



CAPACITY DEVELOPMENT LAB FOR PUBLIC INSTITUTIONS

Guidelines

August 2024

Funded by the European Union



Implemented by



CAPACITY DEVELOPMENT LAB FOR PUBLIC INSTITUTIONS

The Capacity Development Lab seeks to advance sustainable development through diaspora engagement by supporting public institutions in partner countries with projects that enhance skills, tools and knowledge. CDL does not provide grants. Projects are classed as:



Institutional capacity development

AND/OR



Sector-specific collaboration with diaspora

WHO CAN APPLY?



Central & local public institutions

&



Regional organisations

in partner countries

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HOW TO APPLY

- 1 Read guidelines & review EUDiF's previous projects with public institutions.
- 2 Develop idea based on institutional mandate and national/local development priorities
- 3 Consult fellow institutions, consider applying with an associate.
- 4 Prepare proposal:
 - A. Applicant information
 - B. Local/national context
 - C. Objectives
 - D. Activities & implementation
 - E. Sustainability
 - F. Other
- 5 Submit form via EUDiF website by 15 Oct 24 (23:59 CEST)

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EVALUATION CRITERIA



EXCELLENCE



DESIGN



IMPACT & SUSTAINABILITY

SELECTION

Final selection is by the European Union and ICMPD, based on evaluation score, and geographic and thematic balance.

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Contact the EUDiF team with any questions:

eu-diaspora@icmpd.org

KEY DATES

Call opens

15 Aug 24

Deadline to apply

15 Oct 24

Publication of results

10 Dec 24

Jan 25

Dec 25

Proposal phase

Evaluation & selection

Project implementation

ICMPD reserves the right to adapt the timeline according to need. Tentatively, a second call for proposals is foreseen for mid/late 2025.

OVERVIEW

The EU Global Diaspora Facility Capacity Development Lab for Public Institutions (CDL) aims to equip local and central public institutions in partner countries with the skills, tools and knowledge to enhance their diaspora engagement efforts, and to maximise the potential of diaspora skills transfer for development projects.

The [European Union Global Diaspora Facility](#) (EUDiF) is funded by the European Union and implemented by the International Centre for Migration Policy Development. EUDiF - now in its second phase - works to support an informed, inclusive, and impactful diaspora-development ecosystem. Building on the successes of the capacity development mechanisms “Capacity Development Lab” and “Diaspora Professionals 4 Development” (2020-2024), in August 2024 EUDiF opens the CDL for proposals from public institutions in partner countries (see definition page 4) seeking to maximise the potential of diaspora engagement for development.

The Capacity Development Lab seeks to advance sustainable development through diaspora engagement, through:



Institutional capacity development

AND/OR



Sector-specific collaborations with diaspora

All proposals to CDL should seek to enhance the partner institution’s knowledge and skills and leverage diaspora engagement for development, with diaspora as key stakeholders in the foreseen project (including as experts, or as beneficiaries).

A CDL project should be foreseen to last up to 12 months.¹

Each proposal can include up to five activities. Activities include, but are not limited to, assessments, research, peer exchanges, consultations, conceptualisation exercises, drafting strategic documents (e.g. policies, plans, roadmaps, strategies), workshops and training activities, outreach activities, monitoring and evaluation. For examples of programmes of activities, see the [CDL actions](#) from EUDiF’s first phase.

Proposals are evaluated on the criteria of **excellence, design, impact and sustainability**. Successful proposals are co-developed with EUDiF into projects which are implemented in partnership.



The CDL **does not** offer grants/direct funding. EUDiF manages the budget and financing of project activities.

¹ Should delays materialise during implementation, these will be addressed with the EUDiF team.

WHO CAN APPLY?

The 2024 Capacity Development Lab is open to proposals from:

- ✓ Central and local public institutions
- ✓ Regional intergovernmental organisations



Each institution can submit one proposal.

An applicant can apply with an associate institution (non-obligatory).

APPLICANTS: PUBLIC INSTITUTION

Only public institutions in the following categories are eligible to submit proposals to the CDL. The institution must be from a partner country/region of the European Commission's DG International Partnerships.²

Institutions that received capacity development support via EUDiF between June 2019 – June 2024 are not eligible to apply.

- **Central/local public institutions:** Public institutions and/or government authorities from partner countries at central or local level.

Examples: Ministries, sub-ministries, departments or units within a ministry, bodies in charge of labour, advisory bodies, quangos, representative bodies, associations of public benefit. Includes: embassies, consulates, courts, congress, city councils, municipalities, prefectures, public corporations, public educational institutions, public museums, research institutes.

