

OPEN CALL FOR PROPOSALS / SOAM PROGRAMME
"Supporting Organisations that assist migrant asylum seeking population in Greece"



**CALL FOR PROPOSALS
FOR NON-GOVERNMENTAL ORGANIZATIONS REGISTERED IN GREECE
IN THE FRAMEWORK OF THE "SOAM PROGRAMME"**

**SUPPORTING ORGANISATIONS THAT ASSIST MIGRANT ASYLUM SEEKING
POPULATION IN GREECE**

European Economic Area Financial Mechanism 2009-2014

Country: Greece

Programme Area: Institutional Framework in the Asylum and Migration Sector

OPEN CALL FOR PROPOSALS / SOAM PROGRAMME

“Supporting Organisations that assist migrant asylum seeking population in Greece”

1.INTRODUCTION

The overall objectives of the EEA Financial Mechanism 2009-2014 are to contribute to the reduction of economic and social disparities in the European Economic Area (EEA) and to strengthen bilateral relations between the Donor States and the Beneficiary States through financial contributions in specific priority sectors.

This Call for Proposals follows from a Memorandum of Understanding on the Implementation of the EEA Financial Mechanism 2009-2014 between Iceland, the Principality of Liechtenstein, the Kingdom of Norway and the Hellenic Republic stating that “the programme shall provide grants to fund the running cost of reception centres run by NGOs (Non-Governmental Organizations). The NGOs shall be selected through an open call. The Financial Mechanism Office (FMO), the secretariat for the donors to the EEA Grants, shall contract a Fund Operator to run this programme component”.

Based on an Agreement between the FMO and the International Organization for Migration (IOM) – Office in Greece dated 4/12/2012, IOM ATHENS is the Fund Operator of the above mentioned Programme. As stipulated in this Agreement “the Fund Operator is responsible for the development and implementation of the Programme” including the organization of this Call for Proposals.

Being the leading international organization for migration worldwide, IOM, along with its partners in the international community, a) assist in meeting the growing operational challenges of migration management b) advance in the understanding of migration issues, c) encourage social and economic development through managed migration and d) uphold the human dignity and well-being of all migrants.

IOM ATHENS works in close cooperation with government bodies, civil society and other national agencies and international organizations to provide ongoing support to Greece’s efforts to manage migration policies with respect to reception, integration and assisted voluntary return of immigrants. Emphasis is given on initiatives for combating trafficking in human beings as well as negative stereotypes about the migrant population.

OPEN CALL FOR PROPOSALS / SOAM PROGRAMME

“Supporting Organisations that assist migrant asylum seeking population in Greece”

2. AIM AND SCOPE OF THE CALL

The purpose of this Call is to invite proposals from NGOs registered in Greece that run reception centres for vulnerable asylum seekers, especially Unaccompanied Minors (UAM) as well as NGOs that wish to run such centres.

2.1. Expected outcome of the Program

- Improved quality of reception centers in line with EU Directive laying down minimum standards for the reception of asylum seekers and any officially approved Greek standards operating for the running of reception centers (SOP).

- Improved quantity of reception centers with special attention to unaccompanied minors (UAM), and other vulnerable asylums-seekers such as single parent with children. The applicant NGO shall establish 100 new places in reception centers. 60 of these new places shall be reserved for UAM and 40 for other vulnerable groups such as single parents with children and vulnerable women. The 60 new places for UAM shall be distributed between no more than two reception centers.

The projects can be carried out by one NGO or by a consortium of NGOs. Each NGO is eligible to submit one proposal. In the case of consortia of NGOs, a NGO can be a project leader in one project and partner in another.

The NGOs are encouraged to work with host municipalities and other local authorities. The local authorities can be included in a project as non-funded partners.

The NGOs are encouraged to improve the quality and the quantity of the basic services, and to ensure that additional services are provided mainly through the cooperation with local authorities and/or other NGOs.

Applications from NGOs which propose the use of facilities outside Attica will score additional points during the selection processed.

2.2. Applicants must demonstrate compliance with the following:

- The coordination with the competent Greek authorities and respect the national referral system for the reception of asylum seekers.
- NGOs shall ensure that they have obtained the necessary permits for e.g. the construction and running of the reception center(s).
- The competent Greek authorities shall have access to the centres upon requests and shall be invited to participate in the evaluation and monitoring of the centres.
- All services offered must have a duration which is in conformity with Greek asylum legislation or until a final decision on the asylum request has been taken by the appeal committee.

