



**GOVERNMENT OF THE STATE OF PARAÍBA
SECRETARY OF STATE FOR HUMAN DEVELOPMENT
SECRETARY OF STATE FOR WOMEN AND HUMAN DIVERSITY
STATE COMMITTEE FOR THE CARE OF REFUGEES, STATELESS
PERSONS AND MIGRANTS**

PUBLIC NOTICE 01

The Government of the State of Paraíba, through the Secretary of State for Human Development (SEDH) and the Secretary of State for Women and Human Diversity (SEMDH), as coordinators of the State Committee for Attention to Refugee Populations, Migrants of Paraíba, makes public for the knowledge of those interested the **SIMPLIFIED PROCESS** to select 1 (one) Civil Society Organization (CSO) to compose 1 (one) seat as a full member and 1 (one) seat as an alternate member; and 2 (two) full and 2 (two) alternate representatives of refugees, stateless persons and migrants, with the aim of implementing public policies aimed at refugees, stateless persons and migrants in the state of Paraíba, as provided for in Decree No. 43.961 of August 7, 2023 and Decree No. 44.266 of October 26, 2023.

1. PRELIMINARY PROVISIONS

- 1.1 This call for tenders seeks to select members to take part in the meetings and activities of the aforementioned State Committee, as well as contributing technical knowledge and experience to the development of public policies for refugee, stateless and migrant populations.
- 1.2 SEDH and SEMDH have the right to cancel or rectify items in Simplified Selection Process, without any indemnity or compensation being due to the participants as a result.
- 1.3 The term of office of those selected will be two (2) years, renewable for the same period.
- 1.4 Populations, set up by Ordinance No. 281/2024/GS/SEDH.
- 1.5 Civil society organizations working to assist and protect refugees, stateless persons and migrants, in accordance with Decree 43.961/2023, may apply for a place, provided they meet the requirements set out in this Notice.
- 1.6 Each civil society organization (legal entity) must appoint one (1) full member and one (1) alternate member to replace them in their absence or impediment.
- 1.7 The selection process will observe the principles of publicity, and will encourage gender and ethnic-racial parity in its composition.
- 1.8 Candidates or Civil Society Organizations that fall into at least one of the following situations may not participate:

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I - Integrates, participates in or is a member of an organization already registered in the selection process in both simultaneous modalities;

II - Are not domiciled in Paraíba;

III - Is state-owned or subject to public law, except for professional councils, in the case of a Civil Society Organization;

IV - For profit;

V - Civil society organization that has been declared unfit or has a manager who has been convicted of a crime, misdemeanor or administrative impropriety, with a sentence that has not been extinguished for any legal reason.

2. REGISTRATION

2.1. Applications will be made exclusively by electronic means via the links below, from 16/12/2024 until 11:59 p.m. (Brasilia time) on 10/02/2025, containing all the documents set out in item 3 of this Notice.

2.1.1 Link to Form Registration Form Organizations Organizations Civil Civil Society Organizations: https://docs.google.com/forms/d/10AjIORQ-YAvIXvnju6_ZN3ig2M1PqjoFvO3aKxaBFsY/viewform?edit_requested=true.

2.1.2 Link to the Registration Form for Migrants, Refugees and Stateless Persons: https://docs.google.com/forms/d/1DmWyyJ9C5NR_495iv300t0SaFVsNfTNddzKL6HSAcNA/viewform?edit_requested=true.

2.2. Application documents will be submitted to the Selection Committee using an electronic form, to which the documents set out in item 3 must be attached.

2.3 Applications made after the time and date specified in item 2.1 will not be considered.

3. REGISTRATION DOCUMENTS

3.1 CIVIL SOCIETY ORGANIZATION

3.1.1 Applications from legal entities must be accompanied by the following documents, failing which the application will be rejected, under the terms of this Notice:

- a) Copy of the Articles of Association, Internal Regulations or Charter of Principles;
- b) Copy of the most recent Minutes of Election of the Board of Directors or a document identifying its members and their full names and CPF numbers;
- c) Activity report to prove the criteria defined in this Call for Proposals, which must be accompanied by supporting documents, such as publications produced by the institution (books, folders, newspapers, videos), journalistic articles, photos, etc;
- d) Motivation letter explaining why you are interested in taking part and the contribution you hope to make.



3.1.2 In addition, applications from legal entities may be accompanied by the following documents for scoring in accordance with Annex III of this notice.

- a) Proof of experience in social participation processes related to migrants, refugees and stateless persons: Copies of certificates, declarations of participation in councils, committees, conferences, forums, public hearings and awards.
- b) Proof of experience in carrying out programs, projects and activities to prevent the violation of the rights of migrants, refugees and stateless persons: Copy of certificate, declaration from a public authority or schedule of events. Reports, articles and news items attesting to the organization of activities by the candidates.
- c) Proof of experience in preparing and/or participating in research, plans and/or programs to promote migrants, refugees and stateless persons: Copy of certificate, declaration from public authority, statements, event schedule and/or photos attesting to preparation and/or participation (courses, social mobilization, commissions, state plans, among others).
- d) Proof of the production of information materials, studies and campaigns on the promotion of migrants, refugees and stateless persons: Copies of publications such as books, booklets, magazines, journals, teaching materials, articles, audios and videos produced by the organization.