- **Regional organisations:** Intergovernmental organisations whose membership is characterised by pertaining to a specific geographic, geopolitical, economic or other common trait, whereby the members are partner countries.

INELIGIBLE APPLICANTS

- International organisations, private sector and civil society organisations
- Institutions that received capacity development support via EUDiF between June 2019 – June 2024

If you are unsure of your institution's eligibility, contact eu-diaspora@icmpd.org

ASSOCIATE INSTITUTIONS

The applying institution may choose to apply with **one associate entity which has a supporting role in project implementation**. Associates shall be an established organisation in Europe (EU 27, Switzerland or Norway) or in a partner country. Proof of partnership is required in the form of a letter detailing the relationship between applicant and associate, the history (if any) and the form of partnership foreseen in the proposal.

Associates can be:

- **Central/local public institutions (see above)**
- **Civil society organisations (including diaspora organisations)**
- **Private sector entity**

² Countries 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.

WHAT IS A CDL PROJECT?

The Capacity Development Lab seeks to advance sustainable development through diaspora engagement, through:



Institutional capacity development

AND/OR



Sector-specific collaborations with diaspora

Diaspora engagement for development is truly transversal, with a vast array of entry points. It can be difficult to choose which to propose for CDL support. The first reference point should be your institution's mandate and vision, along with the national/local development priorities.

The CDL offers two project types to advance sustainable development through diaspora engagement: Firstly, through institutional capacity development on the processes of diaspora engagement, secondly through sector-specific collaborations with the diaspora – and these two types can be combined.

A CDL project is an opportunity to enhance your institution's activities to leverage diaspora engagement for development. This might be by testing something new (including within an existing programme), analysing a current/past initiative or building the foundations for future work. You may wish to enhance your institution's knowledge and capacities of a sector of diaspora engagement,³ and/or request sector-specific support from the diaspora, beyond the topic of diaspora.

It is recommended that prospective applicants coordinate with peers at national/local level before submitting a proposal to avoid overlap and identify possible synergies. It is unlikely that more than one proposal will be selected per country as the CDL aspires to have a geographically and thematically balanced portfolio. Nevertheless, each proposal will be considered on the basis of merit according to the evaluation criteria (see page 12) and so proposals from different institutions in the same country are still encouraged.

ELIGIBLE ACTIVITIES AND COSTS

- Proposed activities should develop knowledge, skills and expertise.
- Activities may include but are not limited to: assessments, research, peer exchanges, consultations, conceptualisation exercises, drafting strategic documents (e.g. policies, plans, roadmaps, strategies), workshops and training activities, outreach activities, monitoring and evaluation.
- Activities can take place onsite and remotely (online).
- EUDiF covers all costs related to running these activities, including expert fees (up to 100 days/project), travel, venue hire, translation, printing etc.
- Costs related to institutional running costs, such as staff costs, infrastructure, equipment and hardware are **not eligible**.
- No direct financing is available via CDL.

Unsure if an activity and its related costs are eligible? Email eu-diaspora@icmpd.org

³ Based on [analysis of over 430 public institutions involved in diaspora engagement](#), there are 8 sectors of engagement; within each there is a wide range of granular topics: Human capital & skills transfer; Consular service; Liaison and networking; Labour migration; Policy and legal framework; Return and reintegration; Culture, education and youth; Economic development.

PROPOSAL PROMPTS

Diaspora engagement is truly transversal as diaspora communities are hyper-diverse and active across all sectors relevant to development. This provides a vast range of options for public institutions to leverage diaspora capital. Based on research, dialogue and capacity development projects in the first phase of EUDiF, high-potential areas for diaspora engagement include **climate action, education, entrepreneurship, consular services, health, heritage tourism, trade and investment.**

The following questions are designed to prompt reflection on what areas of work you might request support in. A proposal may include multiple elements. These suggestions are non-exhaustive.



Institutional capacity development

Would you like to enhance your institutional capacities on a specific sector of diaspora engagement?

- ⇒ Enhance understanding and develop strategies and programmes

Would you like to know more about the diaspora to better design your activities and engage the community?

- ⇒ Develop data collection and analysis capacities, run a skills mapping

Would you like to assess your existing diaspora engagement approach?

- ⇒ Audit, analysis and advice on past/present policies and projects

Would you like to communicate effectively with your diaspora?

