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ENHANCER Project

Cooperatives Support Grant Scheme for Job Creation



T.C. SANAYİ VE
TEKNOLOJİ BAKANLIđI



ICMPD
International Centre for
Migration Policy Development

Important note

- This presentation includes Turkish translations of the Grant Application Guidelines and its annexes, and has been prepared for information purposes for potential grant beneficiaries.
- In case of any conflict between this presentation and the grant guidelines and its annexes, the English Grant Applicant Guidelines and its Annexes will be binding.
- 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.

Objectives of the Programme

- **The overall objective** of this call for proposals is to increase the job creation efforts of relevant local stakeholders in İstanbul, İzmir, Bursa, Konya, Mersin, and Kayseri through grants.
- **The specific objective** of this call for proposal is to contribute to well-established, promising cooperatives in targeted provinces to grow and thereby generate sustainable employment for SuTPs and LHC members.

Priority Areas

The priority areas of this call for proposals are;



Generating sustainable employment for SuTPs and LHC members,



Integrating SuTPs into the Turkish economy through sustainable employment,



Increasing the amount of decent and registered employment opportunities,



Improving matching between jobs and workers in terms of skill,



Scaling up production through improving resource efficiency and inclusive recruitment of new members or employees,



Digitalizing business processes through inclusive recruitment of new members or employees.

Important Note: The proposed action (project) should cover **at least two priority areas** under this call for proposals.

Size of Grants

Indicative amount made available under this call for proposals:

2.000.000 Euro

Size of grants:

Minimum: 40.000 Euro

Maximum amount: 300.000 Euro

Percentages of total eligible costs of the action:

Minimum percentage: 75% of the total eligible costs of the action

Maximum percentage: 90% of the total eligible costs of the action

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.

Priorities of the Programme

The main target groups of this Call for Proposals cooperatives or unions of cooperatives that are registered and have their headquarters in the targeted provinces: Bursa, İstanbul, İzmir, Kayseri, Konya, Mersin

Final Beneficiaries: Syrians under Temporary Protection and Local Host Communities who will benefit from new employment opportunities that will emerge within cooperatives

Gender equality should be taken into account when creating the target groups of the proposal.

Duration: Minimum 8, Maximum 18 Months
Location: Bursa, İstanbul, İzmir, Kayseri, Konya and Mersin Provinces

Eligibility Criteria

1

Applicants:

- The **'lead applicant'**, i.e. the entity submitting the application for,
- And, if any, its **co-applicant(s)**

2

Actions:

- Actions for which a grant may be awarded

3

Costs:

- Types of cost that may be incurred in the implementation of an action

Eligibility of Applicants – Lead Applicant

- a) be legally registered as a cooperative or union of cooperatives and have their headquarters in the targeted provinces: Bursa, İstanbul, İzmir, Kayseri, Konya, Mersin; **and**
- b) have no previous non-paid overdue liabilities, overdue social charges and tax payment, defaulted loans; **and**
- c) have a team with project management experience; **and**
- d) be directly responsible for the preparation and management of the action, not acting as an intermediary; **and**
- e) have been established at least 1 year prior to the announcement date of this call for proposals.

Eligibility of Applicants – Co-Applicants

- 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 of (a), (b) and (d) as applicable to the lead applicant itself. Co-applicants do not necessarily need to be registered in the same province as the lead applicant; however, they should be registered in one of the targeted provinces: Istanbul, Izmir, Bursa, Konya, Mersin and Kayseri.
-
- If awarded a grant, the co-applicant(s) (if any) will become beneficiary(ies) in the action (together with the lead applicant).

Eligibility of Applicants

Applicants included in the lists of EU restrictive measures at the moment of the award decision cannot be awarded the contract:

- 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 misrepresentation;**
- 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.**

Eligibility of Applicants

Caution!

Political parties and their affiliated structures are not eligible as lead applicants or co-applicants under this call for proposals.

Provincial/regional/district directorates of central government cannot participate in this call for proposals as lead applicants or co-applicants; however, they may participate as associates.

