

**EUROPEAN ECONOMIC AREA (EEA GRANTS) FINANCIAL MECHANISM 2014-2021**

PROGRAMME G: “Capacity Building of National Asylum and Migration Management Systems”

**OPEN CALL FOR PROPOSALS**

**“Small Grant Scheme- Improved Strategic and Contingency Planning”.**

**Deadline for proposal submission: 03/07/2023, 23:59 (GMT +03:00)**

**Information Workshop for Open Call applicants will take place**

**More information:**

**Programme Operator’s website:** [www.ydeap.gr](http://www.ydeap.gr)

**National Focal Point’s website:** [www.eeagrants.gr](http://www.eeagrants.gr)

**e-mail address:** [ydeap@yptp.gr](mailto:ydeap@yptp.gr)

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## Definitions

EEA- European Economic Area

EU- European Union

Donor States- Norway, Iceland, Liechtenstein

FMC- Financial Mechanism Committee

FMO- Financial Mechanism Office

NFP- National Focal Point

PO-Programme Operator

DPP- Donor Programme Partner

IPO- International Partner Organization

PP-Project Promoter

MoU- Memorandum of Understanding

PA- Programme Agreement

PIA- Programme Implementation Agreement

PDP- Pre Defined Project

SGS- Small Grant Scheme

NGO- Non Governmental Organization

CSO- Civil Society Organization

SOP- Standard Operating Procedure

MIS- Management Informatics System

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## EEA Grants Financial Mechanism

The overall objectives of the EEA Financial Mechanism 2014-2021 (hereafter named EEA Grants) are to contribute to the reduction of economic and social disparities in the European Economic Area and to strengthen bilateral relations between the Donor States and the Beneficiary States through financial contributions in relevant priority sectors.

In the Memorandum of Understanding between Greece and the Donors, one of the priority sectors is Asylum and Migration, supported by the EEA Grants through two programmes named “Capacity Building of National Asylum and Migration Management Systems” (programme G) and “Addressing urgent needs for the reception and screening of asylum seekers and for the accommodation of vulnerable groups” (programme H).

All Programmes and activities funded by the EEA Financial Mechanism 2014-2021 shall be based on the common values of respect for human dignity, freedom, democracy, equality, the rule of law and the respect for human rights, including the rights of persons belonging to minorities. They shall follow the principles of good governance; they shall be participatory and inclusive, accountable, transparent, responsive, effective and efficient. There shall be zero-tolerance towards corruption.

### Capacity Building of National Asylum and Migration Management Systems (Programme G)

The Programme assists the capacity building of the **national** asylum and migration management system. Special attention and priority are given to the legal protection and care for the most vulnerable groups of asylum seekers, in particular unaccompanied children.

The Programme contributes to a well-functioning asylum system, enabling asylum-seekers to bring forward their claim for international protection, have their claim processed in due time and be offered accommodation during the processing of their case.

The Programme consists the following Outcomes;

- Enhanced capacity in asylum management;
- **Improved strategic and contingency planning;**
- Improved services for vulnerable groups, especially unaccompanied minors;

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- Enhanced reception capacity.

The programme is implemented through eight pre-defined project and a small grant scheme. One of the predefined projects (project no. 3) is implemented by the Ministry of Migration and Asylum/ Special Secretariat for the Coordination of Stakeholders and will contribute to ensuring an effective coordination among competent authorities and to develop strategies, action and contingency plans. The project will improve the effective monitoring of the various aspects of migration, the establishment of a knowledge sharing mechanism and the capacity building among the first line and supportive personnel. The project will establish an Immigration and Asylum Observatory and a national registry of interpreters.

European and Developments Programmes Management Agency of the Hellenic Ministry of Citizen Protection is the designated Programme Operator. Norwegian Directorate of Immigration (UDI) acts as the Donor Programme Partner, providing valuable assistance and expertise, along with the Hellenic Ministry of Migration and Asylum as the policy maker in the asylum and migration areas.