- ⇒ Skills development, communication planning and accompanied campaigning to inform the diaspora about the institutions' services, promote your diaspora-related activities and build stronger relationships



Sector-specific collaborations

Would you like to collaborate with your diaspora in a development project in a specific sector?

- ⇒ Bring members of diaspora to your institution to support a specific project on a short-term onsite and/or remote deployment.

IMPORTANT

- Proposals should be in line with the institution's mandate and support local/national development objectives.
- Proposals will be selected based on merit and to create a balanced CDL portfolio.
- Successful proposals will be implemented as projects over 12 months in 2025.

PROJECT EXAMPLES



SECTOR-SPECIFIC COLLABORATION

In the project “[Knowledge transfer on environmental sustainability and climate adaptation from the Filipino diaspora](#)”, three Filipina diaspora professionals specialising in environmental sustainability, climate finance and project management developed curricula and trained staff on sustainable development and climate adaptation in collaboration with a local public university and the a local public authority.

Activities:

- Needs assessments and draft of Education for Sustainable Development curriculum
- Onsite training for teachers, including pilot test of the curriculum
- Training and materials on climate adaptation financing for local government representatives
- Online training and materials on project cycle management.

INSTITUTIONAL CAPACITY DEVELOPMENT



The project “[Developing a methodology to profile the skills of the Malagasy diaspora in France and Switzerland](#)” saw a team of Malagasy diaspora researchers develop and test a skills profiling methodology.

Activities:

- Needs assessment workshops with national authorities to identify existing data and training needs for profiling the Malagasy diaspora.
- Development of a skills profiling methodology and toolbox, including survey questions, communication notes, and instructional handbook for data collection and analysis.
- Skills workshops on data collection, research methods, and data analysis for government officials
- Pilot test of skills profiling methodology to map Malagasy diaspora skills in France and Switzerland
- Analysis of profiling results.



COMBINATION



In the project “[Promoting heritage tourism in Moldova through diaspora expertise](#)” professionals from the Moldovan diaspora supported the National Museum of Ethnography and Natural History in developing heritage tourism entrepreneurship in the *Țipova-Saharna* area. The project was a **sector-specific collaboration** (diaspora professionals in tourism sector) with diaspora experts that included significant **institutional capacity development** (knowledge, skills and resources developed for the museum).

Activities:

- Needs assessment for the modernisation of a tourist route through field visits, meetings, and consultations.
- Conceptual package detailing the tourist route’s architectural design and itinerary, a 2022-2030 strategy and action plan, and a concept for a storytelling pilot project.
- Online seminar to present the strategy and action plan with museum staff and central public authorities.
- Training sessions for museum staff on project writing, fundraising, and contemporary approaches to heritage tourism, including best practices from Sweden.
- Sustainable tourism workshop to raise awareness and promote principles of sustainable and heritage tourism among local business owners and communities.

INSTITUTIONAL CAPACITY DEVELOPMENT



The course "[Economic diplomacy and the role of diaspora](#)" developed by EUDiF is designed as a flexible training programme aimed at equipping consular and diplomatic staff with the skills to effectively engage diaspora communities for economic development. Piloted in Tunisia with government officials from Tunisia and Jordan, the course covers topics such as diaspora institutions and policies, trade, investment, heritage tourism, knowledge transfer, communication, and diaspora profiling.

Activities:

- Initial assessment to customise the course to the needs of the participants and adapt it to the context of the country(ies) in question.
- Five-day in-person training with interactive sessions including simulations, group discussions, and peer exchange activities.

HOW TO SUBMIT A PROPOSAL?

The proposal must be submitted by **15 October 2024, at 23:59** (Central European Summer Time – CEST). Submission is via a [form on the EUDiF website](#). Only applications submitted via the **online form** will be evaluated.

The online form has six sections:

- A. Applicant information
- B. Local/national context
- C. Objectives
- D. Activities & implementation
- E. Sustainability
- F. Others

A practice version of this form is annexed to this document and available to download separately.

EUDiF accepts requests in English, French and Spanish.

All applicants will receive an automated system response, confirming the request has been received.

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

Once you have chosen which project idea to submit to the Capacity Development Lab for Public Institutions, it is time to prepare the proposal based on the structure and guidance notes below. The proposal is where you set out the who, what, why and how of your project idea. It should be clear, concrete and succinct. The proposal informs the project preparation, when the proposed activities will be refined in collaboration with EUDiF based on feasibility and – if any – feedback from the selection committee.

As well as referring to the [projects from EUDiF's first phase](#) which give a good idea of project scale and possible structure, it may be helpful to first read the publication [Learning by doing: Success factors for capacity development support](#). It is also recommended to use evaluations of your previous projects when preparing the proposal.

