

## Supporting Family Reunification Processes

### **CALL FOR EXPRESSION OF INTEREST (CEI) ISSUED BY UNHCR GREECE FOR 2015 PROJECTS**

The purpose of this Call for Expression of Interest is to solicit interest from existing or prospective partners that wish to participate in a UNHCR operation and contribute complementary resources (human resources, knowledge, funds, in-kind contributions, supplies, and/or equipment) to achieving common objectives as agreed in a Project Partnership Agreement in 2015.

The envisaged implementation period for the project will be 12 months, from 1 January to 31 December 2015, with possibility to extend until 31 December 2016.

An indicative resource range is provided as a guide considering projects are small scale interventions, to facilitate scoping by interested NGOs. Cost effective submissions for less than the range indicated will be favorably considered as outlined in the selection criteria where interested NGOs are encouraged to contribute their own resources. The final project scope is subject to the availability of funds and outcome of the evaluation process.

**UNHCR reserves the right to accept a proposal in whole or in part. Conclusion of a Project Partnership Agreement with UNHCR is subject to availability of funds. Selection of a partner through this Call for Expression of Interest does not constitute an obligation for UNHCR to conclude a Project Partnership Agreement with the selected partner.**

NGO applicants are encouraged to demonstrate creativity on how to approach and deliver interventions required to achieve the objectives under the project proposed, networking with others for maximum impact.

Interested NGOs should complete one (1) Concept Note per Project, and submit a complete set of documents by **Tuesday, 21 October 2014, 23:59 hours (GR time)**. The Concept Note format should be downloaded from the UNHCR Greece Website, and details of further requirements are listed below.

CALL FOR EXPRESSION OF INTEREST No. GRC/CEI/02/2014	
<b>Project title and Identification:</b>  <i>"Supporting Family Reunification processes"</i>	<b>Project Location:</b>  Athens
<b>Identification #: GRC/CEI/02/2014</b>	
Brief Background of the Project	
<p>Family reunification is a fundamental aspect of bringing normality back to the lives of persons who have fled persecution or serious harm and have lost family during forced displacement and flight.</p> <p>It is a generally agreed fact that the family is <b>the fundamental unit of society entitled to protection by society and the State</b> (UN General Assembly, <i>Universal Declaration on Human Rights</i>, 10 December 1948, 217 A(III), Article 16 (3)). Following separation caused by forced displacement such as a form of persecution and war, family reunification is often the only way to ensure respect for a refugee's right to family unity. Separation of family members during forced displacement and flight can have devastating consequences on peoples' well-being and ability to rebuild their lives.</p> <p>The family plays an essential role to help persons rebuild their lives and can provide critical support to adapt to new and challenging circumstances. Restoring families can also ease the sense of loss that accompanies many refugees who, in addition to family, have lost their country, network, and life as they knew it. Based on its mandate to provide international protection to refugees and help them find durable solutions, UNHCR promotes the unity of the family, and advocates for family reunification mechanisms which are swift and efficient in order to bring families back together as early as possible.</p> <p>In the present operational context, an increasing number of persons in need of international protection are entering Greece as the first country of asylum, fleeing neighbouring zones of conflicts. Among these arrivals, many are those who seek to join family members in other European countries, through the Dublin III procedures, and/or other national family reunification procedures. In 2013, out of 675 cases transferred under Dublin procedures to other EU countries, 491 were for family reunification reasons and 182 for humanitarian reasons. Despite the transition to a new asylum system in Greece, and the operation of a new Asylum Service, which is now handling such requests, effective and timely support mechanisms are not in place to follow up on cases of family reunification towards other European countries. Due to severe administrative delays, in most cases, such requests may take up several months to be processed, with extensive and continuous expert follow-up required. This results to many of these people, among whom are families, unaccompanied and separated children, and other vulnerable individuals with special needs, remaining in precarious conditions and away from their family.</p> <p>Within this context, UNHCR is seeking to collaborate with a strong local partner and is inviting NGOs in Greece, with experience in supporting persons of Concern to UNHCR to reunite with their families, <b>to design a concept note for a project aiming at supporting persons of concern to UNHCR, within Europe, reunite with their families within the context of the Dublin III Regulation and/ or other family reunification procedures.</b></p>	

**Policies and Guidelines**

It is expected that the partner organization will adhere to UNHCR policies and agreement terms, including the Project Partnership Agreement, Code of Ethics, procedures and guidelines.

