation facilities/institutions (children's homes, reception and asylum centers, etc.) that provide direct support to beneficiaries, and/or to strengthen the capacity of service providers for such support;
- Support and protection programs for victims of human trafficking that contribute to increasing employability, providing adequate conditions and means of living, supported housing, and other types of assistance necessary to ensure the rights and reintegration of victims into the community/society;
- Prevention of sexual and gender-based violence, and support, protection and empowerment of victims who survived violence, including for reintegration into society/community;

Activities can be carried out in the existing premises designated for these purposes in reception and asylum centers, social protection institutions, civil society organizations, as well as in other suitable locations in local communities, in accordance with the planned work programs.

Applicants – projects can be submitted by citizens' associations and local self- government units/local institutions

Beneficiaries – all projects have to involve local communities, i.e. migrant and local population in their activities, in order to improve the atmosphere of mutual understanding and support and protection of vulnerable groups. Projects should define categories of target groups and main beneficiaries regarding the project objective and state the planned number of beneficiaries, including the gender and age estimation.

Expertise and professionalism – all activities involving specialized services and professional support to beneficiaries must be carried out by appropriate, previously trained or certified professionals with

relevant experience (eg psychologists, special educators, social workers), which must be guaranteed by the applicant. Also, for project proposals that include the provision of accredited programs and licensed social protection services, it is necessary to attach appropriate documentation that confirms the fulfillment of that condition. It is also possible to accept projects that foresee the provision of protection services that are not licensed, if these services follow the same standards as within social protection institutions, and if there is already documented evidence of experience in provision of such services for at least one year.

Partnerships – submission of projects involving partnerships with other civil society organizations and local actors is encouraged. In addition to other citizens' association, partners within this call may also be local and national institutions, such as local self-government units, centers for social work and other relevant public institutions and actors. In case of partnership, the application and project proposal should have clear description of the role of a partner organization/institution in project implementation, as well as potential resources to be awarded to the project. Selected applicants envisaging formal partnership in their applications will be required to submit a letter signed by the partner institution/organization jointly with the project proposal.

The selected project applicants will be the sole beneficiaries of the received funding and solely responsible for the realization of the available funds. If envisaged by the project applicant, the planned subcontracting with partner organizations/institutions must be clearly stated and justified in the project proposal, and must be approved by IOM.

Local community support and consultations with the project beneficiaries – project proposals developed in cooperation with local community and/or target beneficiaries or with noticeable support of local communities (local self-government units, local community units) are assessed positively. The above-mentioned is further elaborated in the application. Applicants of the selected applications stating secured local community support, must submit an official document showing support of the local community jointly with the project proposal.

Volunteerism – project proposals promoting and including volunteers could be given a priority in the selection process.

Co-funding – projects envisaging co-funding have priority in the selection process.

Sustainability – it is important to state in the project whether and in what way the project continues operating even after formal end of grant use. Sustainability may bring additional points when assessing project proposals.

The following activities are not eligible for funding:

- activities concerned exclusively or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses, individual scholarships for studies or training courses;
- activities related to support to political parties;
- activities in relation to the work of political parties or activities of political i.e. partisan nature;
- marketing promotion activities;
- grants awarding activities (i.e. use of funds to award grants or loans to other organizations);
- activities concerning exclusively or mainly the investment in infrastructure and/or equipment procurement;
- emergency relief or charitable donation activities;
- activities in which significant part of the budget covers the office operation costs;

- activities in which significant part of the budget covers the staff costs;
- activities that fall under general activities of research and marketing without specific outcome;
- activities falling under jurisdiction of state institutions, public administration services, including local self-government.

4. Information on Grants

The total amount of funds available under the Call for Proposals is 330,000 Swiss Francs (CHF):

Cluster 1 – is awarded through grants with a minimum value of **CHF 15,000** and a maximum of **CHF 30,000**, while at least six projects with a total value of CHF 180,000 will be financed through the Call.