PROPOSAL CONTENT

Section A: Applicant information (questions A.1 – A.9)

This section requires basic information on your institution in terms of mandate (A.6) and contact details (A.7-8), as well as on any associate institution you apply with (optional) (A.9).

- *If applying with an associate, you will have to provide a proof of partnership letter explaining whether you have worked together in the past, and how you will work together if the proposal is successful.*
- *Remember that an associate is to play a supporting role.*

Section B: Local/national context (question B.1)

This section is used to provide brief background information on the context within which your proposal fits (B.1). It should explain national/local development priorities and the needs of the target community.

- *Explain how the proposal complements your institution's wider programming and mandate.*
- *If the proposal is the first of its kind, explain why.*
- *You may share how the proposal aligns with the Sustainable Development Goals and EU priorities.*

Section C: Objectives (question C.1)

In this section you explain what the project seeks to achieve in a concise manner (C.1).

- *Strong objectives are SMART: Specific, Measurable, Achievable, Relevant and Time-bound – this is important to evaluate the proposal's feasibility, and context-relevance.*

Section D: Activities & implementation (questions D.1 – D.3)

In this section, you are invited to describe the activities (up to a maximum of 5) you propose to achieve your objectives (D.1). Each activity has 3 subsections: **Description, timing/duration** and **expected results**.

In **description** you describe the activity type, participants and scale. Where possible, include details on the implementation roles and responsibilities.

- *Consult the 16 projects from EUDiF's first phase for inspiration and an idea of scale and project structure.*
- *Activities may include, but are not limited to assessments, research, peer exchanges, consultations, conceptualisation exercises, drafting strategic documents (e.g., policies, plans, roadmaps, strategies), workshops and training activities, outreach activities, monitoring and evaluation.*
- *Activities can take place onsite and remote.*
- *Explain whether and how activities are inclusive of marginalised groups (including women and girls, youth, people with disabilities)?⁴*
- *Explain how intersectionality and inclusivity been considered?*

⁴ For information on EU position on gender, youth and disability, refer to: [Gender Action Plan III](#) (running till 2027), [Youth Action Plan](#) (till 2027) and [Union of Equality Strategy for the Rights of Persons with Disabilities 2021-2030](#).

In **timing/duration** estimate how long the activity should last and when it should take place.

- *All activities should be scheduled in 2025.*
- *Allow some time to kick-off the project before planning in-person activities.*
- *Consider whether there are scheduled events to connect your activities to.*

Use **expected results** to explain what the activity will achieve.

- *Consider the inclusion and intersectionality of the proposal: Will the results affect marginalised groups differently? How are gender, youth and disability considered?*

Additionally, in this section you include information on the **roles and responsibilities** of implementing partners for project implementation (D.2). This includes your institution, any affiliate institution and foreseen diaspora involvement. You are expected to provide details of who will be involved in project implementation and decision-making from your institution (and the associate where applicable) and how knowledge is shared beyond those directly involved.

In the same way, you should provide details of any **diaspora professionals** you wish to involve in the project as experts (D.3).

- *Based on EUDiF research and experience, including diaspora professionals in the design and implementation of the projects brings significant value. Therefore, when possible, we encourage projects in partnership with diaspora professionals.*

Section E: Sustainability (question E.1)

Provide details on the long-term **sustainability** of the project (E.1). This entails sharing information on how the results will be embedded in your institution's work and what resources will be dedicated to taking the work forwards once EUDiF's direct support comes to an end.

- *Share information on any relevant resources or systems in place which will facilitate project implementation (for example pre-existing platforms, networks, data, hardware...)*

Section F: Other (questions F.1 – F.2)

Space to include additional remarks (F.1) and information on how you heard about the call (F.2).

HOW WILL THE PROPOSAL BE EVALUATED AND SELECTED?

All proposals submitted by eligible applicants are evaluated against three criteria:

- **Excellence (30 points)**
- **Design (30 points)**
- **Impact & sustainability (40 points).**

Proposals passing the minimum score (60/100) will be submitted to the selection committee to determine those that will be implemented as CDL projects.

The evaluation process takes place between 15 October and 15 December 2024. It includes an eligibility check, followed by evaluation against the published evaluation criteria. Evaluation of the proposals submitted by eligible applicants is conducted by the EUDiF team in consultation with regional/thematic experts (including EU Delegations).

