

### ICMPD In-Tend

User guide for the ICMPD Electronic Application Platform for Calls for Proposals

Regarding the submission process for MMD III - Grant Facility\_1.Call for Proposals (ICMPD/2024/1/MMD/GF/AU)



### Index

- Registration Slide 3 11
- Managing your company details Slide 12
- Forgotten Password / Account Locked Out Slide 13 14
- Call for Proposals Opportunities Slide 15 18
- Call for Proposals Management Slide 19 23
- Communication & Correspondence Slide 24 26



### Introduction

The following information will assist you in using the ICMPD Call for Proposals application platform.

Once you have registered, you will be able to maintain your company information, apply for Calls for Proposals and maintain company documentation in a secure area via the internet.

If you encounter any difficulties whilst using the system you can contact our Support team by phoning 0844 2728810 / +44 (0) 114 407 0065 or emailing support@in-tend.co.uk

Note: In many screenshots of this presentation terms are used interchangeably. This applies to: *Tender = Call for Proposals, Return = Application, Company = Organisation.* 



### **Registering on the Electronic Submission Portal**

To access the (In-tend) Call for Proposals Electronic Application Platform, visit: <u>https://in-tendhost.co.uk/icmpd/aspx/Tenders/Appraisal</u>

From the homepage click on *Register (1)*.





### **Registration process – I**

As part of the simple registration form you will be asked to complete your *Company Details, Contact Details* and *Primary User Details*.

All mandatory fields are indicated by either the red asterisk *or* highlighted as yellow Mandatory information may also be required against any of the additional tabs.

Internation Migration	al Centre for Policy Development
ne 🚨 Supplier Guid	tance ⊉ Grant Applications ⊉ Tenders <mark>C? Register</mark> <b>O</b> Help
gistration	
ompany Details B	usiness Classifications Supplier Code of Conduct Company Categories
yorder to gain full access you believe that your co ontacts and ask them to LEASE NOTE: All fields n	s to this website you must register your company / organisation details ampany / organisation has already registered on this site but you are a new user who requires access, please contact one of the existing registered add you sa a new contact marked with " are required
Company Details	
Company Name :	
lompany Reference lype :	Company Registration Number Unique Taxpayer Reference
Company Ref No :	Company Reg Number
Vebsite :	
itructure :	Please select an item
Company Summary :	
Are you an SME?	Ves No
Address	
Address Line 1:	
ddress Line 2 :	
own/City :	
County/State :	
Postcode/Zip :	

Note: Mandatory fields are indicated by Yellow or Red Asterisk



### **Registration process – II**

Email alerts and actions will be sent to the email addresses you provide, so if possible it is useful to enter a general company email address in the Primary User Details section such as info@ \*\*\*\*\*.com.

The email address and password should be duly noted as this will be required when logging into the site.

Primary User Details	
* Contact First Name :	
* Contact Last Name :	
Telephone :	
* Email Address :	
*	
Confirm Email Address :	
* Password :	
* Confirm Password :	



### **Registration process – III**

In addition to the primary user, we strongly recommended adding an *Additional User* as a secondary point of contact for your company.

Doing so will allow them to also gain access to the site and receive a copy of any related emails.

You may only add **one** additional point of contact at registration, however after the registration is complete you may login to your account and add as many additional contacts as required.

Additional User Details	
Contact First Name :	
Contact Last Name :	
Telephone :	
Email Address :	
Confirm Email Address :	
Password :	
Confirm Password :	



### **Registration process – IV**

In most cases the **Business Classifications** will be mandatory requiring you to select at least one business classification before you can register. For Calls for Proposals, search for the category *Grants Applicants (1)* and press on the green plus *(2)*.

gistration			
ompany Details Business Cla	ssifications Supplier Code of Conduct	Company Categories	
lassifications			
Please type in a keyword and click	"Search". To add a classification, use the "+"	'icon.	
grants			<b>1</b> Search Clear
Category	Title		
	Grants Applicants		+ 2
Category		Title	
			Register My Compar



### **Registration process – V**

You need to choose the 'YES' option under the Supplier Code of Conduct tab to proceed.

Registration					
Company Details	Business Classifications	Supplier Code of Conduct	Company Categories		
Please confirm that you	u have read the Supplier Code	of Conduct stored under Supplie	er Guidance tab (link: https:/	/in-tendhost.co.uk/icmpd/aspx/Bu	uyerProfiles)
* Read and acknowle	dged :	🤫 YES			
					Register My Company
Key: * Mandatory					



### **Registration process – VI**

In the Company Categories tab you are able to tick any of the categories that apply to your organisation.

