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## **STANDING COMMITTEE ON PROGRAMMES AND FINANCE**

### **Sixteenth Session**

#### **IOM DEVELOPMENT FUND**

**(Status report: 1 January to 31 March 2015)**



## **IOM DEVELOPMENT FUND** **(Status report: 1 January to 31 March 2015)**

### **Background**

1. The IOM Development Fund (originally known as Support for developing Member States and Member States with economy in transition – 1035 Facility) was established through Council Resolution No.1035 of 29 November 2000 and is now guided by Resolution No. 134 adopted by the Executive Committee on 3 July 2012.

2. Guidance Note 2015 on the IOM Development Fund provides practical information on the operation and management of the Fund and can be consulted in the three official languages on the dedicated section of the IOM website ([www.iom.int/developmentfund/](http://www.iom.int/developmentfund/)). It also appears as Annex IV to the present report.

### **Fund administration**

3. In 2015, a total of USD 8,486,809<sup>1</sup> is available for the IOM Development Fund. A total of USD 1,506,415 is available for Line 1 projects and comprises USD 1,400,000 of Operational Support Income and USD 106,415 of recovered funds from closed Line 1 projects. A total of USD 6,980,394 is available for Line 2 projects and comprises USD 6,770,272 of Operational Support Income and USD 210,122 of recovered funds from closed Line 2 projects.

4. During the first quarter of 2015, the IOM Development Fund has already received requests amounting to more than the funds available for the year. Project proposal requests have been in the areas of counter-trafficking, labour migration, migration and development, migration health, migration profiles, and immigration and border management. In line with last year's prioritization process, several considerations are taken into account by the IOM Development Fund Unit and the Regional Offices when prioritizing IOM Development Fund project ideas, concept notes and proposals (see Annex V). As of 31 March 2015, 126 active projects were being administered by the IOM Development Fund.

### **PRIMA – Project Information and Management Application**

5. In early 2015, user acceptance testing of PRIMA included the following modules: Conceptualization; Proposal Development, Project Endorsement and Submission; Activation; Project Management and Monitoring; Project Revision; Project Reporting; Beneficiaries; and Project Search. Staff from the relevant divisions, the Manila Administrative Centre and the Field were involved in this testing phase. End user training took place in early March for staff from the IOM Country Offices and Regional Offices where the pilot testing took place, as well as for staff from several Headquarters departments. Project data for these regions were migrated to the system, which went live for the pilot testing on 30 March. The Regional Offices in Nairobi and Pretoria, and their Country Offices in Burundi, Kenya, the United Republic of Tanzania, Mauritius, Mozambique, South Africa and Zambia, took part in the pilot testing exercise.

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<sup>1</sup> The Governments of Austria, Belgium and the United States of America provided unearmarked contributions which are part of the Operational Support Income that funds the IOM Development Fund.

6. Bug resolution as well as enhancement and development work is under way as feedback is received from the pilot testing in the two regions. A budget of USD 200,000 has been allocated from the 2015 budget for the above-mentioned development and further phased roll-out to other regions.

### **Gender**

7. In accordance with the UN System-wide Action Plan on Gender Equality and the Empowerment of Women, the IOM Development Fund has set a target of expending 5 per cent of the Fund's budget on gender-related activities. The Fund will track projects that focus specifically on gender or include gender-specific components and their budget will contribute to the 5 per cent target. Furthermore, all projects will include gender mainstreaming.

### **Annexes**

8. This document contains the following annexes:

Annex I: Line 1: List of IOM Member States eligible for allocations from the IOM Development Fund, by region, as at 31 March 2015

Annex II: Line 2: List of IOM Member States eligible for allocations from the IOM Development Fund, by region, as at 31 March 2015

Annex III: Line 1 and Line 2: IOM Development Fund financial summary: 1 January to 31 March 2015

Annex IV: IOM Development Fund: Guidance Note 2015

Annex V: Criteria and considerations in prioritizing applications

## Annex I

### Line 1: List of IOM Member States eligible for allocations from the IOM Development Fund, by region, as at 31 March 2015

(total: 113)

#### Africa

51 members (45%)

Algeria  
Angola  
Benin  
Botswana  
Burkina Faso  
Burundi  
Cabo Verde  
Cameroon  
Central African Republic  
Chad  
Comoros  
Congo  
Côte d'Ivoire  
Democratic Republic of the Congo  
Djibouti  
Egypt  
Ethiopia  
Gabon  
Gambia  
Ghana  
Guinea  
Guinea-Bissau  
Kenya  
Lesotho  
Liberia  
Libya  
Madagascar  
Malawi  
Mali  
Mauritania  
Mauritius  
Morocco  
Mozambique  
Namibia  
Niger  
Nigeria  
Rwanda  
Senegal  
Seychelles  
Sierra Leone  
Somalia  
South Africa  
South Sudan  
Sudan  
Swaziland  
Togo  
Tunisia  
Uganda  
United Republic of Tanzania  
Zambia  
Zimbabwe

