

The Support Programme to the Africa-EU Migration and Mobility Dialogue
(MMD III)

Grant Facility

2nd CALL FOR PROPOSALS
GUIDELINES FOR GRANT APPLICANTS

DEADLINE FOR SUBMISSION OF APPLICATIONS:

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International Centre for
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NOTICE

- This Grant Scheme Programme is funded under the project “Support Programme to the Africa-EU Migration and Mobility Dialogue” (IPA/2019/411-568) which is funded by European Union and implemented by the International Centre for Migration Policy Development (ICMPD).
- This is a single step call for proposals, where all documents shall be submitted together.
- ICMPD, as the Contracting Authority, is responsible for the administrative and financial implementation of the Grant Scheme. ICMPD has the ultimate responsibility for the correct use of grant funds and is responsible for managing the call for proposals, contracting and payment procedures.
- Please note that only the original documents and forms published on the ICMPD Electronic Application Platform have legal validity. ICMPD has no responsibility for the application documents and forms published on any other platform. Applicants shall submit their applications using the original documents downloaded from the ICMPD Electronic Application Platform at <https://intendhost.co.uk/icmpd/aspx/Tenders/Appraisal>.
- Please note that only the English version of these Guidelines shall hold legal validity and be binding.
- Issuance of this Call for Proposals does not constitute an award or commitment on the part of ICMPD to make any award, nor does it commit ICMPD to pay for costs incurred in the preparation and submission of an application.

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ACRONYMS

AU	African Union
C2CMMD	Continent-to-Continent Migration and Mobility Dialogue
CBO	Community-Based Organisation
CSO	Civil Society Organisation
DG INTPA	EC Directorate-General for International Partnerships
EC	European Commission
EU	European Union
ICMPD	International Centre for Migration Policy Development
JVAP	Joint Valletta Action Plan
LA	Local Authority
MMD	Migration and Mobility Dialogues (The Support Programme to the Africa-EU Migration and Mobility Dialogue)
NDICI-GE	Neighbourhood, Development and International Cooperation Instrument – Global Europe
NGO	Non-Governmental Organisation

1. OVERVIEW OF THE CALL FOR PROPOSALS

1.1. Background

Implemented by the International Centre for Migration Policy Development (ICMPD) through funding from the Directorate-General for International Partnerships (DG INTPA) of the European Commission (EC), the “Support Programme to the Africa-EU Migration and Mobility Dialogue” (MMD) aims at supporting the orderly, safe and responsible migration and mobility of people within Africa and between Africa and Europe. Now in its third phase, the multi-faceted action is part of the Joint Africa-EU Strategy Action and has as its specific objectives:

- (1) Improved governance, management and cooperation on migration and mobility within Africa and between Africa and the EU.
- (2) Improved engagement of civil society organisations (CSOs), diaspora organisations, local authorities (LAs) in the field of migration.

The MMD programme continues to support ICMPD-facilitated migration and mobility dialogues and to follow up on the Joint Valletta Action Plan (JVAP). To complement the ongoing work, the Grant Facility is a mechanism to support selected initiatives to be implemented by CSOs, sub-national local authorities, and diaspora organisations.

MMD PILLARS				
COMPONENT 1				COMPONENT 2
JVAP Follow-up	Khartoum Process	Rabat Process	Continent-to-Continent Dialogue	Grant Facility

The Grant Facility aims to strengthen the links between such endeavours and the JVAP framework and the dialogues, as well as increasing the visibility of the contribution of CSOs, non-state actors and LAs to the field of migration and mobility at continental, regional and /or multi-country levels. The direct involvement of these actors in the existing institutional frameworks will strengthen their role as agents of development in the field of migration and development and expand their influence within migration and development policymaking at the national, regional, and continental levels.

1.2. Specific objectives of the call and priority areas

The Grant Facility, via the call for proposals, seeks to add an operational element to MMD III. By harnessing their expertise and knowledge, CSOs, non-state actors and local authorities (LAs), and their partners, should submit action¹ proposals that aim to facilitate and foster:

- (1) Implementation of strategically relevant initiatives that can contribute to the operationalisation of engagements and commitments made in the dialogues.
- (2) Knowledge-sharing by generating insights, research inputs, and policy recommendations that contribute to the Dialogues’ discussions and priority-setting.

¹ As per the EC terminology, the term ‘action’ is herein used as a synonym of ‘project’.

Given the importance of aligning the actions with the Dialogues’ agenda and the JVAP framework, the **priority thematic areas of this Call for Proposals** include the following domains:

Development benefits of migration and root causes of irregular migration and forced displacement	Human development, poverty eradication, development benefits of migration, brain drain, diaspora engagement
Legal migration and mobility	Skills mobility, regular channels for migration, mobility and free movement, labour migration
Protection and asylum	International protection, support to refugees and vulnerable groups such as unaccompanied children on the move
Prevention of and fight against irregular migration, migrant smuggling, and trafficking in human beings	Including the prevention and protection of missing migrants
Return, readmission, and reintegration	Sustainable return and reintegration, return and reintegration support, and other related areas
Transversal topics	Topics such as migration and health, migration and trade, migration and gender are also of interest

Wherever relevant and feasible, proposals should take into consideration the priorities set by the Chairmanships of the Rabat and Khartoum processes². Lastly, all action proposals shall also be in line with the Migration Policy Framework for Africa and Plan of Action (2018 – 2030) of the African Union (AU).³

1.3. Financial allocation provided by the Contracting Authority

The overall indicative amount made available under this Call for Proposals is **EUR 600,000.00 (six hundred thousand euros)**, financed under the NDICI-Global Europe financial instrument.

ICMPD, through the MMD Grant Facility, hereinafter referred to as the “Contracting Authority”, reserves the right not to award all available funds.