Once you have completed the required information click on *Register My Company (1)*.

Company Details	Business Classifications	Supplier Code of Conduct	Company Categories		
Company Catego	ories				
Micro Organisat     Small Organisat     Medium-sized C     Large Organisat     Black and Minoi     Companies Own     Community and     Community Inte     Social Enterprise     Environmentalle     Fair Trade suppl     Civil Society Org     Enterprise     Non-Government	tion (<10 Employees) tion (10-49 employees) Organisation (50-249 employee tion (250+ employees) rity Ethnic Organisations (BME ned or Managed by Women I Voluntary Organisations (CVC arest Companies (CIC) e Partnership es (SE) y Friendly suppliers (and produ liers (and products) ganisation (CSO)	15) ) ) cts)			
Not Applicable	(NA)				
Key: * Mandatory				1	Register My Company



### **Registration – VII**

Once registration is complete, the system will then thank you for registering and inform you that your details are being processed.

egistration Complete					
Thank you for registerin	5				
Thank you for registering wit	the ICMPD electronic	endering web site.			
Confirmation E-Mail					
Confirmation E-Mail Your details are awaiting pro	essing, and each contact	will be sent an email to c	onfirm their registration h	as been accepted.	
Confirmation E-Mail Your details are awaiting pro These e-mails will contain the	essing, and each contact automatically system ge	will be sent an email to c nerated User ID, as well :	onfirm their registration h as a reminder of the e-mai	as been accepted. address.	

Shortly after you will receive an email\* with confirmation of your registration.

\*Some systems may send a verification email containing a one-time entry security code. In such cases the verification email will contain a secure link which may be used in conjunction with the security code provided.



### **Registration - VIII Troubleshooting**



If your company has already been registered by another user *or* the system detects duplicate information from an existing account, then you may receive an error message.

If this happens, there are two options available to allow you to resolve this:

1.Contact the user specified against the organisation that is already registered and ask them to add you as an additional user to the existing company account.

2.If the user registered against the account has left your organisation you can contact IMCPD directly **grants@icmpd.org** or call us on **+43 1 504 4677 0** to arrange for a guest user login and recovery of the



### **Managing your Details – Company Details**

If you need to update your organisation information you can do this by logging into the system and navigating to the *Company Details (1)* section on the top menu bar.

From here you can edit/add information regarding the company, contact details, company documents and business classifications.

🛠 Home	Supplier Guidance	e 🔽 Messages	🖹 Grants Applicatio	ns 📄 Tenders	<ul> <li>Company Details</li> </ul>	🕑 Help	🕞 Logout
Company	Details						
Details	Documents	Business Categories	Contact Details				
Addres	s Company	Banking Insu	rance Other	Accreditation	Categories Summa	ary	
Compar	ny Name :	Test Company 3					
Other N	lame :						
Address	Line 1 :	Test Street					
Address	Line 2 :	12					
Town/C	ity :	Test City					
County/	'State :						
Postcod	e/Zip :	123455					
Country	<i>'</i> :	Austria					~
Organis	ation Structure :	Please select an	item				~
Telepho	ne :	123123					
-		120120					
Fax:							

1



### Account Locked Out – I

The system will only allow for three bad login attempts.

If you are unsure of the password then the Forgotten Details (1) button can be used to recover the password via the email address that you registered against.

If the password is entered incorrect three consecutive times then your account will become locked out (2).



- To gain full access to this web site you must register your <u>company / organisation</u> using the Register option.
- When your registration has been accepted, you will receive an email containing your Login Information.

times will result in your account being

locked



### Account Locked Out – II

If you are locked out of your account then follow the on screen instructions to unlock your account and reset your password. Clicking *Unlock Account (3)* will send an email with an account recovery link.

Welcome to the ICMPD electronic	Your account has been locked.	Login
<ul><li>From this web site you can</li><li>View a list of tenders/contracts/quotations.</li></ul>	Your account has been locked. To unlock your account click the Unlock Account button below.	Email Address
<ul> <li>View information on contracts that have already be</li> <li>Express interest in a particular tender or quotation</li> </ul>	3 Unlock Account Close	Password
<ul> <li>Receive tender and/or quotation documentation.</li> <li>Safely return your tender or quotation documents.</li> <li>Send and receive correspondence</li> </ul>		Your account has been locked.
How do I get started?		Login Forgotten Details

When you receive the recovery email, please click the secure link which will take you to the access password recovery screen.