#### Latin America and the Caribbean

22 members (19%)

Argentina  
Belize  
Bolivia (Plurinational State of)  
Brazil  
Colombia  
Costa Rica  
Dominican Republic  
Ecuador  
El Salvador  
Guatemala  
Guyana  
Haiti  
Honduras  
Jamaica  
Mexico  
Nicaragua  
Panama  
Paraguay  
Peru  
Saint Vincent and the Grenadines  
Suriname  
Venezuela (Bolivarian Republic of)

#### Asia

26 members (23%)

Afghanistan  
Bangladesh  
Cambodia  
Fiji  
India  
Iran (Islamic Republic of)  
Kazakhstan  
Kyrgyzstan  
Maldives  
Marshall Islands  
Micronesia (Federated States of)  
Mongolia  
Myanmar  
Nauru  
Nepal  
Pakistan  
Papua New Guinea  
Philippines  
Samoa  
Sri Lanka  
Tajikistan  
Thailand  
Timor-Leste  
Turkmenistan  
Vanuatu  
Viet Nam

#### Europe

12 members (11%)

Albania  
Armenia  
Azerbaijan  
Belarus  
Bosnia and Herzegovina  
Georgia  
Montenegro  
Republic of Moldova  
Serbia  
The former Yugoslav Republic of  
Macedonia  
Turkey  
Ukraine

#### Middle East

2 members (2%)

Jordan  
Yemen



## Annex II

### Line 2: List of IOM Member States eligible for allocations from the IOM Development Fund, by region, as at 31 March 2015

(total: 86)

#### Africa

33 members (38%)

Algeria  
Angola  
Benin  
Botswana  
Burkina Faso  
Burundi  
Cameroon  
Congo  
Côte d'Ivoire  
Democratic Republic of the Congo  
Djibouti  
Egypt  
Ethiopia  
Ghana  
Kenya  
Lesotho  
Libya  
Madagascar  
Mali  
Mauritius  
Morocco  
Mozambique  
Namibia  
Nigeria  
Senegal  
Seychelles  
South Africa  
Swaziland  
Togo  
Tunisia  
United Republic of Tanzania  
Zambia  
Zimbabwe

#### Latin America and the Caribbean

18 members (21%)

Argentina  
Belize  
Bolivia (Plurinational State of)  
Brazil  
Colombia  
Costa Rica  
Dominican Republic  
Ecuador  
El Salvador  
Guyana  
Haiti  
Honduras  
Mexico  
Nicaragua  
Panama  
Paraguay  
Peru  
Suriname

#### Asia

21 members (25%)

Afghanistan  
Bangladesh  
Cambodia  
Fiji  
India  
Kazakhstan  
Maldives  
Marshall Islands  
Mongolia  
Myanmar  
Nepal  
Pakistan  
Papua New Guinea  
Philippines  
Samoa  
Sri Lanka  
Tajikistan  
Thailand  
Timor-Leste  
Turkmenistan  
Viet Nam

#### Europe

12 members (14%)

Albania  
Armenia  
Azerbaijan  
Belarus  
Bosnia and Herzegovina  
Georgia  
Montenegro  
Republic of Moldova  
Serbia  
The former Yugoslav Republic of  
Macedonia  
Turkey  
Ukraine

#### Middle East

2 members (2%)

Jordan  
Yemen





**Annex III**

**Line 1 and Line 2: IOM Development Fund financial summary:  
1 January to 31 March 2015**

	<b>USD</b>	<b>USD</b>
<b>Line 1</b>		
2015 Operational Support Income allocation <sup>1</sup>	1 400 000	
Recovered funds from completed projects	106 415	
<b>Subtotal Line 1</b>		<b>1 506 415</b>
<b>Line 2</b>		
2015 Operational Support Income allocation <sup>1</sup>	6 770 272	
Recovered funds from completed projects	210 122	
<b>Subtotal Line 2</b>		<b>6 980 394</b>
<b>Total available funds</b>		<b>8 486 809</b>

<sup>1</sup> Subject to the approval of the Financial Report for the year ending 31 December 2014.



