



An Roinn Dlí agus Cirt, Gnóthaí Baile agus Imirce Department of Justice, Home Affairs and Migration

Guidelines for applications submitted for projects relating to Reintegration Services non-EEA citizens 2025 - 2026

Applicants are advised to have familiarised themselves fully with these guidelines prior to completing applications. The aim of these guidelines is:

To assist applicants understand the requirements for funding from the Department of Justice, Home Affairs and Migration To enable eligible applicants complete and submit proposals.

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1. Basic Information

Entity applying for funding and contact details

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

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

Applications are welcome from single organisations or multi organisation consortiums and partnerships. In case of a consortium or partnership application, one organisation shall be nominated as the lead and shall have agreement from all partner organisations before applying (this agreement should be demonstrated in the form of a letter signed by all partner organisations). Funding will be awarded to the lead organisation and the Department will enter into a Grant Agreement (or MOU) with the lead organisation.

2. Project Objectives

Project Description

Describe in a short summary what the project will achieve and details of actions that will be taken in relation to the target group.

The Department intends for this grant funding to provide reintegration services in the listed countries.

Lot	Country of Origin/Return	Expected Post Arrival Assistance (14 working days)	Expected Post Return Assistance (12 months)	Total
1	Albania	20	20	20
2	Algeria	20	20	20
3	Brazil	80	80	80
4	Botswana	10	10	10
5	El Salvador	10	10	10
6	Georgia	160	160	160
7	Jordan	160	160	160
8	Nigeria	40	40	40
9	Pakistan	20	20	20
10	South Africa	40	40	40
11	Vietnam	20	20	20
12	Ad Hoc	20	20	20
Total	-	600	600	600

The service will provide support to Returning Individuals to enable sustainable reintegration in their country of origin. Returning Individuals include all genders and families with children (under the age of 18).

The specific objective of this call for proposals is to ensure the provision of high qualitative Post-Arrival Assistance (short-term, covering up to 14 working days) and Post Return Assistance (long-term, up to 12 months) to irregular staying non-EU nationals, failed International Protection (IP) applicants or those who have withdrawn from the IP process to countries of origin or habitual residence to returning individuals, both voluntary and enforced.

To support an efficient service delivery, the selected awardee shall be requested to use the Reintegration Assistance Tool, developed by the European Commission (RIAT). Moreover, the available activities and services by the partners shall meet high standards of delivery and will be monitored in accordance with a quality monitoring and evaluation framework.

Applicants must complete the Application form in support of their application and document the approach that they will take. It is expected that this approach will reflect the applicants' expertise with and understanding of the support to Returning Individuals that they intend to provide.

The Department welcomes applications from those individuals who:

- Can demonstrate a strong understanding of reintegration and the associated activities entailed within this space.
- Are willing to work with Returning Individuals who have been convicted in the Irish criminal justice system.
- Have a strong record of accomplishment of safeguarding and adherence to safeguarding processes/modern slavery.

This will include online interaction with returnees and 'on the ground' administration of reintegration supports to returnees returning to Albania, Algeria, Brazil, Botswana, El Salvador, Georgia, Jordan, Pakistan, Nigeria, South Africa, Vietnam and some Ad Hoc locations(listed countries).

The total value of the grant will be €3 million for the provision of reintegration services for 600 Voluntary and Enforced Returns. This is to be allocated as follows:

- Reintegration allowance for standard cases, up to €2500 per person (this is the maximum ceiling) to the total value of €750k to be spread across the 12 countries.
- Reintegration allowance for exceptional/additional needs *(subject to prior approval) including medical fees, ground transportation, transit emergency needs etc. – to the value of €150k to be spread across the 12 countries.
- Administration costs up to a maximum of €2.1m across the 12 countries.

Applicants must respond to generic (Application Form Parts: A, B, C and E) and country specific questions (Application Form Part D) using the templates provided. Failure to use the correct template will result in the application being excluded from the competition.

The Department will award funding in a manner that balances highest scoring proposals (according to the evaluation criteria) in conjunction with the outcomes of due diligence checks

The target group shall comprise:

- (a) Third-country nationals who are without legal permission to be in the State.
- (b) third –country nationals who have applied for or who have been refused protection or permission to remain in the State under the International Protection Act 2015 or associated legislation, but who are not yet subject to a deportation order, and who may choose to avail of voluntary return programme.
- (c) third-country nationals who are considered to have particular vulnerabilities and who are subject to a deportation order, where the physical return of the individual concerned has been facilitated by the Department and only the provision of reintegration assistance is in question.
- (d) third-country nationals who are considered to have particular vulnerabilities and who are availing of voluntary return, where the physical return of the individual concerned has been facilitated by the Department and only the provision of reintegration assistance is in question.
- (e) Persons who have been identified as suspected victims of trafficking in Ireland and wish to avail of the voluntary return programme.

