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Rights of Migrants in Action

Call for proposals - QUESTIONS & ANSWERS

This text is available in EN only and will be updated periodically until no later than 15 days before the deadline for submission of proposals.

Q&A published at an earlier date will be kept unchanged.

Applicants are kindly invited to consult the document regularly.

Deadline for submission of Applications : 30. November 2015 at 24.00 Geneva Time (GMT +1)



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1. GENERAL CALL SPECIFICATIONS

1.1. What is the deadline for applications?

The deadline for the submission of applications is **30. November 2015** Geneva time (GMT+1)

All applications should be submitted via mail to rightsmigrants.action@ifrc.org

Any application submitted after the deadline, or delivered to other addresses or by any other means (e.g. by fax or hand delivery) cannot be accepted.

1.2. Where to ask questions and clarify doubts?

All questions from applicants relating to this Call for proposals should be submitted no later than 15 days before the deadline for submission of applications to the email address: rightsmigrants.action@ifrc.org.

The IFRC and its Focal Points have no obligations to provide clarifications to questions received after this date. If requests of clarification are received within established deadlines, replies will be given no later than 7 days before the deadline for submission of applications.

To ensure equal treatment of applicants, the IFRC and its National Societies will not give a prior opinion on the eligibility of applications or its proposed actions.

General information and frequently asked questions (FAQs) is posted on the project webpage on <https://sites.google.com/site/drrtoolsinsoutheastasia/migration> . As such, potential applicants are encouraged to consult the website on a regular basis for the most up-to-date information and relevant clarifications.

1.3. What can we do if we have problems with uploading documents?

Please notify any issues related to uploading documents on to the web platform to rightsmigrants.action@ifrc.org.

1.4. Where can we find the templates for applications?

Applications should be prepared in accordance with the present Guidelines and the template provided in Annex B. on the Guidelines for call for proposals at <https://sites.google.com/site/drrtoolsinsoutheastasia/migration>

Applications will be accepted in all IFRC official languages (English, French, Spanish and Arabic).



Applications should be accompanied by the following annexes and signed documentation:

- Applicant Organisational self-assessment grid (ANNEX D)
- IFRC Code of Conduct (ANNEX F)
- Financial Identification form (ANNEX G)

1.5. How should the budget be presented ?

The detailed budget should follow the format given in the guidelines Annex H.

1.6. Is there a limitation for the duration of the project (the starting date is set for February 2015, but what is the number of months of project implementation?)

The planned duration of a project may not be lower than 12 months nor exceed 18 months.

1.7. We would like to know whether the hard copy of the application should be sent to any address?

No hard copy should be sent to any address. The application proposals should be sent to rightsmigrants.action@ifrc.org via mail.

1.8. Can one CSO apply with two or more applications?

Yes, when applicants send several different Applications, each one must be uploaded separately.

2. SPECIFIC CALL PROVISIONS

2.1. Which organisations can apply to this call for proposals?

In order to be eligible for a grant, applicants must, cumulatively:

1. Be legal persons and
2. Be non-profit making
3. Be registered and operating in one of the 15 target countries of the Action:
Benin, Guatemala, Ecuador, Ethiopia, Honduras, Indonesia, Jordan, Kazakhstan, Lebanon, Morocco, Nepal, the Russian Federation, Tajikistan, Thailand, Zimbabwe.
4. Be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary.



5. Have a mandate for, or proven experience in, dealing with the promotion and protection of the rights of migrants within their respective countries.

2.2. We would like to know whether the co-financing can be in the form of hours of work (research and/or administration) used for the project and not charged to the project?

A co-financing of 10% of the total budget is required from the applicant. As such, only 90% of the total costs of the project will be eligible for the grant. The Applicant will need to provide information on how this co-financing will be obtained.

The cost of staff assigned to the project may be considered as co-financing in the budget of the project when paid by the applicant or partners (provided the fact that resources are not originating from other EU funded projects).

2.3. We would like to know in which language we should submit the activity report?

Activity reports could be in any of IFRC official languages: English, French, Spanish or Arabic.

2.4. What is the deadline for financial and narrative reporting?

Frequency of reporting: Every four months from the date of the contract signing.

Currency for reporting: Swiss Francs (CHF) and Thai Baht (THB)

2.5. Can we apply as consortium(few CSOs together in one application)?

Applicants may enter into partnership with other organisations such as :

- other CSOs, including migrants' organisations regardless of their registration status;
- local and national public authorities;
- think tanks, research institutes

Applicants' partners participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the grant beneficiary. Partners must therefore satisfy the eligibility criteria as applicable on the grant beneficiary himself.

An already existing consortium or association of CSOs may submit an application under the name of the legally constituted consortium or association. If the consortium is an informal



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grouping for the purposes of this call, the application must be submitted under the name of a lead CSO, with the others members acting as partners.

Partnership statements will have to indicate roles and responsibilities of each member of the consortium.

2.6. In the case of a consortium with whom the agreement will be signed?

The agreement will be signed with the leading partner of the consortium.

2.7. In which currency the funds will be transferred?

The funds will be transferred only in Swiss Francs.