The project will commence on 1 January 2015 and will end on 31 December 2015, with a possibility of extension until 31 December 2016.

The scope of project implementation is subject to availability of funds. Cost effective submissions that use innovative means and where partners also contribute their own resources will be favourably considered.

**Objective, Expected Outcome and Main Activities****Objective:**

The project aims to ensure that:

Family Reunification is Achieved

**Outcome(s)**

- 1) Family reunification process supported/ at least 100 Persons of Concern supported with family reunification
- 2) Information provided to persons of concern/ at least 200 Persons of Concern provided with information on family reunification procedures

**Activities**

- Provide legal information, and legal representation on family reunification processes to Persons of Concern;
- Establish partnerships and promote synergies with other actors and public authorities with the aim to minimizing delays and obstacles in the processing of cases of family reunification;
- Promote family reunification solutions for persons found in detention, especially children, including through liaising with other Organizations providing relevant services;
- Describe a project management methodology to follow up on project activities and reporting formats, and identify risks as early as possible during implementation;

**Important Note**

When submitting the concept note, prospective partners should take into consideration language communication needs required, as well as operational requirements to achieve the project objectives (eg. working on site/ travel requirements, communication requirements).

<b>Intended Population of Concern:</b>		
<p>a. Refugees &amp; asylum-seekers;</p> <p>b. Unaccompanied and Separated Children, including those found in detention;</p>		
<b>Project Period [estimated start and end dates of project]:</b>		
1 January 2015 – 31 December 2015, with the option of extension up to 31 December 2016.		
<b>Submission Deadline:</b>	<b>Date Decision Results to be Communicated to Applicants:</b>	
<b>21 October 2014, 23:59 hours (GR time)</b>	4 November 2014	
<b>Selection Criteria: All bids will be evaluated using the same criteria outlined and weighted below. Fulfillment of the criteria is an indicator for evaluation, and not a formal requirement.</b>		
<i>Relevant criteria</i>	Criteria Description	Assigned Weighting
C1	<b>Project Goal and Envisaged Outcomes:</b> The concept note submitted is coherent, and replies well, why and how the proposed project will achieve its expected outcome, fully taking into consideration the call for proposals.	20%
C2	<p><b>Sector expertise and local experience &amp; presence:</b> the required specific skills, sector specialists, knowledge and human resources are available and committed to the project. The organization has a solid experience in the field and is knowledgeable of the operational context and risks, and of its own capacity and strengths.</p> <ul style="list-style-type: none"> <li>• Strong knowledge of the European and Greek legal and policy frameworks and practices regarding family reunification;</li> <li>• Long-standing local experience of working directly with asylum-seekers and refugees in Greece;</li> <li>• Avail of an existing pool of qualified workforce in refugee law with demonstrated experience in providing legal and social assistance to PoC;</li> <li>• Strong human resources management systems, ensuring quality and diversity of the recruitment and treatment of employees in accordance with the Greek labour law, and international standards; established Code of Conduct, and evaluation policies for employees;</li> </ul>	20%
C3	<p><b>Project management:</b> ability to deliver project objectives, accountability mechanisms and sound financial management, taking into account the audit results of the previous UNHCR-funded projects, past performance and the external audit of partners' financial statements, where applicable. Ability to produce a project budget will be also considered here.</p> <ul style="list-style-type: none"> <li>• Sound financial controls and accountability systems;</li> </ul>	20%