Once you have unlocked your account, you can log into the system by clicking the *Home* link and entering your updated login details.



### **Call for Proposals Opportunities – I**

There are two possible ways of taking part in a Call for Proposals on the platform:

- 1. Browsing the list of Call for Proposals under *Grants applications (1)* and expressing your interest.
- 2. Direct invitation from ICMPD.

To view the details of a Call for Proposals, click on *View details (2)* 





## The "1.Call for Proposals" for the MMD III – Grant Facility will be listed in the "Grant Applications" tab.

MMD III - Gra - Mécanisme d	nt Facility_1.Call for Proposals /MMD III le subvention_1.Appel à propositions	Date documents can be requested until: 17 Jun 2024 17:00 (UTC +02:00) Central European Daylight Time
	MMD III - Grant Facility - 1. Call for Proposals	
	The Call for Proposals Guidelines and all other releva for download upon your registration and expression (	nt documents (annexes and contract templates) are available of interest.
	The Call for Proposals Guidelines are also available for https://www.icmpd.org/work-with-us/grants/calls-fo	or download on the ICMPD homepage: r-proposals
	(The English version shall always prevail in case of an its French translation.)	y discrepancy or inconsistency between English version and
	***Translation in French follows***	
Description	MMD III - Mécanisme de subvention - 1. Appel à prop	ositions
2 and particular	Les directives de l'appel à propositions et tous les aut sont disponibles au téléchargement après votre inscr	res documents pertinents (annexes et modèles de contrat) iption et expression d'intérêt.
	Les directives de l'appel à propositions sont égalemer l'ICMPD : https://www.icmpd.org/work-with-us/gran	nt disponibles au téléchargement sur la page d'accueil de ts/calls-for-proposals
	(La version anglaise prévaudra toujours en cas de dive traduction en français.)	argence ou d'incohérence entre la version anglaise et sa
Customer	International Centre for Migration Policy Developme	int (ICMPD)
		View Details



### **Call for Proposals Opportunities – II**

#### To take part in the Call for Proposals opportunity click *Express Interest (1)*

1MD III - Grant Facility_1.Cal	l for Proposals /MMD III - Mécanisme de subvention_1.Appel à propositions
Title :	MMD III - Grant Facility_1.Call for Proposals /MMD III - Mécanisme de subvention_1.Appel à propositions
Reference :	ICMPD/2024/1/MMD/GF/AU
	MMD III - Grant Facility - 1. Call for Proposals
	The Call for Proposals Guidelines and all other relevant documents (annexes and contract templates) are available for download upon your registration and expression of interest.
	The Call for Proposals Guidelines are also available for download on the ICMPD homepage: https://www.icmpd.org/wo with-us/grants/calls-for-proposals
	(The English version shall always prevail in case of any discrepancy or inconsistency between English version and its Fre translation.)
	***Translation in French follows***
Descriptions	MMD III - Mécanisme de subvention - 1. Appel à propositions
Description :	Les directives de l'appel à propositions et tous les autres documents pertinents (annexes et modèles de contrat) sont disponibles au téléchargement après votre inscription et expression d'intérêt.
	Les directives de l'appel à propositions sont également disponibles au téléchargement sur la page d'accueil de l'ICMPD https://www.icmpd.org/work-with-us/grants/calls-for-proposals
	(La version anglaise prévaudra toujours en cas de divergence ou d'incohérence entre la version anglaise et sa traductior français.)
Customer :	International Centre for Migration Policy Development (ICMPD)
Process :	Grants Procedure
Directive :	Grants Procedure
Procedure :	Grants Procedure (Open Call For Proposals)

**Note:** If you are invited by ICMPD to take part in a restricted Call for Proposals, you should receive an automated email alert containing the name of the Call for Proposals. You will need to login into the system and access this project from the *Grants Applications* section.



### **Call for Proposals Opportunities – III**

If you are not logged in or you have not registered on the platform yet, the system will prompt you to *Login (1)* or *Register (2)* an account.

Formation
Details



### **Call for Proposals Management – I**

Once you expressed your interest, you can access the section "Call for Proposals" management that contains all the required information for taking part in the Calls for Proposals.

