

PARTNERSHIPS AND FINANCING FOR MIGRANT INCLUSION (PAFMI)

Guidelines for grant applicants

Reference: No. 2022_11/CEB/TAM/P/LD

Deadline for submission of application: 19 July 2022, 18:00 (Paris time)



NOTICE

This is an open call for proposals, where all documents are submitted together. After the evaluation of the applications, an eligibility check will be performed for those which have been provisionally selected. Eligibility will be checked on the basis of the supporting documents requested by the Council of Europe Development Bank and the signed 'declaration by the lead applicant' sent together with the full application.

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1. PARTNERSHIPS AND FINANCING FOR MIGRANT INCLUSION (PAFMI)

1.1 BACKGROUND

Migrant inclusion remains a priority across the European Union (EU). Integration challenges, such as access to basic services, education and employment are mainly manifested in urban areas where migrants are predominantly concentrated. Tailored approaches, multi-stakeholder partnerships and the use of innovative financial instruments are required to support migrant integration in EU member states.

In 2020 the European Commission (EC) approved the Commission Implementing Decision of 26.6.2020 on the financing of Union Actions in the framework of the Asylum, Migration and Integration Fund (AMIF) and the adoption of the work programme for 2020. The Council of Europe Development Bank (CEB) is referred to in the Decision due to its unique role in the European setup as regards financial instruments and lending capacities to major financial institutions and public and private sectors.

In December 2021, the CEB and the EC/ Directorate General for Migration and Home Affairs (DG HOME), signed a Contribution Agreement entrusting the CEB with the management and implementation of the **Partnerships and Financing for Migrant Inclusion (PAFMI)**. PAFMI (hereinafter also referred to as “the action”) is funded under the European Union’s AMIF.

There are three sets of needs that PAFMI intends to address in order to facilitate migrant inclusion at the local and regional level, as outlined below.

Financial Needs

There are not always sufficient resources available to address migrant integration needs in EU Member States. With the crisis brought about by the COVID-19 pandemic, governments at both national and local levels are faced with increasing financing pressure. There is a need to leverage resources and pool various sources of financing in order to achieve impactful results for the inclusion of migrants. The action will address these financial needs by promoting bundling or complementing EU grants with repayable forms of financing (namely CEB loans). This is intended to allow for a wider group of beneficiaries to be reached.

Operational Needs

There is a pronounced need to raise the awareness and interest of public authorities and financial institutions on the potential that migrants can have for economic growth and social cohesion. Partnerships between public administrations, service providers, and financial intermediaries should be key to setting up migration investment platforms and outlining modalities of intervention. The latter would demonstrate the feasibility and usefulness of pooling resources and efforts across stakeholders.

In order for public authorities/bodies and/or other institutions to be able to resort to financial instruments, such as loans and guarantees, either on their own or blended with grants, there is also a need for assessments or studies to best prepare for their use. In this sense, it is important for those institutions that provide services for the inclusion of migrants to have access to funding for project preparatory activities, (such as pre-feasibility and feasibility studies, SWOT analysis and other similar activities) to be used as a starting point for future feasible investments/projects.

Sectoral (Thematic) Needs

The action also intends to address the following sectoral needs related to the inclusion of migrants:

- (1) Housing:** the decreasing general stock of social housing over the years and the continuous challenges related to renting out housing to vulnerable groups, migrants included, indicate that more efforts are needed to provide adequate and affordable housing at the European level.

Access to adequate and affordable housing is an important factor determining successful integration and it is almost always linked to having access to other services such as healthcare, education and employment. The vital need for shelter during the COVID-19 pandemic has made the essential role of decent and affordable housing even more explicit, reinforcing the strong link between adequate homes and health¹.

- (2) Employment and skills:** Migrants make up a significant part of the EU's workforce. As the COVID-19 pandemic has shown², migrants can also partially cover the EU labour market shortages. But they often face difficulties in having their skills valued and encounter obstacles to finding employment. Data shows that there continues to be a significant shortfall in the employment prospects of non-EU nationals – at around 60% of working age adults (20-64), compared to around 74% for host-country nationals in 2019. Migrant women, in particular, are most likely to be excluded from the labour market. Migrant entrepreneurs, as well, face several challenges such as difficulties in accessing credit.
- (3) Education and training:** Over a quarter of migrants are highly educated but they are often not able to put their skills to use and can be overqualified for the job they do. On the other hand, almost a fifth of migrants have only primary school education, and need further support. The drop-out rate among young migrants (18-24) is 22.9% in comparison to 8.9% among natives. About 37% of the non-EU core working-age population have at most a lower secondary level of educational attainment. Efforts need to be increased to tap into and further improve the potential and skills of these migrants.
- (4) Health:** As highlighted in the new EU Action Plan on Integration and Inclusion, migrant communities often face barriers to accessing healthcare services, which can undermine their integration and inclusion in all spheres of life, as well as leading to adverse health consequences. Such barriers may be especially pronounced for some hard-to-reach groups within migrant populations: e.g. shadow economy workers, women, certain belief communities, and other migrant groups with very limited links to the host society³. The COVID-19 pandemic further revealed the inequalities in access to healthcare for migrants.

All the abovementioned needs have been further emphasized with the recent inflow of Ukrainian migrants in the EU member states.

PAFMI aims to support EU member states, which are also CEB member countries, to address these needs by implementing migrant inclusion projects and/or conducting preparatory work for new migrant inclusion projects to be potentially financed with CEB loans. Supported projects will be implemented by partnerships of relevant stakeholders (to be selected through this Call for Proposals) working at the local/regional level.

Following the implementation of selected projects and project preparatory activities, CEB will disseminate the best practices and emerging lessons learnt from PAFMI.

¹ Housing Europe. The State of Housing in Europe in 2021 (March 2021)

² [Francesco Fasani and Jacopo Mazza, *Immigrant Key Workers: Their Contribution to Europe's COVID-19 Response* \(Queen Mary University of London and European Commission, 2020\) \(europa.eu\)](#)

³ [Action Plan on Integration and Inclusion 2021-2027 \(europa.eu\)](#). Discussions in plenary meeting of the Urban Agenda Partnership on Inclusion of Third-country nationals, 25 October 2020. See also: Behrouz M. Nezafat Maldonado, Jennifer Collins, Harriet J. Blundell and Lucy Singh. 'Engaging the vulnerable: A rapid review of public health communication aimed at migrants during the COVID-19 pandemic in Europe', *Journal of Migration and Health* 1-2 (2020).

1.2 OBJECTIVES

The **general objective** of PAFMI is to improve the inclusion of migrants⁴ in EU Member States through the development of new partnerships and new forms of financing.

The **specific objective** of PAFMI is to increase the awareness, availability and use of new forms of financing for the inclusion of migrants.

