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Contracting Authority: International Centre for Migration Policy
Development

Capacity Development for Entrepreneurship Ecosystem Institutions Grant Scheme

Guidelines
for Grant Applicants

Reference Number: ICMPD/2021/5/ENHANCER/LEI/TUR

Deadline for submission of application: 29/10/2021

~~Deadline for submission of application: 10/09/2021~~



NOTICE 1

This Grant Scheme Programme is funded under the project “Enhancement of Entrepreneurship Capacities for Sustainable Socio-Economic Integration (ENHANCER)” (IPA/2019/411-568) which is funded by European Union’s “Facility for Refugees in Turkey (FRiT)” programme and implemented by the International Centre for Migration Policy Development (ICMPD).

The implementation of ENHANCER Project is based on the established institutional framework between the Ministry of Industry and Technology, General Directorate of Development Agencies and the ICMPD.

This is a single-step call for proposals, where all documents shall be submitted together.

The ICMPD, as the Contracting Authority for the Grant Scheme Programme, is responsible for the administrative and financial implementation of the Grant Scheme. ICMPD has the ultimate responsibility for the correct use of grant funds and is responsible for managing the call for proposals, contracting and payment procedures.

NOTICE 2

Please note that only the original documents and forms that are published on ICMPD electronic Application Platform have legal validity. ICMPD has no responsibility for the application documents and forms published on any other platform. Applicants shall submit their applications by filling the original documents downloaded from the ICMPD electronic Application Platform at

<https://in-tendhost.co.uk/icmpd/asp/Tenders/Appraisal>.

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1. LOCAL SUPPORT PROGRAMME FOR LOCAL INSTITUTIONS GRANT SCHEME

1.1. BACKGROUND

The International Centre for Migration Policy Development (ICMPD) is an international organisation with 18 Member States and more than 380 staff members. Active in more than 90 countries worldwide, it takes a regional approach in its work to create efficient cooperation and partnerships along migration routes. Priority regions include Africa, Central and South Asia, Europe and the Middle East. Its three-pillar approach to migration management – structurally linking research, migration dialogues and capacity building – contributes to better migration policy development worldwide. The Vienna-based organisation has a mission in Brussels, a regional office in Malta and project offices in several countries. ICMPD receives funding from its Member States, the European Commission, the UN and other multilateral institutions, as well as bilateral donors. Founded in 1993, ICMPD holds UN observer status and cooperates with more than 700 partners including EU institutions and UN agencies. ICMPD has been supporting the government of Turkey's policy efforts and delivering technical assistance to address migration and refugee patterns in the country.

Turkey has become the country that hosts the biggest refugee population in the world as the number of Syrians under temporary protection (SuTPs) has reached 3.6 million. The Syrian population lives in rural and urban areas, densely in large cities in the South-Eastern Anatolia Region. Turkey continues to provide health & social services as well as education and employment opportunities for SuTPs under the framework of the Law on Foreigners and International Protection (Law No. 6458 of 2013) and its temporary protection directive. Besides, International Institutions support SuTPs and Turkey's efforts by developing various projects through the funds provided. As the Syrian crisis continues, there has been a shift from humanitarian aid perspective to the socio-economic integration and to support of SuTPs livelihoods. Accordingly, activities such as value chain analysis, labour market assessment studies and entrepreneurship supports have become more critical to identify their contribution for economic growth and job creation potential.

In this regard, ICMPD has started to implement the European Union funded "Enhancement of Entrepreneurship Capacities for Sustainable Socio-Economic Integration (ENHANCER) Project" in close cooperation with the General Directorate of Development Agencies under the Republic of Turkey Ministry of Industry and Technology as of January 2020. The EU Facility for Refugees in Turkey (FRiT) was established in 2016 in response to the European Council's call for significant additional funding to support Syrian refugees in Turkey. FRiT provides for a joint coordination mechanism, designed to ensure that the needs of refugees and host communities in Turkey addressed in a comprehensive and coordinated manner with a total of EUR 6 billion budget in two tranches.

The aim of the ENHANCER project seeks to enable the SuTPs and the local host communities (LHCs) in developing new and growing businesses to provide sustainable jobs and livelihoods and develop a sustainable enabling institutional environment. The framework consists of modular strategies and actions that can be tailored to different types of regional, sectoral and socio-cultural settings.

In that sense, the specific objectives of the project are defined as:

- (i) to increase the entrepreneurial activity of the SuTPs and the LHCs by providing an enabling environment and support in creation of new products and markets, which are tradable beyond the local market. This will be the entrepreneurial line focus of the project,
- (ii) Local entrepreneurial ecosystems are more effective and inclusive for the SuTPs and the LHCs. This will be the ecosystem line focus of the project,

(iii) Policy development related to socio-economic integration and coordination of the implementation of those policies are improved in a structured manner at the national, regional and local levels. This will be the policy line focus of the project.

(iv) Employment opportunities of the the SuTPs and local host communities increased through better services and reinforced ecosystem and economic actors within the prioritized sectors. This will be the job-creation line focus of the project.

The Project operates in 11 provinces including İstanbul, Şanlıurfa, Gaziantep, Adana, Mersin, Bursa, İzmir, Ankara, Konya, Kayseri, and Hatay. Approximately EUR 17.1 million are allocated for grant support to entrepreneurs and local institutions out of the total EUR 32.5 million project budget. EUR 3 million will be allocated to the competitive grants for Local Support Programmes for Local Institutions in total, under the ENHANCER project.

The Project has a crucial role for SuTPs to establish and develop their businesses, to integrate into socio-economic ecosystem by participating in the workforce, providing their livelihoods, as well as to contribute to the local economy by creating additional employment and paying taxes. About more than 7 000 Syrian businesses still contribute to the local production, exports and employment, with an average of 9 employees per business¹.