## Annex IV



**IOM Development Fund**  
DEVELOPING CAPACITIES IN MIGRATION MANAGEMENT

### GUIDANCE NOTE 2015

#### **Introduction**

1. The IOM Development Fund, established in 2001, has been providing support to IOM developing Member States and Member States with economy in transition for the development and implementation of joint government-IOM projects to address particular areas of migration management, particularly in the field of capacity building.
2. The allocation and application of the Fund is guided by Resolution No. 134 adopted by the Executive Committee on 3 July 2012.<sup>1</sup> The main purpose of this Guidance Note is to explain the characteristics of the Fund as well as to provide practical guidance on the operation and management of the Fund.

#### **Main characteristics of the IOM Development Fund**

3. The Fund includes two 'lines' of funding. Line 2 is broadly similar in its operation to Line 1 with the exception that Member States subject to Article 4 of the IOM Constitution will not be eligible to benefit from funding under Line 2.<sup>2</sup> In addition, Line 2 has an increased upper ceiling for funding of both national and regional projects as explained in paragraph 10.
4. In 2015, the available funds<sup>3</sup> for the IOM Development Fund are:
  - **Line 1** - USD 1,400,000; and
  - **Line 2** - USD 6,770,272
5. **Equitable allocation of the funds across regions and within regions remains a core management principle in assessing requests for funding under the IOM Development Fund.**

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<sup>1</sup>The Director General is requested to allocate one million four hundred thousand United States dollars from the Operational Support Income for the development of migration projects in favour of developing Member States and Member States in transition, on the basis of an equitable regional distribution, without prejudice to funds already allocated for these purposes, referred to as funding Line 1. 25 per cent of Operational Support Income (excluding security) in excess of USD 20.0 million will be allocated to the IOM Development Fund referred to as funding Line 2. The total amount available for the IOM Development Fund (excluding direct voluntary contributions) cannot exceed total miscellaneous income (unearmarked contributions and interest income).

<sup>2</sup>Article 4, paragraph 1, of IOM's Constitution states that "If a Member State fails to meet its financial obligations to the Organization for two consecutive financial years, the Council may by a two-thirds majority vote suspend the voting rights and all or part of the services to which this Member State is entitled....". Resolution No. 1150 (XCIII) approved the IOM Strategy Document which states that "access to funding under Line 2 will be linked to outstanding contributions and Member States subject to Article 4 will not be eligible for funding."

<sup>3</sup>To be confirmed at closure of 2014 accounts.

### **Beneficiaries of the IOM Development Fund**

6. The beneficiaries of the IOM Development Fund are IOM developing Member States and Member States with economy in transition. Eligibility is based on the most recent version of the list of low-income through to upper middle-income economies as designated by the World Bank. Countries that would otherwise be eligible because they are on the World Bank list will be excluded upon joining the European Union. Voluntary withdrawal from eligibility remains open to any eligible Member State.

7. Eligibility for funding lines 1 and 2 is as follows:

- **For Line 1:** all eligible Member States may apply for funding and/or benefit from funded projects.
- **For Line 2:** all eligible Member States not subject to Article 4 of the IOM Constitution may apply for funding and/or benefit from funded projects.

8. In the context of regional projects, non-IOM Member States are included among the beneficiaries, **only where a majority of the beneficiaries are eligible Member States.**

9. Non-IOM Members are ineligible to apply directly for support from the Fund.

### **Funding Levels**

10. The following maximum funding levels apply:

- Line 1: USD 100,000 for national and regional projects. Exceptional increases at the regional project level will continue to be considered up to USD 200,000;
- Line 2: USD 200,000 for national projects and USD 300,000 for regional projects. Funding requests beyond these limits will not be considered.

### **Project Duration**

11. The maximum project duration for Line 1 funded projects will be 12 months. The maximum project duration for Line 2 funded projects will be 24 months.

### **Types of Projects Eligible for Funding Under the IOM Development Fund**

12. The IOM Development Fund supports capacity-building projects in the various IOM areas of activity, including relevant research and feasibility studies.

13. National and regional projects are eligible for funding.

14. Projects with good prospects for future funding and projects that provide co-funding or bridging funds are encouraged.

15. A follow-up project to a previously funded project under the Fund (Line 1) will not be admissible for further funding under Line 1.

16. A follow-up project to a previously funded project under the Fund (Line 1) will be considered under Line 2 (as stated in the IOM Strategy Document approved by Resolution No. 1150 (XCIII)).

17. The types of activities **not** eligible for consideration by the IOM Development Fund include the following:

- (a) Movements: activities that are overseen by IOM's Resettlement and Movement Management Division, including IOM's traditional refugee and migrant transport and resettlement programmes.
- (b) Emergency: activities that are overseen by IOM's Department of Operations and Emergencies; for example, activities in response to the 2010 Haiti earthquake.