The implementation of PAFMI is intended to result in:

- The development of multi-stakeholder partnerships, supported by grants awarded by the CEB with resources provided by this action, for the purpose of improving the inclusion of migrants in the specific sectors of (1) housing, (2) employment and skills, (3) education and training, and/or (4) healthcare;
- Increased financing for the inclusion of migrants by bundling grants with loans and developing new projects with such a financing structure;
- Identification and support of innovative approaches and flagship projects for the inclusion of migrants in the sectors of (1) housing, (2) employment and skills, (3) education and training, and/or (4) healthcare;
- Assessment of the feasibility and the added value of the bundled (grants and loans) operations on social inclusion in the areas of (1) housing, (2) employment and skills, (3) education and training, and/or (4) healthcare, and dissemination of the best practices and lessons learned;
- Increased awareness on the opportunities to use bundling of grants and loans and other financial instruments for the inclusion of migrants and emerging best practices thereof.

2. RULES FOR THIS CALL FOR PROPOSALS

The purpose of this Call for Proposals is the selection of entities, who in close cooperation and coordination with the CEB, will help to fulfil the objectives of PAFMI by implementing projects and/or project preparatory activities for migrant inclusion in the sectors of interest through the development of new partnerships and new forms of financing.

These guidelines set out the objective, rules for the submission, selection, and implementation of the activities financed under this call, in conformity with CEB Rule No. 01/2020 laying down the CEB's competitive procedures to award grants (see Annex E).

2.1 OBJECTIVE OF THE CALL FOR PROPOSALS

The objective of this Call for Proposals is to select projects and project preparatory activities which will support migrant inclusion through:

- Increased access to housing and housing services for migrants through the use of innovative tools to fight discrimination and geographical segregation;
- Better access to employment, including self-employment, of migrants through facilitated access to: advanced entrepreneurial trainings financing (especially through Microfinance Institutions), and advice;
- Provision of access to early childhood education and care;
- Increased participation of migrants in advanced language and civic trainings for adults;
- Improved migrant access to non-formal Vocational Education and Training (TVET);

⁴ Whenever used in conjunction with this action, the term “migrant” refers to third-country nationals legally staying in the EU.

- Facilitated access to healthcare and healthcare services for migrants by raising their awareness on healthcare and health insurance rights

The projects selected through the Call are expected to contribute to the overall long-term impact of building more cohesive European societies through integration and inclusion.

2.2 FINANCIAL ALLOCATION PROVIDED BY THE CEB

The overall indicative amount made available under this call for proposals is EUR 2,765,000, which will be allocated in two lots as follows⁵:

- **Lot 1:** Projects OR Projects combined with project preparatory work for new projects: EUR 2,000,000.
- **Lot 2:** Project Preparatory Work: EUR 765,000.

Proposals can be submitted to both Lot 1 and 2, provided that the applicants fulfil the applicable eligibility criteria.

Size of grants

The requested grant amount for proposals submitted under Lot 1 shall be between EUR 500,000 and EUR 1,000,000.

The requested grant amount for proposals submitted under Lot 2 shall not exceed the amount of EUR 350,000.

The CEB reserves the right not to award all available funds. The exact number of selected proposals under each lot will depend on the quality and number of proposals received by the CEB. If the award process leads to unused available resources, the CEB might allocate them as needed: a) between lots; b) to either: additional proposals or additional activities of already approved proposals, in accordance with [CEB General Rule No.01/2020](#) (see Annex E) laying down the CEB's competitive procedure to award grants; or c) to the Dissemination of Best Practices component of PAFMI; in line with CEB rules and procedures.

CEB financing rate

100% financing is to be provided by the CEB (using EU funds which the CEB is administering).

2.3 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria relating to:

(1) the actors:

- The **'lead applicant'**, i.e. the entity submitting the application form (Section 2.3.1), and the
- **'co-applicant(s)' (unless specified otherwise, the lead applicant and the co-applicant(s) are hereinafter jointly referred to as 'applicant(s)')** (Section 2.3.1), and

⁵ Please see Section 2.3.4 for additional details on the action.

- if any, **affiliated entity(ies)** to the lead applicant and/or to a co-applicant(s) (Section 2.3.2)
- (2) the projects and project preparatory work:
- activities for which a grant may be awarded (Section 2.3.4);
- (3) the costs:
- types of cost that may be taken into account when determining the amount of the grant (Section 2.3.5).

2.3.1 Eligibility of applicants (i.e. lead applicant and co-applicant(s))

The application must be submitted by a lead applicant and at least one co-applicant, applying as part of a partnership.

Partnerships should be made up of entities established in one or more of the following countries: Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain and Sweden.

- (1) In order to be eligible for a grant, at least one of the applicants in the partnership must be a public administration/ public body (including publicly-owned enterprises)⁶ operating at the local and/or regional level⁷.
- (2) Other eligible applicants that can be part of the partnership are: non-governmental organisations, financial institutions, or financial intermediaries operating at the local and/or regional level⁸.
- (3) In order to be eligible for a grant, at least one of the applicants in the partnership must:
 - **Lot 1:** have prospective⁹, existing, or past¹⁰ CEB loan operations (including, if applicable, those to be financed from InvestEU) in support of vulnerable groups, inclusive growth, housing, education and training, employment and skills, and healthcare.
 - A non-exhaustive list of CEB borrowers can be found here: <https://coebank.org/en/project-financing/projects-approved-administrative-council/>.

⁶ “Public authorities” mean State, regional or local authorities, bodies governed by public law, or associations formed by one or more of such authorities or bodies governed by public law. A “body governed by public law” shall be understood to mean any body which:

- is established for the specific purpose of meeting needs in the general interest, not having an industrial or commercial character;
- has legal personality; and
- is financed in most part by public authorities or is subject to management supervision by public authorities, or has an administrative, managerial or supervisory board in which more than half of the members are appointed by public authorities

⁷ If the applicant is a national entity due to the specific jurisdiction over a given sector, for the implementation of a project under this action, they should partner with one or several entities working at the local and/or regional level.

⁸ Ibid.

⁹ Prospective CEB borrowers are defined as those entities that have an ongoing advanced dialogue in the sense of an initiated and ongoing appraisal with CEB on a new loan in the sectors of interest to this action.

¹⁰ Past CEB borrowers are defined as those entities that have completed CEB-financed infrastructure and/or are underway of repaying a CEB loan for a project in the sectors of interest to this action.

- **Lot 2:** express and substantiate, in the form of a commitment letter, a high degree of interest in utilizing financial instruments, specifically CEB loans, for the inclusion of migrants.

(4) Any of the eligible applicants can serve as a lead applicant or co-applicant. The members of the partnership shall decide their composition for the purpose of submitting an application to this Call for Proposals.