3.1.3 According to the provisions of this notice, the composition of the Paraíba State Committee for Attention to Refugee, Stateless and Migrant Populations will observe gender and ethnic-racial parity, so it is suggested that, for candidacies from civil society organizations, the nomination of women and/or LGBTQIAP+, and/or a self-declared black, brown or indigenous person and/or person with a disability, between titular and alternate, be observed, which must be done on the registration form.

3.2. REPRESENTATIVES OF REFUGEES, STATELESS PERSONS AND MIGRANTS

3.2.1 Applications from individuals must be accompanied by the following documents, failing which the application will be rejected, under the terms of this Notice:

- a) Copy of identification document and proof of migration status, with photo (Refugee Protocol, RNM, DPRNM).
- b) Copy of CPF.
- c) Proof of Residence.
- d) Motivation letter or video of up to 3 minutes, explaining the interest in participating and the contribution expected.



3.2.2 In addition, applications from individuals may be accompanied by the following documents for scoring in accordance with Annex III of this notice.

- a) Proof of experience in social participation processes related to migrants, refugees and stateless persons: Copies of certificates, declarations of participation in councils, conferences, committees, forums, public hearings and awards.
- b) Proof of experience in carrying out activities to prevent violations of the rights of migrants, refugees and stateless persons: Copy of a certificate, declaration from a public authority or event program. Reports, articles and news that attest to the organization of the activities by the candidates.
- c) Proof of experience by sending academic qualifications and/or proof of professional experience in the field of migration issues: Copy of degree certificates or proof of professional experience specifically in the field of migrants, refugees and stateless persons.

4. ANALYSIS AND APPROVAL OF APPLICATIONS

4.1 The Selection Committee responsible for analyzing and deciding on applications and the documentation submitted, in accordance with the provisions of this notice.

4.2 The Selection Committee must publish the list of accepted and rejected applications on the date set out in the calendar in Annex I of this Notice.

4.3 The decision to accept or reject applications may be appealed to the Selection Committee within two (2) working days of the publication of the decision to accept or reject the application, which must be sent to the email address comitemigrantespb@gmail.com , containing the form available in Annex II and the documents required for proof.

4.4 Appeals or requests to challenge the decision to accept or reject applications will be dealt with by the Selection Committee.

4.5 The Selection Committee may accept or reject any application for registration, subject to any appeal or request for objection.

4.6 In the event of a remediable flaw in the documentation, omission or inaccuracy of the information, the interested party will be sent a request for diligence, to be answered within a maximum of two (2) working days after it has been sent, failing which the application will be rejected.

4.7 The final result of the applications will be published by the Selection Committee on the Secretariat's website of State of Human Development, through the link <https://paraiba.pb.gov.br/diretas/secretaria-de-desenvolvimento-humano/conteudo-de-links/editais1-1> on 14/02/2025.

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5. SELECTION

5.1 Representations of refugees, stateless persons and migrants and Civil Society Organizations that fail to send the relevant documentation and/or media (as provided for in item 3 of this notice) will be automatically eliminated.

5.2 After sending the documents and/or media relevant to the application, the representatives of the Selection Committee will evaluate the documents and establish a ranking by score, according to the criteria set out in Annex III:

5.2.1 The first-placed Civil Society Organization, in accordance with the ranking order, will appoint the incumbent and alternate.

5.2.2 The first and second place selected by score, representing migrants, stateless persons and refugees, will be the committee's full members. The third and fourth places will be the alternates. One (1) seat and one (1) alternate seat will be reserved for Venezuelan refugees of the Warao ethnic group.

6. SELECTION RESULTS

6.1 The final result of the selection will be published on 25/02/2024 on the website of the Secretary of State for Human Development, via the link: <https://paraiba.pb.gov.br/diretas/secretaria-de-desenvolvimento-humano/editais1-1>.

6.2 The notice, as well as the final results of the selection of civil society members and migrant, refugee and stateless representatives, will be made public in the Official Gazette of Paraíba and on the website of the Secretariat for Human Development, and it is the sole responsibility of those interested to follow up on the information.

6.3 Participants may appeal to the Selection Committee regarding the result of the selection using the electronic form provided in Annex II of this notice.

6.3.1 Appeals must be clear, consistent and objective in their request, stating the reasons why the result obtained is to be reviewed, failing which the appeal will automatically be rejected;

6.3.2 Appeals lodged after the deadline indicated in the Timetable will be considered untimely and rejected;

6.3.3 Appeals whose content disrespects the Examining Board will be preliminarily rejected;

6.3.4 Under no circumstances will requests to review appeals be accepted.

6.4 The result of the judgment of appeals against the selection result will be published by the Selection Committee on the website of the Secretary of State for Human Development, according to the schedule set out in Annex I of this Notice.

