



With the support of the European Return Fund  
Progress by Return



***Subject: open call for subcontracted partnership from January 1 2013 until December 31 2013 in the frame of the project “Strengthening tailor made assistance for voluntary return 3” (STAVR 3)” of Caritas International Belgium.***

*Funded by Fedasil (Federal Agency for the Reception of Asylum Seekers) and the European Return Fund (ERF).*

## **1. Terms of Reference**

Caritas International supports asylum seekers and migrants without residence papers to return to and reintegrate in the country of origin. In this respect, Caritas is in search of a partner organisation to subcontract. This organisation should assist returnees coming from Belgium in their reintegration process in **Russia**.

## **2. The purpose of the co-operation**

The “subcontracted organisation” shall develop and deliver reintegration assistance to a maximum of 50 returnees in 2013 coming from Belgium. The organization is expected to provide qualified staff to ensure the implementation of the project and follow-up of the return cases. The maximum budget for the delivery of the services within the scope of this tender is limited to €20.000 (*this amount doesn't include the reintegration budget allocated to the returnees*).

The activities will include:

- Providing specific information to Caritas, migrants and the social counsellors in Europe (Belgium) in preparation to their return and sustainable reintegration.
- Assisting migrants returning to the country of origin in an individual and tailor-made way and management of the individual reintegration budget of the returnee.
- Ensuring feedback and providing individual financial and narrative reporting on each returnee and on the implementation of the general reintegration project.

Caritas international will support the organization to build up capacities in the field of return and reintegration based on a jointly established plan.

### **2.1. Reintegration services**

The reintegration services will include:

- Basic post arrival assistance (airport pick-up, emergency or temporary housing, legal, administrative and social support etc.)
- Assistance in setting up a micro-business
- Job counselling
- Assistance for vulnerable returnees
- Assistance for unaccompanied minors

The organisation should primarily function as a centralised contact and will be considered as the “focal point”, together with the European counterpart, Caritas International Belgium, for the counselling and follow-up of the returnees coming from Belgium.



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Furthermore, the “subcontracted organisation” should assist each returnee by activating all local organisations or institutions that can provide adequate social assistance (if the focal point is not able to do this), job placement or adequate business counselling in the specific town or village of return (so in relevant locations where a certain number of returnees might be in the need of assistance). The organization will specify in which region(s) of the country reintegration services may or may not be offered.

### **2.1.1. Assistance prior to return**

In Belgium, Caritas International will provide, in cooperation with the social counsellors, an intensive support and needs-assessment to/of the returnee. Therefore the “subcontracted organisation” will be requested to provide specific (country) information or to contact the relatives in the home country already before return, in preparation of the return and reintegration of a person or family.

### **2.1.2. Basic post arrival assistance**

#### **- Airport pick-up**

On request, the “subcontracted organisation” will provide a meeting (pick-up), at the airport to meet the returnee (and his/her family).

#### **- Emergency housing**

On request, the “subcontracted organisation” will organize an emergency shelter for the returnee and his/her family.

#### **- Other**

- ➔ Legal and administrative support (e.g. contact local authorities and communities)
- ➔ Temporary accommodation (renting)
- ➔ Social support: contact with social network of the returnee/mediation, education and schooling for returnee and his/her children, vocational training;
- ➔ Medical assistance (see also vulnerable cases)

### **2.1.3. Assistance in starting up a micro-business**

An intensive assistance, after arrival, will be provided: the “subcontracted organisation” will do the first intake and needs-assessment. A professional consultant or consultancy organization will be selected to provide such assistance (service fee based payment).

The business assistance will include:

- Discussing and, if needed, adapting business plan/idea (made up in Belgium)
- Business training and orientation in relation to the local business environment
- Assistance in business registration
- Monitoring of the supported business (follow-up minimum 12 months)

### **2.1.4. Job counselling**



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If a returnee expresses his/her wish to find a job in an existing company or association as an employee, the “subcontracted organisation” should be able to support this request and to help the returnee to take the necessary steps: an in-depth analysis of the skills, qualifications and experiences of the returnee, assistance and orientation to find a job. Therefore, the “organisation” needs to develop a network of employers or companies and should create an encouragement for companies to give returnees a chance in their organization (wage-subsidy).