Targeted Actions:

- a) Production of pre-departure information sheets with country specific information for Returnees.
- b) Production of relevant pre-departure communications with the returning individuals prior to their departure upon request from the Department. This may include video, audio and social media communications.
- c) Provision of airport reception, meet returning individuals at arrival airport to address immediate needs (for charter flights and upon request for scheduled commercial flights)
- d) Provision of residential accommodation for up to 5 nights following arrival (with the option of an additional 5 nights subject to individual circumstances)
- e) Provision of onward transportation to in-country destination.
- f) Signposting to locally available services such as housing, health services. Social support, educational support, legal services and financial services.
- g) Supporting with job counselling and access to the local labour market in the country of return.
- h) Supporting with setting up a business or educational opportunity
- i) Ensuring monitoring of reintegration for the implementation period of each returnees plans.
- j) Provision of psychosocial counselling focusing on the mental wellbeing of returning individuals
- k) Provision of information on legal migration pathways and ethical recruitment
- l) Monitoring and evaluation of the returning individuals reintegration outcomes
- m) Having the necessary infrastructure available to conduct (in person or digital) meetings.
- n) Having relevant experience in the field of reintegration
- o) Ensuring the quality and sustainability of the services provided.
- p) Ensuring an effective follow-up of reintegration cases via the case management tool (RIAT).

These projects may involve working with some persons with a criminal history and potentially vulnerable people.

Returning individuals may have a criminal background and maybe resistant to engaging with statutory services. The recipient of the grant is required to support these individuals and have appropriate safeguarding measures in place. Such measures should include robust recruitment practices, including criminal record checks, induction and training for staff, monitoring and oversight of staff, governance arrangements, safeguarding policies, procedures and guidance.

The Department intends for this grant funding to provide reintegration services. The competition will be spread across the separate lots for each country (Project). This means Applicants will need to complete one set of generic questions for all countries and country lot questions. Applicants may submit applications to provide services in one or more countries.

The Department intends for the funding to support returnees from Ireland to 12 countries as listed below.

3. Budget

Eligible Direct Costs

When drawing up your project budget you should seek to allocate 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.
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 only be provided once the Grant Agreement is finalised and signed by the applicant and the Repatriation Division of the Department of Justice, Home Affairs and Migration.

Costs related to the project must be generated and the corresponding payments must be made from the 01 December 2025 and 31 January 2027.

- The expenditure must have been incurred by a beneficiary and paid between 01 December 2025 and 31 January 2027.

- The expenditure must have been for operations set out in the Grant Agreement. All expenditure must be actually incurred and paid, recorded in the beneficiary's accounts and supported by the appropriate documentation and procedures to facilitate a comprehensive audit trail. The supporting documents must be retained for a period of 5 years (31/01/2032).
- All expenditure must be provided for in the Grant Agreement and/or the project's annual budget(s).
- All expenditure must be necessary for implementation of the project covered by the grant Agreement;
- All expenditure must be reasonable and justified and in line with the principles of sound financial management, in particular in terms of value for money and cost-effectiveness;
- Indirect costs may be restricted to a maximum of 15% of eligible direct staff costs;
- Where applicable, all EU and National Procurement Rules must be stringently adhered to;
- Special conditions exist for purchasing equipment in excess of €2,000;
- Staff costs must be supported by contracts of employment, payroll records and detailed weekly timesheets completed according to a prescribed template. This will apply both for employees in the organisation and any contract staff working on the project
- All beneficiaries must ensure robust internal systems; processes and procedures are in place that can evidence the accuracy and reliability of their monitoring information and financial returns submitted to the Department. Beneficiaries will be subject to Department auditing structures that will include on the spot checks and verifications.

Ineligible Expenditure

The following costs shall not be eligible for funding:

- (a) Interest on debt;
- (b) The purchase of land not built upon;
- (c) The purchase of land built upon, where the land is necessary for the implementation of the project, in an amount exceeding 10 % of the total eligible expenditure for the project concerned;
- (d) Value added tax (VAT), except where it is non-recoverable under national VAT law.