## Small Grant Scheme of the Programme

Within the Outcome of the Programme entitled “Improved Strategic and Contingency Planning”, funding up to **€508.183.00** has been allocated for the launching and management of a Small Grant Scheme, with a view to enhance the interaction and cooperation between public entities and relevant civil society organizations acting in the field of asylum and migration. The Ministry of Migration and Asylum, acting as the asylum and migration policy area maker will be actively involved in the preparation and the selection procedure of the Small Grant Scheme.

## Background of the Call

Public entities may face difficulties in understanding the context of non-governmental organizations’ operations and procedures, and vice versa. This confusion is partly due to the fact that public entities and NGOs are subject to different legal and procedural frameworks. It is vital for the abovementioned entities to gain a mutual and clear approach towards the framework of their operation. To this end, pilot projects implemented by both public entities and non-governmental organizations, exploring synergies that may maximise outcomes in terms of enhancing their capacity, are included in the framework of this proposal.

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Furthermore, taking into consideration the dynamic and unpredictable nature of migration and its implications on many sectors of Greece, it is beneficial to involve academic and other educational institutions in the effort to further enhance the capacity of public administration entities regarding their contingency planning (e.g. by developing specialized tools).

## Objectives

The projects selected shall further enhance the capacity of the public administration entities involved in the fields of migration and asylum and cultivate a common approach, between public bodies (state entities, local authorities, academic institutions) and NGOs.

Detailed information and an indicative list of activities can be found in the section entitled: “Expected Outputs” of Annex I- Applicants Guideline.

The geographical scope of the Projects is the whole territory of Greece.

Innovative approaches shall be encouraged in the context of the current Call. Proposals which are implemented under other financial instruments and sources will not be accepted and any potential overlapping/double financing shall be excluded.

The proposals shall explore synergies with Projects in the Programme G. Furthermore, potential synergies with the other Asylum and Migration Programme (Programme H) shall be explored.

The ultimate target group who will benefit from this call shall be the asylum seekers, with particular emphasis on the vulnerable groups of migrants, as well as unaccompanied minors. The direct beneficiaries shall be the entities which are selected under this call.

Proposals should consider EU reception directives, SOPs and national standards of the relevant state authorities. Proposals should demonstrate adequate knowledge of EU directives on reception conditions, as well as international and national legislation and SOPs.

Proposals should comply with national, regional and local policies, strategies, plans and programmes and they shall clearly demonstrate the methodologies to meet project outcomes.

The final date of eligibility for projects selected under this Call is April 30<sup>th</sup>, 2024.

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## Expected results (outputs and indicators)

|   | <u>Description</u>  | <u>Indicators</u>  | <u>Target</u> |
|---|---|--|---------------|
| <b>Outcome 2</b><br>Improved Strategic<br>and Contingency<br>Planning | <b>Output 2.2:</b> Cooperation on<br>service provision between public<br>institutions and relevant civil<br>society organizations supported | Number of public<br>institutions<br>working in<br>partnership with<br>relevant civil<br>society<br>organisations | <b>2</b>      |

Failure to meet quality standards may have implications on the payment flow and continuity of the project implementation. Particular focus should be given on a feedback mechanism and Monitoring & Evaluation system and tools to apply during the project's life cycle.

An indicative and non-binding list of activities is included in the applicants guideline-attached to the Call document.

## Eligibility

### a. Eligible Applicants

|  | <b>Eligible applicants</b>  | <b>Eligible partners</b>   |
|--|---|--|
| <b>SGS#1</b><br><br><b>Outcome 2</b><br>"Improved strategy<br>and contingency<br>planning" | Public institutions established<br>as legal persons in Greece.<br><br>NGOs as defined in Art. 1.6.n of<br>the Regulation established as<br>legal persons in Greece. | NGOs as defined in Art. 1.6.n of the<br>Regulation established as legal<br>persons in Greece.<br><br>Public institutions established as<br>legal persons in Greece.<br><br>Donor States Partners in<br>accordance with Art. 7.2.2. of the<br>Regulation. |

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The eligible applicants (project promoters) include public entities and authorities as well as municipalities, academic and educational institutions that can contribute in the fields of migration and asylum.