Size of grants

Any grant requested under this call for proposals must fall between the following minimum and maximum amounts:

- Minimum amount: **EUR 100,000 (one hundred thousand euros)**.
- Maximum amount: **EUR 150,000 (one hundred and fifty thousand euros)**.

Applicants should consider – as in all action proposals – the need to demonstrate value for money and appreciate

² The priorities set by the Chairmanships can be found on the respective websites of the [Rabat](#) and [Khartoum](#) processes.

³ The document can be consulted on the [African Union’s website](#).

the programme's intention to fund multiple actions within its financial envelope.

Financing and co-financing

Within the framework of this Call for Proposals, the Contracting Authority may finance up to 100% of the total eligible cost of an action. Co-financing is not a mandatory requirement under this Call for Proposals.

- **No co-financing:** where no co-financing is foreseen, this shall be duly justified in the Grant Application Form (Annex A). Accordingly, the action budget (Annex B) shall be composed exclusively of eligible costs financed by the Contracting Authority (ICMPD). Applicants shall not present in the budget any contributions from other sources (including contributions in kind) as co-financing.
- **Co-financing:** In the event of co-financing, the balance (i.e. the difference between the total eligible costs of the action and the amount requested from the Contracting Authority) shall be financed from sources other than the European Union or ICMPD and shall be **in the form of monetary contributions only, as in-kind contributions are not eligible**. Applicants shall indicate the source(s) and amount of any co-financing in the application. Any such contribution must be consistent with the objectives of the action and must not result in double funding.

IMPORTANT NOTE 1

Applicants should ensure that the amount of funding requested is proportionate to the scope and scale of the proposed activities. Requests should be based on realistic needs and justified costs, rather than automatically seeking the maximum available amount.

2. RULES FOR THIS CALL FOR PROPOSALS

2.1. Eligibility criteria

There are three sets of eligibility criteria, relating to:

- (1) the actors (2.1.1):
 - the 'lead applicant', i.e. the entity submitting the application form;
 - if any, its co-applicant (where it is not specified otherwise, the lead applicant and its co-applicant are hereinafter jointly referred as 'applicant(s)');
 - and, if any, affiliated entity(ies) to the lead applicant and/or to co-applicant (if any).
- (2) the actions (2.1.2):
 - actions (projects) for which a grant may be awarded;
- (3) the costs (2.1.3):
 - types of costs that may be taken into account in setting the amount of the grant.

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

Lead Applicant

In order to be eligible for a grant, the lead applicant must:

- a) **be a legal person** (Natural persons are not eligible)
- b) **be a civil society organisation or other non-state actor, or a private law body with a public service mission⁴, operating on a non-profit basis in the context of this Grant Facility.**

Eligible entities may include, but are not limited to, non-governmental organisations, community-based organisations, associations, diaspora organisations⁵, social enterprises operating on a non-profit basis, universities, research centres, think tanks.

Such entities must serve the public interest and contribute to the welfare or well-being of society. Any surplus generated from their activities shall be reinvested in furthering their public service mission and shall not be distributed to shareholders, owners, or members.

- c) **be established at least 2 years prior to the publication of this Call for Proposals.** The establishment date of the entity must be no later than **1 April 2024**.
- d) **be registered in either an African Union (AU) Member State⁶ ; OR a European Union (EU) Member State⁷.**
- e) **be directly responsible for the preparation and management of the action, not acting as an intermediary.**
- f) **not have been awarded a grant under the 1st Call for Proposals of the MMD Grant Facility**, whether as a Lead Applicant, co-applicant or affiliated entity.

The Lead Applicant may apply individually (subject to the exemption outlined in criterion (d)) or together with one (1) co-applicant. However, Lead Applicants registered in an EU Member State must apply together with a co-applicant registered in an AU Member State. This requirement does not apply to African-led diaspora organisations based in an EU Member State.

Lead Applicants must sign the **Declaration by the Lead Applicant** in the Grant Application Form (Annex A) through their duly authorised legal representative(s).

If awarded the grant contract, the lead applicant will become the beneficiary identified as the coordinator in Annex F. The coordinator is the sole interlocutor of the contracting authority. It represents and acts on behalf of any other co-beneficiary (if any) and coordinates the design and implementation of the action.

Co-applicant

Below are the key principles regarding the co-applicant.

- a. **Only one (1) co-applicant is permitted per application.** The inclusion of the co-applicant shall be duly justified in relation to its expected role and responsibilities in the implementation of the action.
- b. **The co-applicant must satisfy the eligibility criteria of (a), (b) and (c) as applicable to the lead applicant and must be registered either in an African Union Member State or in a European Union Member State.** Please note that a co-applicant registered in an African Union (AU) Member State is required

⁴ For the purpose of this call, a private law body pursuing a public service mission refers to an entity established under private law whose activities serve the public interest or provide services of public benefit.

⁵ For the purpose of this call, the working definition of diaspora organisation is: "diaspora organisations as organisations managed by diaspora members and/or having a majority of diaspora membership. Diaspora organisations should be based outside the country of origin and their activities can be implemented in regions, countries or communities of origin and/or host countries". Further information can be found [here](#).

⁶ The list of the 55 AU Member State at the time of publication of this Call for Proposals can be found [here](#).

⁷ The list of the 27 EU Member State at the time of publication of this Call for Proposals can be found [here](#).

where the Lead Applicant is registered in an EU Member State (as specified under Section **2.1.1 (d)**). This requirement does not apply to African-led diaspora organisations based in an EU Member State

- c. If awarded a grant, the co-applicant (if any) will become a co-beneficiary of the action. The co-applicant participates in the design and implementation of the action, and the costs they incur are eligible in the same way as those incurred by the lead applicant.
- d. Co-applicants must sign the **Mandate** in the Grant Application Form (Annex A) through their duly authorised legal representative(s), authorising the lead applicant to represent it in contractual matters with the Contracting Authority.

Affiliated entities

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

Only the following entities may be considered as affiliated entities to the lead applicant and/or to the co-applicant (if any):

Only entities having a clear structural link with the applicants (i.e the lead or a co-applicant), in particular a legal or capital link.

This structural link encompasses mainly two notions:

- (i) Control, as defined in Directive 2013/34/EU 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;
- Entities under the same direct or indirect control as the applicant (sister companies).

- (ii) Membership, i.e. the applicant is legally defined as a e.g. network, federation, association in which the proposed affiliated entities also participate, or the applicant participates in the same entity (e.g. network, federation, 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.

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 entities **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 contract (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 to which the applicant and its proposed affiliates belong.

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

If the applicants are awarded a grant contract, their affiliated entity(ies) will not become beneficiary(ies) of the action and signatory(ies) of the grant contract. 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 contract.

Affiliated entity(ies) must satisfy the same eligibility criteria as the lead applicant and the co-applicant. They must sign the **affiliated entity(ies) statement** in Section 10 of the Grant Application Form (Annex A).

The involvement and function of such legal entities shall be communicated to ICMPD at the contracting stage.

Associate organisations

These organisations are neither applicants nor affiliated entities; however, associate organisations or actors may be involved in the action to play a support role to lead applicant and co-applicant, or to create relevant synergies.

These entities will not be considered as applicants or co-applicants, nor will they be parties to any grant agreement concluded with the Contracting Authority, and therefore, they are not eligible to receive funding from the Grant Facility.

Associate organisations do not have to meet the eligibility criteria referred to in Section 2.1.1 of the Guidelines. They may be state actors such as local government authorities operating at sub-national level, intergovernmental organisations, or aid agencies of partner countries.

Contractors

The beneficiaries and their affiliated entities are permitted to award contracts. Associates or affiliated entity(ies) cannot also be contractors in the project. Contractors are subject to the procurement rules set out in Annex IV to the standard grant contract.

IMPORTANT NOTE 2

Each actor (lead applicant, co-applicant, affiliated entity, or associate) should only participate in a **single role** in an action. This is to avoid any potential conflicts of interest and ensure clear allocation of rights and obligations as well as certainty on cost eligibility.

IMPORTANT NOTE 3

If awarded the grant contract:

- All awarded entities (lead applicant and co-applicant (if any)) will undergo a **due diligence procedure** carried out by the **Contracting Authority**. During this procedure, awarded entities may be requested to provide evidence supporting the claims made in the Due Diligence Form (Annex E). The list of documents can be found in **Section 3.1 of these Guidelines**. Further, the procedure may result in the need for the lead applicant to provide a pre-financing guarantee upon signature of the grant contract. See template in Annex VIII to the Standard Grant contract.
- The **lead applicant** will become the beneficiary identified as the 'Coordinator' in the Special Conditions of the Grant Contract. The Coordinator is the main interlocutor with the Contracting Authority. It represents and acts on behalf of the co-beneficiary (if any), holds administrative and financial responsibilities, and coordinates the design and implementation of the action (see Annex F – Standard Grant Contract (Special Conditions)).
- The **co-applicant (if any)** participates in the design and implementation of the action, and the costs it incurs are eligible in the same way as those incurred by the Lead Applicant.

A **plan for monitoring the implementation of the action** will be agreed between the Contracting Authority and the beneficiary during the contracting stage.

2.1.2. Eligibility of actions: actions for which an application may be made

Definition of an "action"

An action (or project) is composed of a set of activities for a specific period to achieve planned goals.

Duration

The duration of an action (i.e. end date of grant contract) shall be **6 months**. Actions shall be completed by 1 March 2027 at the latest.

Location

Actions must be implemented in one or more AU Member States and may also be implemented in EU Member States where they specifically target African diaspora⁸. At least one country of implementation must be an AU Member State.

For all actions, **the maximum number of countries of implementation is three (3)**, regardless of whether these

⁸ The list of the 55 AU Member State at the time of publication of this Call for Proposals can be found here. The list of the 27 EU Member State at the time of publication of this Call for Proposals can be found [here](#).

are AU or EU Member States, provided that **at least one (1) AU Member State is included**.

Eligible fields, themes, and activities

As previously mentioned, the actions can contribute to the C2CMMD, Rabat Process and Khartoum Processes by a two-way approach:

- (1) By supporting the operationalisation of the policy decisions and Dialogue outcomes into concrete actions; and/or
- (2) By generating insights, research inputs, and policy recommendations that contribute to the Dialogues' discussions and priority-setting.

Eligible action activities should be aligned with **one or more of the five domains of the JVAP framework**, or address transversal issues, and may include, but are not limited to:

- a) Research activities (studies, surveys, reviews, stakeholder mappings, analyses of national governance systems and mappings of reports, publications or multimedia content to disseminate findings) for the formulation of policy recommendations.
- b) Capacity-building and knowledge-transfer activities (national training needs assessments, trainings, workshops, mentoring, coaching, production of knowledge tools, and technical assistance).
- c) Review and development of migration governance tools (legislation, policy documents/strategies, action plans, policy tools and instruments, standard operating procedures particularly at the local level) to strengthen practices and policies on migrants' contributions to national development.
- d) Advocacy, communication and community mobilisation activities (awareness-raising activities, facilitation of community meetings and discussions, organisation of community events, campaigns).
- e) Civic engagement activities (strengthening the involvement of CSOs, LAs and diaspora organisations in the migration sphere at the national/regional/continental level).

In terms of action design, proposals should:

- Reflect considerations for gender mainstreaming, human rights mainstreaming, inclusivity, do-no-harm approach and conflict sensitivity, as relevant.
- Demonstrate complementarity with other past and ongoing initiatives (funded by the EU or other donors) within the same country/region and seek to maximise synergies with such actions.

IMPORTANT NOTE 4

Proposed applications should be "original" and "unique" to the target group's needs, problems, and be designed with proper solutions and implementation methodology. Therefore, applications that may be considered 'copy-paste' may be eliminated (from this Call for Proposals) in the course of the evaluation process when the proposals present the same:

- Scope of activities, wording or the same sentences differentiated only by rephrasing; or
- Content of the budget including the budget items, justification sheet, etc.; or
- Implementation modalities with only a few differences such as the place of implementation, the name of the Lead Applicant, co-applicant, and the number of target groups.

Ineligible Actions

The following types of actions are ineligible for funding:

- Actions concerned solely or mainly with individual sponsorships for participation in workshops, seminars, conferences, or congresses;
- Actions concerned solely with scholarships/subsidies for studies that could be covered by another EU framework of support (such as Erasmus+, Erasmus Mundus, etc.);
- In cases where multiple applications for the same project idea are submitted, duplicates may be rendered ineligible.
- Actions that involve activities that could harm the safety and security of beneficiaries, partners and organisations during implementation, or otherwise expose them to risks (in any case, the Contracting Authority shall not assume responsibility in this regard).
- Actions with a commercial objective.

2.1.3. Eligibility of costs: costs that can be included

The grants awarded under this Call for Proposals will take the form of reimbursement of eligible costs actually incurred by the beneficiary(ies) in the implementation of the action.

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'.

Eligible direct costs

To be eligible under this Call for Proposals, costs **must comply with the provisions of Article 14.1 and 14.2 of the General Conditions to the Standard Grant Contract (see Documents for Information)**. The document can be consulted on the ICMPD Electronic Application Platform. Applicants must carefully review their provisions when preparing their budget. In addition, applicants must consider the following categories:

- The purchase of limited equipment, where duly justified and indispensable for the implementation of the action (e.g. capacity building support and training), may be eligible.
- Salary costs of personnel are eligible only for activities that are specifically required for the implementation of the action. These costs must be in line with the official remuneration policies of the organisation as well as in line with local legislation. The method for salary calculation should be clearly explained in the budget. Such costs shall be proportionate to the nature, scope and duration of the action, and clearly justified in relation to the activities to be implemented.

Please note that sound financial management principles in terms of ensuring cost-effectiveness (in terms of efficiency, effectiveness and sustainability of the action) will be of importance in the evaluation stage, therefore, applicants shall carefully consider project budget versus project activities and achievements in designing their proposals. It is therefore in the applicants' interest to provide a realistic and cost-effective budget. Unrealistic or disproportionate, and insufficiently justified budgets may negatively affect the evaluation of the proposal.

Expenditure verification

The expenditure verification shall be performed by an auditor contracted by ICMPD. Please refer to Article 15.6 of the General Conditions (Annex II) for further details. Applicants should therefore not include any costs related

to expenditure verification in the budget.

Contingency reserve

The budget may include a contingency reserve not exceeding **5%** of the estimated total eligible direct costs. However, it should be noted that it may only be used with the **prior written authorisation** of the Contracting Authority.

Eligible indirect costs

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed **7%** of the estimated total eligible direct costs. Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the Standard Grant Contract.

The Lead Applicant may be asked to justify the percentage requested before the grant contract is signed. Once the flat rate has been fixed in the Special Conditions of the Grant Contract, no supporting documents need to be provided at reporting stage.

If any of the applicants, co-applicants or affiliated entities is in receipt of an operating grant financed by the EU, it may not claim indirect costs on incurred costs within the proposed budget for the action.

Ineligible costs

The following costs shall not be considered eligible:

- a) debts and debt service charges (interest);
- b) provisions for losses or potential future liabilities;
- c) costs declared by the Beneficiary(ies) and financed by another action or work programme receiving an ICMPD grant or a European Union grant;
- d) purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership shall be transferred to the final beneficiaries and/or a local Beneficiary(ies), at the latest at the end of the Action, in accordance with Article 7.5 of General Conditions to the Standard Grant Contract;
- e) currency exchange losses;
- f) credits, vouchers, sub-grants or in-kind assistance to third parties unless otherwise specified in the Special Conditions of the Standard Grant Contract,
- g) in-kind contributions,
- h) bonuses included in costs of staff;
- i) negative interest charged by banks or other financial institutions

Non-retroactivity

Only costs related to activities implemented after the signature of a contract can be considered eligible. In exceptional and duly justified cases, costs incurred before contract signature may be considered retroactively eligible. Grants may not be awarded for actions already completed.

No-profit rule

The grant may not have the purpose or effect of producing a profit within the framework of the action with the

exception of specific cases stated below. Profit is defined as a surplus of the receipts over the eligible costs approved by the Contracting Authority when the request for payment of the balance is made.

If a profit is made, ICMPD shall reduce the final grant amount in proportion to its share of the total approved eligible costs.

The no-profit principle shall not apply to:

- actions with the objective to reinforce the financial capacity of a beneficiary;
- actions that generate an income to ensure their continuity after the contract period;
- study, research, training or education support paid to natural persons or other direct support paid to natural persons most in need.

2.1.4. Exclusion criteria

Exclusion from participation in the Call for Proposals

An applicant shall be excluded from participation in the grant scheme if they fall into one or more of the conditions/lists specified by the donor/contributor through the Agreement between ICMPD and the donor/contributor. ICMPD shall rely on the remedies provided by its donors/contributors. Nevertheless, such reliance shall be done with proportionality.