4. Project Selection Process

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

- Be submitted on time and on relevant application form;
- 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:

Ranking

a) Strength of 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 for the Third country nationals (TCNs). **30 marks**

b) Capacity of applicant

- Evidence of working with the target group outlined;
- Previous delivery of similar or comparable activities;
- Evidence of appropriate governance and financial viability of the organisation;
- Capacity to deliver pre and post return counselling
- Capacity to deliver post return reintegration
- 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 (need for work permits etc.). **20 Marks**

Confidentiality

The Repatriation Division of the Department of Justice, Home Affairs and Migration 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, Department of Justice, Home Affairs and Migration 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, Home Affairs and Migration's obligations under law, including the Freedom of Information Acts (2014).

You are asked to consider if any of the information supplied by you is sensitive in applying for this funding. If this is the case, you should, when providing the information, identify and specify the reasons for its sensitivity. Where an applicant identifies such information, the Department of Justice, Home Affairs and Migration will consult with the applicant about such sensitive information before making a decision on any FOI request received.

Application Form

Part A. Compliance

1. Please confirm that you have familiarised yourself with the "**Guidelines for Applications**" document that accompany the application questionnaire.

Yes No

2. Please confirm that you have read and understood the following statement: You must respond to **ALL QUESTIONS**. Failure to do so may result in your proposal being disqualified.

Yes No

3. If a question offers a free text answer and it does not apply to you should respond by writing, "Not Applicable" If you don't know the answer, please write "Not Known".

4. In accordance with the "**Guidelines for Applications document**", if an Applicant considers that any of the information to be included in their final, submitted Proposal(s) is commercially sensitive, this should be clearly indicated here.

5. Please indicate which of the following statements apply to your application:

- Your organisation is applying as a Sole Recipient
- Your organisation is applying as a Consortium
- Your organisation is applying as a Principal Recipient (Lead Organisation), proposing a delivery model which uses third parties.

If you selected "Consortium", please attach proof of a signed Consortium Agreement by all parties.

6. Please provide the full name of your organisation (or the organisation acting as Lead Organisation where a Multi-Organisational Delivery application using third parties is being submitted) and website home page if one exists.

7. Please provide the Registered Office address (including postcode or pin code) of the Lead Organisation.

8. How long has the Lead Organisation (or Consortium or Joint Venture or Partnership (etc.) been registered as a legal entity?

9. Please provide details of TWO named contacts to enable the Department to make enquiries about this call for proposal:

Name																			
Role																			
Address Line																			
Post Code																			
Contact number																			
Email Address																			

Name																			
Role																			
Address Line																			
Post Code																			
Contact number																			
Email Address																			

10. Please confirm your acceptance that the Department will only provide Funding:

- (i) Up to the Grant Amount, and
- (ii) For the Funding Period, and
- (iii) For the Purpose specified.

I confirm I do not confirm

11. Have you or any of the organisations in your application, or (any of) the director(s) / partners / principal(s), been convicted of a criminal offence.

Yes No

If the answer to any part of this statement is "Yes", you must respond accordingly, attach brief details (including dates), and explain the remedies adopted to correct this situation.

12. Have you or any of the organisations in your application, or (any of) the director(s) / partners / principal(s), committed an act of grave misconduct in the course of your business or profession?

Yes No

13. Do you or any of the organisations in your application have any known material pending or threatened litigation or other legal proceedings connected with similar projects that may affect delivery of the outcomes?

Yes No

14. If your proposed delivery model requires multiple organisations (e.g. consortia; joint ventures; subcontractors), Lead Organisations should describe the steps taken to gain assurance about any identified delivery partners in respect of financial propriety i.e. ensuring that public money is being spent for the purpose provided and not spent to the advantage of private sector organisations or individuals, except in accordance with a deliberate decision on public policy. Failure to confirm this may be considered as a noncompliant application, with likely rejection of your submission and no award being made. (200 words) Single organisations should respond N/A.

Part B. Financial and Organisational Capability

1. Does your organisation have in place a Financial Procedures Manual, or equivalent mandated guidance, for staff setting out as a minimum: segregation of duties, authorisation/ delegation limits, management, control and recording?

Yes No

2. Will the organisation be using a separate bank account / cost centre to manage the Grant Agreement funds?

Yes No

If "no" please provide details specifying how you will manage the Grant income and expenditure to ensure that funding is only used to deliver the purpose specified.

