



European Union  
Global Diaspora Facility

## CALL FOR PROPOSALS CAPACITY DEVELOPMENT LAB GUIDELINES FOR APPLICATION

Diaspora organisations in Europe, public authorities in partner countries and regional organisations are invited to apply for technical capacity development support in the area of diaspora engagement for development.

### GENERAL TIMEFRAME

#### DEADLINE FOR APPLICATION

29 August 23:59 CEST

#### IMPLEMENTATION PERIOD

January 2022 – October 2022

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### OVERVIEW

As the first ever European Union (EU) funded project to take a global approach to diaspora engagement for development, the [EU Global Diaspora Facility](#) (EUDiF) pilots approaches to increase engagement between diaspora development organisations in Europe, partner countries and the EU. EUDiF's [Capacity Development Lab](#) (CDL) aims to equip diaspora organisations in Europe, partner countries and regional organisations with **skills, tools and knowledge**, empowering them to, ultimately, foster diaspora engagement. To this end, the **technical capacity development** support provided by EUDiF is demand-driven, small scale and **strictly skills/tools/knowledge-oriented**. If your institution is interested in requesting expertise transfer from diaspora professionals, please refer to the mechanism [Diaspora Professionals 4 Development](#)<sup>1</sup>.

<sup>1</sup> Public authorities and regional organisations are eligible to apply for the Diaspora Professional 4 Development mechanism. Diaspora organisations and networks are not.

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## ELIGIBLE APPLICANTS

### MAIN APPLICANT

#### Local and central public institutions

Only public institutions from partner countries in Africa, Asia, Eastern and Southern Neighbourhoods, Latin America and the Caribbean, and the Pacific are eligible to apply.

*Examples of public institutions: Ministries, departments, courts, congress, city councils, municipalities, prefectures, public corporations, public hospitals, public educational institutions, public museums, research institutes.*

#### Diaspora organisations and networks

Organisations and networks must be based in Europe (in the EU 27, Switzerland, Norway and/or the United Kingdom) and represent diasporas from partner countries.

Only not-for-profit diaspora organisations and networks are eligible to apply. Individual diaspora members are not eligible.

#### Regional organisations

Intergovernmental organisations composed by sovereign states in Africa, Asia, Eastern and Southern Neighbourhoods, Latin America and the Caribbean, and the Pacific whose membership is characterised by pertaining to a specific geographic, geopolitical, economic or other common trait. International organisations are not eligible.

*Each application can be submitted by up to two main applicants*

### PARTNER

**Main applicants may also apply together with a ‘partner’.** Partners shall be an established organisation in Europe (EU 27, Switzerland, Norway or the United Kingdom) or in a partner country:

- Private sector
- Civil society organisation
- Academia

The Partner can only apply alongside a ‘main applicant’ with a supporting role. The main applicant will be the main beneficiary of the action and will lead it.

*Only one partner can apply per application.*

Our partner countries are the ones eligible under the Development Cooperation Instrument (DCI), European Development Fund (EDF), European Neighbourhood Instrument (ENI) and the Overseas Association Decision. Countries benefiting from EU pre-accession assistance are not eligible under CDL.

## AREAS OF INTERVENTION

EUDiF focuses on capacity development in three key areas of intervention:

1. Supporting partner countries in enabling diaspora engagement for development.
2. Empowering diaspora organisations based in Europe.
3. Fostering multi-stakeholder partnerships.

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## TYPES OF SUPPORT

### ELIGIBLE SUPPORT

#### *EUDiF provides technical support to*

- Develop strategic documents and/or training tools  
*Examples of activities: draft laws, strategies, guidelines, manuals, curriculum, policies.*
- Organise knowledge transfer events  
*Examples of activities: conduct trainings, facilitated workshops, seminars, webinars.*
- Conduct assessments, research and/or evaluations  
*Examples of activities: conduct needs assessment, surveys, data collection, profiling, mapping, monitoring and evaluation tools.*
- Provide know-how for visibility and communication activities  
*Examples of activities: conduct awareness raising activities, create communication toolkits.*
- Facilitate networking and partnerships  
*Examples of activities: networking activities*

