IOM Mission – (CO Belgium and Luxembourg)

IOM Call for Expression of Interest ID#:

**Terms of Reference**

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| **Introduction** |
| This project relates to Belgium's Voluntary Return Programme of 2023.  The aim of the IOM CONEX project is to strengthen the capacity of partners from the Belgian AVRR partner network in providing support and information to migrants eligible for the Voluntary Return Programme.  These activities are part of Fedasil's CONEX funding mechanism, involving local organizations to provide information around voluntary return. IOM will strengthen the capacity of the NGO network, with Fedasil targeting local authorities. |
| **Context** |
| The Belgian Voluntary Return programme was originally developed in 1984 under the name "Return and emigration of asylum seekers ex-Belgium" (REAB). This programme is funded by Fedasil, the Federal Agency for the Reception of Asylum Seekers, which is responsible for voluntary return. The programme has included a structural reintegration component since 2006. To implement the necessary voluntary return activities and ensure unhindered and easy access to the programme for migrants at every stage of their stay in Belgium, IOM has developed an extensive network of partners covering the entire territory of Belgium. This network consists mainly of non-governmental organizations (NGOs) and migrant associations.  This brings us to our objective of strengthening the capacity of existing and new partners to ensure that every potential beneficiary has easy access to the voluntary return programme, with up-to-date information on the principles of the programme, including the identification of vulnerabilities. The project will focus on NGOs in IOM's partner network. NGOs play a crucial role in an approach that involves both government and civil society in pre-departure counselling. The approach is based on the individual and specific needs of migrants. Through the Conex project, the information-sharing position of NGOs is promoted, in cooperation with IOM. |
| **Objective** |
| General: Better involve the partner and their local networks in the voluntary return programme:   * Increase the visibility of partner activities towards local migrant communities. * Inform local migrant associations and social services about AVRR and protection and assistance for migrants. * Strengthen the skills and competences of migrants potentially interested in voluntary return. |
| **Suggested interventions examples:** |
| * Limited skills/competencies of migrants willing to return voluntarily (e.g. digital skills, micro-enterprise or entrepreneurship training, financial literacy). * Set up event with local diaspora associations. * Partner organizes psychosocial activities for the target group (mindfulness, etc.). * Partner organizes a community-based activity to better connect with the target group (clean-up space, tree planting, socio-cultural activity, etc.). |
| **Overarching outcomes:** |
| * Communication, outreach and visibility of return partner and the voluntary return programme. * Strengthen competencies/skills of returnees potentially eligible for voluntary return. * Local initiatives with migrant communities. * Information activities for social workers or migrants in a specific geographical area (with IOM). |
| **Expected outcomes:** |
| Better understanding of the voluntary return and reintegration programme by the partner and their local networks. |
| **Partnerships and collaboration:** |
| IOM encourages partners in this proposal to involve other local organizations. |
| **Proposed timeline:** |
| Approved activities and interventions can be organized between 1 April 2023 and 1 November 2023. |
| **Location and deadline for project submission:** |
| The Application must be submitted either by hand or through mail in sealed envelope to IOM with the office address at: Andreas de Boer, Country Office for Belgium and Luxembourg, Rue Montoyer 40, 1000 Brussel, not later than 1 March 2023. Late Applications will no longer be considered. |

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**Implementing Partners General Information Questionnaire (this is not the project application)**

|  |  |
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| Full name of the Organization and abbreviation: |  |
| Address and e-mail of contact person: |  |
| Date of completion: |  |
| Existing partnership with IOM? |  |
| If yes, when did the cooperation with start? |  |
|  |  |
| **A. BACKGROUND AND GOVERNANCE** | |
| Is your organization legally registered in the country(ies) of implementation? If yes, please provide registration number/proof. If not, please explain. |  |
| What is the status of the organization (e.g. IO/iNGO, NGO, etc)? |  |
| Does the organization produce an annual audited financial statement that is publicly available? If not please explain. |  |
| Does the organization`s management or ownership have any affiliation to IOM that would result in a conflict of interest? |  |
| When was the Organization founded? |  |
| **B. Organizational Structure** | |
| Is an updated organizational structure/chart attached to the application? |  |
| Where does the organization work in the country and what is its in-country structure and field presence? |  |
| How many staff members work in the country office/programme? |  |
| **C. EXTERNAL ENGAGEMENT** |  |
| **Networks and coordination** |  |
| Does the organization coordinate its work with other Civil Society Organizations (local, national, international)? If yes, please provide details. |  |
| How does the organization interact with beneficiaries and communities? |  |
| Does the organization coordinate with the government/authorities? |  |
| **Information and advocacy** |  |
| Does the organization produce information materials regularly? If yes, please describe. |  |
| Does the organization work through the media? |  |
| **C. PROGRAMMATIC CAPACITY** |  |
| Does the organization have a stated mission and vision? Please provide the link if publicly available. |  |
| What are the target group(s)/ beneficiaries of the organization? |  |
| What is the geographical focus of the organization? |  |
| What is the programmatic focus of the organization? |  |
| **Does the organization: (yes/no)** |  |
| Uphold and abide by the humanitarian principles? |  |
| Support the provision of impartial assistance solely based on needs? |  |
| Operate independently without the imposition of a political agenda? |  |
| Uphold a do-no-harm approach? |  |
| Have a long-term plan/strategy in place? |  |
| Have a framework for Accountability to Affected Populations? |  |
| Have a Code of Conduct or other ethics policy? |  |
| Have policies and procedures to prevent sexual exploitation and abuse? |  |
| **D. FINANCIAL CAPACITY** |  |
| What donors are currently supporting the organization’s programmatic activities? |  |
| What is the current overall budget for the organization’s activities? |  |
| **Accounting system** |  |
| Does the organization have detailed policies documenting its accounting standards, rules and procedures? |  |
| Are all costs booked in the organizations accounts in a timely manner? |  |
| Can the organization provide periodic financial reports at the project level? |  |
| **Financial control** |  |
| Does the organization have its own bank account registered in its own name? |  |
| What are the main characteristics of the internal control system in place? Were there any challenges faced in this respect during the last three years? |  |
| **Cost effectiveness** |  |
| Is the organization cost conscious? What principles are followed to minimize costs? |  |
| Are quotations or invoices collected before purchases are made? |  |

I, the undersigned, warrant that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible:

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Name/ Signature/ Date