### **2.1.5. Assistance vulnerable returnees**

The “subcontracted organization” should be able to support vulnerable persons or families (such as ill people, elderly, exploited migrants, pregnant women): the organisation will primarily be responsible for the intake and an in-depth needs-assessment after arrival. If the organization itself is not able to offer such a support, a local social assistant/organization will be employed for each case (service fee based payment).

The social support will include:

- Make a future plan together with the returnee to identify his/her perspectives and plans- Close follow-up and regular visits, contact with social network;
- Referral to the specialized services according to the special needs of the returnee: medical, psychosocial care, etc.

### **2.1.6. Assistance to Unaccompanied Minors (UAM's)**

The “subcontracted organization” should be able to collect and offer information about the possibilities for UAM returning from Belgium, and to assist the UAM in a tailor-made way.

The support to UAM will include:

- Tracing and contact of/with the family before return
- Awareness assessment of the family in the country of return
- Mediation between parents and the UAM
- Transaction of tutorship
- After return: if necessary provide adequate accommodation, education, vocational training, schooling, setting-up micro business or job counselling, etc.

## **2.2. Managing of the reintegration budget**

The “subcontracted organisation” should manage and disburse the maximum allocated budget (€2200/returnee) per return case. The fund should be allocated to any of the activities mentioned above based on the needs of the returnee and his/her family.

## **2.3. Meetings with returnees and follow-up**

The “subcontracted organization” will organize at least three meetings with the returnee, and may have additional meetings when required. The “organization” will ensure feedback about each meeting and contact with the returnee to Caritas International Belgium. If geographical conditions do not allow, phone contacts may constitute an exceptional alternative and needs to be motivated.



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- **First intake:** the returnee contacts the local partner within one month. During the first meeting the “organization” will do a (new/additional) needs-assessment, explain the procedures and available reintegration support and budget, make up an individual reintegration plan and if necessary referral to a business consultant, social assistant or other services.
- **Meeting after 6 months:** the “organization” will invite the returnee and his/her family to the office or will visit the returnee at his/her place.
- **Final meeting:** At the end of the period of 12 months the “organization” will invite the returnee and his/her family to the office or will visit the returnee to monitor the development and reintegration process of the returnee.

## **2.2. Operational and financial reporting**

The reintegration services and counselling will be offered to the returnee during 12 months upon arrival in the country of origin. The subcontracted organization will make and collect for each returnee the necessary individual narrative and financial report, as well as all the invoices and receipt of the costs made on the individual reintegration assistance. Furthermore, a general and financial report about the implementation of the project should be made.

## **3. Duration of the co-operation**

The duration of the co-operation will be one year, starting from 1/1/2013 to 31/12/2013. All returnees that arrive in the country of origin before the 31st of December 2013 should be supported. Returnees returned between and 1/6/2013 and 31/11/2013 will be followed up during a 6 months period after the end of the contract (instead of 12 months for the others).

## **4. Evaluation criteria**

The applicant needs to be a national or international non-governmental organisation or non-governmental company with legal registration **in Russia**.

Through the selection process by Caritas International Belgium the following evaluation criteria will be taken in consideration:

### **4.1. Organizational criteria (max. 50 points)**

1. Type of organisation (NGO, INGO, non-governmental commercial company, etc.)
2. Experience in European projects and more particularly in the frame of return and reintegration from West-European countries, especially after a stay in Belgium.
3. Experience in the follow up and monitoring of specific micro business oriented cases, job placement or vulnerable cases, as well as on individual basis.
4. Established network in relevant locations where a certain number of returnees might be in the need of assistance.



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#### **4.2. Project implementation (max. 25 points)**

1. Proposed methodology of supporting cases
2. Proposed provision of specialized services

#### **4.3. Financial offer (max. 25 points)**

#### **4.4. Required documents (only complete applications will be considered)**

- Fully completed application
- Copy of registration of the organization
- Copy of Statutes
- Annual report 2011
- Organogram

This call is open for application **until 28 December 2012.**

Applications should be sent by email to [reintegration@caritasint.be](mailto:reintegration@caritasint.be) or by post to the following address:

Caritas International Belgium vzw  
Cell Voluntary Return and Reintegration  
To Anne Dussart  
Liefdadigheidsstraat 43  
1210 Brussel