(5) Entities may not participate in this call for proposals or be awarded grants if they are in any of the following situations:

- have engaged in corrupt, fraudulent, coercive or collusive practices to obtain the award;
- have been convicted by a final court decision of one of the following acts: fraud, corruption, money laundering, participation in a criminal organisation or any other unlawful activity;
- are subject to bankruptcy or are being wound up, have suspended their business activities or are having their affairs administered by a court, have entered into an arrangement with creditors, or are in any analogous situation arising from a similar procedure under national laws or regulations;
- have been convicted of an offence concerning professional conduct by a judgment which has the force of *res judicata*,
- following another grant award procedure, have been declared by a court or an arbitration tribunal to be in serious breach of contract for failure to comply with their contractual obligations;
- have not fulfilled obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country in which they are established or those of the country where the contract is to be performed;
- are not eligible for financing pursuant to the CEB's Policy on Non-compliant/Uncooperative Jurisdictions; and/or
- have been cross-debarred by the Multilateral Development Banks having signed the Agreement for Mutual Enforcement of Debarment Decisions dated 9 April 2010, as amended from time to time.

In the grant application form ('declaration(s) by the lead applicant'), the lead applicant must declare that none of the lead applicant, the co-applicant(s) and affiliated entity(ies) is in any of the situations listed above.

Lead applicant

The lead applicant is directly responsible for the preparation, management and implementation of the action (while some tasks under the action may be carried out by the co-applicant(s) and/or affiliated entity(ies), the direct responsibility always lies with the lead applicant).

If awarded the grant, the lead applicant will become the "Beneficiary" under the grant agreement. The "Beneficiary" is the main interlocutor of the CEB. It represents and acts on behalf of the partnership and coordinates the design and implementation of the action.

The lead applicant must act with co-applicant(s) and/or affiliated entity(ies) as specified hereafter and under the grant agreement to be concluded between the CEB and the lead applicant.

Co-applicant(s)

Co-applicants participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the lead applicant.

Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself.

Co-applicants must sign the mandate in Section 3 of the grant application form.

If awarded the grant, the co-applicant(s) will become co-beneficiary(ies) in the action (together with the lead applicant).

EU restrictive measures

Applicants included in and/or concerned by the lists of EU restrictive measures at the moment of the award decision cannot be awarded the grant.¹¹ EU restrictive measures are directly applicable in the European Union and must be given effect when implementing the EU budget. Implementing partners must ensure that funds are only disbursed in accordance with EU law, including therefore the implementation of EU restrictive measures. The obligation to ensure compliance with the EU restrictive measures applies down to the level of final beneficiary.

2.3.2 Affiliated entities

Affiliated entities

The lead applicant and its co-applicant(s) may act with affiliated entity(ies).

Only the following entities may be considered as affiliated entities to the lead applicant and/or to co-applicant(s): entities having a structural link with the applicants (i.e. the lead applicant or a co-applicant), in particular a legal or capital link.

This structural link encompasses mainly two notions:

- (i) Control on the annual financial statements, consolidated financial statements and related reports of certain types of undertakings:

Entities affiliated to an applicant may hence be:

- Entities directly or indirectly controlled by the applicant (daughter companies or first-tier subsidiaries). They may also be entities controlled by an entity controlled by the applicant (granddaughter companies or second-tier subsidiaries) and the same applies to further tiers of control;
 - Entities directly or indirectly controlling the applicant (parent companies). Likewise, they may be entities controlling an entity controlling the applicant; or
 - Entities under the same direct or indirect control as the applicant (sister companies).
- (ii) Membership, i.e. the applicant is legally defined e.g. as a network, federation or association in which the proposed affiliated entities also participate or the applicant participates in the same entity (e.g. network, federation or association) as the proposed affiliated entities.

The structural link shall as a general rule be neither limited to the action nor established for the sole purpose of its implementation. This means that the link would exist independently of the award of the grant; it should exist before the call for proposals and remain valid after the end of the action.

¹¹ The up-to-date lists of sanctions are available at www.sanctionsmap.eu. Please note that the sanctions map is an IT tool for identifying the sanctions regimes. The source of the sanctions stems from legal acts published in the Official Journal of the EU (OJ). In case of discrepancy between the legal acts published in the OJ and the sanctions map the OJ prevails.

By way of exception, an entity may be considered as affiliated to an applicant even if it has a structural link specifically established for the sole purpose of the implementation of the action in the case of so-called 'sole applicants' or 'sole beneficiaries'. A sole applicant or a sole beneficiary is a legal entity formed by several entities (a group of entities) which together comply with the criteria for being awarded the grant. For example, an association is formed by its members.

What is not an affiliated entity?

The following are not considered entities affiliated to an applicant:

- Entities that have entered into a (procurement) contract or subcontract with an applicant, act as concessionaires or delegates for public services for an applicant.
- Entities that receive financial support from the applicant.
- Entities that cooperate on a regular basis with an applicant on the basis of a memorandum of understanding or share some assets.
- Entities that have signed a consortium agreement under the grant agreement (unless this consortium agreement leads to the creation of a 'sole applicant' as described above).

How to verify the existence of the required link with an applicant?

The affiliation resulting from control may in particular be proved on the basis of the consolidated accounts of the group of entities the applicant and its proposed affiliates belong to.

The affiliation resulting from membership may in particular be proved on the basis of the statutes or equivalent act establishing the entity (e.g. network, federation or association) which the applicant constitutes or in which the applicant participates.

If the applicants are awarded a grant, their affiliated entity(ies) will not become beneficiary(ies) of the action and signatory(ies) of the grant agreement. However, they will participate in the design and in the implementation of the action and the costs they incur (including those incurred for implementation contracts and financial support to third parties) may be accepted as eligible costs, provided they comply with all the relevant rules already applicable to the beneficiary(ies) under the grant agreement.

Affiliated entity(ies) must satisfy the same eligibility criteria as the lead applicant and the co-applicant(s). They must sign the affiliated entity(ies) statement in Annex A-1 or Annex A-2 (as applicable), Section 3.

2.3.3 Associates and Contractors

The following entities do not qualify as 'applicants' or 'affiliated entities' and they do not have to sign the 'mandate for co-applicant(s)' or 'affiliated entities' statement':

- **Associates**

Other organisations or individuals may be involved in the action as 'associates'. Such associates may not receive funding from the grant. *Per diem* or travel costs for the attendance of the meetings they

are invited in can be considered eligible costs of the project. Associates do not have to meet the eligibility criteria referred to in Section 2.3.1, with the exception of being established in one of the countries listed thereof. Associates must be mentioned in the grant application form.

- **Contractors**

The applicants and their affiliated entities are permitted to award contracts to ‘contractors’. Associates or affiliated entity(ies) cannot be contractors in the project.