The project aims to form a mission-oriented and place-based enabling ecosystem for collaborative entrepreneurship. This is particularly important not only for the potential entrepreneurs targeted by the project, but also for the existing businesses and start-ups in the provinces. Besides, enhancing the ecosystem in delivering better services will significantly contribute to the sustainability of the project especially in institutional and financial terms.

Products and services for the support initiative are determined by taking the skills of the SuTPs and their peer social groups into consideration in addition to the local economic structure. These products and services, beyond traditional products, may also include products and services that have the potential to expand the local market in an inclusive manner, such as social media content production, online training preparation, special traditional cooking courses, website design, customized clothing production and sales.

Instead of establishing a one-time support relation with the entrepreneur, the project considers the entrepreneur as a strategic stakeholder in the mid-term business development process and to this end, it incorporates services such as entrepreneurship training, financial support, mentoring and networking, by facilitating access to alternative financial resources. Additionally, technical and financial support will be provided as well to institutions in the local entrepreneurship ecosystem in order to ensure efficient and inclusive services for entrepreneurs.

The project addresses entrepreneurship with the understanding described above, alongside the context of international migration and local economic development. The intervention modality of the project requires policies and actions for enhancing entrepreneurship to be implemented not only to provide support, but also to improve institutional capacity and inter-agency relations, facilitating business establishment and development.

The Project will support entrepreneurs via financial and institutional means. The grant component will provide local support programmes for common use facilities, support programmes for entrepreneurial initiatives, and support programmes for local institutions.

This grant programme will be implemented in line with the Entrepreneurship **Ecosystem** activities of ENHANCER project.

¹ Building Markets (2018), Turkish-Syrian Business Partnerships: A Nascent Opportunity.

The Local Support Programmes for Local Institutions Grant Scheme will be implemented in cooperation with Ministry of Industry and Technology (MoIT) at national level and Ankara Development Agency (ANKARAKA), Çukurova Development Agency (ÇKA), Bursa Eskişehir Bilecik Development Agency (BEBKA), Doğu Akdeniz Development Agency (DOĞAKA), İstanbul Development Agency (İSTKA), İzmir Development Agency (İZKA), Mevlana Development Agency (MEVKA), Orta Anadolu Development Agency (ORAN), Ipekyolu Development Agency (IKA) and Karacadag Development Agency (KARACADAG) at the regional level, namely in Ankara, Adana, Bursa, Gaziantep, Hatay, İstanbul, İzmir, Kayseri, Konya, Mersin, and Sanliurfa.

1.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The **global objective** of this call for proposals is to strengthen capacity of local entrepreneurship ecosystem institutions in implementation of harmonious and inclusive migration policy based on innovation, entrepreneurship and human resources.

The **specific objective** of this call for proposals is eliminating lack of technical and human capacity of local entrepreneurship ecosystem institutions and increasing quality and efficiency of services provided for SuTP and LHC entrepreneurs.

The **priorities** of this call for proposals are:

- (i) creating and improving connections between ecosystem institutions in migrant inclusive entrepreneurship and socioeconomic inclusion,
- (ii) mobilizing wider groups of SuTPs and LHCs beyond entrepreneurs to get involved in economic life,
- (iii) strengthening organizational and human resources management strategies and practices of ecosystem institutions, with a view to improving socioeconomic integration of the SuTPs with the LHCs

IMPORTANT NOTE 1:

- Each application must cover minimum two out of three priorities.
- Proposals focusing: Cross-sectoral partnerships, particularly with private sector at both local and national levels, developing networks and partnerships between NGOs, awareness raising activities in the area of migrant sensitive business development services among their members will be positively assessed in the “relevance” section of the evaluation stage.

The **Target groups** of this call for proposals are: Local institutions such as universities, municipalities, business incubators, technoparks, local chambers of industry and trade, vocational training centres, organized industrial zones, technology development zones, NGOs serving SuTPs and LHCs etc.

The **Final Beneficiaries** of this call for proposals are: SuTP and LHC entrepreneurs that will benefit from the local institution. Gender equality should be taken into account when considering the final beneficiaries.

The priorities and eligible activities of this call for proposals were determined according to analysis of the data collected and field studies conducted within ENHANCER Project including:

Entrepreneur Information System (EIS): Sectoral distribution of the Syrian owned firms was analysed by the data gathered from Entrepreneur Information System of MoIT. 11303 firms which operate in 11 target provinces of the Project are classified according to their business sectors. The sectors which Syrian entrepreneurs concentrated and serve to the general targets of the project are identified by each province.

Entrepreneurship Ecosystem Survey: A survey launched in 11 provinces with more than 1500 participants including women and potential entrepreneurs from both SuTP and LHCs. With this study, the demographic

characteristics and professional competencies of SuTP entrepreneurs have been researched in order to know better and understand their characteristics. In addition, the fields of activity of existing businesses established by Syrian entrepreneurs and the sectors and target markets that potential entrepreneurs intend to enter have been aimed to be determined. In order to help for developing more effective policies, the awareness about the factors that make up the entrepreneurship ecosystem, the rates of benefiting from these factors, the rate of access to financing and similar indicators are examined. It was analyzed whether various factors related to the entrepreneurship ecosystem are sufficiently supportive for the businesses of SuTP and LHC entrepreneurs. Since the challenges and supports of the institutions, organizations and processes within the ecosystem directly affects the success of the entrepreneurs, the current situation and the opinions of the existing and potential entrepreneurs on these issues were examined. In addition, specific questions are asked in the survey for determining needs and expectations of entrepreneurs in order to design the Grant Schemes. **Information Meetings with Development Agencies:** Several meetings were held with Development Agencies for each province in order to share information on the sectors and value chains in which SuTP are employed, have entrepreneurial activities and the sectoral potentials of women and potential SuTP entrepreneurs which can be mobilized through interventions by the Project.

Local Entrepreneurship Analysis: In order to determine the crucial interventions required for upgrading the local level ecosystems, local entrepreneurship analyses are conducted for Ankara, İstanbul and İzmir provinces. Besides the data collected and survey study, these analyses conducted by making in-depth interview with existing and potential SuTP entrepreneurs and the principle entrepreneurship ecosystem institutions in each province. The findings of these analyses contributed to the determination of intervention areas for developing more inclusive ecosystem and gave insights to identification of target sectors and priorities of Grants Scheme.

1.3. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this call for proposals is EUR 3 000 000. The Contracting Authority reserves the right not to award all available funds.

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

Any grant requested under this call for proposals must fall between the following percentages of total eligible costs of the action:

- Minimum percentage: 75% of the total eligible costs of the action (see also Section 2.1.4).
- Maximum percentage: 90% of the total eligible costs of the action (see also Section 2.1.4).

The balance (i.e. the difference between the total cost of the action and the amount requested from the contracting authority) must be financed from sources other than ICMPD and the European Union.

Issuance of this Call for Proposals does not constitute an award or commitment on the part of ICMPD to make any awards, nor does it commit ICMPD to pay for costs incurred in the preparation and submission of an application.

2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this call.

2.1. ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

(1) the actors:

- The **'lead applicant'**, i.e. the entity submitting the application form (2.1.1),
- And if any, its **co-applicant(s)** (**where it is not specified otherwise the lead applicant and its co-applicant(s) are hereinafter jointly referred as 'applicant(s)'**) (2.1.1),

(2) the actions:

Actions for which a grant may be awarded (2.1.3);

(3) the costs:

- types of costs that may be taken into account in setting the amount of the grant (2.1.4).

2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s))

Lead applicant

(1) In order to be eligible for a grant, the lead applicant must:

- be a legal person **and**
- be directly responsible for the preparation and management of the action with if any co-applicant(s), preparation and management of the action with the co-applicant(s), not acting as an intermediary **and**
- be a specific type of organisation operating in Business Support and Entrepreneurship Development **and**
- be Chambers of Commerce & Industry, Chambers of Commodity Exchange **or** Unions and chambers of tradesmen and craftsmen, **or** Municipalities **or**
- be an organisation such as Common Use Facilities, Business Incubators, Entrepreneurship Centres, Vocational Training Centres (which are not affiliated to Ministry of Education and which are not part of formal education and linked to business support organisations or universities), Technoparks, Organized Industrial Zones, Technology Development Zones, Universities. (Legal entities exclusively refer to legal personalities defined by their respective laws: To be determined on the basis of the organisation's statutes, which should demonstrate that it has been established by an instrument governed by the Turkish national law.) **or**

- be an NGO² registered in Turkey³ **and**
- be established in Ankara, Adana, Bursa, Gaziantep, Hatay, Istanbul, Izmir, Kayseri, Konya, Mersin, or Şanlıurfa, Turkey.

The lead applicant may act individually or with co-applicant(s).

If awarded the grant contract, the lead applicant will become the beneficiary identified as the coordinator in Annex G (Special Conditions). The coordinator is the main interlocutor of the contracting authority. It represents and acts on behalf of any other co-beneficiary (if any) and coordinate the design and implementation of the action.

Co-applicant(s)

Co-applicants participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the lead applicant.

Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant.

Co-applicants must sign the mandate in Section 4 of the grant application form.

If awarded the grant contract, the co-applicant(s) (if any) will become beneficiary (ies) in the action (together with the coordinator).

(2) As a general principle, but in observance of the principle of proportionality, ICMPD shall exclude from participation applicants which were found in situations of:

- a. bankruptcy, insolvency or winding-up procedures;
- b. breach of obligations relating to the payment of taxes or social security contributions;
- c. grave professional misconduct, including mis-representation;
- d. fraud;
- e. corruption;
- f. conduct related to a criminal organisation;
- g. money laundering or terrorist financing;
- h. terrorist offences or offences linked to terrorist activities;
- i. child labour and other trafficking in human beings.

In this respect, lead applicants, co-applicants are obliged to declare that they are not in one of the exclusion situations through a signed declaration on honour (Annex F).

Applicants included in the lists of EU restrictive measures⁴ at the moment of the award decision cannot be awarded the contract⁵.

(3) Please note that:

² Non-governmental organization is an organization: i) which is independent of the state as regards to its establishment and appointment of its personnel and administrators, ii) which has an autonomous and democratic structure in its financial and administrative affairs, iii) which is a non-profit legal entity.

³ NGOs must demonstrate their working field abovementioned by submitting their statutes, law, articles of structure and any proof document demonstrating their project experience, protocols etc.

⁴ <https://ec.europa.eu/europeaid/prag/document.do?nodeNumber=2.4>

⁵ The updated lists of sanctions are available at www.sanctionsmap.eu.

Please note that the sanctions map is an IT tool for identifying the sanctions regimes. The source of the sanctions stems from legal acts published in the Official Journal (OJ). In case of discrepancy between the published legal acts and the updates on the website it is the OJ version that prevails.

- Political parties and their affiliated structures are not eligible as lead applicants/co-applicant(s) under this Call for Proposals.
- 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.
- Please note that provincial/regional/district directorates of central government cannot participate in this Call for Proposals as lead applicant or co-applicant; however, they may participate as associates.

2.1.2. Associates and contractors

The following entities are not applicants and do not have to sign the 'mandate for co-applicant(s)':

- Associates

Other organisations or individuals may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant. Associates do not have to meet the eligibility criteria referred to in Section 2.1.1.

- Contractors

The beneficiaries are permitted to award contracts. Associates cannot be also contractors in the project. Contractors are subject to the procurement rules set out in Annex IV to the grant contract.

2.1.3. Eligible actions: actions for which an application may be made

Definition

An action is composed of a set of activities.

Duration

The initial planned duration of an action may not be less than 6 months nor exceed 12 months.

Sectors or themes

SuTP inclusive Entrepreneurship development.

Priorities

The priorities of this call for proposals are listed below. Please note that each application must cover minimum two out of three priorities.

- creating and improving connections between ecosystem institutions in migrant inclusive entrepreneurship and socioeconomic inclusion,
- mobilizing wider groups of SuTPs and LHCs beyond entrepreneurs to get involved in economic life,
- strengthening organizational and human resources management strategies and practices of ecosystem institutions, with a view to improving socioeconomic integration of the SuTPs with the LHCs

Location

Actions must take place in one of these provinces, Ankara, Adana, Bursa, Gaziantep, Hatay, Istanbul, Izmir, Kayseri, Konya, Mersin, or Şanlıurfa, Turkey.

Types of action

Types of actions, which may be financed under this call could be as follows Please note that **the below list is non-exhaustive list of eligible actions.**

- Improving project development and implementation capacity of the entrepreneurship ecosystem actors working in the area of migrant inclusive entrepreneurship and/or socioeconomic integration;
- Provision of digitalization services to migrant inclusive entrepreneurship initiatives;
- Developing and improving toolkits, manuals and other supporting material for provision of migrant inclusive entrepreneurship and business support services;
- Developing awareness raising and dissemination outreach activities for migrant inclusive entrepreneurship and/or business support services amongst the local entrepreneurship ecosystem actors;
- Promoting business support services to facilitate start-ups and scale-ups of enterprises established by SuTP and LHC member entrepreneurs;
- Strengthening the capacity of the organization working toward policy advocates engaging public opinion and/or influence decision-makers regarding the socio-economic integration of SuTPs;
- Improving dissemination of best practices and expansion of best practices and/or outputs that may lead to profound societal and political changes.

Type project activities that can be conducted could be as follows. Those activities should collectively help achieve the objectives of this programme, which are specified in the Section 1.2. Please note that **the below list is non-exclusive list of eligible activities:**

- Provision of entrepreneurship trainings such as enhancing skills to staff on entrepreneurs' access to finance, legal and procedural information aiming to provide better services for SuTPs and LHC;
- Provision and dissemination of migration sensitive mentoring services (mechanisms) aiming at their integration in mentoring networks;
- Preparation of studies and e-learning materials related to the migrant friendly entrepreneurship curriculum in cooperation with relevant institutions and other stakeholders;
- Conducting training needs analysis on a sectoral basis for SuTP entrepreneurs in order to define the priority areas of interventions;
- Sharing good practices in the field of migrant friendly entrepreneurship area, developing tools and methods;
- Awareness raising activities for the private companies or (business environment) to increase their support and inclusion of entrepreneurs of the target SuTPs and LHC;
- Planning of activities for the development of coordination and cooperation mechanisms between social partners representing the businesses and SuTPs and LHC entrepreneurs in order to engage in joint activities aiming at creation of focus groups, work groups, online networks etc.;
- Organization of outreach activities involving target groups by using the social network having snowball effects on the target population;
- Expanding capacity of the established structures to promote actions, subject to this call for proposals;

- Promotion of awareness raising activities about legally/registered businesses and legal employment, covering costs related to registration of employment of workers in the related institutions;
- Promotion of vocational training activities and apprenticeship programmes accredited by the Turkish Authority to respond to the needs analysis of the industry in partnership with private sector in the province;

IMPORTANT NOTE 2

As it is specified in section 2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s)), the lead applicant must be directly responsible for the preparation of the action with the co-applicant(s) and affiliated entity(ies). In principle, proposed applications should be “original” and “unique” to the target group’s needs, problems, and be designed with proper solutions and implementation methodology. Therefore, this kind of applications may be considered copy – paste applications may be eliminated in the course of the evaluation process when the proposals present the same:

- a. scope of activity, wording or the same sentences differentiated only by rephrasing,
- b. content of the budget including the budget items, justification sheet etc. and/or;
- c. implementation modalities with only few differences such as the implementation place, name of lead applicant, co-applicant(s), affiliated entity(ies), and the number of target group.

In case multiple applications for the same project idea are submitted, duplicates may be rendered ineligible.

The following types of actions are ineligible:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses;
- actions already financed or in the process of being financed from state budget, other EU programmes, or other funds;
- one-off actions such as conferences, round tables, seminars or similar events. These actions can only be funded if they form part of a wider project.
- actions with costs incurred outside the contract period;
- profit-making activities;
- commercial activities;
- charitable donations;
- actions which are ideologically biased or partisan in nature;
- actions of supporting or linked to political parties;
- actions consisting solely of research, development of strategies, plans or other similar documents;

- grant making activities (i.e. the use of the grant to make further grants (financial or in-kind) or loans to other organizations or individuals such as for those who are establishing their businesses);
- infrastructure projects;
- procurement or lease of land, buildings or other similar facilities and structures;
- actions not covering at least two priorities of this call for proposals.

Financial support to third parties⁶

Applicants may not propose financial support to third parties.

Visibility

The beneficiary(ies) must take all necessary steps to ensure the visibility of ICMPD, the European Union as the donor, Ministry of Industry and Technology, and Development Agencies. The fact that the European Union has financed the action under the FRiT programme has to be publicised by the beneficiary.

The beneficiary(ies) shall mention the title of the Action and the Contracting Authority as well as the European Union's financial contribution in information given to the final recipients of the Action, in its internal and annual reports, and in any dealings with the media. It shall display the Contracting Authority, Ministry of Industry and Technology and European Union logo wherever appropriate.

Applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the Communication and Visibility Manual for EU external actions specified and published by the European Commission at http://ec.europa.eu/europeaid/funding/communication-and-visibility-manual-eu-external-actions_en).

Number of applications and grants per applicants

The lead applicant **may not submit more than 1 application** under this call for proposals.

The lead applicant **may not be a co-applicant in another application** at the same time.

A co-applicant **may not be the co-applicant in more than 1 application** under this call for proposals.

IMPORTANT NOTE 3

Please note that lead and co-applicants (if any) who will be granted under this call for proposals will be excluded from applying (both as lead applicant and co-applicant) for future Grant Scheme Programs of ICMPD's ENHANCER Project and other funding opportunities provided under the FRIT second tranche operations in Turkey channelled through other international partner organisations.

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.

⁶ These third parties are neither associates nor contractors.

2.1.4. Eligibility of costs: costs that can be included

Only 'eligible costs' can be covered by a grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and an overall ceiling for 'eligible costs'.

The reimbursement of eligible costs will be based on the following form:

- actual costs incurred by the beneficiary(ies).

Recommendations to award a grant are always subject to the condition that the checks preceding the signing of the grant contract do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic and inflated costs and ineligible costs). The checks may give rise to requests for clarification and may lead the contracting authority to impose modifications or reductions to address such mistakes or inaccuracies. It is not possible to increase the grant as a result of these corrections.

It is therefore in the applicants' interest to provide a **realistic and cost-effective budget**.

Eligible costs are actual costs incurred by the Beneficiary(ies) which meet all the following criteria:

1) they are incurred during the implementation of the Action. In particular:

- (i) Costs relating to services and works shall relate to activities performed during the implementation period. Costs relating to supplies shall relate to delivery and installation of items during the implementation period. Signature of a contract, placing of an order, or entering into any commitment for expenditure within the implementation period for future delivery of services, works or supplies after expiry of the implementation period do not meet this requirement;
- (ii) Costs incurred should be paid before the submission of the final reports. They may be paid afterwards, provided they are listed in the final report together with the estimated date of payment;
- (iii) Procedures to award contracts, as referred to in Article 10 of General Conditions, may have been initiated and contracts may be concluded by the Beneficiary(ies) before the start of the implementation period of the Action, provided the provisions of Annex IV have been respected.

2) they are indicated in the overall budget for the Action;

3) they are necessary for the implementation of the Action;

4) they are identifiable and verifiable, in particular being recorded in the accounting records of the Beneficiary(ies) and determined according to the applicable accounting standards of the country where the Beneficiary(ies) is established and according to the usual cost accounting practices of the Beneficiary(ies);

5) they comply with the requirements of applicable tax and social legislation;

6) they are reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

Eligible direct costs

Civil servants who are employed under the Law No 657 of the Republic of Turkey cannot be employed or be paid any salary within the context of this project except if:

- upon receipt of official permit by their institutions confirming no conflict with their nature of duties and they are under the payroll of the beneficiaries.

Other public officials and academic staff can be employed in the project upon receipt of official permit from their institutions within the framework of the applicable law(s) to which they and their institutions are subject to.

The following direct costs of the Beneficiary(ies) shall be eligible:

- a) the cost of staff assigned to the Action, corresponding to actual gross salaries including social security charges and other remuneration-related costs; salaries and costs shall not exceed those normally borne by the Beneficiary(ies), unless it is justified by showing that it is essential to carry out the Action;
- b) purchase costs for equipment, machinery and supplies (new) specifically for the purpose of the Action, provided that ownership is transferred at the end of the Action when required. Please note that the total cost of equipment and supplies (excluding office supplies) should not exceed the **25% of the total eligible direct costs**;
- c) costs of consumables;
- d) costs entailed by contracts awarded by the Beneficiary(ies) for the purposes of the Action;
- e) costs deriving directly from the requirements of the Contract (dissemination of information, evaluation specific to the Action, translation, reproduction, insurance, etc.) including financial service costs (in particular the cost of transfers and financial guarantees where required according to the Contract);
- f) duties, taxes and charges, including VAT, paid and not recoverable by the Beneficiary(ies), unless otherwise provided in the Special Conditions.

IMPORTANT NOTE 4

1. Please consider that purchase or rental costs for any equipment and supplies should be serving purposes of the action; and requested costs of services should correspond to market rates.
2. Please note that provision of daily allowances to participants of trainings and/or daily allowances of similar nature will not be eligible cost under this call for proposal.
3. Please note that sound financial management principles in terms of ensuring cost - effectiveness (in terms of efficiency, effectiveness and sustainability of the action) will be of importance in the evaluation stage, therefore, applicants must carefully consider project budget versus project activities and achievements in designing their proposals.

Contingency reserve

The budget **should not include a contingency reserve**, as it is not eligible as a cost under this call for proposal.

Eligible indirect costs

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed 3% of the estimated total eligible direct costs. Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the standard grant contract. The lead applicant may be asked to justify the percentage requested before the grant contract is signed. However, once the flat rate has been fixed in the special conditions of the grant contract, no supporting documents need to be provided.

If any of the applicants is in receipt of an operating grant financed by the ICMPD or EU, it may not claim indirect costs on its incurred costs within the proposed budget for the action.

Ineligible costs

The following costs are not eligible:

- Construction and works costs except for the small renovations for installation of the necessary equipment/machinery
- travel and subsistence costs for staff and other persons taking part in the Action;
- Office vehicle costs and office rent;
- debts and debt service charges (interest);
- provisions for losses or potential future liabilities;
- costs declared by the beneficiary(ies) and financed by another action or work programme receiving an ICMPD or European Union (including through EDF) grant;
- purchases of land or buildings,
- currency exchange losses;
- contributions in-kind;
- contingency reserve;
- credits to third parties.

No profit principle

The grant may not produce a profit for the applicant(s) or Co-Applicant(s). Profit is defined as a surplus of the receipts over the eligible costs approved by the Contracting Authority when the request for payment of the balance is made.

Ethics clauses and Code of Conduct

a) Absence of conflict of interest

The applicant must not be affected by any conflict of interest and must have no equivalent relation in that respect with other applicants or parties involved in the actions. Any attempt by an applicant to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the contracting authority during the process of examining, clarifying, evaluating and comparing applications will lead to the rejection of its application.

b) Respect for human rights as well as environmental legislation and core labour standards

The applicant and its staff must comply with human rights. In particular and in accordance with the applicable act, applicants who have been awarded contracts must comply with the environmental legislation including multilateral environmental agreements, and with the core labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

Zero tolerance for sexual exploitation, abuse and harassment

The ICMPD applies a policy of 'zero tolerance' in relation to all wrongful conduct which has an impact on the professional credibility of the applicant.

Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment and verbal abuse, as well as other forms of intimidation shall be prohibited.

c) Anti-corruption and anti-bribery

The applicant shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption. The ICMPD reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract and if the contracting authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded with the contracting authority.

d) Unusual commercial expenses

Applications will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company.

Grant beneficiaries found to have paid unusual commercial expenses on projects funded by the European Union are liable, depending on the seriousness of the facts observed, to have their contracts terminated.

e) Breach of obligations, irregularities or fraud

The contracting authority reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, the contracting authority may refrain from concluding the contract.

2.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

2.2.1. Application forms

Applications shall be submitted in accordance with the instructions on the applications in the Grant Application Form annexed to these guidelines (Annex A).

Applicants must apply in English.

Any error or major discrepancy related to the points listed in the instructions or any major inconsistency in the application (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

Clarifications will only be requested when the information provided is unclear and thus prevents the Contracting Authority from conducting an objective assessment.

Hand-written applications will not be accepted.

Please note that applications (i.e. the Application Form (Annex A), the Budget (Annex B), the Logical Framework (Annex C), Legal Entity Sheet (Annex D), Financial Identification Form (Annex E) and the Declaration on Honour (Annex F) by the lead applicant and co-applicant if any) which have to be filled in will be transmitted to evaluators. It is therefore of utmost importance that these documents contain all the relevant information concerning the action.

2.2.2. Supporting documents to be submitted

In addition to the Grant Application Form (Annex A), the Budget (Annex B), the Logical Framework (Annex C), the lead applicants shall submit the following documents:

1. The statutes or articles of association of the lead applicant, (if any) of each co-applicant^{7,8}.
2. The lead applicant shall provide an audit report produced by an approved external auditor where it is available, and always in cases where a statutory audit is required by EU or national law. That report shall certify the accounts for the last 3 financial years available. In all other cases, the applicant shall provide a self-declaration signed by its authorised representative certifying the validity of its accounts for the last 3 financial years available. The external audit report is not required from (if any) the co-applicant(s).
3. 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).
4. Legal entity sheet (Annex D) duly completed and signed by each of the applicants (i.e. by the lead applicant and (if any) by each co-applicant), accompanied by the justifying documents requested there.

⁷ Where the lead applicant and/or a co-applicant(s) is a public body created by a law, a copy of the said law shall be provided.

⁸ NGOs shall demonstrate their working field abovementioned by submitting their statutes, law, articles of structure and any proof document demonstrating their project experience, protocols etc.

5. A financial identification form (Annex E) of the lead applicant (not from co-applicant(s)). This bank should be located in the country where the lead applicant is established. If the lead applicant has already submitted a financial identification form in the past for a contract where the ICMPD was in charge of the payments and intends to use the same bank account, a copy of the previous financial identification form may be provided instead.
6. Notarised document with the name(s) of the person(s) empowered to represent the applicants further a decision of the Board of Directors, if the person(s) to be appointed are not empowered with such responsibility within the Articles of legal status of the applicants; sample of signature(s), registered to the notary for representative(s).
7. The lead applicant as well as all co-applicants shall fill in and sign the declaration on honour (Annex F) certifying that they are not in one of the exclusion situations.
8. The decision of the lead applicant's and of each co-applicant's (if any) managing bodies to implement the project with a nomination of the person(s) empowered to represent and sign and proof of signatures of these persons.
9. Up-to-date evidence on the fulfilment (including restructuring etc.) of obligations related to social security contributions taken from the relevant social security authorities for the lead applicant and for each co-applicant. If the lead applicant and/or the co-applicant(s) (if any) are exempted from social security contributions, documentary proof regarding the status should be provided.
10. Up-to-date evidence on the fulfilment (including restructuring etc.) of the fiscal/tax obligations taken from the relevant tax authorities for the lead applicant, for each co-applicant (if any). If the lead applicant and/or the co-applicant(s) (if any) are tax exempted, documentary proof regarding the status should be provided.

Abovementioned supporting documents must be supplied in the form of scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals.

If the abovementioned supporting documents are not provided together with the application form, the application may be rejected.

Please note that the grant application form and the published annexes which have to be filled in (budget, logical framework) will be evaluated. It is therefore of utmost importance that these documents contain all the relevant information concerning the action.

No additional annexes should be sent. All other additional documents attached will be disregarded and not used in the evaluation.