2.3. What are the eligible activities?

- Running of reception centres providing accommodation, food and hygiene supplies, legal counseling, medical care, interpretation activities and/or educational services.
- Activities to increase the capacity of reception centres and/or expand or improve the services they provide.

OPEN CALL FOR PROPOSALS / SOAM PROGRAMME

“Supporting Organisations that assist migrant asylum seeking population in Greece”

2.4. Basic services which must be offered:

- Accommodation possessing the necessary permits.
- Three meals a day
- Hygiene and non-food items upon admittance to the center
- Interpretation and information services, including information about the right to seek asylum, access to emergency or necessary health services and the possibility of voluntary return.
- Security arrangements in line with the requirements.

2.5. Who may apply?

Eligible applicants are non-governmental organisations (NGOs) registered in Greece that fall within the following definition: A non-profit voluntary organization established as a legal entity, having a non-commercial purpose, independent of local, regional and central government, public entities, political parties and commercial organisations. Religious institutions and political parties are not considered NGOs. Social enterprises, foundations, faith-based organisations and the national Red Cross societies are considered eligible NGOs if they fulfil the above principles.

The NGOs must have at least two (2) years of experience working with asylum seekers and providing services such as accommodation, daily care, legal, medical and psycho-social services.

2.6. Who may not apply?

Applicants are not entitled to respond to this call for project proposals if:

- They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations
- They have been convicted of an offense concerning professional conduct by a judgment which has the force of res judicata (i.e., against which no appeal is possible)
- They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions in Greece.
- Are guilty of intentional misrepresentation of information required by IOM ATHENS as the Contracting Authority.

2.7. Available funding

Total available under this Call for Proposals: EUR 4.046.052.

The minimum amount: EUR 600.000

Maximum amount: EUR 2.023.026

Applicants may request up to 90% of the total eligible costs of the project. The applicant shall provide or obtain the remaining co-financing in the form of cash or in-kind

OPEN CALL FOR PROPOSALS / SOAM PROGRAMME

“Supporting Organisations that assist migrant asylum seeking population in Greece”

contribution as voluntary work. The in-kind contribution may constitute up to 50 % of the co-financing required.

Projects selected under this Program must be prepared to commence immediately upon signing of the project contract. It is expected that projects will start implementation by July 2013. The deadline for the eligibility of expenses under the projects is April 30th, 2016.

2.8. Project contract

A project contract shall be concluded with IOM ATHENS. The project contract will set out the terms and conditions of grant assistance as well as the roles and responsibilities of the parties.

For each approved project, the following information shall be made public by IOM ATHENS and the EEA Grants:

- The name and address of the beneficiary NGOs.
- The title and subject of the action as well as a brief overview of the Project to be implemented.
- The amount awarded and the rate of EEA funding in relation to the total eligible cost of the action.

3. APPLICATION PROCESS

An application will be considered valid if it contains all the elements listed below. All forms must be duly completed and signed.

Applying to this Call for Proposals requires the submission of the following documents (using, where applicable, the online standard formats available at <http://www.eeagrants-iomathens-soam.gr>)

- Grant Application Form .
- Budget Form.
- Work Plan (timeline for the project).
- At least two annual reports (including narrative and financial reports).
- Financial statements and tax documents for the last two financial years for the Applicant NGO.
- Audit reports produced by an approved external auditor certifying the accounts for the last 2 financial years for the Applicant NGO.
- Information on participating organisations, filled out for the Applicant NGO and each of the partners (if applicable).
- Declaration of Partnership, containing a duly dated and signed declaration per partner (if applicable).
- Declaration by co-financing third party organization (if applicable).
- CVs of staff to be assigned to the Project actions.
- The Applicant’s Memorandum and Articles of Association.

OPEN CALL FOR PROPOSALS / SOAM PROGRAMME

“Supporting Organisations that assist migrant asylum seeking population in Greece”

IOM ATHENS reserves the right to request originals of documents as well as further additional documentation or clarification necessary for the evaluation of the proposal. IOM ATHENS will make all such requests in writing and all correspondence with applicants shall be in writing. Failure to provide the requested additional documents may result in the disqualification of a proposal.

The deadline for submitting completed applications is no later than April 1st, 2013 by 15.00 (local time).

Proposals must bear the indication “*REGARDING THE SOAM PROGRAMME*” and may be either sent by registered mail (date of postmark serving as evidence of timely delivery) to: **IOM ATHENS, 6 Dodekanissou str. Ano Kalamaki Alimos, Athens 174.56** or by courier services (date of deposit slip serving as evidence of timely delivery).