To be compliant with the national legislation applicable to public funding in the area of migration and asylum in the Greek territory, , non-Governmental Organizations should be registered in the “Register of Greek and Foreign Non-Governmental Organizations (NGOs) dealing with international protection, migration and social integration issues”<sup>1</sup>, and comply with the stipulations of the Regulation of EEA Grants Financial Mechanism (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 organizations)<sup>2</sup>.

Grants to projects from the programme may be up to 100% of total eligible expenditure of the project. In the case of projects where the applicant is an NGO , as defined in Article 1.6 of the Regulation, the project grant rate may be up to 90% of total eligible expenditure of the project.

In line with the objective set in this Call, mixed partnerships are mandatory, i.e. a public entity can submit a proposal only with an NGO as a partner and/or a Donor Project Partner, and vice versa.

Religious institutions and political parties are not considered NGOs hence they are not eligible to submit a proposal in the context of this Call.

b. **Eligibility of the application**: The requested grant amount shall be within the permissible limits provided in the call; no more applications can be submitted by the project promoter/partner than those explicitly authorized, i.e. one proposal as lead applicant and one proposal as a partner.

c. **Eligible Partners**: Projects shall be implemented in partnership with project partners, as described in the section “Background of the Call”. All project partners shall share a common goal and actively contribute towards achieving the project objectives, as defined in the proposal. The role and responsibilities undertaken by each partner, as well as the allocation of the proposed budget, shall be justified in the proposal and clearly depicted in the Partnership Agreement. At the stage of the submission of the application, a Letter of Intent for the partnership is adequate.

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<sup>1</sup> Regulation providing for the Register:

- a. Law 4375/2016 article 31 (GG...)
- b. Joint Ministerial Decision 10616/2020 (GG B 3820/09-09-2020)

<sup>2</sup> Please refer below to “Special Rules” section, for the determination of this stipulation.

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## Administrative Criteria

The administrative criteria are described in the Applicants' Guidelines.

## Financial management and duration of the Projects

The total grant for each Project shall be between minimum €50.000,00 and maximum €200.000,00. The projects shall be completed until 30<sup>th</sup> April, 2024 at the latest, which is the final date for the eligibility of expenditures within the Programme. The eligible expenditures are depicted in Chapter 8 of the EEA Grants Regulation. The eligibility rules of the indirect costs are set in Article 8.5. of the EEA Grants 2014 – 2021 Regulation.

The first and final dates of eligibility of expenditures for each project shall be stipulated in the Project Contract. Specifically, the first date of eligibility of expenditures shall be the signature date of the Project Contract.

Grants to projects from the programme may be up to 100% of total eligible expenditure of the project, or 90% in case of NGOs. The project grant rate shall in all cases be set at a level that complies with the State Aid rules in force and takes into account any and all other forms of public support granted to projects. Any remaining costs of the project shall be provided or obtained by the project promoter.

Payments to Project Promoters shall take the form of advance, interim and final balance payment, or reimbursement of incurred expenditure. The Project Promoter shall be responsible for paying the project partners. The methodology preferred shall be explicitly stipulated in the relevant Partnership Agreement and payments shall be performed in a timely manner after the reception of the payment request.

## Evaluation Criteria

The Programme Operator shall assess applications received for compliance with the eligibility criteria.

Applicants whose applications are rejected at this stage shall be notified and given a reasonable deadline from the date of notification to appeal that decision; the deadline for appeals is seven (7) working days after the notification and the request shall be examined by an independent, three-member Committee.