Eligible Actions – Type of Actions

- As a capacity building project, investments related to R&D, innovation, technology transfer, and IT technology; investments necessary to obtain quality certification / accreditation (e.g. for organic agri-food, Eco-Cert, ISO, TSE) under international technical and quality standards;
- Consultancy services received for digitalization, internationalization and branding;
- As a capacity building project, professional advice and consultancy services on:
 - export orientation/competitiveness, export authorization, customs processes, trade partner acquisition,
 - improving marketing practices to increase market share and access to new markets such as marketing and market development,
 - product design and development,
 - new technologies,
 - access to finance,
 - human resources development and on-the-job training,
 - Project management

Eligible Actions – Type of Actions

- Development of mentoring mechanisms and integration in mentoring networks;
- Support of design/idea/content/product development activities;
- Research and development activities including consultancy for geographical indication;
- As a capacity building project, procurement of machinery and equipment; software, hardware, certification and licenses (but no project may be limited only to the procurement of goods. Procurement of goods must be part of wider action with defined objectives); transport of equipment purchased;
- Capacity building and training programs on specialized topics such as commercialization, finance, legal advice, accounting, business development/improvement, export and intellectual property;
- In-service training programs including capacity building activities;
- Establishment of new departments (i.e. foreign trade, sales / marketing, production, HR, finance / accounting);
- Establishment of kindergarten for the children of members and employees;
- With the support of Arabic language skills of SuTPs, activities that enhance competitiveness of the company through increasing its market share, number of customers and exports, especially in the MENA region;

Eligible Actions – Type of Actions

- Investments for new production units as well as scaling up / modernisation of existing production lines which the cooperative has a competitive edge such as through new assembly lines, production tools/facilities/techniques;
- Adoption of advanced climate-resilient and good agricultural techniques minimizing material footprint including on-farm and food processing activities;
- Cultivation of new climate-resilient crops;
- Transforming factory-to-end-user process, e.g. packaging, logistics, to minimize material footprint;
- Circular economy actions i.e. circular supply-chain, recovery and recycling, extension/prolongation of goods' usage period;
- Transforming existing business models with digital tools including for e-marketing;
- Introducing or enhancing digitalisation in supply chain management, including but not limited to interaction with suppliers, inventory management and participation in the supply chain of larger businesses;
- Enhancement in products or services or processes by integrating digital technologies in the business processes of the cooperative, including the design, development or delivery to customers;

Eligible Actions – Type of Actions

- Customer relationship management (CRM), including enhanced customer feedback systems or digital marketing capabilities;
- Business development and customer acquisition, including but not limited to via expansion to new markets, geographies or type of customers;
- Development of digital skills and training of new or existing employees in digital technologies or management of business in the digital world;
- Capacity building trainings and mentoring activities related to cooperative governance, vocational education and training (VET), language trainings, legal advisory on SuTPs, social cohesion, gender-mainstreaming and other types of capacity building trainings.

Eligible Actions – Type of Actions

All actions shall have a positive contribution to employment and economic development. Priority will be given to activities respecting gender equality and increasing women/youth employment and employment of SuTPs.

Eligible Actions – Examples for Ineligible Actions

- Actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
 - Actions concerned only or mainly with individual scholarships for studies or training courses;
 - Actions already financed or in a process of being financed from state budget or other EU programmes, or other funds;
 - Establishing and developing any activity in area where the Turkish legislation does not apply regarding safety at work, environment protection, employment of the workforce;
 - Actions which are ideologically biased or partisan in nature;
 - Actions of supporting or linked to political parties;
- Infrastructure projects;
 - Actions with costs incurred outside the contract period;
 - Procurement or lease of land, buildings or other similar facilities and structures;
 - Actions that had started before applicants signed the contract for awarding grants

Eligibility of Costs – General Criteria

Costs are incurred during the implementation of the Action

Costs are indicated in the overall budget for the Action

Costs are necessary for the implementation of the Action

Costs 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);

Costs comply with the requirements of applicable tax and social legislation

Costs are reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency

Eligibility of Costs

Eligible Direct Costs

- the cost of Project 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;
- the cost of created additional employment (or formalize employment) of SuTPs and LHC members; cost of work permit card and its fee; their actual gross salaries including social security charges and other remuneration-related costs. **Please note that the total cost of human resources should not exceed the 50% of the total eligible direct costs;**
- purchase costs for new (second hand purchase is not eligible) equipment, machinery and supplies 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 costs of equipment and supplies (excluding office supplies) should not exceed the 60% of the total eligible direct costs;**
- costs of consumables;
- training/consultancy costs;
- visibility costs;
- subcontracting costs;