The procurements under the Projects will be implemented by the applicant in the partnership that is a public administration/ public body and as such is subject to national public procurement law. To be eligible for financing under the Grant, procurement carried out in accordance with the above shall be in line with the CEB’s Procurement Guidelines. In particular, the Procurement Plan (as such term is defined under the Procurement Guidelines), and any update thereof, indicating the procurement methods for each contract shall be submitted to the CEB for approval. Upon receipt, the CEB will inform the applicant of the scope of review that will be carried out for each contract.

EU restrictive measures

Associates and contractors included in and/or concerned by the lists of EU restrictive measures at the moment of the award decision cannot be involved in the implementation of the action.¹² EU restrictive measures are directly applicable in the European Union and must be given effect when implementing the EU budget. Implementing partners must ensure that funds are only disbursed in accordance with EU law, including therefore the implementation of EU restrictive measures. The obligation to ensure compliance with the EU restrictive measures applies down to the level of final beneficiary.

2.3.4 Eligible projects and project preparatory work: activities for which an application may be made

2.3.4.1. Definition

The proposed activities must be aligned with the objectives of this Call for Proposals and should fall within one of the following two lots:

Lot 1: Projects OR Projects combined with project preparatory work for new projects; or

Lot 2: Project Preparatory Work

2.3.4.2 Duration

The initial planned duration of the action may not exceed 24 months.

2.3.4.3 Sectors or themes

Migrant integration; social inclusion; housing; education and training; employment and skills; healthcare; support to vulnerable groups. Actions should fall under one or more of these sectors or themes.

2.3.4.4 Location

¹² The up-to-date lists of sanctions are available at www.sanctionsmap.eu. Please note that the sanctions map is an IT tool for identifying the sanctions regimes. The source of the sanctions stems from legal acts published in the Official Journal of the EU (OJ). In case of discrepancy between the legal acts published in the OJ and the sanctions map the OJ prevails.

The project/project preparatory activities must take place in one of the countries listed under Section 2.3.1.

The activities should be implemented at the local or regional level, with specific focus on cities and regions which face migratory pressures and have a higher number of migrant inhabitants.

2.3.4.5 Lots

The projects can fall in one of the following two lots, and should be aligned with the objectives of this call for proposals (specified under Section 2.1):

Lot 1: Projects OR Projects combined with project preparatory work for new projects

Under Lot 1 the applicants can submit proposals to receive funding for the implementation of standalone projects in the area of migrant inclusion in either one or more of the four sectors of interest: housing, education and training, employment and skills, and healthcare. Projects can either be 1) new, piloting new and innovative approaches, 2) expansion of existing projects/activities, or 3) replication of a project successfully implemented in the past.

Applicants can also submit, within one proposal, requests for funding of projects *and* funding for preparatory work for new projects which are to be financed through CEB loans, for migrant inclusion in the four sectors of interest. Such new projects may or may not be related to the other activities proposed by the same applicant and funded by PAFMI. The project preparatory activities include but are not limited to: pre-feasibility and feasibility studies, SWOT analysis, investment option analysis, etc. In the case that the submitted proposal includes the project preparatory work component, applicants should substantiate, in the form of a commitment letter, their interest to obtain a CEB loan to finance such a project.

Lot 2: Project Preparatory Work

Applications under Lot 2 can be submitted from entities who want to prepare new projects which are to be financed through financial instruments, specifically CEB loans, for migrant inclusion in the four sectors of interest: housing, education and training, employment and skills, and healthcare. Potential project preparatory activities include but are not limited to: pre-feasibility and feasibility studies, SWOT analysis, investment option analysis, etc. Applicants under Lot 2 should substantiate, in the form of a commitment letter, their interest to obtain a CEB loan to finance such a project.

2.3.4.6 Types of expected activities

Projects (Lot 1)

For the implementation of projects in the area of migrant inclusion, applicants should propose activities in either one or more of the four sectors of interest: housing, education and training, employment and skills, and healthcare. It is encouraged that projects include a combination of sectoral activities with an integrated, cross-cutting approach.

Proposals should be relevant to the country context as regards migrants and refugees. They shall allow for the selection and support of activities that address real and concrete needs through a “bottom up approach”. In other words, the solutions to integration challenges are to be proposed and implemented by the stakeholders (i.e. partnerships of different entities) that witness those challenges daily in their work and have the expertise to tackle them.

Proposals may consist of the expansion of already existing social inclusion projects to include migrants. Relevant stakeholders should be consulted in the preparation of the proposal, as well as in the arrangements for the implementation of the action.

The CEB encourages applications to:

- have an integrated and inclusive approach (i.e. considering aspects such as gender equality and mainstreaming of gender issues)
- have a human rights-based approach (including equality and non-discrimination)
- propose activities that strive to produce a positive social impact
- capitalise on previous achievements and on lessons learned from national and European experiences
- propose activities which include the host society in the migrant integration process
- propose innovative solutions to be implemented by multi-stakeholder partnerships
- address, to the extent possible, capacity building of relevant institutions to support future similar initiatives.

In addition to the above, submitted proposals shall:

- contain an appropriate methodology
- describe the general management and coordination of the action
- put emphasis on the sustainability of the proposed project, including a clearly defined project monitoring framework as appropriate (with goals, indicators, evaluation mechanisms)
- have an adequate implementation timeline that coincides with maximum duration (as per Section 2.3.4.2)
demonstrate, to the extent possible, the applicant's capacity to mitigate potential social and/or environmental risks that may arise during implementation.

The following list (below) of potential activities that can be proposed as part of projects is non-exhaustive. Applicants are encouraged to come up with their own proposals.

Housing

Activities in the housing sector to be potentially financed by the action should aim to support access to housing for migrants and fight discrimination and segregation (including geographical) in terms of housing. Such activities may include the following:

- Development of innovative housing models, including autonomous housing, for migrants and vulnerable groups;
- Training, development of tools and awareness raising on fighting discrimination in the housing market, especially tackling of territorial segregation;
- Development and support of incentive schemes for housing of migrants; and
- Supporting housing agencies in developing community-involvement activities (e.g. communal vegetable-gardens, communal spaces in buildings for neighbour activities, etc.)

Employment and Skills

Activities under this pillar aim to provide resources to increase the employability and to facilitate self-employment of migrants, especially while their migration/refugee status is being validated by host authorities. The CEB encourages applicants to propose to the extent possible, gender-sensitive activities and those related to self-employment. Activities to potentially fall under this pillar include:

- Non-formal TVET initiatives targeting specific vulnerable migrant groups, implemented in cooperation with private sector and civil society organizations (CSOs);
- Non-formal business skills and entrepreneurship/mentorship educational programs and peer-to-peer learning to facilitate self-employment, including programs tailored towards women;
- Opening up mainstream entrepreneurship support structures to migrants and including entrepreneurship in integration programs;
- Establishment of social inclusion one-stop-shops to educate and assist migrants and vulnerable groups on a variety of issues they face for social integration, operating of businesses, participation in recruitment processes, etc.;
- Facilitation of access to finance for migrants by supporting Micro Finance Institutions (MFIs) in creating/launching products tailored to their needs. This would enable micro-credit providers to reach more migrants and support them in obtaining micro-loans (e.g. through outreach activities organized with the active participation and support of municipalities, financial literacy trainings and savings schemes support for the micro-loans beneficiaries);
- Capacity building actions targeted to MFIs, such as communication/outreach products, development of intervention/business plan(s), development of concrete optimized impact investments combining loans and grants;
- Training, development of tools and awareness raising on fighting discrimination in the recruitment process and in the workplace; and
- Development of social and counselling services to support labour integration and access to social rights (income).