Cluster 2 - is awarded through grants with a minimum value of **CHF 30,000** and a maximum of **CHF 50,000**, while at least three projects with a total value of 150,000 CHF will be financed through the Call.

5. Geographic area of project implementation/Location

The project shall be implemented in the territory of the Republic of Serbia. When selecting projects to be funded, attention shall be paid to evenly-distributed geographical coverage.

6. Project duration

The implementation of the project activities will be considered to have started with the signing of the contract scheduled for the month of October 2022. It is not possible to finance activities that were started before the signing of the contract. The duration of the project can be a maximum of 12 months, with the end of the implementation of the activities no later than September 30, 2023.

7. Criteria for grant applicants

Civil Society Organizations (CSO)

Grants shall be awarded to the following applicants:

- legal entities, i.e. civil society organizations or non-profit organizations, registered in the Republic of Serbia according to applicable local regulations;
- organizations registered in compliance with the law for minimum of three (3) years with clear evidence of previous experience in implementation of similar projects in the previous three years.

8. Application

The applications should contain completed forms stated in part “11.” which should be submitted in an electronic form to the email addresses: iomBeograd@iom.int and nlukovic@iom.int with a subject line “Project Proposal under the Call SEM/SDC-2022-1”, together with the formal proof of a partnership, i.e., confirmation of the support of a relevant local institution, if this is foreseen for the realization of the project.

The application forms will be delivered to all interested organizations which send an email request to obtain the templates to the email: nlukovic@iom.int with the subject line: “Request for the obtaining of application forms SEM/SDC-2022-1”.

9. Eligibility of costs: costs which may be taken into consideration for the grant

Only "eligible costs" can be taken into account for a grant. The categories of costs considered as eligible and non-eligible are indicated below. Note that the eligible costs must be based on real costs based on real market costs.

Recommendations for the award of a grant are always subject to the condition that the checking process preceding the signature of the contract does not reveal any 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 by IOM and lead to modifications if needed. The amount of the grant, as a result of these corrections, may not be increased.

9.1 Eligible direct costs

Eligible costs are actual costs incurred by the applicant, i.e., grant beneficiary/grantee, which meet ALL of the following criteria:

- a) costs incurred during the implementation of the project, as specified in grant contract; in other words, the costs shall relate to activities performed during the implementation period;
- b) costs are indicated in the overall project budget (in the enclosed budget format);
- c) costs are necessary for the project implementation;
- d) costs are identifiable and verifiable, in particular being recorded in the accounting records of the grant beneficiary and determined according to the applicable accounting standards in Serbia (relevant for the civil society organizations);
- e) costs comply with the requirements of applicable tax and social legislation.

The eligible direct costs of the grant beneficiary shall be as follows:

1. costs of staff assigned to work on the activity, corresponding to actual gross salaries including social security charges and other remuneration-related costs provided that salaries and costs do not exceed the amount of costs normally borne by the beneficiary;
2. travel and per diem costs for staff and other persons taking part in the project, provided that they are for the purpose of implementation of the project activities and that supporting documents are ensured for actual costs.

9.2 Non-eligible costs

The non-eligible costs shall be as follows:

- a) Value added tax (VAT);
- b) debts and interests;
- c) provisions for losses or potential future liabilities to third parties;
- d) costs declared by the beneficiary and financed by other donors;
- e) purchase and rehabilitation of land and buildings whose works exceed 50% of total project budget value;
- f) vehicle procurement;
- g) purchase of alcohol and energy drinks, tobacco products and other psychoactive substances;
- h) currency conversion/exchange loss;
- i) loans to third parties.

10. In-kind contributions

In-kind contributions (such as asset/existing equipment valuation, donations, unpaid volunteer work) are not considered actual expenditure and therefore are not eligible costs.

11. How to apply

The necessary documentation is submitted in English. The applicant shall submit on request of the IOM the translated documentation in Serbian, after official release of the decision of selected beneficiaries. The selected beneficiaries must envisage a budgetary line for translation of project documentation in case they do not have available funds for such purpose.

The application includes the following documentation:

- 1) Project proposal and detailed budget in the format that will be requested from IOM as explained in the part 8;
- 2) for the civil society organizations: a copy of registration proving the validity and registration date of the organization; declaration indicating technical and professional capacity of the civil society organization, as well as the list of the previously implemented projects stating the budget amount;
- 3) Supporting documentation, i.e. letter of support of the local community (if appropriate); signed partnership declaration (if appropriate); evidence of relevant qualification for social service provision projects (such as CVs, certificates, etc., if appropriate).

The application must be submitted via e-mail in PDF format (signed and scanned) and in the original editable format, using Word and Excel. Signed and scanned versions must include exactly the same application documents and contents as the electronic versions in the original editable format. In case of discrepancies, signed, stamped, and scanned version will prevail.

Handwritten applications will not be considered.

For applications within the grants, all procurement to be performed within the project must be expressed without VAT, that is, the amounts in the proposed budget are stated accordingly. The budget should also indicate what would be the financial contribution of the Applicant (Sources of Funding, provided in the budget form, Art.2), while these contributions in the project implementation can include VAT. Financial participation of candidates is encouraged and can be considered an advantage in the selection process.

IOM reserves the right to alter this Call for any reason or at any time before submission of project proposals, either at its sole discretion or as a response to a request for clarification. All changes shall be available to all applicants.

One applicant can apply with only one project proposal within each cluster. The applicant can only sign one contract for the financing of one project proposal within this call.

Additionally, funding of project proposals is possible provided that the applicant does not receive other funding in the areas of migration management and/or provision of services to vulnerable groups originating from the Swiss State Secretariat for Migration (SEM), or the Swiss Agency for Development and Cooperation (SDC).

Applicants may ask for clarification of any part of this Call. Clarification request should be sent by e-mail to the e-mail address nlukovic@iom.int at least seven (7) days before the deadline for submission of applications.

Project proposal applications are submitted in English via e-mail to the addresses lomBeograd@iom.int and nlukovic@iom.int with the reference "Project Proposal under the Call SEM/SDC-2022-1" in the title of the message. Applications must be submitted by September 4, 2022 at 11:59 pm. Applications submitted after the deadline will not be considered.

12. Evaluation and selection of applications

Applications shall be examined and evaluated by the Committee comprised of representatives of IOM, the Commissariat for Refugees and Migration, the Ministry of Labour, Employment, Veteran and Social Affairs and the Swiss Cooperation Office in Serbia, consisting of five (5) voting members. All applications shall be assessed according to the following steps and criteria. If the examination of the application reveals that the proposed project failed to meet the eligibility criteria, the application shall be rejected on this sole basis.

IOM is not bound to accept any project proposal and reserves the right to annul the selection process at any time prior to contract award without thereby incurring any liability to applicants.

12.1. Corrupt, fraudulent, and coercive practices

IOM requires that all IOM staff, bidders, manufacturers, suppliers, or distributors observe the highest standards of ethics during the procurement and execution of all the contracts. IOM shall reject any project proposal or terminate contracts if it is determined that the bidders are engaged in any corrupt, fraudulent, or coercive practices.

12.2. Evaluation of applications

The application evaluation comprises administrative and technical evaluation. The administrative evaluation examines the application form in terms of applicant's eligibility, activities, costs, meeting of the submission deadline. If any of the requested information is missing or incorrect, the application may be rejected on that sole basis and the project proposal will not be further evaluated.

The evaluation of the application quality, including the proposed budget and applicant's capacity will be carried out in accordance with the following criteria:

Criteria	Scores
Operational/technical capacity of the applicant <ul style="list-style-type: none"> - Does the applicant have relevant experience in implementing similar projects (in terms of budgeting and types of activities)? - Does the organization have necessary human resources/ skills for project implementation? If any resources are missing, does the project include plan for their recruitment (through consulting services, staff hiring, etc.)? - Where appropriate, do partner organizations/institutions have a capacity for implementing project activities? 	20
Relevance of activities <ul style="list-style-type: none"> - How relevant is the project proposal to the objectives of the Call? 	20

Local community support / consulting the local community and target groups / beneficiaries <ul style="list-style-type: none"> - Did the applicant present the support of local community in which a project will be implemented? - Were consultations carried out with target groups/beneficiaries while developing the project idea? 	5
Coherence and feasibility of the project <ul style="list-style-type: none"> - Are the issues to be addressed clearly explained in the project? - Are the objectives and activities in the project proposal clear? - Are there proposed activities for addressing the issues? - Can the proposed activities be implemented within a proposed timeline? - Is the budget sufficient for implementation of the proposed activities? - Will any of the project results remain after project completion? - Do the proposed activities promote volunteerism, including description and number of volunteers involved in the implementation of proposed activities? 	25
Project beneficiaries <ul style="list-style-type: none"> - Are the beneficiaries clearly indicated in the project proposal according to the requirements of this Call? - Are the gender and age of beneficiaries stated? 	10
Budget and cost-effectiveness of the project <ul style="list-style-type: none"> - Are all proposed costs acceptable? - Is the cost in line with the market prices? - Are the costs indicated for all activities? 	15
Co-funding <ul style="list-style-type: none"> - Is co-funding or applicant's or other donor's contribution envisaged in the project proposal? 	5
Total maximum score	100

12.3. Selection process

Only applications with a score of at least 60 will be considered for funding.

During the evaluation IOM will select the strongest applications for funding. However, in the interest of ensuring the coverage of a wide range of topics, IOM reserves the right to accept the application ranked lower than other project proposals, if such a project proposal fills a thematic gap.

13. Funding Decision Notification

The applicants will be informed by email about the decision concerning their applications and project proposals.

Following the decision on awarding funds for the project proposal, the applicant will be offered a contract, provided that the applicant accepts to implement the proposed project according to the contract.

14. Contracts, reporting, monitoring and final payments

The payment schedule of funds to selected beneficiaries is defined by terms and conditions of the project implementation contract. The payment schedule may be linked to the project key achievements and milestones, implementation progress or verification visit findings within the program. The final payment (up to 10%) is made after approval of the final narrative and financial report.

The selected beneficiaries are expected to cooperate actively with IOM in the project implementation and monitoring process.

The selected beneficiaries must document their activities, including photos as an integral part of their reports.

The selected beneficiaries must submit the following reports:

- Progress reports on project implementation comprising narrative and financial aspects, including photos and assessment of the implementation progress according to the planned results produced in English and Serbian.
- Final report on assessment and analysis of the implemented project, outputs and outcomes submitted not later than 30 days after project completion. The final report consisting of narrative and financial aspects, including photos must be submitted in English and Serbian.
- IOM shall observe and monitor the project implementation. The selected beneficiaries may be assessed at any time during the project implementation and corrective measures may be taken according to the assessment findings.
- Supporting documents, such as meeting and training agendas, lists of participants, invoices etc., must be submitted jointly with the final narrative and financial report, as stipulated in the Project Implementation Agreement signed between IOM and the grant beneficiary.

IOM will regularly monitor the implementation of project activities by the beneficiaries. The implementation of activities and budget may be subject to audit at any time during the implementation of the project, and subsequent measures may be taken in accordance with the findings of the monitoring and/or audit.

15. Visibility

Grantees are obliged to comply with the communication and visibility guidelines of Switzerland during all communication and promotional activities of the project and in connection with the activities of the project. IOM will share guidelines with grant beneficiaries after signing the project implementation Agreements.