- (c) Major conferences and similar events that are continuations of ongoing dialogues and similar, well-established activities. However, conferences and similar events that may be useful in launching new regional processes, opening new geographic coverage or increasing programme planning and implementation between IOM and Member States are not excluded.
- (d) Projects mainly supporting IOM staff and office costs, including projects proposed for the specific purpose of opening an IOM office, are excluded. IOM staff and office costs may, however, be included in the budget for project implementation according to standard IOM project development guidelines, to a limit of 30% of the total project budget.
- (e) Assisted Voluntary Return and Re-integration (AVRR) projects, unless they include significant elements of government capacity building alongside the return component.

#### **Application Procedure**

18. A project for consideration can be presented by the government of an eligible Member State, including by its Permanent Mission in Geneva.

19. A project may also be presented by IOM Offices, or by IOM Headquarters' departments, in coordination with the Regional Office.

20. All projects are referred to the participating IOM Mission(s) for coordination and support.

21. All submitted projects, including those submitted by the Permanent Mission in Geneva, **must be supported by a written endorsement and request for IOM Development Fund funding by the respective capital.** In the case of regional projects, a minimum of two eligible and benefiting Member States must endorse the proposal. If regional projects benefit many Member States, the Fund management will request additional letters of support from a majority of the eligible and benefiting Member States and may require additional information on the expected outcomes and impact. This endorsement should take the form of a letter to IOM from the cooperating arm of the government, **citing the specific project and making specific reference to the Fund support.**<sup>4</sup>

22. Governments must assign a focal point and contact information (address, phone number) for the project prior to implementation.

23. **Projects must be presented in the IOM Development Fund template, with complete budgets,<sup>5</sup> wherein the total of staff and office cost should not be more than 30 percent of the total budget. Consistent with the IOM Project Handbook, projects should also receive endorsement from the relevant Regional Office and in some cases the relevant HQ Department.**<sup>6</sup> In addition, projects may be reviewed and endorsed by the relevant IOM Headquarters division or department before final consideration by the Fund management.

24. A minimum of five per cent (5%) of the IOM Development Fund budget must be set aside for gender related activities. Projects that focus on gender or include gender specific components will contribute to the 5% requirement. Furthermore all projects should involve gender mainstreaming.

25. It is not necessary for an eligible Member State to create the project document for consideration. Eligible Member States can discuss with or otherwise relay their areas of interest to the nearest IOM Offices, or IOM Headquarters, and if the initiative is prioritized for that budget year, the relevant IOM unit will then work with the government to shape and finalize the document and the project design.

26. Project inquiries and applications are accepted in any of the three official languages of the Organization, throughout the year.

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<sup>4</sup> <http://www.iom.int/developmentfund/applications.htm>

<sup>5</sup> <http://www.iom.int/developmentfund/templates.htm>

<sup>6</sup> Project Handbook – Module 3

27. **The IOM Development Fund Management has deadlines for the submission of regional applications.** This measure is necessary to improve planning of the disbursement of funds with respect to both regional initiatives and national priorities. The two deadlines are as follows:

- 1<sup>st</sup>: 15<sup>th</sup> March 2015
- 2<sup>nd</sup>: 30<sup>th</sup> June 2015

28. Requests for funding should specify the line under which funding is sought (Line 1 or Line 2). In the absence of specific mention of a funding line, projects will be considered under Line 1 or Line 2 by the Fund management on the basis of the level of funding requested, the proposed duration of the project, as well as the availability of funds. Please note that while incomplete applications will not be considered, unsuccessful requests due to funding shortfalls can be reconsidered for funding at a later date.

29. It is strongly encouraged to speak with the Regional Office prior to developing a project concept to avoid unfounded expectations by government counterparts, where funding is not available or an initiative is not eligible.

#### **Relevant Criteria and Considerations in Prioritising and Processing Applications for the IOM Development Fund**

30. In addition to the factors outlined in preceding paragraphs of this Guidance Note, the following considerations will apply when prioritising and reviewing applications for funding, noting that demand for funding may exceed the funds available:

- The level of IOM Development Fund support previously received by Member States.
- Efforts by the relevant IOM Office/and or Member State (s) in securing traditional funding support through donor outreach and any evidence of possible future donor interest and/or support.
- The level of active engagement and support for the initiative/project by the relevant Member State(s).
- Risks to successful project implementation, including IOM's capacity to implement the project.
- Consistency with the IOM Strategy and the IOM Development Fund's objective and criteria.