All files should be in both electronic and printed versions (2 printed copies out of which one is original). Electronic files must have the same content as the paper version endorsed. Each component of the application must be submitted in a separate and unique electronic file.

The application and the annexes can be submitted either in Greek or English.

4. SELECTION COMMITTEE

IOM ATHENS shall establish a Selection Committee. The role of the Selection Committee is to recommend to IOM ATHENS which projects should be funded. The Selection Committee shall consist of at least three persons possessing the relevant sector expertise and experience of working on or with civil society. At least one of them shall be external to the IOM. The Selection Committee shall be chaired by the IOM ATHENS Project Development Coordinator. The Financial Mechanism Office (FMO) and the National Focal Point in Greece shall be invited to participate in the meeting of the Selection Committee as observers. The Selection Committee shall keep minutes of its meeting. IOM ATHENS shall provide the FMO with a copy of the minutes in English no later than two weeks after each meeting. The Selection Committee shall operate in an open, transparent and accountable manner, and its composition shall ensure due attention is paid to possible areas of conflict of interest.

IOM ATHENS shall review the applications for compliance with administrative and eligibility criteria. Applicants whose applications are rejected at this stage shall be informed in writing and given seven (7) working days to appeal that decision (see selection procedure).

Each application that meets the administrative and eligibility criteria shall be reviewed by two independent and impartial experts appointed by IOM ATHENS. The experts shall separately and independently score the project proposals according to the evaluation criteria. The experts shall justify in writing the scores for each criterion they evaluate. For the purpose of ranking the projects, the average of the scores awarded by the experts shall be used.

If the difference between the scores given by the two experts is more than 30% of the higher score, a third expert shall be commissioned by IOM ATHENS to score the project independently. In such cases the average score of the two closest scores shall be used for the ranking of the projects.

OPEN CALL FOR PROPOSALS / SOAM PROGRAMME

“Supporting Organisations that assist migrant asylum seeking population in Greece”

IOM ATHENS shall verify that the selection process has been conducted in accordance with the agreement between IOM ATHENS and the Financial Mechanism Office and that the recommendations from the Selection Committee comply with the rules and objectives of the Program. Following such verification, IOM ATHENS shall, based on the decision of the Selection Committee, make a decision on which projects shall be supported.

IOM ATHENS shall provide the Selection Committee with a list of projects ranked in accordance with the above-mentioned procedure, and without making any changes to the ranking or the scoring awarded by the experts. IOM ATHENS shall provide the FMO with the ranked list in English. The Selection Committee shall review the ranked list of projects. It may modify the ranking of the projects in justified cases. The justification for the modifications shall be detailed in the minutes of the meeting of the Selection Committee.

IOM ATHENS may modify the decision of the Selection Committee in justified cases. If such modification results in the rejection of a project that without the modification would have been approved, the affected applicant and the FMO shall be informed in writing about the justification for the modification.

Decisions taken by IOM ATHENS in relation to the selection process shall be taken by the Head of the IOM Office in Athens.

IOM ATHENS shall notify the applicants of the results within 7 working days of the decision having been made, and shall publicize the results on the Program’s website.

5. SELECTION PROCEDURE

Selection of projects is carried out in three stages. All submitted applications are reviewed for compliance with administrative and eligibility criteria, quality assessment and reviewed for final decision-making.

Within 7 working days after the deadline for submission of proposals, IOM ATHENS shall publish a registration list of all applications received within the deadline on the Program’s website.

In case any applicants wish to address any complaint related to the timely submission of their applications to IOM ATHENS, they must send it to IOM ATHENS by email (only) no later than 3 working days after the publication of the above mentioned registration list and to the aforementioned email address: IOMATHENS2@iom.int.

5.1. The administrative criteria

- The application is received within the deadline.
- The application and its annexes are duly signed.
- The project complies with the pre-conditions of the Programme including the duration of the program and the budget requirements which include the obligation to ensure co-financing.

Applicants whose applications are rejected at this stage will be informed in writing via email and post. Applicants may appeal this decision within 7 working days of being notified by e-mail of the decision, by submitting a written statement addressed to IOM ATHENS and providing reasons for which they are appealing the decision.