Eligibility of Costs

Eligible Direct Costs

- costs entailed by contracts awarded by the Beneficiary for the purposes of the Action;
- costs deriving directly from the requirements of the Contract (dissemination of information, evaluation specific to the Action, expenditure verification costs, translation, reproduction, insurance, etc.) including financial service costs (in particular the cost of transfers and financial guarantees where required according to the Contract);
- cost of renovation of ateliers;
- vehicles for agricultural production and for milk transportation which is necessary for production scale up. Please note that the total costs of vehicles should not exceed the 20% of the total eligible direct costs;
- cost of raw material which is necessary for production scale up;
- cost of a new food processing, packaging, or pasteurization machine;
- cost of seeds, fertilization/irrigation equipment, greenhouse, agri-tech equipment replacing older infrastructure;

Eligibility of Costs

Eligible Direct Costs

- rental costs of shelf / shelves in chain supermarkets for marketing cooperative products;
- cost of outsourced packaging of the final product, logistics (Transforming factory-to-end-user process);
- cost of opening new online marketplaces in widely-used retail and wholesale platforms;
- cost of establishment of e-commerce systems, interface and corporate subscriptions;
- cost of software (licences, registration) and hardware;
- Cost of training for supply chain and logistics management to improve production planning;
- Certification/accreditation costs;
- Kindergarten establishment and improvement costs;

Eligibility of Costs

Contingency Reserve

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

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. Once the flat rate has been fixed in the special conditions of the grant contract, no supporting documents need to be provided.

Eligibility of Costs – Ineligible Costs

- Construction and refurbishment costs except for the small renovations for installation of the necessary equipment/machinery;
- Travel and subsistence cost 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 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;
- Credits to third parties;
- Non-project related expenditures;
- Amortisation and depreciation costs;
- Fines, financial penalties and court costs

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

Absence of conflict of interest

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

Anti-corruption and anti-bribery

Unusual commercial expenses

Breach of obligations, irregularities or fraud

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

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/aspx/Tenders/Appraisal>

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

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

Documents to be filled

- **Annex A : Application Form (Word & signed PDF)**
- **Annex B : Budget (Excel & signed PDF)**
- **Annex C : Legal Entity Identification Form**
- **Annex D : Financial Identification Form**
- **Annex E : Declaration on Honour**
- **Annex F : Due Diligence Form**
- **Annex G : Supporting Documents Mentioned in Section 2.3.2 (please upload as zip folder)**

(Two separate placeholders are reserved for Annex A & Annex B documents in the electronic application platform, one for uploading the scanned PDF version and the other for uploading the electronic version.)

Documents to be filled

- **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 9 of the Grant Application Form). Failure to comply with these requirements may lead to the rejection of the application. Incomplete applications may be rejected.**

Supporting Documents-ANNEX G

Please see the Guideline (Section 2.3.2) for further details

Articles of association of the Applicant Cooperative or Union of Cooperative (stamped and signed by the authorized person of the company),
Current list of members as reflected in the Partners' Records ("Ortak Pay Defteri") or KoopBis (stamped and signed by the authorized person of the company),
Copies of the Turkish Trade Registry Gazette of the Lead Applicant and, if any, of each co-applicant,
Financial Statements (Balance Sheets, Profit and Loss Account Statements) of the applicant (and co-applicants if applicable) up to last two years (2019, 2020) approved (signed and stamped) by tax authority or independent accountant and financial advisor (SMMM) or a certified public accountant (YMM),
Board decision of the lead applicant's and (if any) each co-applicant's Managing Body to implement the Project with an indication of the person(s) nominated to sign documents,
List of Authorised Signatories with the name(s) of the person(s) empowered to represent the lead applicant, each co-applicant (if any).
A copy of tax registration or a document of the lead applicant indicating the tax number from the relevant tax authority.
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 any).
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).
Latest active workers list approved by Social Security Institution (SGK) - for the lead applicant and each co-applicant (if any),
The quality certificates and the proof for patent rights (if mentioned in the application) - for the lead applicant and each co-applicant (if any),
Authorization, licenses or necessary permits from the relevant authorities necessary for the implementation of the project, if required by the Law - for the lead applicant and each co-applicant (if any),
Title deed or the documentation (rental agreement) proving the right of usufruct of the building/facility/premise of the company where project activities will be implemented - for the lead applicant and each co-applicant (if any).
Declarations/mandates/statements/certificate obtained from the authorized execution offices of the lead applicant and co-applicant that there are no finalized seizure transactions of 3% or more of ICMPD's financial support - for the lead applicant and each co-applicant (if any).
CVs of project team prepared in EuroPass format

