

Capacity Development for Entrepreneurship Ecosystem Institutions Grant Scheme

ICMPD/2021/5/ENHANCER/LEI/TUR

Clarification No 2 / Questions and Answers

ICMPD would like to indicate that the deadline for asking clarifications was 06/08/2021 / 17h00, and this Q&A compiles all questions received.

Note 1: Most of the questions that have been received concerning this call for proposals can be answered by **carefully reading** the Guidelines for Grant Applicants (Guidelines).

Note 2: Please note that in the interest of equal treatment of applicants, the Contracting Authority does not give a prior opinion on the eligibility of a lead applicant, a co-applicant, an action or specific activities (Please see section 2.2.5 of the Guidelines).

General Issues

Question 1: Can only Syrians benefit from the grant, or only Turkish citizens?

Answer 1: Within this call for proposals, support will be given to institutions, not to individual citizens. The final beneficiaries of the call for proposals are SuTP and LHC entrepreneurs that will benefit from the common use facility.

The specific objective of this call for proposals is creating new or enhancing current Local Common Use Facilities as critical focal point as entrepreneurial hubs/community centres in which SuTPs and LHCs peers can interact and have access to several services they need. The project proposals should address this specific objective.

Question 2: What is the minimum and maximum project budget?

Answer 2: Please refer to Guidelines for Applicants Section 1.3 which states;

Size of grants

Any grant requested under this call for proposals must fall between the following minimum and maximum amounts:

- minimum amount: EUR 10 000
- maximum amount: EUR 30 000

Question 3: Can we apply with two or three different project proposals?

Answer 3: Please refer to Important Note 3 of the Guidelines for Applicants which states *“Please note that lead and co-applicants can only be signatory of one grant scheme contract under ENHANCER project. This note does not exhaust the possibility of applying for more than one call for proposals. However, note that in case awarded with several grant schemes, the lead and co-applicants can sign only one grant contract.”*

Eligibility of applicants (i.e. lead applicants, co-applicants)

(Section 2.1.1 and 2.1.2 of the guidelines)

Is a particular entity or type of entity eligible (various questions with similar content)?

Question 4: Social Assistance and Solidarity Foundations are defined in the law as legal entities working for public benefit. Can we apply for this program on behalf of the X Social Assistance and Solidarity Foundation?

Question 5: X Provincial Sheep and Goat Breeders' Association is a non-profit organization. There is also an economic enterprise belonging to the Union. Can we apply to the ENHANCER Project?

Answer 4-5: Please note that in the interest of equal treatment of applicants, the contracting authority does not give a prior opinion on the eligibility of a lead applicant or a co-applicant (Please see section 2.2.5 of the Guidelines).

However, please also note that the eligibility of applicants is defined exhaustively in the Guidelines, i.e. it is clearly defined which entities are eligible. Please review these sections carefully before applying.

Question 6: We as X NGO thinking to apply for “Capacity Development for Entrepreneurship Ecosystem Institutions Grant Scheme Programme” and we would be highly appreciated to find out if X NGO is eligible to make application. We checked the guideline and link you referred. However, it is not clear the term NGO refers to INGOs registered in Turkey from the guideline. We would be appreciated if you could clarify our question.

Answer 6: The answers to your question can be found in the Call for Proposals Guideline, under section “2.1.1. Eligibility of the Applicants “. NGO’s that are **officially registered** in Turkey and satisfy the Eligibility Criteria specified in section 2.1.1 would be eligible to apply.

Question 7: Are the "individual commercial enterprises and groups of enterprises" mentioned in the following statement in the CfP guidelines are admissible for all individual business enterprises and business groups, all sole proprietorships, limited and joint-stock companies?

“Individual commercial enterprises or groups of enterprises are not eligible as lead applicants/co-applicant(s) under this Call for Proposals. However, where relevant, they may participate as associates.”

Question 8: *The guideline includes the following statement for eligible applicants and co-applicants; “Individual commercial enterprises or groups of enterprises are not eligible as lead applicants/co-applicant(s) under this Call for Proposals.” What is exactly meant by “Individual commercial enterprises or groups of enterprises”? Also in the Turkish guide, it is expressed as “Individual commercial enterprises or business groups”. Technology Transfer Office and Technology Development Zone etc. Does it mean all companies other than those mentioned (individual, limited liability company, joint stock company), or only private companies (limited and joint stock companies can also apply)?*

Answer 7-8: Please refer to Guidelines for Applicants, Section 2.1.1 regarding Eligibility of Applicants. The statement regarding 'ineligibility of applicants' reads 'Individual commercial enterprises or groups of enterprises are not eligible as lead applicants/co-applicant(s) under this Call for Proposals. However, where relevant, they may participate as associates.' Therefore, **all profit-making enterprises**, individual companies, sole proprietary businesses, Limited companies, holdings etc. are ineligible as Lead or co-applicants.