### INELIGIBLE SUPPORT

#### *EUDiF does not provide*

- Grants/subsidy
- Soft equipment  
*Examples: software, platforms*
- Hard equipment  
*Examples: office equipment*
- Infrastructure  
*Examples: buildings, renovations*
- Permanent/regular staff cost

### What does this mean in practice?

We cover up to **100 days** of expert fees per action and - when applicable - travel costs, [daily subsistence allowance](#), costs associated with the organisation of knowledge transfer events and other pre-approved operational costs related to the implementation of activities that fall into the **ELIGIBLE SUPPORT** category listed above, including interpretation, conference facilities and printing costs.

Project implementation will run from January 2022 until October 2022. Therefore, the activities you propose for implementation in the application form should fit within this timeline.

Explore the [info sheets](#) on our website to see examples of actions currently underway, and the types of technical assistance we are providing.

- **The CDL is a technical assistance programme, not a grant.** EUDiF manages the budget and financing of the selected activities.
- **Only applications from eligible applicants requesting eligible types of support will be evaluated.**
- **A main applicant can submit only one application** to the CDL and/or one request to our other mechanism: [Diaspora Professionals 4 Development](#) (only if they are eligible).



## SELECTION PROCESS

Once you submit your application, the EUDiF project steering committee consisting of ICMPD and DG INTPA will select a limited number of applications after internal evaluation based on the selection criteria listed below, and consultation with relevant stakeholders. Whilst the CDL is demand-driven, we aim for a geographic and thematic balance and encourage applications from all partner regions. On June 22, EUDiF will host a Town Hall Meeting during one of the sessions of the [Future Forum](#) to address questions related to submitting a request.

Successful and unsuccessful applicants will be notified of the results by end of October 2021. Following selection, EUDiF and successful applicants will jointly develop an action plan that defines the operational phase to start in January 2022.

- **7 June 2021**  
Publication of call for proposal
- **22 June 2021**  
Town Hall meeting for Q&A
- **29 August 2021 23:59 CEST**  
Deadline for applications
- **October 2021**  
Notifications of evaluation process
- **November 2021**  
Start of action plan drafting
- **January 2022**  
Start of Implementation

## SELECTION CRITERIA

<b>CRITERIA 1</b> <b>QUALITY</b>	<b>CRITERIA 2</b> <b>COHERENCE</b>	<b>CRITERIA 3</b> <b>IMPACT</b>
<p>Up to 40 points</p>	<p>Up to 30 points</p>	<p>Up to 30 points</p>
<p>The application responds directly to the stated needs and objectives. The objectives are measurable and specific.</p> <p>The action is achieved within the proposed timeframe, means available, its local context and the applicant's absorption capacities.</p>	<p>The skills, knowledge and tools you would like to gain match the priorities of <u>your institution</u> and build on the lessons learned of past and ongoing initiatives in the context of your action.</p> <p>You also demonstrate the commitment to lead and own the implementation of the action alongside EUDiF. Our role will be to mainly facilitate and support you in implementing the activities to develop your capacities.</p>	<p>The skills, knowledge and tools you would like to gain generate results that are sustainable after the EUDiF support is complete. They contribute to future work and programming, as well as bring innovative elements to the context of the action.</p>



## SUBMISSION OF APPLICATION

To submit an application, click the button ‘**Apply**’ on the [EUDiF website](#). This button generates an application form to be filled in online. Only applications received through the online form will be evaluated. A practice version of this form is annexed to this document. It covers all the questions in the online form, such as contact details, main features of the action, and an analysis of the selection criteria.

EUDiF accepts applications in [English, French, Spanish, Russian or Arabic](#). In the selection process, the criteria outlined above will be strictly applied. Applicants are therefore encouraged to complete the application in a clear and detailed manner. All applicants will receive an automated system response, confirming the application has been received.

EUDiF processes any personal data in line with the [EU General Data Protection Regulation](#).