Proposals which pass the minimum score (60%) will be submitted to the selection committee (i.e. the EUDiF Project Steering Committee: ICMPD + DG INTPA) to determine a portfolio of geographically and thematically balanced projects in line with EU priorities for external action.

All applicants will be informed of the result of the selection process by email. Those that are successful will then enter the pre-implementation phase to move from proposal to project stage in a co-design process with EUDiF, this may involve making modifications to the proposed activities in response to feedback from the selection committee.

EVALUATION CRITERIA

Each proposal submitted by an eligible public institution is evaluated against the following criteria:

EXCELLENCE	DESIGN	IMPACT & SUSTAINABILITY
Up to 30 points	Up to 30 points	Up to 40 points
Excellence considers the soundness of the concept, clarity and pertinence of objectives, stakeholder relevance and innovation potential.	Design considers the quality and effectiveness of the suggested activities, the appropriateness of management structures and resources, complementarity of stakeholders, as well as potential risks.	Impact considers the benefits to target groups over time; measurability of outcomes; alignment with national/local activities, policies and structures; alignment with Sustainable Development Goals and EU priorities.

PROPOSAL FORM

CAPACITY DEVELOPMENT LAB FOR PUBLIC INSTITUTIONS

August 2024

EUDiF's [Capacity Development Lab](#) provides capacity development support to partner countries in the area of diaspora engagement. Please read the guidelines carefully before filling this form, especially the section "How to submit a proposal?" which include tips on what to write. EUDiF will only consider proposals submitted via this [online form](#) by **15 October 2024 (23:59, Central European Summer Time)**.

Section A: Applicant information

A.1. Institution (full name + acronym)

200 characters

A.2. Type of institution

- Central public institution
- Local public institution
- Regional organisation

A.3. Date of establishment

70 characters

A.4. Complete address

Street address, city, country

A.5. Website and/or social media

600 characters

A.6. Please provide a brief description of your institution's mandate, including its primary responsibilities and areas of focus.

600 characters

Contact details

A.7. Main contact person

Name

70 characters

Position

70 characters

Phone number

70 characters

Email address

70 characters

A.8. Secondary contact person

Name

70 characters

Position

70 characters

Phone number

70 characters

Email address

70 characters

A.9. Are you applying with an associate institution?

- Yes
- No

A.9.1. Institution/organisation (full name + acronym)

200 characters

A.9.2. Type of institution

- Central/local public institution
- Civil society organisation (including diaspora organisation)
- Private sector entity

A.9.3. Date of establishment

70 characters

A.9.4. Complete address

Street address, city, country

A.9.5. Website and/or social media

600 characters

A.9.6. Main contact person

70 characters

A.9.7. Email address

70 characters

A.9.8. Telephone

70 characters

A.9.9. Upload proof of partnership letter

The letter should detail the relationship between applicant and associate, the history (if any) and the form of partnership foreseen in the proposal.

Section B: Local/national context**B.1. Provide brief background information on the context within which your proposal fits indicating what needs are going to be addressed.**

1500 characters

Section C: Objectives**C.1. What are the objectives of your project?**

1500 characters

Section D: Activities & implementation**D.1. Describe the specific activities you plan to undertake to achieve the objectives of your proposal.****Activity 1****Description of activity**

600 characters

Duration of activity in weeks

70 characters

Expected results

400 characters

Activity 2**Description of activity**

600 characters

Duration of activity in weeks

70 characters

Expected results

400 characters

Activity 3**Description of activity**

600 characters

Duration of activity in weeks

70 characters

Expected results

400 characters

Activity 4

Description of activity

600 characters

Duration of activity in weeks

70 characters

Expected results

400 characters

Activity 5

Description of activity

600 characters

Duration of activity in weeks

70 characters

Expected results

400 characters

D.2. What would be the roles/responsibilities of your institution as main applicant and of your associate (if applicable) in implementing this proposal? How many staff will be involved?

1500 characters

D.3. Would you like to work with a diaspora professional(s) on this project?

- Yes
 No

Do you have a diaspora professional(s) in mind for this assignment?

- Yes
 No

If yes, please give details.

500 characters

Section E: Outcomes & sustainability

E.1. How will you sustain the results of the project after EUDiF support is complete? Consider available resources (e.g. human, institutional, technical, financial) that you think could contribute to the long-term sustainability of the project.

1500 characters

Section F: Other

F.1. Other remarks

1500 characters

F.2. How did you hear about this call?

- EUDiF website
 Email from EUDiF
 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 proposal!

If you have questions related to the form, please contact: EU-diaspora@icmpd.org.