Without excluding the above paragraph, and in observance of the principle of proportionality, ICMPD shall exclude applicants from participation in Call for Proposals which were found in situations of:

- a) Bankruptcy, insolvency or winding-up procedures,
- b) Breach of obligations relating to the payment of taxes or social security contributions,
- c) Grave professional misconduct, including misrepresentation,
- d) Fraud,
- e) Corruption,
- f) Conduct related to a criminal organisation,
- g) Money laundering or terrorist financing,
- h) Terrorist offences or offences linked to terrorist activities,
- i) Child labour and other forms of trafficking in human beings,
- j) Breach of human rights obligations.

In this respect, lead applicants, co-applicants, and affiliated entities are obliged to declare that they are not in one of the exclusion situations through a signed Declaration on Honor (Annex D).

Applicants included in the lists of entities subject to EU restrictive measures⁹ at the moment of the award decision cannot be awarded the contract.¹⁰

The right of defence and the remedial measures put in place by the entity to demonstrate the applicant's reliability shall be taken into account when deciding on exclusion from funding on the above-mentioned situations.

⁹ <https://wikis.ec.europa.eu/display/ExactExternalWiki/2.+Basic+rules#id-2.Basicrules-2.4.EUrestrictivemeasures>

¹⁰ The updated 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 (OJ). In case of discrepancy between the published legal acts and the updates on the website it is the OJ version that prevails.

Exclusion from award

Applicants will not be granted financial assistance if, in the course of the grant award procedure, they:

- are subject to a conflict of interest in connection with the action;
- are guilty of misrepresentation in supplying the information required by the EC as a condition of participation in the grant award procedure, or fail to supply this information;
- are in one of the exclusion situations, referred to in the section above.

Administrative and financial penalties may be imposed on applicants and possible co-applicants who are guilty of misrepresentation.

Applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that should they be in one of the situations of early detection or exclusion, their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the early detection and exclusion system and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract.

For more information, you may consult the privacy statement available [here](#).

3. HOW TO APPLY AND PROCEDURES TO FOLLOW

3.1. Where and how to submit an application

The application package consists of the list of documents outlined in this section which must be filled, signed and submitted through the [ICMPD Electronic Application Platform](#). Applications must be complete and include all requested information. Incomplete submissions may be disqualified. Any errors or significant discrepancies will result in the rejection of the application. The deadline for the submission of Grant Applications is **1 May 2026 at 17:00 (Vienna local time)**. **Applications submitted after the deadline will be rejected.**

In order to convert this deadline to local time you can use any online time converter tool that takes into account time zones and winter/summertime changes (example available [here](#)). The lead applicant is strongly advised not to wait until the last day to submit its application, as heavy internet traffic or a fault with the internet connection (including electricity failure, etc.) could lead to difficulties in submission. **Applicants are therefore encouraged to ensure that their application is submitted well in advance of the deadline. The Contracting Authority cannot be held responsible for any delay due to such aforementioned difficulties.**

A step-by-step guide explaining how to register and submit an application can be downloaded at <https://intendhost.co.uk/icmpd/aspx/BuyerProfiles>. Applicants who face difficulties submitting an application through the ICMPD Electronic Application Platform, shall contact grants@icmpd.org in a timely manner before the submission deadline. **Applications sent by any other means (e.g. by email or post) will be rejected.**

Please note that the Contracting Authority may decide to cancel the call for proposals procedure at any stage. By submitting an application, applicants accept to receive notification of the outcome of the procedure by electronic means (through ICMPD Electronic Application Platform). Such notification shall be deemed to have been received on the date upon which ICMPD sends it to the electronic address used for registration on the platform.

General requirements

- Applications must be complete and contain all requested information and all required annexes and supporting documents.
- Only the requested documents will be evaluated; no additional documents shall be submitted. All other additional documents attached will be disregarded and not used in the evaluation. If deemed necessary, additional documents may be requested by the Contracting Authority.
- Handwritten applications will not be accepted, and incomplete applications may be rejected.
- During the review process, clarifications will only be requested when the information provided is insufficient to conduct an objective assessment.
- Supporting documents must be supplied in the form of scanned versions of the originals (i.e. showing legible stamps, signatures and dates).
- The documents in the national language (if different from French and English) shall be submitted along with their translations into English or French.
- Any error or major discrepancy related to the instructions may lead to the rejection of the application.
- Applicants are responsible for ensuring that all files are clearly named and organised in a manner that makes it easy to identify which document corresponds to which applicant.

IMPORTANT NOTE 5

Restrictions on applications:

- The lead applicant **may not** submit **more than 1 (one)** application under this call for proposals.
- The lead applicant **may not** be a co-applicant **in another application** at the same time.
- A co-applicant **may not** be the co-applicant in **more than 1 (one)** application under this call for proposals.

Failure to adhere to these conditions might result in disqualification from the Call for Proposals.

The documents shall be drafted in English or in French (detailed language requirements for call documents, are indicated in the below section), in accordance with the templates annexed to these guidelines and available on the [ICMPD Electronic Application Platform](#).

Documents required for submission (Application Package):

The application package consists of the below list of documents, which must be filled out, signed and submitted. Applications must be complete and include all requested information. Incomplete submissions may be disqualified. Any errors or significant discrepancies will result in the rejection of the application. Annexes and supporting documents must be uploaded to their respective placeholders in the ICMPD Electronic Application Platform. Any additional documents should be uploaded under the “Upload File” area.

