Annex 2

FACTSHEET TO BE SUBMITTED WITH THE PROPOSAL FOR A GRANT FOR A SPECIFIC COUNTRY OF RETURN

Please provide your answers for section 8, Selection Criteria, below.

Complete one form for each country of return you have received an invitation to apply for:

Country of return: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As described in section 8.2 Operational Capacity – for the above-mentioned country of return:

* curriculum vitae or description of the profile of the people primarily responsible for managing and implementing the operation;
* Organigram of the organisation to highlight the following:
	+ Number of full-time equivalents (FTE) that the Reintegration Partner has to perform the activities related to this call
	+ Formal structure with staff members assigned to
		- Contract management
		- Operations
		- Supporting services (HR, Finance)
	+ Proportion (%) of staff working on the activities related to this call that have:
		- Social care profile
		- Management profile
		- Business/economic profile
		- Healthcare/psychotherapy profile
	+ Proportion (%) of staff that has more than 2 years of experience in reintegration assistance planning
* An exhaustive lists of previous projects and activities performed and connected to the provision of reintegration assistance; By providing this list of previous projects you hereby agree that Frontex can contact the project management teams and ask for references.

Also submit the following document

* A copy of the certificate of official registration or other official document attesting the establishment of the entity in the particular country of return for which you were invited to submit a proposal;

Check the box that applies:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Description | Subcategory | Score |
|  | Availability of services depending on the type of return |  |  |
| 1. | The organisation is willing to assist returnees after both voluntary and non-voluntary return |  | [ ]  YES[ ]  NO |
|  |  |  |  |
|  | **Accessibility – Physical presence** |  |  |
| 2. | The RP has an office in the capital of the country of return |  | [ ]  YES[ ]  NO |
| 3. | The RP has offices outside the capital of the country of return | Between 1 and 5 | [ ]  YES[ ]  NO |
|  |  | Between 5 and 10 | [ ]  YES[ ]  NO |
|  |  | More than 10 | [ ]  YES[ ]  NO |
| 4. | The RP has a process to cover reintegration assistance in areas where it does not have an office |  | [ ]  YES[ ]  NO |
|  | **Accessibility – Opening hours** |  |  |
| 5. | Number oh hours per week that the RP is open for returnees | Less than 20 hours/week | [ ]  YES[ ]  NO |
|  |  | More than 20 hours/week | [ ]  YES[ ]  NO |
| 6. | The RP allows for returnees to walk into the office without prior appointment  |  | [ ]  YES[ ]  NO |
| 7. | The RP can secure in-person appointments/contacts at the offices with returnees before or after normal working hours. |  | [ ]  YES[ ]  NO |
|  | **Accessibility – Contact channels** |  |  |
| 8. | The Reintegration Partner can accommodate digital meetings with returnees |  | [ ]  YES[ ]  NO |
| 9. | The Reintegration Partner can accommodate digital meetings with returnees before or after normal working hours |  | [ ]  YES[ ]  NO |
| 10. | The contact details that the RP provides are functional |  | [ ]  YES[ ]  NO |
|  | Physical Infrastructure |  |  |
| 11. | Availability of power supply (average for all locations) | Less than 2 hours/day | [ ]  YES[ ]  NO |
|  |  | More than 2 hours/day | [ ]  YES[ ]  NO |
| 12. | Availability of Internet access (average for all locations) | Less than 2 hours/day | [ ]  YES[ ]  NO |
|  |  | More than 2 hours/day | [ ]  YES[ ]  NO |
| 13. | Ability to organise Airport pick-up (within 5 days after the request) |  | [ ]  YES[ ]  NO |
|  | **Network/Embeddedness of the RP**List of organisations that the Reintegration Partner has a documented operational relationship with in the field of (local/regional/national) to be included if the answer is yes to any of the following | List of partnersName + Contact informationBy filling in the details below you agree that Frontex can contact the listed partners and request references. |  |
| 14. | Embeddedness with employment services |  | [ ]  YES[ ]  NO |
| 15. | Embeddedness with local education services |  | [ ]  YES[ ]  NO |
| 16. | Embeddedness with local health services |  | [ ]  YES[ ]  NO |
| 17. | Embeddedness with local administrative services |  | [ ]  YES[ ]  NO |
| 18. | Embeddedness with local government / authorities  |  | [ ]  YES[ ]  NO |
| 19. | Embeddedness with local NGO / civil society networks |  | [ ]  YES[ ]  NO |
|  | **Organisational Background** |  |  |
| 20. | Local presence of the Reintegration Partner in the country of return – documented number of years in the country of return | Between 3 and 5 years | [ ]  YES[ ]  NO |
|  |  | More than 5 years | [ ]  YES[ ]  NO |
| 21. | Number of years that the organisation has implemented activities in the area of reintegration (not necessarily after return, can also include Internally Displaced or similar). | Between 3 and 5 years | [ ]  YES[ ]  NO |
|  |  | More than 5 years | [ ]  YES[ ]  NO |
| 22. | Number of years that the organisation has implemented activities in the area of reintegration after return from the EU. | Between 3 and 5 years | [ ]  YES[ ]  NO |
|  |  | More than 5 years | [ ]  YES[ ]  NO |
| 23. | Organisation has an internal monitoring and control system, incl. early warning, to detect any disruption in the continuity or quality of local service delivery |  | [ ]  YES[ ]  NO |
| 24. | Organisation has internal guidelines on the management of a reintegration case, the inception of a reintegration plan, the financial justification of expenses and overall reporting requirements. |  | [ ]  YES[ ]  NO |
| 25. | Number of reintegration cases after return that the RP has managed over the last 3 years (average) | Less than 25 cases/year | [ ]  YES[ ]  NO |
|  |  | Between 25 and 100 cases/year | [ ]  YES[ ]  NO |
|  |  | More than 100 cases/year | [ ]  YES[ ]  NO |
| 26. | Budget that the RP has spent on reintegration projects after return over the last 3 years (average) | Less than EUR 60.000/year | [ ]  YES[ ]  NO |
|  |  | Between EUR 60,000 and EUR 750,000 / year | [ ]  YES[ ]  NO |
|  |  | Over EUR 750,000 / year | [ ]  YES[ ]  NO |

In addition to the above-mentioned YES/NO answers, please provide answers to the following 5 questions. The answers will be evaluated by the selection committee and given a value of between 0 and 20 points each. Please keep the answers as short as possible without detriment to the quality of the answer.

* Please describe the steps you take to provide reintegration assistance to returnees, starting from the initial contact, going through the entire process, including meetings, evaluation of requirements stated by the returnee, planning, amending, referrals, monitoring of the process and finishing with the case closure and final reporting.
* Please indicate how you would provide reintegration assistance to a returnee that lives in an area that is not covered physically by an office.
* Please indicate the process of evaluating the need for specialised assistance for vulnerable persons including but not limited to unaccompanied minors, single women, victims of trafficking, the elderly, etc.
* Please indicate what particular challenges you have encountered in providing reintegration assistance in this country of return and what steps have you taken to overcome them.
* Please explain how the COVID pandemic has affected your operations in this country of return and what steps have you taken to ensure uninterrupted assistance to the returnees.