2.2.3. *Where and how to apply*

Applications (application form, other annexes and supporting documents) must be submitted on the ICMPD electronic Application Platform at <https://in-tendhost.co.uk/icmpd/asp/Tenders/Appraisal>. Applications sent by any other means (e.g. by email or post) will be rejected.

Applicants must register their organisation on the platform. Once registered, applicants can access all Call for Proposals documents and annexes. The manual "how to register and apply" is available for download at <https://in-tendhost.co.uk/icmpd/asp/BuyerProfiles>.

In case applicants face difficulties to register and/or apply an application on the ICMPD electronic Application Platform, please contact grants@icmpd.org.

Please note that documents provided to the IN-TEND system should be in the following formats:

- 1- Application form must be submitted as a WORD file AND as a signed scanned version (PDF)
- 2- Budget must be submitted as an EXCEL file AND as a signed scanned version (PDF)
- 3- Logframe must be submitted as a WORD file AND as a signed scanned version (PDF)
- 4- All supporting documents must be scanned and in PDF format

Applications must be complete and contain all requested information and all required annexes and supporting documents. **Lead applicants must verify that their application is complete using the checklist (Section 6 of the grant application form). Failure to comply with these requirements may lead to the rejection of the application. Incomplete applications may be rejected.**

IMPORTANT NOTE 5

Applicants are strongly advised to register in advance and familiarize themselves with the ICMPD electronic Application Platform at <https://in-tendhost.co.uk/icmpd/asp/Tenders/Appraisal>. Applicants shall review the grant rules carefully before starting their application process. It is advised to consult the platform regularly to be informed of the clarifications published. All official communication regarding the Call for Proposals will be published on the platform.

By submitting an application, applicants accept to receive notification of the outcome of the procedure by electronic means (through ICMPD electronic Application Platform). Such notification shall be deemed to have been received on the date upon which ICMPD sends it to the electronic address used for registration on the platform.

2.2.4. Deadline for submission of applications

The deadline for the submission of applications is ~~10/09/2021~~ 29/10/2021, 17:00h (Vienna local time). The application must be sent before the date for submission. Any application submitted after the deadline will automatically be rejected. The lead applicant is strongly advised not to wait until the last day to submit its application, since heavy Internet traffic or a fault with the Internet connection (including electricity failure, etc.) could lead to difficulties in submission. The Contacting Authority cannot be held responsible for any delay due to such afore-mentioned difficulties.

2.2.5. Clarifications and Information Session

An online information session on this call for proposals will be held on 09/07/2021 at 13:30 (Vienna local time). Prospective applicants shall register to participate in the session by sending an email to grants@icmpd.org before 09/07/2021 at 11:00 (Vienna local time).

A second information session for Questions and Answers will be organized in August 2021 and shall be advertised as a clarification note to these guidelines on ICMPD electronic Application Platform.

Prospective applicants may submit questions on the ICMPD electronic Application Platform before the deadline specified under section "2.4.2. Indicative Timetable", specifying the publication reference.

If ICMPD provides additional information on the Call for Proposals Guidelines, it shall be advertised on ICMPD electronic Application Platform.

Any clarification of the Call for Proposals Guidelines will be issued to prospective applicants simultaneously before the deadline as specified under section "2.4.2. Indicative Timetable" on the ICMPD electronic

Application Platform. ICMPD has no obligation to provide clarifications after this date. It is advisable to consult the platform regularly in order to be informed of the questions and answers published.

To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, an action or specific activities.

Any prospective applicants seeking to arrange individual meetings other than advertised information sessions by ICMPD during the application period may be excluded from the Call for Proposals procedure.

Please note that the contracting authority may decide to cancel the call for proposals procedure at any stage.

2.3. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the evaluators appointed by the contracting authority. All applications will be assessed according to the following steps and criteria.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated, the application will be rejected on this sole basis.

2.3.1. Opening & Administrative Checks and Eligibility Check

During the opening, administrative and eligibility check the following will be assessed:

- If the deadline has been met. Otherwise, the application will be automatically rejected.
- If the application satisfies all the criteria specified in this guidelines for applicants. This includes also an assessment of the eligibility of the action. If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.
- If the application and all the relevant supporting documents have been submitted and if they are in proper format. Any missing supporting document or any incoherence between the declaration by the applicant and the supporting documents may lead to the rejection of the application on that sole basis.

2.3.2. Financial & Operational Capacity Check and Technical Evaluation

The applications that passed the administrative and eligibility check will be further evaluated on their quality, including the proposed budget and capacity of the applicants. They will be evaluated using the evaluation criteria in the evaluation grid below. There are two types of evaluation criteria: selection and award criteria.

Under the selection criteria the applicant(s)'s operational capacity and the lead applicant's financial capacity are evaluated and it is verified that they:

- have stable and sufficient sources of finance to maintain their activity throughout the proposed action and, where appropriate, to participate in its funding (this only applies to lead applicants);
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action (applies to lead applicant and co-applicants).

Under the award criteria the quality of the applications in relation to the objectives and priorities set forth in the guidelines are evaluated with the aim to award grants to projects which maximise the overall effectiveness of the call for proposals. The award criteria help to select applications which the contracting

authority can be confident will comply with its objectives and priorities. They cover the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness.