Annexes to be submitted:

- a. **Grant Application Form (Annex A):** Lead applicants must adhere to the format of the Application Form and complete the paragraphs and pages in order. The form should be completed carefully and clearly to ensure proper assessment, including the Declaration signed by the lead applicant, the Mandate signed by the co-applicant (if any), and the affiliated entity(ies) statement signed by the affiliated entity(ies), where applicable. The form may be submitted **in either English or French**.
- b. **Budget (Annex B):** The form must be completed following the instructions given in the first sheet of the Budget template. Please ensure that the form is duly completed and signed by the lead applicant. The form may be submitted **in either English or French**. For budget preparation, exchange rate in the following link can be used:
https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-infoeuro_en.
- c. **Legal Entity Form (Annex C):** The Legal Entity Form serves to verify the legal personality and status of the applicants. It must be duly completed and signed by the lead applicant and its co-applicant (if any). The form must be completed **in English** and will be subject to Administrative and Eligibility checks.
- d. **Declaration on Honor (Annex D):** This declaration serves as a self-certification by the applicant(s) regarding compliance with exclusion criteria, financial and operational capacity, and absence of a conflict of interest. It must be duly signed by the legal representative of the applicant organisations (Lead Applicant and co-applicant, if any).
The declaration shall cover both the legal entity and the natural person authorised to represent it and must include: (i) the full name of the authorised signatory, (ii) the ID or passport number of that person, and (iii) the required legal entity information. The form must be completed **in English**.
- e. **Due Diligence Form (Annex E):** The lead applicant and the co-applicant (if any) are required to complete the Due Diligence Form in order to allow ICMPD to assess their financial and operational capacity. The form must be duly completed, stamped, and signed by an authorised representative of the applicant organisation. The form must be completed in **English**. ICMPD may request additional supporting documents during the verification process, in line with ICMPD's due diligence procedures.

Supporting documents to be submitted:

a. Audit report of the Lead Applicant

Audit report produced by an approved external auditor, where available, and in all cases where a statutory audit is required by EU or national law. The report shall certify the accounts for the **last two (2) financial years available for which the accounts have been closed**.

Where no external audit report is available, the applicant shall provide a **self-declaration signed by its authorised representative (independent accountant/auditor in accordance with applicable national legislation) certifying the validity of its accounts for the last two (2) financial years available**.

The external audit report, as well as the self-declaration certifying the validity of the accounts, is not required from the co-applicant or affiliated entity(ies) (if any).

b. A copy of the latest financial accounts

The profit and loss account and the balance sheet for the **last two (2) financial years** for which the accounts have been closed available must be provided by the lead applicant and the co-applicant (if any).

Where the externally audited financial statements covering the same period are provided; no additional financial accounts are required.

Financial statements generated from accounting software shall be accepted only if duly signed by the authorized representative (independent accountant/auditor in accordance with applicable national legislation).

c. Statutes or Articles of Association (of the Lead Applicant, and of the co-applicant (if any))

Documents must be supplied in the form of scanned versions of the originals (i.e. showing legible stamps, signatures and dates). The establishment date of the lead applicant and the co-applicant (if any) must be visible in the document. The documents in the national language (if different from English or French) shall be submitted along with the translation into English or French.

d. Proof of Non-Profit Status (for Private Law Bodies)

If not clearly stipulated in the statutes or articles of association, an official document certifying that the entity operates on a non-profit basis, wherein, and that any surplus generated from their activities is reinvested in fulfilling its public service mission, rather than distributed to shareholders, owners, or members.

e. Proof of an Authorised Signatory:

The lead applicant and co-applicant must demonstrate that the person signing the required annexes on their behalf is duly authorised to represent the organisation. For this purpose, one of the following documents must be provided:

- statutes or articles of association, or an official register extract clearly indicating the authorised signatory; or
- where the above does not clearly establish the signing authority, a Board decision, power of attorney, or an equivalent official document granting signing authority.
- The documents provided must clearly demonstrate both the signing authority and the sample signature(s) of the authorised representative.
- A notarised signatory circular shall be required where either the signing authority or the sample signature(s) cannot be clearly shown in the documents listed above.

IMPORTANT NOTE 6

- All annexes requiring signature must be signed by an authorised legal representative **of the respective organisation.**
- Accepted signatures are handwritten signatures or certified electronic signatures, including PADES signatures in PDF format.

Summary table

Name of the Annex	Format	Required submission language	Required by
Annex A – Grant Application Form	WORD document & signed and scanned PDF	English or French	Lead Applicant
Annex B – Budget	Excel file & signed and scanned PDF	English or French	Lead Applicant
Annex C – Legal Entity Form	Signed and scanned PDF	English	Lead Applicant + Co Applicant
Annex D – Declaration on Honor	Signed and scanned PDF	English	Lead Applicant + Co Applicant
Annex E – Due Diligence Form	Signed and scanned PDF	English	Lead Applicant + Co Applicant

Please note that the annexes that must be completed in English also include French translations for informational purposes only.

In addition to the Annexes listed above, **all supporting documents listed in section 3** must be submitted by the applicants in scanned PDF format.

Name of the Supporting document	Format	Required submission language	Required by
Audit report of the Lead Applicant <i>(or self-declaration, where applicable)</i>	Scanned PDF	English (translation required if in another language)	Lead Applicant only
Financial statements <i>(profit and loss account and balance sheet for the last two financial years)</i>			Lead Applicant + Co Applicant
Statutes or Articles of Association			Lead Applicant + Co Applicant
Proof of Non-Profit Status <i>(if not specified in statutes)</i>			Lead Applicant + Co Applicant <i>(where applicable)</i>
Proof of an Authorised Signatory <i>(including supporting documents and, where required, notarised signatory circular)</i>			Lead Applicant + Co Applicant

3.2. Clarifications and Correspondence

Prospective applicants may submit questions on the ICMPD Electronic Application Platform before the deadline specified under section “Indicative Timeline”, specifying the publication reference. Any clarification of the Call for Proposals Guidelines will be issued to prospective applicants simultaneously before the deadline as specified under section “Indicative Timeline” on the ICMPD Electronic Application Platform. ICMPD has no obligation to provide clarifications after this date. It is advisable to **consult the platform regularly** to be informed of the questions and answers published.