## NINE WAYS TO MAKE YOUR APPLICATION STAND OUT

- **Practice:** to prepare your application, we recommend using the practice form below. Read the info sheets of successful applications on [our website](#) for inspiration. Once you are happy with your draft application, it can then be submitted through the online form. **The online form will not save your progress, so make sure you start and submit your application in one session.**
- **Scale:** this is a small-scale technical assistance program, so make sure the activities proposed fit within the timeframe and support possibilities.
- **Innovation:** make sure your proposal is innovative and does not duplicate existing work. Innovation includes elements of scalability, replicability and - when applicable - the inclusion of specific groups such as youth and women.
- **Leadership:** make sure you describe your role in leading the implementation of the action.
- **Conciseness:** there is a character limit for each section. Keep your answers short and to the point and be sure to include the relevant information in the correct section to avoid repetition.
- **Partnership:** if relevant, please consider to team up with a co-applicant or a partner to strengthen your application and leverage strategic assets.
- **Peer learning:** EUDiF believes in peer learning. We encourage you to highlight wishes in this regard, keeping in mind we can only facilitate peer learning between actors based in partner countries, EU 27, Switzerland, Norway or the United Kingdom.
- **Plausibility of change:** we value a structured sequence of steps demonstrating convincingly that our technical support will improve your ability to implement your actions.
- **Info-session:** join us for our virtual Town Hall meeting in June to answer your questions about this call for applications. We encourage you to submit your questions in advance to: [EU-Diaspora@icmpd.org](mailto:EU-Diaspora@icmpd.org)



## CONTACT

Should you encounter a problem when submitting your application, please contact the project team at [EU-diaspora@icmpd.org](mailto:EU-diaspora@icmpd.org).

For more information and to remain updated on EUDiF activities and services:

- Visit the [EUDiF website](#)
- Sign up for the [EUDiF Newsletter](#)
- Follow [EUDiF on Twitter](#)

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## CDL PRACTICE APPLICATION FORM

### Call for Applications: June 2021

EUDiF's *Capacity Development Lab (CDL)* aims to equip diaspora organisations in Europe, partner countries and regional organisations with skills to enhance collaboration for development. This is an application for a *small-scale technical assistance programme* and not a grant. EUDiF will manage the budget and the financing of the selected activities. Please read the [Guidelines](#) carefully before filling this form. EUDiF will *only consider applications submitted via the online form*.

### Tell us about you

#### Complete name of the lead institution and acronym

400 characters

#### Type of institution

Please refer to the Guidelines for Application section "Eligible Applicants"

- Diaspora organisation or network in the EU 27, Switzerland, Norway and/or the United Kingdom
- Central public institution
- Local public institution
- Regional organisation

#### Date of establishment

70 characters

#### Complete address

Make sure to include the city and the country

400 characters

#### Email

70 characters

#### Telephone

70 characters

#### Website and social media

400 characters

#### Objectives of your institution

400 characters

#### Main activities of your institution

400 characters

#### Countries where you run your activities

400 characters

### How do we contact you?

#### Main contact person

##### Name

70 characters

##### Position

70 characters

##### Phone number

70 characters

##### Email address

70 characters

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## Are you applying with a co-applicant?

- Yes  
 No

### Complete name of the institution and acronym

400 characters

### Type of institution

Please refer to the Guidelines for Application section "Eligible Applicants"

- Diaspora organisation or network in the EU 27, Switzerland, Norway and/or the United Kingdom  
 Central public authority  
 Local public authority  
 Regional organisation

### Date of establishment

70 characters

### Complete address

Make sure to include the city and the country

400 characters

### Email

70 characters

### Telephone

70 characters

### Website and social media

400 characters

### Objectives of the institution

400 characters

### Main activities of the institution

400 characters

### Countries where the institution has activities

400 characters

## How do we contact the co-applicant?

### Main contact person

#### Name

70 characters

#### Position

70 characters

#### Phone number

70 characters

#### Email address

70 characters

## What is your relationship and history with your co-applicant?

### Relationship start date

70 characters

### Joint objectives and/or activities

400 characters

### Other remarks

400 characters

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## Are you applying with a partner?