How to Register and Apply on ICMPD Electronic Application Platform (In-TEND)

To access the (In-tend) Call for Proposals Electronic Application Platform, visit:

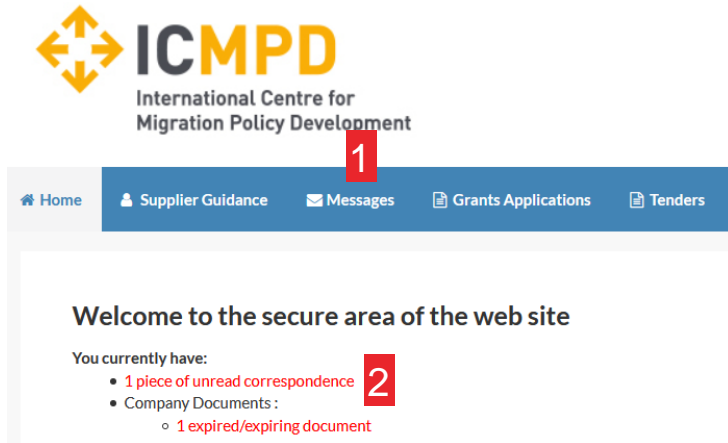
<https://in-tendhost.co.uk/icmpd.aspx/Tenders/Appraisal>

Please check “**How to Register and Apply Manual**” which is available at:

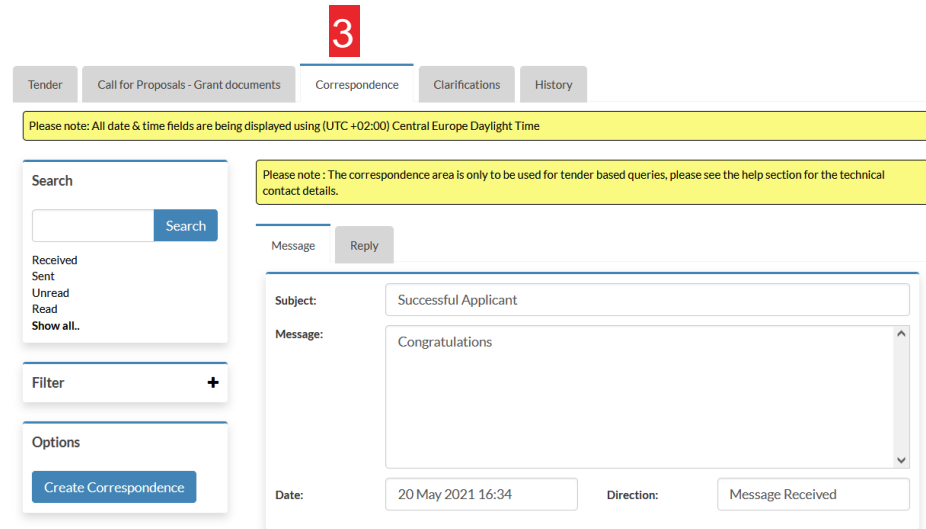
<https://in-tendhost.co.uk/icmpd.aspx/BuyerProfiles>

Communication - Asking questions about a Call for Proposals

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



The screenshot shows the ICMPD website home page. At the top left is the ICMPD logo and name. Below it is a navigation bar with links for Home, Supplier Guidance, Messages, Grants Applications, and Tenders. A red '1' is placed over the Messages link. Below the navigation bar is a welcome message: "Welcome to the secure area of the web site". Underneath, it says "You currently have:" followed by a list of items: "1 piece of unread correspondence" (with a red '2' next to it) and "Company Documents : 1 expired/expiring document".



The screenshot shows the ICMPD correspondence interface. At the top, there are tabs for Tender, Call for Proposals - Grant documents, Correspondence, Clarifications, and History. A red '3' is placed over the Correspondence tab. Below the tabs is a yellow warning box: "Please note: All date & time fields are being displayed using (UTC+02:00) Central Europe Daylight Time". To the left is a search box with a "Search" button and a list of filters: Received, Sent, Unread, Read, and Show all. Below the search box is a "Filter" section with a plus sign and an "Options" section with a "Create Correspondence" button. To the right is a message view area with a "Message" and "Reply" button. The message details are: Subject: Successful Applicant, Message: Congratulations, Date: 20 May 2021 16:34, and Direction: Message Received. A yellow warning box above the message view says: "Please note: The correspondence area is only to be used for tender based queries, please see the help section for the technical contact details."