To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, an action, or specific activities.

Any prospective applicants seeking to arrange individual meetings other than advertised information sessions by ICMPD during the application period may be excluded from the Call for Proposals procedure.

3.3. Information Session

The Contracting Authority will organise an information session for prospective applicants on **Thursday, 16 April 2026 at 10:00 am Vienna local time**. The session will provide an overview of the application and evaluation procedure as well as an introduction to the objectives of the Call for Proposals.

Prospective applicants can register by expressing their interest via email to grants@icmpd.org latest by **Monday, 13 April 2026 at 17:00 pm Vienna local time**. Details on registration will be provided on the ICMPD website.

3.4. Evaluation and selection of applications

Opening & Administrative and Eligibility Check (AEC)

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

- If the deadline has been met. Otherwise, the application will be automatically rejected.
- If the application satisfies all the criteria specified in these guidelines for applicants. This also includes an assessment of the eligibility of the action. If any of the requested information is missing or incorrect, the application may be rejected on that sole basis and will not be evaluated further.
- If the application and all the relevant supporting documents have been submitted and are in the proper format. Any missing supporting document or any incoherence between the declaration and the supporting documents may lead to the rejection of the application on that sole basis.

Financial and Operational Capacity Check (FOCC) and Technical Evaluation

The applications that passed the administrative compliance and eligibility check will be further evaluated on their quality, including the proposed budget and capacity of the applicants.

Evaluation of the quality of the proposals, including the proposed budget, and of the capacity of the lead applicant and the co-applicant (if any), will be carried out in accordance with the evaluation criteria set out below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria help evaluate the applicants' financial and operational capacity to ensure that they:

- have stable and sufficient sources of finance to maintain their activity throughout the proposed action and, where appropriate, to participate in its funding;
- have management capacity, professional competencies and qualifications required to complete the proposed action successfully.

For the purpose of the evaluation of the financial and operational capacity, lead applicant(s) and co-applicant(s) must ensure that all requested information and supporting documents are complete, reliable and sufficient for a proper assessment. Failure to do so may result in the rejection of the application.

The award criteria help to evaluate the quality of the applications in relation to the objectives and priorities set forth in the guidelines and to award grants to projects that maximise the overall effectiveness of the Call for

Proposals.

They cover the relevance of the action, its consistency with the objectives of the Call for Proposals, quality, expected impact, sustainability and cost-effectiveness, as set out in the Evaluation Grid below.

Scoring

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

Section	Maximum Score
1. Relevance of the Action	30
1.1. How relevant is the proposal to the particular needs, and constraints of the target country(ies), region(s) within the chosen domain?	5x2
1.2. To which extent are the expected results of the action aligned with the specific objectives of the facility (namely operationalisation of the dialogues' commitments and facilitation of knowledge-sharing)?	5x2
1.3. To which extent are the expected results of the action aligned with the JVAP Follow-up framework domains and priorities set in the Migration and Mobility Dialogues?	5x2
2. Complementarity	10
2.1. To what extent do the action activities demonstrate alignment with previous initiatives undertaken by the lead and the co-applicant (if any) within the same intervention domain?	5
2.2. To what extent does the proposed action complement other past and ongoing initiatives, including those supported by the EU and other donors?	5
3. Sustainability and Expected Results	15
3.1. To what extent are the expected results of the proposed action sustainable financially (if applicable) (e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs)	5
3.2. To what extent are the expected results of the proposed action sustainable institutionally (if applicable)? (Will structures allow the results of the action to be sustained at the end of the action? Will there be local 'ownership' of the results of the action?)	5
3.3. To what extent are the expected results of the proposed action sustainable At the policy level (if applicable) (what will be the structural impact of the action - e.g. improved legislation, codes of conduct, methods)	5
4. Design of the Action	30
4.1. How coherent is the description of the concept? - Does the design reflect a robust analysis of the problems involved? - Is the proposed overall objective in line with the analysis? - Are cross-cutting issues addressed in the action design?	5
4.2. Are the specific objectives coherent with the overall objective of the proposal?	5
4.3. Do the key outputs seem feasible and relevant? Are the proposed activities aligned? if applicable, are the responsibilities between the partners, clearly defined and is the management setup, including administrative and technical	5

aspects, articulated?	
4.4. Is the action plan clear and feasible? Is the timeline realistic?	5x2
4.5. Does the action design take external factors (risks and assumptions) into account and foresee appropriate mitigation measures?	5
5. Implementation Approach	10
5.1. How strategically are external stakeholders? - Are Local (sub-national) Authorities involved? - Are grassroots and/or youth organisations involved? - Are the chosen stakeholders relevant?	5
5.2. To which extent are the communication and visibility activities clear and ensure the visibility of the EU, ICMPD and the overall MMD programme?	5
6. Budget and Cost-effectiveness of the Action	15
6.1. Are the activities appropriately reflected in the budget and the envisaged costs in line with the living costs and average market prices in the countries?	5
6.2. Is the ratio between the estimated costs and the results satisfactory?	5x2
TOTAL SCORE	110

If the total score for Section 1 (Relevance of the Action) is less than 18 points and/or for Section 6 (Budget and Cost-effectiveness) is less than 12 points, the application will be rejected. In addition, only applications obtaining a **minimum overall score of 80 points** will be considered for an award.