Education and Training

Initiatives to improve the educational outcomes of migrants are highly encouraged as steps towards their inclusion in host countries. Activities to be potentially supported under the pillar can include:

- Support to early childhood education for children of migrants, including by covering enrolment costs, introducing programs tailored to children of third-country nationals, purchase of learning supplies etc. – in integrated mainstream settings;
- Provision of advanced civic, language and digital skills training;
- Provision of language training to case handlers to facilitate communication and integration;
- After school leisure activities and sports, in integrated mainstream school settings;
- Development of course material, volunteering or mentoring initiatives to support the integration of migrants;
- Facilitating conversion of educational credits appropriated in home countries by linking third-country nationals to respective central level authorities; and
- Provision of teacher trainings to equip them with the necessary skills and resources to manage multicultural, multilingual and religiously diverse classrooms.

Healthcare

Activities in the healthcare sector should aim to address, to the extent possible, the following migrant-specific challenges: lack of access or limited health insurance (in some countries) depending on residence status, lack of knowledge on how to access services, financial resources, concentration of migrants in some disadvantaged areas with lower access to quality health services, language and cultural barriers and lack of adaptation of national systems to the specific needs of migrants. Potential activities can include:

- Awareness raising activities targeted at migrants on their healthcare rights, including those related to health insurance;
- Provision of training to health care workers on diversity management and the needs of women migrants and specific migrant groups (migrants with trauma, victims of trafficking in human beings or gender-based violence, unaccompanied minors, older people, persons with disabilities etc.);
- Activities to improve third country nationals' health literacy and facilitate their access to general health services, including mental health, by providing services adapted to their needs and tackling discrimination, setting up/running of intercultural mediation schemes, etc.

Project Preparatory Work/Horizontal Activities (Lot 1 in combination with a Project or Lot 2)

Either as part of Lot 1 or of Lot 2, applicants can submit proposals for funding of project preparatory activities for projects which are to be potentially financed with a CEB loan in the future.

Potential project preparatory activities that are eligible under this call for proposals, include:

- Pre-feasibility and Feasibility Studies;
- Investment Plans;
- Project detailed designs
- SWOT Analysis;
- Cost-benefit analysis; etc.

Such project preparatory activities can fall under one specific sector or several/all the sectors collectively.

2.3.4.7 Potential additional activities (non-mandatory)

In addition to the activities proposed within the available financial envelope (budget) per each lot, the applicants are invited to propose potential additional activities or a greater outreach to beneficiaries should additional financing be made available. Such additional activities or additional outreach should be briefly explained and a separate and non-detailed budget required for their implementation should be presented.

Should the additional funding become available, the CEB will liaise with applicants in order to assess the additional activities proposed and decide on the allocation of such funding.

2.3.4.8 Visibility and dissemination of results

The applicants must take all necessary steps to publicise the fact that the project is funded by the European Union and overseen by the CEB. By the third month of the project, in close cooperation with the CEB, the implementing partner will be requested to prepare a brief communication plan which will cover the entire project period. The plan as well as subsequent major communication deliverables must be approved by the CEB prior to implementation / production and/or use.

The implementing partner will also be required to work together with a dedicated consultant contracted by the CEB for the technical monitoring of the PAFMI as a whole. Based on its project monitoring framework, the implementing partner will have to regularly share the lessons learnt and any best practices resulting from the activity they are implementing. Inputs will be used for the PAFMI communication and visibility materials, including mid-term and final technical reports, summaries and other relevant publications.

2.3.4.9 Number of applications and grants per applicants / affiliated entities

The lead applicant may not submit more than one application per Lot under this call for proposals.

The lead applicant may not be a co-applicant or an affiliated entity in another application for the same Lot under this call for proposals.

A co-applicant/affiliated entity may not be the lead applicant, co-applicant or affiliated entity in more than one application for the same Lot under this call for proposals.

2.3.5 Eligibility of costs: costs that can be included

2.3.5.1 Types of eligible costs

Only 'eligible costs' can be covered by a grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and an overall ceiling for 'eligible costs'.

The reimbursement of eligible costs may be based on actual costs incurred by the beneficiary(ies) and affiliated entity(ies).

Recommendations to award a grant are always subject to the condition that the checks preceding the signing of the grant agreement do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic costs and ineligible costs). The checks may give rise to requests for clarification and may lead the CEB to impose modifications or reductions to address such mistakes or inaccuracies.

It is therefore in the applicants' interest to provide a **realistic and cost-effective budget**.

2.3.5.2 Conditions for the eligibility of costs

Eligible costs are costs actually incurred by the applicant and which meet the following criteria:

- they are incurred within the implementation period;
- they are indicated in the estimated budget;
- they are incurred in connection with the project as described and are necessary for its implementation;
- they are identifiable and verifiable, in particular they are recorded in the applicant's accounting records and determined according to the applicable accounting standards of the country where the applicant is established and according to the applicant's usual cost accounting practices;
- they comply with the requirements of applicable tax and social legislation; and

- they are reasonable, justified and comply with the principle of sound financial management, in particular regarding economy and efficiency,

2.3.5.3 Eligible direct costs

To be eligible under this call for proposals, costs must comply with the provisions of sub-clause 3.1(b) of the standard grant agreement (see Annex C).

In particular, the following categories of costs are eligible direct costs:

(a) Personnel Costs:

- The costs of personnel working under an employment contract with the applicant and assigned to the project, provided that these costs are in line with the applicant's usual policy on remuneration. Those costs include actual salaries and social security contributions and other statutory costs included in the remuneration.
- The costs of Consultants working under a contract with the applicant may also be included under personnel costs, provided that the following conditions are fulfilled:
 - (i) the person works under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed);
 - (ii) the result of the work belongs to the applicant (unless exceptionally agreed otherwise);
 - (iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary;

(b) Costs of travel and related subsistence allowances, provided that these costs are in line with the applicant's usual practices on travel

(c) Equipment, assets:

- The depreciation costs of equipment or other assets (new or second-hand) as recorded in the applicant's accounting statements, provided that the asset:
 - (i) is written off in accordance with the international accounting standards and the beneficiary's usual accounting practices
 - (ii) the purchase occurred within the implementation period;
 - (iii) is done in accordance with the applicant's usual purchasing practices provided that the grant is awarded to the tender offering best value for money, or as appropriate, to the tender offering the lowest price. In doing so, it must avoid any conflict of interests.