OPEN CALL FOR PROPOSALS / SOAM PROGRAMME

“Supporting Organisations that assist migrant asylum seeking population in Greece”

5.2. Evaluation criteria and scoring chart

Evaluation Criteria	Score
Relevance of the project/methodology - Clear understanding of the context and how the project will contribute to the program’s aim and expected outcome. - Defined objectives and verifiable indicators for project output.	15
Implementation set-up - Management structure of applicant (and partner) - The applicant has linked up with another organization via a Consortium -Capacity. Efficiency and effectiveness in relation to the task (division of tasks, avoid conflict of interest, ability to report and provide data). List of qualified and experienced staff. - Adequate control system - Risk assessment (managerial, technical, financial, legal); Are the risks identified, analysed and mitigating actions integrated?	20
Improved quality of reception centers - Compliance with EU Directive, Greek SOP, cooperation with Greek authorities, the duration of the services and the continued allocation of the funded reception centers to beneficiaries from the target group. - Satisfactory quality of basic services offered - Cooperation with local authorities - Location (the use of facilities outside Attica scores additional points) - Start-up date - Additional services to be offered - Premises adapted and in conformity with legal requirements	20
Budget, cost-effectiveness, sustainability - Financial management - Realistic budget - Sustainability of the project Cooperation with other relevant NGO’s, capacity for fundraising etc.	40
Visibility - Communication plan, promotion, information, publicity	5
TOTAL:	100

The elements described above are only indicative of the factors that will be considered, and are only provided to assist the applicants in preparing the application. They are not exhaustive of the criteria that will be used during the evaluation procedure.

Applicants who achieve less than 60% of the total available points are not subject to funding.

6. ELIGIBLE COSTS

Costs must be necessary, proportionate and clearly related to the Projects’ actions and they must be included in the estimated total budget of the proposed project.

Co-financing shall be in the form of cash or in-kind contributions. In-kind contribution in the form of voluntary work may constitute up to 50% of the co-financing required for the Project. For the calculation of the in-kind contribution, the price for each day of voluntary work shall be between EUR 30 and EUR 35 and shall be documented by duly signed timesheets detailing the tasks carried out. These prices may be adjusted during the implementation of Projects in order to take into account changes in salaries in Greece.

OPEN CALL FOR PROPOSALS / SOAM PROGRAMME

“Supporting Organisations that assist migrant asylum seeking population in Greece”

Existing premises/ facilities cannot be considered as contribution in kind.

The co-financing of an action under this call for proposals cannot include funds obtained from another programme/project financed by the EEA Grants 2009-2014 and/or the European Commission.

Costs related to reconstruction, renovation or refurbishment of a real estate shall not exceed 50% of the eligible direct cost of the project.

6.1. Terms of payment

Payments regarding the selected projects may be: advance payments, interim payments as well as payments of final balance and will be made according to the following procedure.

- **ADVANCE PAYMENT:** 60% of the costs foreseen for the first month of the project implementation will be paid after signing of the grant contract.
- **INTERIM PAYMENTS:** shall be made of 80% of the costs foreseen for the following month of project implementation, plus or minus the balance from the previous period, provided 70% of the previous instalment was spent.
- **BALANCE PAYMENT:** after the submission and approval of the Final Narrative and Financial Report.

a. Eligible expenditure

Eligible expenditures of projects are those which are proportionate and necessary for the project actions and are incurred within the funding period of the project (between the first and final dates of eligibility of the project as specified in the project contracts).

In general, eligible costs are:

- Specified in the project contract and are strongly liaised with the project objectives and indicated in the estimated overall budget of the project.
- Used for the sole purpose of achieving the objective(s) of the project and its expected outcome(s), in a manner consistent with the principles of economy, efficiency and effectiveness.
- Identifiable and verifiable, in particular through being recorded in the accounting records of the beneficiary NGO according to the applicable accounting standards and accounting principles in Greece
- Incurred by NGOs duly authorized to operate by the appropriate authorities in Greece. (IOM ATHENS shall verify this on annual basis).

Expenditures are considered to have been incurred when the cost has been invoiced, paid and the subject matter delivered (in case of goods) or performed (in case of services and works). Exceptionally, costs in respect of which an invoice has been issued in the final three month of eligibility are also deemed to be incurred within the dates of eligibility if the costs are paid within 30 days of the final date for eligibility.

- Overheads and depreciation of equipment are considered to have been incurred when they are recorded on the accounts of the beneficiary NGO.