#### Key Information:

- (1) Current status of your **1** application (return)
- (2) Correspondence
- (3) Clarifications
- (4) *Time remaining*
- (5) Current time of the Call for Proposals time zone

our return has been opened by us		
Tender Grant Applications Co	orrespondence (1) Clarifications (1) History	
How To Attach & Submit Document	ts <mark>2 3</mark>	
<ul> <li>3. To attach additional documents These will then appear in the My To</li> </ul>	you wish to submit as part of your tender return, click the Attach Documer fender Return section.	ts button under the My Tender Return section (if available).
NOTE : Large files may take some t	ime to upload. ie above steps and are ready to submit your tender return, click the red Sub	mit Return at the bottom of this page.
NOTE : Large files may take some t  4. When you have completed all th  Tender Deadline Information  Tender Deadline :	time to upload. the above steps and are ready to submit your tender return, click the red Sub	mit Return at the bottom of this page.
NOTE : Large files may take some t   4. When you have completed all th  Tender Deadline Information  Tender Deadline : Local Tender Deadline :	In to upload.     Ine above steps and are ready to submit your tender return, click the red Sub     I7 Jun 2024 17:00:00     I7 Jun 2024 17:00:00	mit Return at the bottom of this page.
NOTE : Large files may take some t  4. When you have completed all th  Tender Deadline Information  Tender Deadline : Local Tender Deadline :  Time Remaining :	In the to upload.     In a bove steps and are ready to submit your tender return, click the red Sub     If Jun 2024 17:00:00     If Jun 2024 17:00:00     TWeeks 3 Days 35 Minutes 16 Seconds	mit Return at the bottom of this page.
NOTE : Large files may take some t  4. When you have completed all th  Tender Deadline Information  Tender Deadline :  Local Tender Deadline :  Time Remaining :  Tender Time :	Image: to upload.         Image: to upload. <t< td=""><td>(UTC +02:00) Central European Daylight Time</td></t<>	(UTC +02:00) Central European Daylight Time



### **Call for Proposals Management – II – Opt in**

#### Key Information continued:

(6) Opt in or Opt out the Call for Proposals

If you plan to apply for a specific Call for Proposals, you must «Opt in».

Confirmation of Your Involvement	
Please ensure that you inform us of your decision to partic	ipate. To submit a response, you will be required to Opt In.
<b>Opt In-</b> This will confirm to us of your involvement and you <b>Opt Out-</b> This will confirm to us that you are not submittin communication. You will be able to opt back in at any point	ur intention to submit a return. Ig a return. You will be able to provide a reason as to your decision and have the option to cease any system-generated t.
6	Opt In Opt Out



### **Call for Proposals Management – III – Download Documents**

#### Key Information (continued):

(7) Download: Download the Call for Proposals documents (Guidelines, Annexes, etc.)

Tender Documents Received - Main	Description	Options
MMD III_1.Call for Proposals_Guidelines for Applicants_EN.pdf	Call for Proposals Guidelines (EN)	View Download 7
MMD III_1.Call for Proposals_Guidelines for Applicants_FR.pdf	Directives pour l'appel à propositions (FR)	View Download
MMD III_1.CfP_Annex A_Concept Note Application Form_EN.docx	Concept Note Application Form (EN)	View Download
MMD III_1.CfP_Annex A_Concept Note Application Form_FR.docx	Demande de Note Conceptuelle (FR)	, View J Download
Annex_B_Legal Entity Form_EN.pdf	Legal Entity Form (EN)	, View Download
Annex-B_Legal Entity Form_EN & FR.pdf	Fiche Entite Legale (Bilingue) / Legal Entity Form (Bilingual)	View Download
MMD III_1.CfP_Annex C_Full Application_Form_EN.docx	Full Application Form (EN)	View Download
MMD III_1. CfP_Annex C_Full Application Form_FR.docx	Formulaire de Demande Complète (FR)	View Download
Annex_D_Budget_Template_EN.xlsx	Budget Template (EN)	View Download
Annex D_Budget_FR.xlsx	Modèle de budget (FR)	View Download



### **Call for Proposals Management – IV – Upload Documents**

Key Information continued: (9) Upload document: Upload a specific document\* (10) Upload document: Upload a general document\*

\* Optional items subject to Call for Proposals

Documents need to be uploaded in to support your application and should be uploaded into the system as indicated by ICMPD.