(d) The costs of renting or leasing equipment or other assets are also eligible, provided that these costs do not exceed the depreciation costs of similar equipment or assets and are exclusive of any finance fee. Only the portion of the equipment's depreciation, rental or lease costs corresponding to the implementation period and the rate of actual use for the purposes of the action may be considered when determining the eligible costs.

(e) Costs of consumables and supplies, provided that:

(i) purchase is done in accordance with the applicant's usual purchasing practices provided that the grant is awarded to the tender offering best value for money, or as appropriate, to the tender offering the lowest price. In doing so, it must avoid any conflict of interests.

(ii) are directly assigned to the project

(f) Costs arising directly from requirements imposed by the grant agreement (communication and visibility, dissemination of information, specific evaluation of the project, audits, translations, reproduction).

(g) Costs arising directly from the types of activities imposed by the grant agreement and as outlined above necessary for the implementation of the project, including training, mentoring, coaching services and construction assistance.

(h) Duties, taxes and charges paid by the beneficiary, notably value added tax (VAT), provided that they are included in eligible direct costs, and unless specified otherwise in the grant agreement.

In particular, VAT shall be considered as eligible costs, where it is not recoverable under the applicable national VAT legislation and is paid by a beneficiary other than a non-taxable person within the meaning of first subparagraph of Article 13(1) of Council Directive 2006/112/EC.

For the purposes hereof,

(A) VAT shall be considered as not recoverable if according to national law it is attributable to any of the following activities:

(i) exempt activities without right of deduction;

(ii) activities which fall outside the scope of VAT;

(iii) activities, as referred to in point (i) or (ii), in respect of which VAT is not deductible but refunded by means of specific refund schemes or compensation funds not referred to in [Directive 2006/112/EC](#)¹³, even if that scheme or fund is established by national VAT legislation.

(B) VAT relating to the activities listed in Article 13(2) of [Directive 2006/112/EC](#) shall be regarded as paid by a beneficiary other than a non-taxable person within the meaning of the first subparagraph of Article 13(1) of that Directive, regardless of whether those activities are regarded by the Member State concerned as activities engaged in by bodies governed by public law acting as public authorities.

2.3.5.4 Ineligible costs

In addition to any other costs which do not fulfil the conditions set out in the grant agreement, the following costs may not be considered eligible:

- costs declared by the beneficiary(ies) and financed by another action or work programme receiving a European Union or CEB grant;
- purchases of land or buildings, except where necessary for the direct implementation of the project;

¹³ <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32006L0112&from=EN>

- currency exchange losses;
- salary costs of the personnel of national administrations;
- return on capital and dividends paid by the beneficiary;
- debt and debt service charges;
- provisions for losses or debts;
- interest owed;
- doubtful debts;
- exchange losses;
- costs of transfers from the CEB charged by the bank of the beneficiary;
- contributions in kind from third parties;
- excessive or reckless expenditure; and
- deductible or recoverable VAT (including VAT paid by public bodies acting as public authority).

2.3.5.5 Expenditure Verification

The applicants (and where applicable their affiliated entities) agree to allocate funds from the action budget for a certified auditor to conduct an expenditure verification pursuant to article 8.3(b) of the standard grant agreements (see Annex C).

2.3.6 Ethics clauses and Code of Conduct

a) Absence of conflict of interest

The applicant must not be affected by any conflict of interest and must have no equivalent relation in that respect with other applicants or parties involved in the project. Any attempt by an applicant to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the CEB during the process of examining, clarifying, evaluating and comparing applications will lead to the rejection of its application.

b) Respect for human rights as well as environmental legislation

The applicant and its staff must comply with the Convention for the Protection of Human Rights and Fundamental Freedoms dated 4 November 1950, CETS No. 5, as amended from time to time (European Convention on Human Rights), the European Social Charter dated 3 May 1996, CETS No. 163, as amended from time to time, and the CEB's Environmental and Social Safeguards Policy adopted by the CEB's Administrative Council Resolution 1588 (2016).

c) Anti-corruption and anti-bribery

Applicants and any affiliated entity(ies) shall exclude entities from award of contracts under the Project, if it/they become(s) aware that such entities or persons having powers of representation, decision making or control over it:

- (i) have been the subject of a final judgement or of a final administrative decision for involvement in any Prohibited Practice, child labour, trafficking in human beings, for circumventing fiscal, social or any other applicable legal obligations, including through the creation of an entity for this purpose or more generally for involvement in a criminal organisation;
- (ii) have been the subject of a final judgement or of a final administrative decision for an irregularity affecting the EU's financial interest;
- (iii) are guilty of misrepresentation in supplying the information required as a condition of participation in the procedure or if they fail to supply this information;
- (iv) have been the subject of a final judgment or of a final administrative decision establishing that the entities have created an entity under a different jurisdiction with the intention to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business;
- (v) have been created with the intention described in item (iv) above as established by a final judgment or a final administrative decision; or
- (vi) are listed in the Early Detection and Exclusion System;
- (vii) are listed in and/or otherwise subject to one or more Sanction Lists.

For the purposes of sub-item (i) above, **“Prohibited Practices”** means any violation of the applicable laws on fraud, corruption, money laundering, financing of terrorism or any other unlawful use of funds.

For the purposes of sub-item (vi) above, **“Early Detection and Exclusion System”** means the system set up by Regulation (EU, Euratom) No 2015/1929 of 28 October 2015, as further amended or substituted, on the financial rules applicable to the general budget of the Union (OJ L 286/1, 30.10.2015) which includes information on the early detection of risks threatening the EU financial interests, on the cases of exclusion from EU funding of legal and natural persons and on the cases of imposition of financial penalties, as available in the official EU website: https://ec.europa.eu/info/strategy/eu-budget/how-it-works/annual-lifecycle/implementation/anti-fraud-measures/edes/database_en, or on any successor page, as amended and/or supplemented from time to time.

For the purposes of sub-item (vi) above, **“Sanction List”** means (i) any economic, financial and trade restrictive measures and arms embargoes issued by the EU pursuant to Chapter 2 of Title V of the Treaty on European Union as well as Article 215 of the Treaty on the Functioning of the European Union, as available in the official EU website www.sanctionsmap.eu or on any successor page, as amended and supplemented from time to time; or, (ii) any economic, financial and trade restrictive measures and arms embargoes issued by the United Nations Security Council pursuant to Article 41 of the UN Charter as available in the official UN website or on any successor page, as amended and supplemented from time to time.

d) Breach of obligations, irregularities or fraud

The CEB reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the grant, the CEB may refrain from concluding the grant agreement.