4. The Applicant is to describe their proposed systems and processes and how this enables them to meet the required accounting standards? If an electronic system is utilised please specify.

5. Please 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.

6. Please specify the organisational structure of the people directly involved in the management of the project.

7. Please 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.

Part C. Technical and Professional Capability

1. Category of Returning Individuals: please describe how your organisation and/or partnering organisations will work with, and support, returnees departing Ireland. Responses should include details about current or previous work your organisation has undertaken in supporting the return of individuals to their home countries or country of residence. This is to include vulnerable persons.

2. In the space below, please provide a summary of your organisation's experience in delivering reintegration support or similar services. Responses should include details on how your organisation will provide the reintegration support to vulnerable returnees who need to reintegrate within their country of return.

3. Details of your safeguarding procedures and policies, and how you will effectively safeguard returning individuals.

4. Summary of application: In the space provided, please state what countries you are applying for and provide a summary of how you intend to deliver on the outcomes, which are:

- Pre-departure information
- Airport reception
- Access to temporary accommodation
- Onward transportation to in-country destination
- Signposting to locally available services
- Family tracing and reunification
- Re-Documentation
- Psychosocial support/Mental Health wellbeing
- Continuity of services in the event of further lockdowns or conflicts
- Monitoring and evaluation of returning individual's reintegration outcomes

Part D. Country Questions

1. Please confirm which countries you are applying for. Applicant/s can apply for one or more countries should they wish to do so.

2. Project plan: Please provide a project plan that sets out the timeline and your delivery plans across the project lifecycle. Your response should include:

- An outline of how you would mobilise activity to be ready to begin on 1 December 2025.
- Detail of any set-up time/mobilisation period required within the country.
- Details of any engagement you plan to carry out with the host authorities.
- Information on the team and resource that has been allocated to the project.
- Higher scores will be given to Applicants who demonstrate a detailed delivery plan outlining a sensible and practical set of milestones, which are measurable and contribute to achieving the overall aims of the project.

3. In-Country Partnership Working: Please set out how your organisation will work with national and local partners in supporting returning individuals. Responses should include:

- How your organisation will link in with other provisions and schemes, such as employment or educational opportunities, already available within the stated country.
- How your organisation will look to utilise skills and knowledge gained in Ireland to support better reintegration outcomes for returning individuals.

4. Country Requirements: Please provide details on your ability to deliver reintegration services in the country you are applying for. Your response should include:

- Confirmation that you have the legal authority to operate within the stated country.
- An explanation of how you will ensure that the legislative requirements of the relevant country are met.
- Confirmation that permission has been granted to your partner organisation permitting them to operate in the stated country.

Part E. Confirmation of Declarations

1. I confirm that the Funding being applied for from the Departments Reintegration Services Grant Funding is not double funding. Double funding means being funded from elsewhere (i.e. from other external sources) for the same or similar activity. If you are declaring NO you must provide an explanation regarding the alternate source of funding. For example, any match or pooled funding, where declared, would not be considered double funding so long as the applicant can demonstrate what additionally (volumes; scope; geography) that this enables the proposed project to achieve. The authorised signatory will be liable for any false declaration.

Yes No

2. I declare that to the best of my knowledge the answers submitted in this application and all supporting documents are correct. I understand that the information will be used in the process to assess my organisation's suitability in supporting the outcomes described in the Grant Agreement and, by indicating "yes" or "no" here I am signing on behalf of my organisation. I understand that the Department may reject this application if there is a failure to answer all relevant questions fully or if I provide false/misleading information. Applicants do not need to sign and return the Application Declaration form.

Yes No

3. I understand If the Department awards the Grant Agreement to a Multi-Organisational Delivery/Partnership/Joint Venture etc. it may, if it is justified for the satisfactory performance of the agreement, require the formation of a legal entity before entering into, or as a term of, the Grant Agreement. All Applicants must acknowledge this statement, even those not proposing a Multi-Organisational Delivery model.

Yes No

4. I confirm that I have read and understood the **Confidentiality Form**. I understand that by making this declaration, I am agreeing to abide by all the terms required by the Conflict of Interest Declaration Form. I understand that the Department may reject this application if there is a breach of this confidentiality or if I provide false/misleading information. Applicants do not need to sign and return the Conflict of Interest Declaration Form.

Yes No

Signature: _____

Date: