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Information Session *Rights of Migrants in Action Project*

Bangkok , 15 October 2015

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Purpose of this Session

- To help potential applicants understand the key elements of the application
- To provide a few helpful tips and
- To answer questions/clarify inquiries



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Steps

- Start with the analysis of guidelines and required documents
- Analysis of the evaluation criteria.
- Analysis of available capacities/resources.



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A few helpful tips

Plan ahead. Allow plenty of time for those involved to meet, discuss, and review progress in the application writing process.

Make it a team effort. Assign specific roles and responsibilities to people in terms of developing the proposal. But remember, if you ask your budget person to develop the budget, they need the design FIRST! You cannot budget what doesn't exist.

Establish a timeline for the proposal process at the outset and send it to all participants. Discuss it in the first proposal meeting. Set interim deadlines. This will help avoiding the “last minute rush.”



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A few helpful tips

Show sustainability of the project

Try to convince the reviewers that the grant would be a good **investment for development**.



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A few helpful tips

Be realistic in what you are proposing; what can reasonably be accomplished in the scope time and resources of this grant

Be factual and specific. Don't talk in generalities or in emotional terms. Be sure to substantiate all statements in your proposal, otherwise don't make them.

If you have questions – send them to rightsmigrants.action@ifrc.org



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Elements of the Application – One phase Call for Proposals

1. Concept Note
2. Detailed Proposal
3. Budget (to be attached to the concept note and the detailed proposal)
4. Logframe (to be attached to the concept note and the detailed proposal)

And don't forget about the Signed Documents:

- IFRC Code of Conduct
- Financial Identification
- Self-Assessment Grid



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Where can I find the templates?

All templates and annexes are available in the Guidelines for Call for Proposals

To access please go to

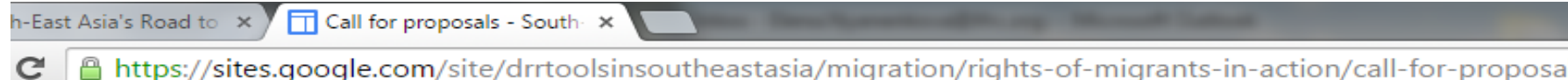
<https://sites.google.com/site/drrtoolsinsoutheastasia/migration>



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South-East Asia's Road to Resilience

Navigation

Regional Community Safety and Resilience Forum

- A. Community Safety and Resilience Framework
- B. Regional Community Safety and Resilience Forum 2015
- C. Regional Community Safety and Resilience Forum 2014
- ▶ D. Community Safety and Resilience Unit (CSRU)
- ▶ E. Regional Disaster Management Committee (RDMC)

About and how to use

Climate Change

IFRC Climate Change References

- ▶ References for Climate Change

Communication and Advocacy

Community Engagement
Humanitarian Diplomacy and Advocacy
News and Media
Publications
Social Media
Testimonies from the Field

Contact Us

Countries

[Migration](#) > [Rights of Migrants in Action](#) >

Call for proposals

Rights of Migrants in Action

Call for proposals and award of grants for civil society organizations for protecting and migrant domestic worker and victims of human trafficking.

Details

Please email all required documents to rightsmigrants.action@ifrc.org

- Guidelines for call for proposals: [Thailand](#) (PDF)
- Questions and Answers: [Thailand](#)
- [Logframe template](#)

Relevant documents to be filled and or signed:

- [Financial identification](#)
- [Applicant organisational self-assessment grid](#)
- [IFRC Code of conduct](#)

Contacts: rightsmigrants.action@ifrc.org



Elements of the Application – Concept Note

- Concept Note intends to provide information about the proposed action.
- Is submitted together with the detailed proposal.
- It includes the project summary with overall objective, expected outcomes, indicators for achievement, main activities, budget summary and the targeted beneficiary through the implementation of the project.



Elements of the Application – Concept Note cont.

•Title and Date of Proposal

(Rights for Migrants in Action, January 2016 --June/July 2017)

1. About the Implementing Entity

- a) Short History about the entity.
- b) Legal Status, Financial and Operational Capacity.
- c) If applicable, a brief description of key partners.

2. Context

Provide a short overview of the operational context in which the proposed action will be implemented



Elements of the Application - Concept Note cont.

3. Project description

3.1 Project summary

3.2 Overall objective (*Promote and Protect the human rights of the migrants, in the targeted countries, migration corridors and regions through a globally coordinated civil society action, with a specific focus on migrant domestic workers and victims of human trafficking*).

3.3 Expected Outcomes

3.4 Indicators of achievement

3.5 Main Activities

3.6 Key target beneficiary population



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Elements of the Application - Concept Note cont.

4. Budget and Financial Capacity

5. Synergies and Sustainability

Provide a narrative of how the proposed project complements existing country initiatives and how the organisation will ensure that impacts of proposed activities are sustainable after the project timeframe ends.



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Elements of the Application – Detailed Proposal

1. Information for the Concept Note

A snapshot of the action outlined in the Concept Note

2. Organizational Capacity

Human resources, Projects Implemented in Past of Similar Nature, Current Project which may affect or complement the project that is to be implemented



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Elements of the Application – Detailed Proposal cont.

3. Partners

Details about the partners, including the nature of their involvement in achieving the project objectives.

4. Budget and Financial Capacity

Detailed budget for the implementation of the project as per the format provided in the Annex.



Elements of the Application – Detailed Proposal cont.

5. Secondary Criteria Evaluation (Annex C)

This includes

- Participation in established network and coordinated mechanism along with strategic partnership with government at national level where appropriate.
- Should be able to meet NARRATIVE monitoring and reporting requirements.
- Should be able to meet FINANCIAL monitoring and reporting requirements.



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Elements of the Application – Detailed Proposal cont.

6. Contact Information

The contact details of the Civil Service Organization (CSO's).



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Elements of the Application – Logframe, Budget and signed Annexes

When Submitting the Application CSO's should also include

Logframe and Budget

And the signed annexes

A) Annex- D (Organizational Self- Assessment Grid)

B) Annex- F (IFRC Code of Conduct)

C) Annex- G (Financial Identification Form)



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Submitting the Application

Note:

Deadline for Submission of Applications is 30 NOVEMBER 2015

24:00 Geneva time

rightsmigrants.action@ifrc.org

Thank you