2.4 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

2.4.1 Applications

Lead applicants must submit full applications using the grant application form (specific to each Lot) and instructions annexed to these guidelines (Annex A1 or Annex A2). Lead applicants should then keep strictly to the format of the grant application form and fill in the paragraphs and pages in order.

Applicants must apply in English.

Hand-written applications will not be accepted.

It is of utmost importance that the application form and corresponding annexes are completed carefully and clearly, and contain ALL the relevant information concerning the project.

No additional annexes should be sent as they will not be evaluated by the CEB.

Any major inconsistency in the full application (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

Clarifications will only be requested when the information provided is unclear and thus prevents the CEB from conducting an objective assessment.

2.4.2 Where and how to send full applications

Proposals must be submitted by email.

The complete application form and budget must be sent from a corporate entity email account to the following email address: pafmi_cfp@coebank.org.

CEB will provide an acknowledgement of receipt of the applications after the deadline for applications has expired.

Expression of interest sent by any other means will be rejected.

2.4.3 Deadline for submission of full applications

The deadline for the submission of full applications is **19 July 2022 at 18h00 (Paris time)**. Any proposal submitted after the deadline will be automatically rejected.

2.4.4 Further information about full applications

The CEB will organize an info session on 2 June 2022. Potential applicants that may be interested in participating in the info session must indicate so by email to pafmi_cfp@coebank.org indicating in the subject of the email "INFO SESSION PAFMI". Requests to participate in the info session are accepted until 30 May 2022 at 18h00 (Paris time). CEB will send an invitation to a virtual meeting on Zoom for the info session to the applicants that request so within the established deadline.

Questions may be sent by e-mail no later than 3 July 2022 at 23h59 (Paris time) to the email address listed below, indicating clearly the reference of the call for proposals:

E-mail address: pafmi_cfp@coebank.org.

The CEB has no obligation to provide clarifications to questions received after this date.

Replies will be given no later than 8 July 2022 at 18h00 (Paris time). No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure will be published on the [CEB website](#). It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

2.5 EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the CEB with the assistance of external assessors. All applications will be assessed according to the following steps and criteria.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in Section 2.3, the application will be rejected on this sole basis.

(1) STEP 1: OPENING & ADMINISTRATIVE CHECKS

During the opening and administrative check, the following will be assessed:

- If the deadline has been met. Otherwise, the application will be automatically rejected.
- If the correct grant application form has been used, if the application satisfies all the criteria specified in the grant application form (including filled in and signed declarations, letter of intent) and if the budget is enclosed and stated in Euro. This includes also an assessment of the eligibility of the project. If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further.

(2) STEP 2: EVALUATION OF THE FULL APPLICATION

The full applications that pass the administrative check will be further evaluated on their quality, including the proposed budget and capacity of the applicants and affiliated entity(ies). They will be evaluated using the evaluation criteria in the evaluation grids below. A specific evaluation grid will be used for each lot.

Scoring:

The evaluation grid is divided into sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Evaluation Grid: Lot 1

Section	Maximum Score
1. Operational capacity	15
1.1 To what extent have the applicants and, if applicable, their affiliated entity(ies) demonstrated in-house project management experience in a sector related to PAFMI (e.g. management of projects related to migrant inclusion, working with other vulnerable groups, housing, education, employment, health sector)?	5
1.2 To what extent have the applicants and, if applicable, their affiliated entity(ies) in-house technical/sectoral expertise working in a sector related to PAFMI (e.g. experience in working with migrants, especially migrant women and children, experience in the housing, education, employment, health sectors)?	5
1.3 To what extent have the applicants and, if applicable, their affiliated entity(ies) demonstrated in-house management and financial management capacity (including experienced staff and capacity to manage the budget for the project)?	5
2. Design of the project proposal	25
2.1 To what extent are the objectives and expected results/impact of the proposed project consistent with those listed in the Guidelines for Applicants of the Call for Proposals?	5
2.2 How coherent is the design of the project? To what extent are the activities proposed in the logical framework appropriate, practical, and consistent with the envisaged outputs and outcome(s)?	5
2.3 Do the proposed activities coherently build on the applicants' previous experience in migrant inclusion and/or the four sectors of interest? Does the proposal correctly address capacity building of relevant institutions to support future similar initiatives?	5
2.4 Have the monitoring arrangements been described and how appropriate are they?	5
2.5 Has the relevance to the city/regional/country context been considered in the project design?	5
3. Implementation approach	10
3.1 How clear and feasible is the action plan for implementing the project? How realistic is the proposed timeline?	5
3.2 Is the partnership approach of the project clear, relevant and ambitious? How appropriate and satisfactory is the co-applicant(s)'s and affiliated entity(ies)'s (if applicable) level of involvement and participation in the project?	5

4. Budget and cost-effectiveness	10
4.1 Are the activities appropriately reflected in the budget? Is the ratio between the estimated costs and the results realistic and satisfactory?	5
4.2 How realistic is the allocation of funding to co-applicants/affiliated entity(ies) (distribution of efforts, travel, equipment, other costs) in line with their roles in the activities and the outputs?	5
5. Impact	10
5.1 To what extent are the expected results likely to have a short-term and long-term impact on the target groups?	5
5.2 To what extent does the proposal consider sustainability and replicability of the project?	5
Maximum total score	70

Evaluation Grid: Lot 2

Section	Maximum Score
1. Operational capacity	10
1.1 To what extent have the applicants and, if applicable, their affiliated entity(ies) demonstrated experience in managing and implementing past projects/activities of a size similar to that of the requested grant.	5
1.2 To what extent have the applicants and, if applicable, their affiliated entity(ies) demonstrated in-house management and financial management capacity (including experienced staff, equipment and capacity to manage the budget for the project)?	5
2. Description of the project concept for which the preparatory work will be implemented	25
2.1 To what extent has the project background been explained? How well have the sectoral needs been identified?	5
2.2 How clearly is the project concept outlined and structured? Are the potential activities appropriately identified? How realistic is the project concept?	5
2.3 Have the project's target groups and final beneficiaries been clearly identified?	5

2.4 Is the project concept part of a wider migrant integration strategy/medium term plan? Have relevant stakeholders (e.g. migrant organisations, financial institutions, public administrations) been consulted?	5
2.5 To what extent has a financing plan for the project concept been identified (e.g. own funds, loans, grants)? How realistic is it based on the information provided?	5
3. Design of the proposal for project preparatory activities	10
3.1 To what extent are the objectives and expected results/impact of the proposed project preparatory activities consistent with those listed in the Guidelines for Applicants of the Call for Proposals?	5
3.2 How coherent is the proposal? To what extent are the proposed project preparatory activities appropriate, justified and consistent with the envisaged outputs and outcome(s)? How appropriate is the description of how the activities will be monitored and, if applicable, is there a monitoring framework?	5
4. Implementation approach	10
4.1. How well defined and justified is the method of implementation (e.g. recruitment of external technical assistance)? How reasonable and realistic is the proposed timeline?	5
4.2 Does the proposal include a clear description of the organisational structure involved in the management of the activity/ies? How appropriately have the roles of each applicant/co-applicant and their level of involvement been clearly defined?	5
5. Budget and cost-effectiveness	10
5.1 Are the activities appropriately reflected in the budget? Is the ratio between the estimated costs and the results satisfactory?	5
5.2 How realistic is the allocation of funding to co-applicants/affiliated entity(ies) (distribution of efforts, travel, equipment, other costs) in line with their roles in the activities and the outputs?	5
6. Impact	5
6.1 To what extent are the project's expected results likely to have a short-term and long-term impact on the target groups?	5
Maximum total score	70

If the total score for Section 1 (Operational capacity) is less than 12 points, the application will be rejected. If the score for at least one of the subsections under Section 1 is 1, the application will also be rejected.