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All applications that meet the eligibility criteria shall be scored and ranked according to the selection/evaluation criteria specified below, by two impartial experts appointed by the Programme Operator.

| Evaluation criteria  | Max score | Eliminating criterion                              |
|--|-----------|--|
| Relevance to the Call Objectives   | 40        | If below 20, the project is automatically rejected |
| Maturity/feasibility   | 20        | If below 10, the project is automatically rejected |
| Budget/Cost efficiency   | 20        | If below 10 the project is automatically rejected  |
| Sustainability   | 10        |  |
| Expertise of applicant and partner   | 10        |  |
| Maximum  | 100       |  |
| Minimum score to be included in the list to be considered by the Selection Committee, also in the reserve list | 55        |  |

At least one of the experts will be independent of the Programme Operator. For the purpose of ranking the projects, the average of the scores given by the experts shall be used. The result of the experts' evaluation shall be a ranking list that forms the basis of the Selection Committee discussion.

The Selection Committee shall be composed of three voting members: a Programme Operator officer, as well as an officer working for the Ministry of Migration and Asylum, that acts as the policy maker in the fields of asylum and migration and one member, external to the Ministries of Citizen Protection and Migration and Asylum.

Representatives of the FMC, the NFP and UDI shall be invited to participate in the Selection Committee meetings as Observers.

The Selection Committee shall recommend to the Programme Operator the projects to be funded, including a reserve list, and may modify the ranking of the projects given by the experts in duly justified cases. The justification for the modifications shall be explicated in the minutes of the Selection Committee meetings.

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The Programme Operator shall verify that the selection process has been conducted in accordance with the Regulation and that the recommendations from the Selection Committee comply with the rules and objectives of the Programme. The list of selected projects shall be forwarded to the FMC within two weeks after its finalisation. For each selected project, the relevant project grant decision shall be made public by the Programme Operator.

The Programme Operator reserves the right to increase the budget of the Call. In that case, the proposals included in the reserve list shall be selected for funding.

## Application Process

The proposals with all the required documents described in the “Additional Documents” section, shall be submitted digitally on the e-mail addresses: [ydeap@yptp.gr](mailto:ydeap@yptp.gr) and [eeagrants@yptp.gr](mailto:eeagrants@yptp.gr) by the **3<sup>rd</sup> of July 2023, time 23:59** following communication and confirmation by the PO Programming and evaluation unit.

If the deadline is not met, the application will be automatically rejected.

If the proposal is selected by the relevant Selection Committee, the applicants must officially submit their proposal through the National MIS, with the additional documentation stipulated in the Greek adaptation of the current Call, signed by the legal representative of the potential Project Promoter. To this cause it is necessary for the personnel of the Project Promoter to acquire access to the National MIS. The relevant guidance is on this portal: <http://logon.ops.gr/>.

The submission of the proposals through the National MIS will be performed after the positive initial appraisal and the positive feedback from the Selection Committee. The abovementioned submission period may end earlier than the date specified above, in case of exhaustion of the available funding of this Call.

Proposals selected by the respective Selection Committee shall submit the requested documentation within thirty (30) days after their official notification by the Programme Operator. If this deadline is not met, then the proposal shall be rejected and replaced by a proposal from the reserve list.

A total of two proposals with the same entity either as an applicant or as a partner can be funded. If more than two proposals concern the same entity, the lowest ranking proposal(s) will be omitted.

In case service of external consultants were used in the preparation of the application project promoter is requested to disclose the name of the consultant.

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The following supporting documents shall be sent to the Programme Operator for the initial evaluation of the proposal;

1. Project description (Annex I);
2. Project budget (Annex II);
3. Partnership Agreement or letter of intent (Annex III);
4. Organizational structure and internal procedures - Regulatory Framework of Operation of the Applicant;

Programme Operator reserves the right to ask for additional documents at all stages of the evaluation procedure. Additional documentation shall be provided upon official request of the Programme Operator, within the timeframe stipulated in the notification.

Programme Operator shall be available to provide support to prospective applicants and address their queries regarding the Programme and the application process. The Open Call will be uploaded on Programme Operator's and National Focal Point's dedicated websites (in English and Greek language).

