**CSSF** – **MIGRATION RETURNS FUND - PROJECT BID**

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| **SUMMARY TABLE** |
| **Lead Post or HMG Dept**  | British High Commission, Abuja, Migration Team |
| **MRF Programme strand**  | Returns and Reintegration |
| **Project title**  | **UK-Nigeria Reintegration Pathway – Ekaabo Ile** |
| **Overall purpose / aim** (1 or 2 sentences) | This project will ensure that returnees from the UK have the support they need to reintegrate in Nigeria: with an arrival reception process that is dignified providing a short period of adjustment for families with children; and possible mitigation against the risk of destitution for vulnerable persons. We hope that the principle of this project would further encourage illegal Nigerian immigrants in the UK to return voluntarily.  |
| **Total Cost***Please note, projects should be paid quarterly in arrears. (Further full financial breakdown required below)* |  |
| **ODA Eligibility** The MRF **i**s 100% ODA. Please highlight why this is an ODA criteria fit.  | This project is designed to provide social, practical assistance to Nigerian citizens who are returned from the UK through enforced means. It basically gives a helping hand to any returnee who genuinely needs it; providing mitigation against the challenge of reintegration and the risk of destitution. It also gives assistance that is specifically tailored to the needs of vulnerable categories such as families, children etc... |
| **Why the CSSF – Migration Fund?** *(And not a regional CSSF; has funding been denied elsewhere?)* |  |
| **Programme Policy SRO *(agreement and signed off with any supporting comments)*** |  |
| **Post (HMA/DHM) comments *(incl. Host Government views, any risks for implementation)*** |  |
| **Contact details for Project Owner /Officer(s) *SROs of the project\**** |  |
| **Disclosure position:** Can the project information be released externally? |  |
| **Date of Submission to MRF Team** |  |
| ***\*Financial responsibility – all Projects Officers need access to FCO Hyperion – you must confirm access and training before funds are received. Monthly reporting will be required.***  |
| **Approval process and status (**MRF ProgrammeTeam to complete: assessed by Working Group, agreed, conditions, rejected and please date.) |
| **STRATEGIC CONTEXT** |
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| **THEORY OF CHANGE**Complete the boxes below to produce a simple, concise high level overview of the Project.  |
| **INPUTS** |  |
| **OUTPUTS** |  |
| **OUTCOMES** |  |
| **STRATEGIC IMPACT** |   |
| **PROGRAMME IMPACT / EFFECT** |
|  |
| **MONITORING AND EVALUATION** |
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| **FULL FINANCIAL BREAKDOWN** |
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| **RISKS** |
| *Provide details of any serious risks to the success of the project and how these will be mitigated*

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| **Risks***What are the key risks in implementing this project and how are you going to manage them**Add more lines if needed* | **Risks** | **Management** | **Owner** |
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| **Proposed implementing Agency** *Name; Address; Telephone Numbers; Email; Website* |  |
| **Timing** | Planned start date:  | 30th May 2018 | Planned completion date: 31st March 2019 |

**ADDITIONAL INFORMATION**

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| **Documents and Process Requirements** |
| *Project Owners must take responsibility for the documentation outlined below. They should be in place before the start and maintained during the lifecycle of the project. .* * *Checking these boxes means that SRO & Project Manager confirm they have these documents in place*
* *SROs & Project Managers are responsible for ensuring that HMG guidance is adhered to throughout the project.*
* *MRF Programme may check documents at any stage of project lifecycle and SROs will be accountable for effective PPM and Financial management in accordance with CSSF rules.*
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| **PPM Documentation** | Project - Plan including Project Performance indicators and milestones |  [ ]  |
| Risk & Issues Register |  [ ]  |
| Activity Based Budget |  [ ]  |
| Stakeholder Engagement & Communications Plan |  [ ]  |
| Exit Strategy (single year projects) or Sustainability Plan (Multi-Year project) |  [ ]  |
| Evaluation / Annual Review Plan as part of CSSF Programme |  [ ]  |
| **Financial Management Responsibilities** | SRO and Project Manager confirm to:* Undertake all financial management of their project (invoicing and recording spend appropriately on FCO/HMG (Prism) financial systems
* Report monthly to MRF Team spend to date and future forecasting
* Report quarterly on ODA spend to MRF Programme (Programme Team will submit ODA spend to JPH as appropriate).
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| **Human Rights Assessments***SROs and Project Managers need to be aware individuals can be personally liable in future for any circumstances where they have been negligent in ensuring the UK’s Human Rights obligations are met.*  | OSJA Requirement Record.*The assessment of whether an OSJA is required must be made for each country you propose to work within your allocation. Evidence must be kept of any decisions to undertake programming without an OSJA – who made the decision, when, why and on what evidence. This must be reviewed regularly to ensure changes in circumstances do not mean an OSJA is needed.* | [ ]  |
| Approved OSJAs.*Where an OSJA assessment is required, SROs must ensure that** *CSSF Geographic Team are consulted on the proposed OSJA*
* *OSJA approval is obtained at the appropriate level, determined by the risk*
* *OSJA is stored with PPM documentation and reviewed regularly*
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| *The following will not necessarily be required for all projects but please check those that are applicable to your project. And tick to confirm you have consulted the relevant guidance and have obtained appropriate clearances where required before activity commences.* |
|  | Grant Contracts or MOUs(will provide CSSF Programme Guidance link) |  [ ]  |
|  | Commercial Contracts (will provide CSSF Programme Guidance link) | [ ]  |
|  | Gifting inc Parliamentary Notifications for gifting above 300k (will provide CSSF Programme Guidance link) | [ ]  |
|  | Export Licences and Sanctions Exemptions [Arms Export Licensing Guidance](https://extranet.fco.gov.uk/ourfco/directorates/defence-international-security/Pages/Arms-Export-Policy-Department.aspx) | [ ]  |
|  | Marketing & Advertising Freeze Exemption [FCO Marketing & Exemption Freeze Guidance](https://extranet.fco.gov.uk/ourfco/directorates/communication/Pages/Marketing-and-Advertising-Freeze.aspx)  | [ ]  |
|  | Consultant/Contractor Freeze Exemption: XP61 FCO (CPG SharePoint site)  | [ ]  |
|  | TV & Film Production Approval (Junior Ministerial Approval Required) | [ ]  |
|  | Advance Payment Form [FCO Programme Financial Management Guidance](http://ubs.sharepoint.fco.gov.uk/sites/ops/OU/SPF_Office/Guidance/Forms/AllItems.aspx?RootFolder=%2fsites%2fops%2fOU%2fSPF%5fOffice%2fGuidance%2fFinancial%20Management&FolderCTID=&View=%7b23511801%2dE531%2d4C7A%2d8E4A%2d2B19F770D4FD%7d) (JPH SharePoint site (I will insert if you want this) | [ ]  |