OPEN CALL FOR PROPOSALS / SOAM PROGRAMME
"Supporting Organisations that assist migrant asylum seeking population in Greece"

b. Direct eligible expenditure

More specifically for the purposes of this Call for Proposals eligible direct expenditures are:

- The cost of the staff assigned to the Project, comprising actual salaries plus social security charges and other statutory costs included in the remuneration, provided that this corresponds to the applicant NGO's usual policy on remuneration.
- Travel and subsistence allowances for staff participating in the project, provided that they are in line with the applicant NGO's usual practices on travel costs and do not exceed the relevant national scale.
- Cost of new and second hand equipment, provided that it is depreciated in accordance with generally accepted accounting principles for items of the same kind. Only the portion of the depreciation corresponding to the duration of the project and the rate of actual use for the purposes of the project may be taken into account.
- Cost of consumables and supplies, provided that they are identifiable and assigned to the project.
- Costs entailed by sub-contracting provided that the awarding complies with the applicable rules of national, European Union law as well as IOM procedures on public procurement.
- Costs arising directly from requirements imposed by the project contract for each project (e.g. dissemination of information, specific evaluation of the action, audits, translations, reproduction), including the costs of any financial services (especially the cost of financial guarantees).

c. Indirect costs

Indirect costs of the projects may represent up to 7% of the total direct eligible costs of the Project, excluding direct eligible costs for subcontracting and the costs of resources made available by third parties which are not used on the premises of the NGO.

d. Excluded costs

The following costs shall not be considered eligible:

- Interest on debt, debt service charges and late payment charges
- Charges for financial transactions and other purely financial costs except costs related to accounts required by the Financial Mechanism Office or IOM ATHENS
- Costs related to purchase of land or real estate
- Provision for losses or potential future liabilities
- Exchange losses
- Recoverable Value Added Tax (VAT)
- Costs that are recovered by other sources
- Fines, penalties and costs of litigation and

OPEN CALL FOR PROPOSALS / SOAM PROGRAMME

“Supporting Organisations that assist migrant asylum seeking population in Greece”

- Excessive and reckless expenditure.

7. REPORTING

The project promoters – the NGOs having been awarded project financing – shall submit one interim report after half of the project is implemented, a final report and an evaluation report six months after the conclusion of the project. Deadlines for submitting reports shall be fixed in the project contract.

In order to monitor projects, the IOM Athens has a right to:

- carry out audits for controlling costs and payment documents, purchased goods and services;
 - request additional information and documents for explaining activities and costs;
 - any other activities related to auditing the use of the grant;
 - decrease the grant if the co-financing rate falls below required rate;
- Site-visits and audits will be carried out on a random basis and according to need.

The project contract will set out the rights and obligations of the project promoter and the fund operator (IOM ATHENS).

8. PROJECT MODIFICATIONS

- Modifications in activity plans and budgets of projects are allowed if justified, and if changes are needed for achieving expected outcomes of the project. Any modifications in a budget that exceed 10% of a budget line have to be approved by IOM Athens. All modifications in activities have to be approved.
- Requests for amendments shall be submitted in writing as part of an Interim report or as a separate document justifying why the modification is necessary and explaining the impact on the project implementation.
- IOM ATHENS can propose amendments to the project if shortcomings or problems with the project implementation have come to evidence during monitoring.

9. RECOMMENDED READING AND WEBSITES

Website of EEA Grants:

<http://www.eeagrants.org/>

EEA Grants Regulations and Annexes:

<http://www.eeagrants.org/id/2354.0>

Greece –Memorandum of Understanding on the EEA Grants in force of November 2011:

<http://www.eeagrants.org/id/2673>

Website of the SOAM PROGRAMME for downloading all relevant material, forms and templates (Application Form, Guide for Applicants etc) regarding this Call for Proposals:

<http://www.eeagrants-iomathens-soam.gr>

Convention relating to the Status of Refugees -Geneva 28 July 1951 and Protocol relating to the Status of Refugees –New York 31 January 1967:

<http://untreaty.un.org/cod/avl/ha/prsr/prsr.html>

OPEN CALL FOR PROPOSALS / SOAM PROGRAMME

“Supporting Organisations that assist migrant asylum seeking population in Greece”

COUNCIL DIRECTIVE 2003/9/EC 27-01-2003 laying down minimum standards for the reception centres of asylum seekers

http://europa.eu/legislation_summaries/justice_freedom_security/free_movement_of_persons_asylum_immigration/l33150_en.htm

Laws regarding Asylum in Greece:

<http://www.unhcr.gr/prostasia/nomiki-prostasia/o-nomos-stin-ellada/nomothesia-gia-to-asylo.html>

IOM's Website:

<http://www.iom.int/jahia/jsp/index.jsp>

10. Contact coordinates for the SOAM Program

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