Eligibility of actions (Section 2.1.3 of the Guidelines)

Question 9: **Do you provide information on eligible activities?**

Answer 9: Please refer to section 2.1.3 of the Guidelines where non-exhaustive list of eligible actions and activities are listed.

Question 10: **What kind of support do you provide for the sales of the private companies abroad, for example, to sites such as amazon e-bay, by obtaining brand protection and having the product manufactured by company A.**

Answer 10: Please note that in the interest of equal treatment of applicants, the contracting authority does not give a prior opinion on the eligibility of a lead applicant or a co-applicant (Please see section 2.2.5 of the Guidelines). In addition, please refer to section 2.1.3 of the Guidelines where non-exhaustive list of eligible actions and activities are listed.

However, please also note that the eligibility of applicants is defined exhaustively in the Guidelines, i.e. it is clearly defined which entities are eligible.

Eligibility of costs (Section 2.1.4 of the Guidelines) and

Financial Issues

Question 11: **The companies that are involved in the preparation process of the projects and provide services for the project preparation, consultancy etc. during the implementation phase. Are there any barriers to providing services?**

Answer 11: Please refer to Guidelines for Applicants Section 2.1.4, 'Eligibility of costs'. Eligible costs are actual costs incurred during the implementation of the Action. Costs incurred during preparation of the application cannot be included within the project budget.

Question 12: **Can companies providing services for project preparation enter its tenders during the implementation phase?**

Answer 12: Please refer to Guidelines for Applicants Section 2.1.4, 'Eligibility of costs'. In addition, you may wish to refer to Annex IV, 'Procurement by Grant Beneficiaries'.

Question 13: Can office rent and other bills be covered by the grant?

Answer 13: Please refer to section 2.1.4 of the Guidelines where eligible and ineligible costs are defined.

Question 14: I am a Syrian refugee. Can I be budgeted as a project coordinator?

Answer 14: The cost of staff assigned to the action is eligible as defined under the section 2.1.4 of the Guidelines.

Please be informed that the individual costs or budget items included in the budget cannot be separated as co-financing of the beneficiary and the contribution of the ICMPD. The co-financing rate applies to the overall budget.

The staff of the applicant that is assigned to the project can be budgeted and can be employed in the project within the framework of the applicable law(s) to which they and their institutions are subject to. Percentage of the working time of the staff that is assigned to project should be specified and justified in the relevant sections of the budget.

Application Process

(Section 2.2 of the Guidelines)

Question 15: Within the evaluation table, a threshold score is defined (12 points) for section 1. Is there a similar threshold for the 'relevance' section as well?

Answer 15: Please refer to Guidelines for Applicants, Section 2.3.2, regarding the Financial & Operational Capacity Check and Technical Evaluation. A threshold is set for Section 1 of the Evaluation Grid, regarding the Financial and operational capacity, which should be at least 12 points out of 20. There are no other thresholds set for other sections. Regarding the overall score, the total score received should be 65/100, otherwise the application will be rejected.

Question 16: If we need a parliamentary decision for `the decision of the lead applicant's and of each co-applicant (if any) managing bodies to implement the project with a nomination of the person(s) empowered to represent and sign and for the proof of signatures, do we need to follow up a template or do you have any sample template? I kindly ask your help on this subject.

Answer 16: Please kindly see section 2.2.2 of the Guidelines. Contracting Authority does not provide any template for the supporting documents in general.

Question 17: Should additional documents be translated into English? If so, do you need a sworn translator translation?

Answer 17: Please refer to Guidelines for Applicants Section 2.2.1 where details regarding applications are given. The documents shall be submitted in English. Unofficial translations would

be accepted for the supporting documents; however, the Contracting Authority reserves the right to request official translations during contracting process.

Question 18: What should be the financial balance sheet of an NGO for previous years? Are there any restrictions on that?

Answer 18: Please refer to Guidelines for Applicants Section 2.2.2. regarding Supporting Documents to be submitted, which reads 'A copy of the lead applicant's latest accounts (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed). A copy of the latest account is not required from (if any) the co-applicant(s).'

Even though there is no specific amount set for balance sheets, please note that the first part of the Evaluation Grid focuses on the 'Financial and Operational Capacity' of the Lead Applicant.

Question 19: We will upload the project documents to the system in digital environment, do we need to forward you the hard copies as well?

Answer 19: Please refer to Guidelines for Applicants Section 2.2.3 where details regarding applications are given. Applications (application form, other annexes and supporting documents) must be submitted on the ICMPD electronic Application Platform at <https://intendhost.co.uk/icmpd.aspx/Tenders/Appraisal> . Applications sent by any other means (e.g. by email or post) will be rejected.