Provisional Selection

- After the evaluation, the applications will be ranked according to their obtained scores. The highest-scoring applications will be provisionally selected until the available budget for this Call for Proposals is reached.
- In addition, a reserve list will be drawn up following the same criteria. This list may be used if a provisionally selected applicant is subsequently excluded from the award process or if more funds become available during the validity period of the reserve list.

Recommended for Award

- The evaluation committee will make a final recommendation to the contracting authority, which will decide on the award of grants.
- The contracting authority may decide not to award any grants and cancel the call for proposals without having the applicants any right to compensation.

3.5. Notification of the Contracting Authority's decision

ICMPD will inform the Lead Applicants in writing of the decision concerning their application on the ICMPD Electronic Application Platform.

- Where applicable, applicants may be requested, based on the recommendations of the Evaluation Committee, to revise and fine-tune their proposals (e.g. budget, monitoring and evaluation framework,

other sections of the Application Form). Once the requested revisions have been implemented, the updated proposal should be resubmitted to ICMPD.

- Applicants placed on the reserve list will also be informed accordingly. The conditions applicable to the reserve list will be communicated to them.
- In case of rejection, applicants will be informed about the reasons for the negative decision.

For the avoidance of doubt, please note that for applications rejected due to non-compliance with admissibility requirements (e.g. submission after the deadline), eligibility criteria (the entity or person is not part of the predefined eligible population of entities or persons), the selection (e.g. the applicant does not have financial, professional or operational capacity), or award criteria (e.g. insufficient quality or cost-effectiveness of the proposal), no prior adversarial procedure is required. Decisions will be taken based on the information provided in the application.

Applicants may submit an official complaint if they believe they have been harmed by an error or irregularity during the award process. Applicants shall follow the complaint procedure outlined on ICMPD website: <https://www.icmpd.org/work-with-us/grants/complaints-procedure>.

4. INDICATIVE TIMELINE

	DATE & TIME
1. Publication of the Call for Proposals	1 April 2026
2. Online information session for interested organisations	16 April 2026 – 10:00h Vienna local time
3. Deadline for requesting clarifications from the Contracting Authority	23 April 2026 – 17:00h Vienna local time
4. Last date on which clarifications are issued by the Contracting Authority	27 April 2026 – 17:00h Vienna local time
5. Deadline for submission of applications	1 May 2026 17:00h Vienna local time
6. Notification of outcome of Grant Applications	3 rd Quarter of 2026
7. Starting date of the action	Starting date will be agreed upon with the beneficiary and specified in the Grant Contract.
8. Latest possible end date of implementation of awarded actions	1 st March 2027

All times are in the **time zone of Vienna**.

This indicative timetable refers to provisional dates (except for 1, 3, 4, 5 and 8) and may be updated by the Contracting Authority during the procedure.

The Contracting Authority reserves the right to postpone the closure date of the Call for Proposals. All communications related to this matter will be done through the ICMPD electronic Application Platform.

5. CONDITIONS FOR IMPLEMENTATION AFTER THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT

Following the decision to award a grant, successful applicants will be offered a contract based on the Standard Grant Contract. By signing the Grant Application Form, the applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant contract. Awarded applicants may also be invited to participate in capacity building activities on ICMPD's rules for grant management as well as financial and narrative reporting requirements.

Where the implementation of the action requires the beneficiary(ies) to award procurement contracts, such contracts must be awarded in accordance with Annex IV to the Standard Grant Contract.

Successful applicants will also be informed whether the first instalment of pre-financing is subject to the validation of a financial guarantee by the Contracting Authority. Where required, the financial guarantee must be submitted in due time to proceed with the payment of the first instalment in accordance with the payment provisions of the Grant Contract.

6. DATA PROTECTION

The submission of a proposal under this call involves the collection, use and processing of personal data. This data will be processed solely for the purpose of evaluating your proposal, subsequent management of your grant and, if applicable and needed, programme monitoring, evaluation, and communication. ICMPD's full Data Protection can be consulted [here](#).

7. COMMUNICATION AND VISIBILITY

The Beneficiary(ies) shall take all necessary steps to publicise the fact that the Contracting Authority and the European Union has financed or co-financed the Action. All measures and activities relating to visibility and, if applicable, communication, must comply with the latest Communication and Visibility Requirements for EU-funded external action, laid down and published by the European Commission [Communication and Visibility Requirements for EU External Actions | International Partnerships \(europa.eu\)](#)¹¹.

8. DOCUMENTS FOR INFORMATION

Grant Contract documents and templates in case of award (Please note that these documents are only for information and do not need to be submitted):

Annex F: Standard Grant Contract (Special Conditions)

- Annex II: General Conditions
- Annex IV: Procurement by Grant Beneficiaries
- Annex V: Payment Request for Grant Contract and Financial Identification Form
- Annex VI: Model Narrative and Financial Report
- Annex VII: Terms of Reference for an Expenditure Verification of a Grant Contract
- Annex VII.I: Table of transactions and errors
- Annex VIII: Pre-financing Guarantee Form
- Annex IX: Transfer of Ownership of Assets

¹¹ https://international-partnerships.ec.europa.eu/knowledge-hub/communicating-and-raising-eu-visibility-guidance-external-actions_en

9. USEFUL LINKS

- [Migration and Mobility Dialogue Support Programme](#)
- [Joint Valletta Action Plan \(JVAP\) Follow-up](#)
- [Euro-African Dialogue on Migration and Development \(Rabat Process\)](#)
- [EU-Horn of Africa Migration Route Initiative \(Khartoum Process\)](#)
- [ICMPD - Migration Dialogues](#)
- [Communication from the European Commission on a New Pact on Migration and Asylum](#)
- [Migration Policy Framework for Africa and Plan of Action \(2018 - 2030\)](#)
- [EMN Asylum and Migration Glossary - European Commission \(europa.eu\)](#)