Scoring:

The evaluation grid is divided into Sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Evaluation grid

Section	Maximum Score
1. Financial and operational capacity	20
1.1 Do the applicants have sufficient in-house experience of project management?	5
1.2 Do the applicants have sufficient in-house technical expertise? (especially knowledge of the issues to be addressed)	5
1.3 Do the applicants have sufficient in-house management capacity? (Including staff, equipment and ability to handle the budget for the action)	5
1.4 Does the lead applicant have stable and sufficient sources of finance?	5
2. Relevance	20
2.1 How relevant is the proposal to the objectives and priorities of the call for proposals and to the specific themes/sectors/areas or any other specific requirement stated in the guidelines for applicants? Are the expected results of the action aligned with the priorities defined in the guidelines for applicants (section 1.2)?	5
2.2 How relevant is the proposal to the particular needs and constraints of the target country, region(s) and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)?	5
2.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs (as rights holders and/or duty bearers) and constraints been clearly defined and does the proposal address them appropriately?	5
2.4 Does the proposal contain particular added-value elements (e.g. innovation, best practices)?	5
3. Design of the action	15
3.1 How coherent is the design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results? Are the activities proposed appropriate, practical, and consistent with the envisaged outputs and outcome(s)?	5

3.2 Does the proposal/Logical Framework include credible baseline, targets and sources of verification? If not, is a baseline study foreseen (and is the study budgeted appropriately in the proposal)?	5
3.3 Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders?	5
4. Implementation approach	15
4.1 Is the action plan for implementing the action clear and feasible? Is the timeline realistic?	5
4.2 Does the proposal include an effective and efficient monitoring system? Is there an evaluation planned (previous, during or/and at the end of the implementation)?	5
4.3 Is the stakeholders' (co-applicants, target groups, etc.) level of involvement and participation in the action satisfactory?	5
5. Sustainability of the action	15
5.1 Is the action likely to have a tangible impact on its target groups?	4
5.2 Is the action likely to have multiplier effects, including scope for replication, extension, capitalisation on experience and knowledge sharing?	3
5.3 Are the expected results of the proposed action sustainable? : <ul style="list-style-type: none"> - Financially (e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs) - Institutionally (will structures allow the results of the action to be sustained at the end of the action? Will there be local 'ownership' of the results of the action?) - At policy level (where applicable) (what will be the structural impact of the action — e.g. improved legislation, codes of conduct, methods) - Environmentally (if applicable) (will the action have a negative/positive environmental impact?) 	8
6. Budget and cost-effectiveness of the action	15
6.1 Are the activities appropriately reflected in the budget?	5
6.2 Is the ratio between the estimated costs and the results satisfactory?	10
Maximum total score	100

If the total score for Section 1 (financial and operational capacity) is less than 12 points, the application will be rejected. If the score for at least one of the subsections under this section is 1 point, the application will also be rejected.

If the total score of the evaluation is less than 65, the application will be rejected.

If the lead applicant applies with co-applicant, the maximum score for subsection 4.3 shall be 5. If the lead applicant applies without co-applicants the maximum score for subsection 4.3 shall be 4.

Provisional selection

After the evaluation, an overall table will be drawn up listing the applications ranked according to their total scores. For applications that score 65 or higher, the provisional selection will be made as outlined below:

1- Firstly, the 5 highest ranked applications that score 65 or higher from each province will be provisionally selected. A maximum amount of EUR 1 650 000 (from EUR 3 000 000 total grant scheme budget) will be allocated for these projects selected under this provincial quota.

2- Secondly, there will be no more provincial quota for remaining applicants that scored 65 or higher and overall highest scoring applications will be provisionally selected in sequence until the available budget for this call for proposals is allocated.

In addition, a reserve list will be drawn up listing the applications ranked according to their score. This list will be used if more funds become available during the validity period of the reserve list. In case of any need to replace any of the 5 best applications of any province, the next available project that meets selection & award criteria from the same province will be provisionally selected. In all other cases, overall ranking scores will be considered.

2.4. NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.4.1. Content of the decision

The lead applicants will be informed in writing of the contracting authority's decision concerning their application on the ICMPD electronic Application Platform.

2.4.2. Indicative Timetable

	DATE	TIME
1. Deadline for registering to the information session (online webinar)	09/07/2021	11:00
2. Information meeting (online webinar)	09/07/2021	13:30
3. Information Session (Questions And Answers)	August 2021 (Exact date TBD)	(Exact time TBD)
4. Deadline for requesting any clarifications from the contracting authority	08/10/2021 20/08/2021	17:00
5. Last date on which clarifications are issued by the contracting authority	15/10/2021 27/08/2021	-
6. Deadline for submission of applications	29/10/2021 10/09/2021	17:00

7. Notification to the applicants on the results of evaluation (predicted time)	December 2021	-
8. Contract signature (predicted time)	February 2022	-

All times are in the time zone of **Vienna, Austria**.

This indicative timetable refers to provisional dates (except for dates 2, 3, and 4) and may be updated by the contracting authority during the procedure.

2.5. CONDITIONS FOR IMPLEMENTATION AFTER THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT

Following the decision to award a grant, the beneficiary(ies) will be offered a contract. By signing the application form the applicants agree, if awarded a grant, to accept the contractual conditions of the grant contract.

Implementation contracts:

Where implementation of the action requires the beneficiary(ies) to award procurement contracts, those contracts must be awarded in accordance with Annex IV to the standard grant contract (Annex G).

3. LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

- Annex A: Application Form (Word format)
- Annex B: Budget (Excel format)
- Annex C: Logical Framework (Word format)
- Annex D: Legal Entity Identification Form
- Annex E: Financial Identification Form
- Annex F: Declaration on Honour

DOCUMENTS FOR INFORMATION (THESE DOCUMENTS DO NOT NEED TO BE SUBMITTED)

- Annex G: Standard Grant Contract
 - Annex II: General Conditions
 - Annex IV: Procurement by Grant Beneficiaries
 - Annex V: Payment Request for Grant Contract
 - Annex VI: Model Narrative, Final and Financial Report
 - Annex IX: Template for Transfer of Assets
 - Annex X: Provisional Financial Report and Forecast
- Annex H: Information on Tax Regime

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