



**Guidelines for applications submitted for projects relating to
Assistance with the administration of applications for
Temporary Protection for Ukrainian Nationals**

Please see the project description at Annex 1 prior to completing the application form

1. Basic information

Entity applying for funding

Submit the details of any entity applying for the project. All private and public entities including NGOs are eligible to apply.

Prospective applicant should specify their legal status and attach the statute or articles of association together with the audited accounts of the last financial year.

2. Project Objectives

(i) Name of Project

Title of project should be indicative of what the project aims to achieve.

(ii) Project Description

Please see the project description at Annex 1 prior to completing the application form

The Department of Justice (DoJ) Ukraine Response Team is seeking proposals from organisations to support the Government of Ireland with the administration of the application procedures for Ukrainian nationals and their families in Ireland.

The objective of the project is to support the orderly, safe and regular migration for all Ukrainian nationals and their families fleeing the conflict in Ukraine along with third country nationals who had been resident in Ukraine at the outbreak of the conflict.

This section of the application form should contain a description of what the project will be doing including details of actions that will be taken.

(iii) Project Administration

List the people who will be directly involved in the management of the project. The project leader is the person who will manage the project and have final responsibility for its overall progress.

In section 2.6, you are required to specify the organisational structure of the people directly involved in the management of the project. In section 2.7 kindly explain how this will fit within the current organisational structure i.e. explain whether the structure of the people managing the project will require any major changes within the current structure, the current role of the people involved, what structure of responsibility it will follow etc.

3. Budget Breakdown

(i) Eligible Direct Costs

When drawing up your project budget you should seek to allocate the cost to the most appropriate category as set out in the application form.

Direct staff costs	All staff costs, including contract staff with a direct role in the project
Indirect staff costs	Costs of administrative management and support staff
Direct project costs	All costs (not included separately in another category) incurred directly in operating / running the project
Overheads	All shared office costs including light and heat etc. being apportioned to the project if applicable
Administration	All directly attributable administrative expenditure incurred on the project e.g. stationery
Travel and subsistence	Travel and subsistence costs of Direct Staff
Equipment	All asset purchases
Consumables	All goods (including equipment below minimum asset value) purchased for use in its entirety in the project. No further use / value expected beyond the project
Accommodation	All office rental cost and project activity room rental costs.

Funding will not be provided until the Grant Agreement is finalised and signed by the applicant and the DOJ.

Costs related to the project must be generated during the lifetime of the agreement.

4. Project Selection Process

Applications received by the closing date and time will be subject to an initial check by the Ukraine Response Team to ensure that they are eligible for consideration. In order to be eligible applications must:

- Be submitted on time;
- Be submitted by an eligible applicant organisation;
- Be signed by a person authorised to submit the application on behalf of the applicant organisation;

Applications that fail to meet this initial test will not be considered. Applications that pass this initial check will then go forward for full assessment by a Selection Committee, according to the following evaluation ranking criteria:

A) Strength of the Proposal

- Project objectives set out;
- Effectiveness of the proposal and of the services to be made available;
- Quality of the strategic approach showing clear attainable and measurable targets, anticipated outcomes

30 marks

b) Capacity of applicant

- Evidence of working with migrants (if any)
 - Previous delivery of similar or comparable activities
 - Evidence of appropriate governance and financial viability of the organisation
- Evidence of ability to manage the project appropriately
- Capacity to collect, maintain and report monitoring information

50 marks

c) Efficiency and Effectiveness

- Clear and well-structured budget;
- Cost effectiveness;
- Timeframes of actions to be undertaken;
- Readiness – preparedness of the project

20 marks

5. Confidentiality

The Ukraine response team of the Department of Justice and the applicant will undertake to preserve the confidentiality of any document, information, data or other material communicated to them in whatever medium, including electronically and orally, where disclosure of which could harm the other party. However, the Department of Justice wishes to remind applicants that the information supplied on

any application form may be made available on request, in accordance with the Department of Justice's obligations under law, including the Freedom of Information Acts.

You are asked to consider if any of the information supplied by you in applying for funding should not be disclosed because of sensitivity. If this is the case, you should, when providing the information, identify and specify the reasons for its sensitivity. Where an applicant details such information, the Department of Justice will consult with the applicant about such sensitive information before making a decision on any FOI request received.

Annex 1

Background

Russian President Vladimir Putin ordered a military operation in Ukraine's eastern Donbas region on 24 February 2022. On 3 March 2022, the Justice and Home Affairs Council reached a political agreement on triggering the Temporary Protection Directive, enabling EU Member States to offer persons fleeing the war in Ukraine temporary protection status in the EU, for a renewable period of one year. The temporary protection has now been extended to March 2024.

In the region of 90,000 people have arrived in Ireland from Ukraine up to mid-August 2023. The main reception centre is in the City West conference centre in Dublin with regional locations in Cork, Limerick and Rosslare. Support is also required at Dublin airport. Note: locations of operations may be subject to change as the process evolves.

Project Description

The Department of Justice (DoJ) Ukraine Response Team is seeking proposals from organisations to support the Government of Ireland with the administration of the application procedures for Ukrainian nationals and their families in Ireland who are fleeing the war in Ukraine.

The objective of the project is to support the orderly, safe and regular migration for all Ukrainian nationals and their families fleeing the conflict in Ukraine along with third country nationals who had been resident in Ukraine at the outbreak of the conflict.

DOJ is currently operating in a 'one-stop-shop' with the Department of Social Protection (DSP), the Department of Children, Equality, Disability, Integration and Youth affairs (DEDCIY) and the HSE in the Ukraine Transition Hub in the City West Conference Centre. The Department also operates outside the Dublin area in Limerick, Cork and Rosslare (part time). The locations of operations may be subject to change as the process evolves. The agreement entered into will include the provision of services at any other regional locations that may come on stream during the lifetime of the agreement.

The successful applicant will coordinate the through-flow of applicants between the various agencies. Fluency in the Ukrainian and English languages is essential. The successful applicant should confirm that they would be in a position to recruit the necessary staff. It should be noted that the operation in City West runs from 8am to 8pm, 7 days a week. Attendance in Cork and Limerick is on a 5-day week basis during usual office hours. Attendance at Rosslare is part time and is dependent on ferry sailings. Shifts in Dublin airport run from 8am to 3am, Monday – Sunday to allow for night time flight arrivals.

The support required includes the following:

- Co-ordination of the day to day operations in registration centres (currently City West conference centre, Cork, Limerick and Rosslare (part-time))
- In-person assistance to complete registration forms
- Identity and document completeness checks.

- Translation and interpretation services and cultural support – knowledge of languages used by many Ukrainian nationals essential.
- Data entry including taking application details in some locations.
- Other duties may be added, if the need arises, in an evolving situation.

Dublin airport

- Transport & logistical coordination for Ukraine arrivals from airside to landside at Dublin airport
- Requirement for total of 8 staff working on a shift basis at Dublin airport (dependent on airport security clearance)
- Shifts to run from 8am – 3am, Monday – Sunday to allow for night time flight arrivals
- Language & cultural support for Border Management Unit staff to assist with processing of arrivals