Provisional selection

After the evaluation, a table will be drawn up listing the applications ranked according to their score. Funds will be allocated based on the ranking, until all available funds have been spent.

(3) STEP 3: VERIFICATION OF ELIGIBILITY OF THE APPLICANTS AND AFFILIATED ENTITY(IES)

The eligibility verification will be performed on the basis of the supporting documents requested by the CEB (see section 2.6). It will by default only be performed for the applications that have been provisionally selected according to their score and within the available budget for this call for proposals.

- The declaration by the lead applicant will be cross-checked with the supporting documents provided by the lead applicant. Any missing supporting document or any incoherence between the declaration by the lead applicant and the supporting documents may lead to the rejection of the application on that sole basis.
- The eligibility of applicants and the affiliated entity(ies) will be verified according to the criteria set out in Section 2.3.1.

Any rejected application will be replaced by the next best placed application on the reserve list that falls within the available budget for this call for proposals.

2.6 SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

A lead applicant whose application has been provisionally selected will be informed in writing by the CEB. It will be requested to supply the following documents in order to allow the CEB to verify the eligibility of the lead applicant, (if any) of the co-applicant(s) and (if any) of their affiliated entity(ies)

1. The statutes or articles of association of the lead applicant, (if any) of each co-applicant and (if any) of each affiliated entity¹⁴.
2. A copy of the lead applicant's latest accounts (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed)¹⁵. A copy of the latest account is neither required from (if any) the co-applicant(s) nor from (if any) affiliated entity(ies).
3. The lead applicant must provide an audit report produced by an approved external auditor where it is available, and always in cases where a statutory audit is required by EU or national law. That report shall certify the accounts for up to the last 3 financial years available.
4. The lead applicant as well as all co-applicants and affiliated entities shall fill in and sign the Declaration on Honour (Annex D) certifying that they are not in one of the exclusion situations listed therein.

¹⁴ Where the lead applicant and/or a co-applicant(s) and or an affiliated entity(ies) is a public body created by a law, a copy of the said law must be provided.

¹⁵ This obligation does not apply to natural persons who have received a scholarship or that are in most need in receipt of direct support, nor to public bodies and to international organisations. It does not apply either when the accounts are in practice the same documents as the external audit report already provided pursuant to no. 2 under Section 2.4.

If the above-mentioned supporting documents are not provided before the deadline indicated in the request for supporting documents sent to the lead applicant by the CEB, the application may be rejected.

NB: In the eventuality that the CEB is not satisfied with the strength, solidity, and guarantee offered by the structural link between one of the applicants and its affiliated entity, it can require the submission of the missing documents allowing for its conversion into co-applicant. If all the missing documents for co-applicants are submitted, and provided all necessary eligibility criteria are fulfilled, the above-mentioned entity becomes a co-applicant for all purposes. The lead applicant has to submit the application form revised accordingly.

2.7 NOTIFICATION OF THE CEB'S DECISION

2.7.1 Content of the decision

The lead applicants will be informed in writing of the CEB's decision concerning their application and, if rejected, the reasons for the negative decision.

An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint addressed to the Office of the Chief Compliance Officer (compliance@coebank.org).

2.7.2 Indicative timetable

	DATE	TIME (Paris timezone)
1. Information meeting (if any)	2 June 2022	TBC
2. Deadline for requesting any clarifications from the CEB	3 July 2022	23h59
3. Last date on which clarifications are issued by the CEB	8 July, 2022	18h00
4. Deadline for submission of applications	19 July 2022	18h00
5. Information to lead applicants on the evaluation	September <i>(tentative)</i>	
6. Contract signature (indicative)	September <i>(tentative)</i>	

All times are in the time zone of Paris, France.

This indicative timetable refers to provisional dates (except for dates under no. 2., 3. and 4.) and may be updated by the CEB during the procedure.

2.8 CONDITIONS FOR IMPLEMENTATION AFTER THE CEB'S DECISION TO AWARD A GRANT

Following the decision to award a grant, the lead applicant will be offered a contract based on the standard grant agreement (see Annex C). By signing the Grant Application Form (Annex A-1 or Annex A-2, as applicable), the applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant agreement (subject to minor revisions which do not substantially modify the subject-matter of the grant depending on, *inter alia*, statutory restrictions, technical requirements and/or administrative adjustments).

Implementation contracts

Where implementation of the project requires the beneficiary(ies) and its affiliated entity(ies) (if any) to award procurement contracts, those contracts must be awarded in accordance with the procurement provisions in the standard grant agreement.

In this context, a distinction should be made between awarding implementation contracts and subcontracting parts of the action described in the proposal, i.e. the description of the action annexed to the grant agreement, such subcontracting being subject to additional restrictions (see the standard grant agreement).

Awarding implementation contracts: implementation contracts relate to the acquisition by beneficiaries of routine services and/or necessary goods and equipment as part of their project management; they do not cover any outsourcing of tasks forming part of the action that are described in the proposal, i.e. in the description of the action annexed to the grant agreement.

Subcontracting: Subcontracting is the implementation, by a third party with which one or more beneficiaries have concluded a procurement contract, of specific tasks forming part of the action as described in the annex to the standard grant agreement.

**3. LIST OF ANNEXES
DOCUMENTS TO BE COMPLETED**

Annex A-1: Grant Application Form Lot 1 (template)

Annex A-2: Grant Application Form Lot 2 (template)

Annex B: Budget

DOCUMENTS FOR INFORMATION

Annex C: Standard grant agreement

- Appendix A-1: Description of the Project, Implementation Modalities and Specific Requirements
- Appendix A-2: Project Budget
- Appendix B-1: Disbursement Request (template)
- Appendix B-2: Disbursement Notice (template)
- Appendix C: Reporting Templates (Progress Reports and Completion Report)
- Appendix D: Dispute Settlement
- Appendix E: Form of Legal Opinion

Annex D: Declaration on Honour

Annex E: CEB Rule No. 01/2020 laying down the CEB's competitive procedures to award grants

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