## Special Rules for the Project proposals

Applicants and Project promoters shall take into consideration *mutatis mutandis* the following principles; good governance, sustainable development and gender equality. The abovementioned principles shall be taken into account at all stages of the selected Projects, from their preparation upon their completion.

The abovementioned principles shall be also adopted by the relevant evaluation and selection Committees. The personnel appointed shall be fully independent from their hierarchy and the deriving organizational structures, therefore a declaration of non-conflict of interest shall be signed by the members of the Committees.

Applicants and Projects Promoters shall take into consideration the information and communication requirements of the EEA Grants Financial Mechanism, as stipulated in the relevant regulatory framework. An indicative communication plan shall be drafted in the application form.

Applicants and Project Promoters shall establish complaint mechanisms, along with policies to respond to irregularities, including actions taken in response to incidents of corruption and other types of misconduct.

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Non-Governmental Organizations are considered as eligible applicants/partners in the context of this Call, even if they are not registered in the “Register of Greek and Foreign Non-Governmental Organizations (NGOs) dealing with international protection, migration and social integration issues”. **However, the project contract may be signed only after the completion of the NGO’s registration process, up to one month after the conclusion of the selection process.** Programme Operator shall facilitate the registration procedure by providing support towards the potential applicant, if necessary.

## Right to appeal

Applicants retain the right to appeal, in case that their proposal is rejected for not complying with the administrative and eligibility criteria, within seven (7) working days after the notification of rejection. The right of appeal may be exercised only once per applicant. The appeal must be fully justified and submitted electronically via email to the address: [ydeap@yptp.gr](mailto:ydeap@yptp.gr). The appeal will be examined by the appointed appeals Committee and applicants shall be informed of the result within ten (10) working days. The decision of the appeal committee shall be irrevocable.

## List of annexes

1. Guidelines for applicants (Annex I)
2. Budget Template (Annex II)
3. Application Form (Annex III)

## Binding Documents

1. Regulation on the implementation of European Economic Area Financial Mechanism (EEA FM), 2014-2021.  
<https://eeagrants.org/resources/regulation-implementation-eea-grants-2014-2021>
2. EEA Grants Communication Manual  
<https://eeagrants.org/resources/2014-2021-communication-and-design-manual>

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3. National Level Management and Control System of EEA Grants Financial Mechanism 2014-2021  
[www.et.gr/api/Download\\_Small/?fek\\_pdf=20220202447](http://www.et.gr/api/Download_Small/?fek_pdf=20220202447)
4. National Procurement Law 4412/2016 as modified by Law 4782/2021  
[http://www.et.gr/api/Download\\_Small/?fek\\_pdf=20210100036](http://www.et.gr/api/Download_Small/?fek_pdf=20210100036)
5. National migrational legislation, Law 4686/2020  
[http://www.et.gr/api/Download\\_Small/?fek\\_pdf=20200100096](http://www.et.gr/api/Download_Small/?fek_pdf=20200100096)
6. Any other national and European legislation, directive and guideline in the fields of asylum and migration.

## Additional Information

1. Programme Operator Website:  
[www.ydeap.gr](http://www.ydeap.gr)
2. Donor Programme Partner Website:  
[www.udi.no](http://www.udi.no)
3. Ministry of Migration and Asylum Website:  
<https://migration.gov.gr>
4. Royal Norwegian Embassy in Athens Website:  
[www.norway.no](http://www.norway.no)
5. Financial Mechanism Office Website:  
<https://eeagrants.org>
6. National Focal Point Website:  
<https://eeagrants.gr>
7. EEA Grants Asylum and Migration Programme (Programme H) website:  
<https://www.asylumandmigration-eeagrants.gr/asylum-and-migration-en/>
8. Register of Greek and Foreign Non-Governmental Organizations (NGOs) dealing with international protection, migration and social integration issues:  
<https://ngo.migration.gov.gr/>

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9. List of civil society organizations registered:  
<https://ngo.migration.gov.gr/registered.php>

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