6.5 The dates and periods established in the timetable set out in Annex I to this Notice may be subject to change, according to the needs and convenience of the Selection Committee, without prior notice.

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7. FINAL PROVISIONS

- 7.1 If, at the end of the registration period, the number of applicants is less than the number of places provided for in item 1.1, registration may be extended and/or
- 7.2 The results, notices of any extensions and other news about this selection process will be published on the website of the State Secretariat for Human Development, without prejudice to publication in the Official State Gazette, and it is the sole responsibility of interested parties to monitor the information.
- 7.3 Once the extension provided for in item 7.1 has expired, the selection will continue with the number of approved registrations.
- 7.4 Registration for this selection process implies tacit acceptance of the rules in this Notice and the relevant and applicable legislation.
- 7.5 Any cases not covered by this Notice will be resolved by the Selection Committee.



ANNEX I

SCHEDULE

ACTIVITY	DATE
Registration period	16/12/2024 a 10/02/2025
Publication of registration approval	14/02/2025
Period of appeals against the approval of registrations	15 a 17/02/2025
Result of appeals from the registration stage	19/02/2025
Publication of selection results	19/02/2025
Period for lodging an appeal against the selection result	20 a 22/02/2025
Publication of the results of the appeals against the selection results	24/02/2025
Final selection approved	25/02/2025



ANNEX II

REQUEST TO LODGE AN APPEAL

I, _____, duly enrolled in
PUBLIC CALL NOTICE No. 01, for the position of _____
hereby request a re-examination of the preliminary results of the Simplified Selection Process,
published on __/__/____, based on the following arguments:

João Pessoa, _____ of _____ of 2024.

ANNEX III

SCORING TABLE

The selection criteria for the Civil Society Organization will take into account, in a classificatory manner, the total score of the requirements, as set out in the table below:

Prerequisites	Evidence	Maximum score
Proof of a corporate purpose linked to the Committee's area of activity.	Registered bylaws.	Eliminatory item.
Proof of work at state or regional level to promote and respect the rights of migrants, refugees and stateless persons.	Documents should be sent that prove actions on the inclusion of migrants, refugees and stateless people in Paraíba. These are supporting instruments for the actions described, such as dated website records, reports, photos, newspaper articles, official statements attesting to the scope and period of time performance of the candidates.	Eliminatory item.
General questions	Evidence	Scoring per item and maximum
Proof of experience in social participation processes related to migrants, refugees and stateless persons.	Copies of certificates, declarations of participation in councils, committees, conferences, forums, public hearings and awards.	Score per item of 4 (four) points, maximum of 12 (twelve) points for proven experience.
Proof of experience in carrying out programs, projects and activities to prevent violations of the rights of migrants, refugees and stateless persons.	Copy of certificate, declaration from public authority or event program. Reports, articles and news that attest to the organization of the activities by the candidates.	Score per item of 1 (one) point (per year), maximum of 6 (six) points for proven experience.
Proof of experience in drawing up and/or participating in research, plans and/or programs to promote migrants, refugees and other people stateless.	Copy of certificate, declaration from public authority, statements, event program and/or photos, attesting to the preparation and/or participation (courses, social mobilization...),	Score per item of 1 (one) point, maximum of 6 (six) points for proven experience.



	commissions, state plans, among others).	
Proof of the production of information materials, studies and campaigns on the promotion of migrants, refugees and stateless.	Copies of publications such as books, booklets, magazines, journals, teaching materials, articles, audios and videos produced by the organization.	Score per item of 1 (one) point, maximum of 6 (six) points for proven experience.
Total		30 (thirty) points

The selection criteria for the "individual" category will take into account the total score of the questions, as shown in the table below:

Prerequisites	Evidence	Maximum score
Sending the documentation listed in item 3.2.	Personal documents for registration	Eliminatory item.
Motivation letter and/or video (maximum 3 minutes, explaining the interest in participating and the contribution expected)	Documentation by motivation letter in pdf or video.	Eliminatory item, with a maximum of 10 (ten) points.
General questions	Evidence	Score per item and maximum
Proof of experience in social participation processes related to migrants, refugees and stateless persons.	Copies of certificates, declarations of participation in councils, conferences, committees, forums, hearings and awards.	Score per item of 4 (four) points, maximum 12 (twelve) points for proven experience.
Proof of experience in carrying out activities to prevent violations of the rights of migrants, refugees and stateless persons.	Copy of certificate, declaration from public authority or event program. Reports, articles and news that attest to the organization of the activities by the candidates.	Score 1 (one) point per item, maximum 4 (four) points for proven experience.



Prove experience by sending academic qualifications and proof and/or proof of professional experience in migration issues.	Copies of degree certificates or proof of professional experience specifically working on the issue of migrants, refugees and stateless persons.	Score 1 (one) point per item, maximum 4 (four) points for proven experience.
Total		30 points