	<ul style="list-style-type: none"> <li>• Cost effective management of project and its administration;</li> <li>• Ability to produce a project budget;</li> <li>• Familiarity with risk management mechanisms.</li> </ul>	
C4	<b>Cost effectiveness:</b> level of direct costs and administrative costs imposed on the Project in relation to project deliverables.	<b>20%</b>
C5	<b>Contribution of resources:</b> evidenced and documented contribution of resources to the Project in cash or in-kind (e.g. human resources, supplies and/or equipment) by the partner that are presently available (or potentially mobilized by the partner) in order to supplement UNHCR resources.	<b>10%</b>
C6	<b>Experience working with UNHCR:</b> global and/or local partnerships including knowledge of UNHCR policies, practices and programmes, including an understanding of and ability to work within UNHCR's funding limitations and associated inherent risks. Partners that have three consecutive qualified audit opinions for UNHCR-funded projects may not be considered.	<b>10%</b>

#### Other Important Information

##### Eligibility

UNHCR will only enter into a project agreement with NGOs registered in Greece, as non-profit entities.

##### Required Documentation

Applicants are requested to submit the following documentation via e-mail to: [greatipmc@unhcr.org](mailto:greatipmc@unhcr.org) latest **by Tuesday, 21 October 2014, 23:59 hours (GR time)**, with the following subject line: "Concept Note-Project Identification/Name of your NGO," eg: "Concept Note-GRC/CEI/02/2014-*name of your NGO*".

**NB:** e-mail attachments **should not exceed 5MB in size**. In case needed, you may break your submission into successive e-mails, indicating this in the subject line as follows:  
 e-mail 1: "Concept Note-GRC/CEI/02/2014-*name of your NGO- Part 1*"  
 e-mail 2: "Concept Note-GRC/CEI/02/2014-*name of your NGO- Part 2*," etc.

1. **Concept Note**, on the format available on the website, **in English**. The standard format allows all submissions to be reviewed equally. The concept note should be concise, contain clear information directly linked to the specific Expression of Interest your NGO is responding to, and it should not exceed ten (10) pages. Each interested applicant may only submit one (1) Concept Note per project. Only submissions that use the Concept Note format provided will be reviewed. If the Concept Note format is not used, your submission will be disqualified;
2. **Budget Proposal**, submitted in excel format, **in English**, including staffing costs. Any overhead costs, i.e. administrative costs indirectly linked to the project (e.g. contribution to the NGO's Office operational costs) should be clearly indicated under separate heading, reasonable and justifiable. Please note that the detailed project and its budget will be fully elaborated after the partner is selected;
3. **Staffing Table**, for proposed project functions, including reference to staff qualifications and

- expertise; Staffing Table should be submitted in **English**.
4. **Partner Declaration form**, on the format available on the website. The purpose of this declaration is to determine whether a prospective partner is committed to UNHCR's core values and its commitment to persons of concern;
  5. Copies of your **NGO Registration documents, including the Statute of your NGO** - to be submitted in Greek (and English if available);
  6. **Organizational Chart** - can be submitted in Greek (and English if available);
  7. **Financial management documents** (i.e. recent Audit Report, or recent Financial Statement (for past financial year) - can be submitted in Greek (and English if available);
  8. Evidence of **past experience and on-going programs** (ie. List of projects implemented during last financial year), **in English**.

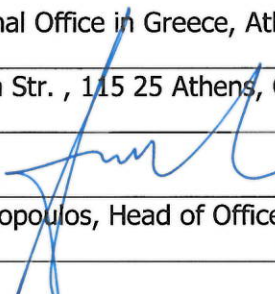
**Deadline: Tuesday, 21 October 2014, 23:59 hours (GR time). Late or incomplete submissions will be disqualified.**

**Requests for Clarifications**

Please submit your queries on the template provided by e-mail to [greatipmc@unhcr.org](mailto:greatipmc@unhcr.org), by indicating on the subject line: Query – Project Identification (eg. "Query-GRC/CEI/02/2014").

**Deadline for the submission of queries is 06/10/2014.**

UNHCR will collect all queries and publish replies to all questions on its website on 09/10/2014 to ensure all interested parties have access to the same information. Queries over the phone, or to individual UNHCR staff members, will not be accepted.

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