31. The IOM Development Fund management will consult with relevant Regional Offices with a view to consolidating and prioritizing the requests for funding primarily in accordance with the considerations in the preceding paragraphs.

#### **Funding Allocations in 2015**

32. Project selection and funding allocations for national projects will be made throughout the year, subject to the availability of funds. Regional project applications are subjected to deadlines as outlined in paragraph 27.

#### **Project Tracking, Reporting and Management**

33. The IOM Development Fund-funded projects are managed by the relevant IOM Offices or, in exceptional cases, the relevant IOM Headquarters unit, in coordination with the appropriate arm of the government of the benefiting Member State. IOM includes IOM Development Fund proposals in its normal project tracking procedures.

34. Regular progress reports, including financial reports, are required through the established IOM reporting channels. The project manager is expected to ensure that any adjustment to objectives and budget are made

in concert with the relevant government project counterparts and Regional Offices. **Requests for project extensions and adjustments to the budget should be submitted (once cleared by the Regional Office) to the Fund as soon as possible and no later than one month before the last agreed project end date for evaluation and approval.**<sup>7</sup>

**35. Projects with a duration of 12 months and beyond (including extensions) require an interim narrative and financial report every 6 months (to be submitted within 6 weeks after the interim reporting period) using the standard IOM Development Fund reporting templates and a final narrative and financial report within 3 months of project completion.** Interim reports require all sections, not only the results matrix to report on the activities which took place during the specified reporting period. Example: for a 24 month project, the first interim report due after 6 months should cover a reporting period from 0-6 months, the report due after 12 months should cover a reporting period from 6-12 months, and the report due after 18 months should cover a reporting period from 12 months – 18 months. Unless there are extension requests, the final report is then due after 24 months.

**36. Projects with a duration of less than 12 months do not require an interim report however such a report may be deemed appropriate by the Fund management for projects extended to 12 months and beyond.**<sup>8</sup>

**37. Projects requiring an extension of 3 months or more after the due date will require a written request and justification from the relevant governments each time a new extension is requested.**

**38. One of the requirements when completing the Final Narrative report is to fill in the ‘Evaluation form’.** On project completion, final narrative and financial reports are forwarded to the relevant Permanent Mission(s) in Geneva by the IOM Development Fund. IOM Offices are expected to share project information/reports with relevant government counterparts.

**39. The IOM Development Fund management conducts regular reviews of projects. Detailed project financial guidelines are provided to its implementing IOM missions in order to ensure compliance to the Fund’s specific project financial requirements. These can also be found on the IOM Development website <http://www.iom.int/developmentfund/guidelines.htm>.**

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<sup>7</sup> <http://www.iom.int/developmentfund/templates.htm>

<sup>8</sup> <http://www.iom.int/developmentfund/templates.htm>





## Annex V

### Criteria and considerations in prioritizing applications

The following are the considerations that should be taken into account by the IOM Development Fund Unit and the Regional Offices when prioritizing IOM Development Fund Project Ideas, Concepts and Proposals. They should be read in conjunction with the IOM Development Fund Guidance Note.

- (a) The level of IOM Development Fund support previously received by Member States
  - (i) Approximate budget available for region/sub-region
  - (ii) The number of projects and amount of funding the Member State has benefited from in previous years
- (b) Efforts by the relevant IOM Office/and or Member State(s) in securing traditional funding support through donor outreach and any evidence of possible future donor interest and/or support
  - (i) Degree of donor interest for follow-up activities or co-financing
  - (ii) The sustainability of the proposed project
- (c) The level of active engagement and support for the initiative/project by the relevant Member State(s)
  - (i) Whether the Member State(s) has demonstrated an engagement in and support for the project
  - (ii) Whether support for the project is likely to remain if there is a change in government
- (d) Risks to successful project implementation, including IOM's capacity to implement the project
  - (i) The level of IOM presence in the Member State (staff availability/capability)
  - (ii) Whether Member States are on the Missions Support Committee list
  - (iii) Whether the country situation (political/environmental, etc.) may affect implementation
- (e) Consistency with the IOM Strategy and the IOM Development Fund's objective and criteria
  - (i) Whether the proposed activities are eligible for funding as per the Guidance Note
  - (ii) Whether the project will contribute to the advancement of the IOM Strategy and the Fund objective
  - (iii) Whether the proposal fits within the overall Regional Strategy for Migration
  - (iv) The quality of the proposal and the likelihood of it achieving its objective
  - (v) Potential for replication, sustainability
  - (vi) Whether the project presents value for money