General documents (if option available) may be added when clicking *Upload File (10)* 

Description	Options
Annex A_Concept Note Application Form/ Annexe A – Formulaire De Note Conceptuelle (Please upload ias signed PDF. / Veuillez télécharger en tant que PDF signé.)	Upload Document 9
Annex A_Concept Note Application Form/ Annexe A – Formulaire De Note Conceptuelle (Please upload in WORD format/ (Veuillez télécharger au format WORD.)	Upload Document
Annex B - Legal Entity Form / Annexe B - Entité Légale (Please upload as signed PDF / Veuillez télécharger en tant que PDF signé)	Upload Document
The statutes or articles of association of the Lead Applicant, (if any) of each co-applicant (scanned and signed PDF) /Le statut d'association du demandeur principal, (le cas échéant) de chaque codemandeur (PDF numérisé et signé)	Upload Document
s you wish to add to the My Tender Return section above using the Atta NOTE : Large files can take some time to upload. uploaded by the Procurement Department. Please upload a document fi	ch Documents button below. or each mandatory placeholder before making a return.
	Annex A_Concept Note Application Form/ Annexe A – Formulaire De Note Conceptuelle (Please upload ias signed PDF, / Veuillez télécharger en tant que PDF signé.) Annex A_Concept Note Application Form/ Annexe A – Formulaire De Note Conceptuelle (Please upload in WORD format./ (Veuillez télécharger au format WORD.) Annex B - Legal Entity Form / Annexe B - Entité Légale (Please upload as signed PDF / Veuillez télécharger en tant que PDF signé) The statutes or articles of association of the Lead Applicant, (if any) of each co-applicant (scanned and signed PDF)./Le statut d'association du demandeur principal, (le cas échéant) de chaque codemandeur (PDF numérisé et signé)

Note: Any red Upload Document (9) button indicates that the document is <u>mandatory</u> and you will not be permitted to submit your application until the mandatory documents have been uploaded.



### **Call for Proposals Management – V – Submit Return**

Applicants are responsible for ensuring the completeness of their application, including all necessary information and documents, prior to submission.

Once the «submit return» button is clicked for this call for proposals (ICMPD/2024/1/MMD/GF/AU), no alterations or retrievals of the application will be possible!





### **Communication - Asking questions about a Call for Proposals** (Correspondence) I

nder Call for Proposal -	Documents Correspondence Clarifications History
se note: All date & time field	ts are being displayed using (UTC +02:00) Central Europe Daylight Time
vah	Please note : The correspondence area is only to be used for tender based queries, please see the help section for the technical
	contact details.
Sea	rch
eived	Create Correspondence
read	Create Correspondence Regarding
ad ow all	Steers None y 2
	Stage. None * Z
ter	+
	Subject: 3
tions	
	Message:
View Correspondence	
	Attachment Opt
	- There are currently no attachments for this correspondence -
	Add Attachment 4

(1) Questions regarding a specific Call for Proposals can be sent to the buyer from within the *Correspondence* tab of the tender.

(2) Choose the stage "Call for Proposals or Grant Applications".

(3) A subject and message can be created.

(4) File attachments should only be added if instructed by ICMPD.

(5) When complete, the correspondence message can be sent to ICMPD using the *Send* button.



# **Communication - Asking questions about a Call for Proposals (Receiving a Correspondence) II**

When ICMPD sends you a correspondence message you will receive an automated email notification. The correspondence message can be accessed from three places (1, 2, 3).





#### **Communications - Clarifications issued by ICMPD**

Clarifications may be published by ICMPD to inform all potential applicants of any material changes, missing information, or responses to clarifications questions that may have been received regarding the Call for Proposals. If a clarification has been published then you will be notified via email and can access the new information under the *Clarification (1)* tab within the Call for Proposals management area of the project.

(1) The clarifications tab will give access to all clarifications issued for this Call for Proposals. Select the required clarification to view the information. A paper clip icon indicates a file attachment which can be accessed through the 'Attachments Tab'.

**Note**: The clarification area of the portal is a one way messaging tool for ICMPD. Any questions relating to the content of a clarification should be made using the correspondence function.







#### Help & Support (Technical)

For technical queries relating to the use of this website, please contact support.

Email: <a href="mailto:support@in-tend.com">support@in-tend.com</a>

#### Help & Support (Contracting Authority/ICMPD)

For queries relating to your company details, registration or any information published through this website, please contact ICMPD at: <u>grants@icmpd.org</u>



### Thank you for your attention!