- Yes  
 No

### Complete name of the institution and acronym

400 characters

### Type of institution

Please refer to the Guidelines for Application section "Eligible Applicants"

- Academic institution  
 Private sector institution  
 Civil society organisation

### Date of establishment

70 characters

### Complete Address

Make sure to include the city and the country

400 characters

### Email

70 characters

### Telephone

70 characters

### Website and social media

400 characters

### Objectives of the institution

400 characters

### Main activities of the institution

400 characters

### Countries where the institution has activities

400 characters

## How do we contact the partner?

### Main contact person

#### Name

70 characters

#### Position

70 characters

#### Phone number

70 characters

#### Email address

70 characters

## Have you previously worked/cooperated with the partner? Give details

### Relationship start date

400 characters

### Joint objectives and/or activities

400 characters

### Other remarks

400 characters

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# What technical support do you need to advance your development interventions?

Refer to our ongoing actions through our [Action Info sheets](#) for inspiration, and **aim to be innovative!**

## Main features of the action

### Title of your action

70 characters

### Needs the action will address

Refer to the [Action Info sheets](#) "Context and needs" for examples

1000 characters

### General objective

Refer to the [Action Info sheets](#) "Objectives" for examples

400 characters

### Specific objectives

Refer to the [Action Info sheets](#) "Objectives" for examples

400 characters

### Geographic scope

Indicate where the action will be implemented. Include country, city, village, and community when applicable

400 characters

### Target group

Who will benefit from the action

400 characters

### Challenges and risks

Which challenges do you foresee in the implementation of the action

1000 characters

## Let's get into the details

1. EUDiF can provide one type of capacity development support per action under which you can propose up to three activities. Please select the type of support you wish to receive and list the activities to implement under it. Indicate their respective expected results and duration. These activities should help you achieve your stated objectives and answer to your stated needs. Keep in mind that we aim to implement successful applications between January 2022 and October 2022 with a maximum of **100** expert days allocated to each action.

Refer to the [Action Info sheets](#) "Capacity development support", "Outputs" and "Expected results" for examples

## Type of support

- Develop strategic documents and/or training tools
- Organise knowledge transfer events
- Conduct assessments, research and/or evaluations
- Provide know-how for visibility and communication activities
- Facilitate networking and partnerships
- Other, please specify:

70 characters

### Activity 1

#### Description of activity

400 characters

#### Duration of activity in weeks

70 characters

#### Expected results

400 characters

### Activity 2

#### Description of activity

400 characters

#### Duration of activity in weeks

70 characters

#### Expected results

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400 characters

### Activity 3

#### Description of activity

400 characters

#### Duration of activity in weeks

70 characters

#### Expected results

400 characters

2. Explain how the activities you propose match your organisation's priorities and are coherent with existing work.

1000 characters

3. It is important that your proposal complements past and ongoing initiatives of other stakeholders, and that it does not duplicate them. How does your proposal build on past and ongoing initiatives and on lessons learned?

This can be at the local, national and/or regional levels.

1000 Characters

4. We believe that all applicants and partners should have a leading role in implementing the activities. Please describe the roles and tasks of each institution in the implementation of each activity.

1000 Characters

5. How will you sustain the results of the activities after EUDiF support for the project is complete? Please include information on human, technical and financial resources available and other internal capacities that you think could contribute to the long-term sustainability of the action.

1000 Characters

6. What are the innovative elements in your proposal? Please refer to the project's replicability, scalability, impact and any other innovative aspects you can think of.

1000 characters

#### Other remarks

1000 characters

#### How did you hear about this call?

- EUDiF website
- Email from EUDiF
- During an EUDiF event
- EUDiF Twitter page
- Bilateral meeting
- Word of mouth
- Search engine
- LinkedIn
- Other, please specify:

70 characters

Thank you for your interest in EUDiF and best of luck with your application!  
If you have questions related to the application form or the CDL in general,  
please contact: [EU-diaspora@icmpd.org](mailto:EU-diaspora@icmpd.org).

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