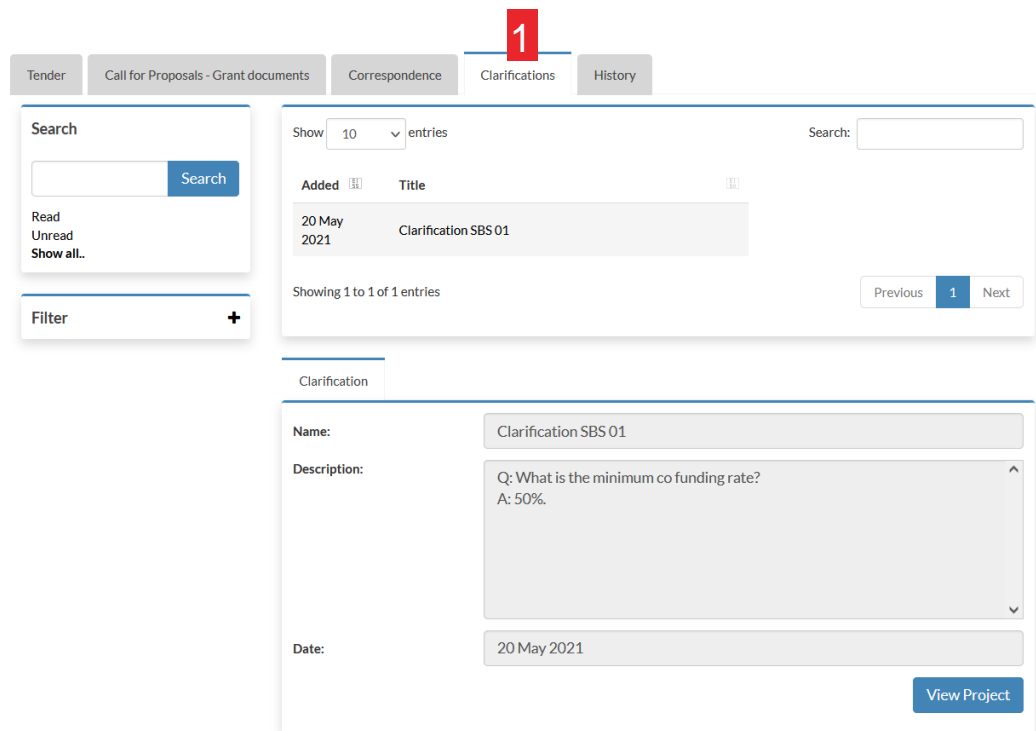
Communications - Clarifications issued by ICMPD

Clarifications may be published by ICMPD to inform all potential applicants of any material changes, missing information, or responses to clarifications questions that may have been received regarding the Call for Proposals.

If a clarification has been published then you will be notified via email and can access the new information under the *Clarification (1)* tab within the Call for Proposals management area of the project.

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

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



The screenshot displays the 'Clarifications' tab in the ICMPD portal. The navigation menu at the top includes 'Tender', 'Call for Proposals - Grant documents', 'Correspondence', 'Clarifications' (highlighted with a red '1'), and 'History'. Below the menu is a search bar with a 'Search' button and a 'Filter' button with a plus sign. The main content area shows a table of clarifications with columns for 'Added' and 'Title'. A single entry is visible: '20 May 2021' and 'Clarification SBS 01'. Below the table, it says 'Showing 1 to 1 of 1 entries' and includes 'Previous' and 'Next' navigation buttons. The detailed view of the clarification shows the following information:

- Name:** Clarification SBS 01
- Description:** Q: What is the minimum co funding rate?
A: 50%.
- Date:** 20 May 2021

A 'View Project' button is located at the bottom right of the detailed view.

Reminder

The deadline for the submission of applications is **14 March 2022, 17:00h**
(Vienna local time).

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

IMPORTANT!

Any application submitted after the deadline **will automatically be rejected.**

Indicative Timetable

	DATE	TIME (Vienna local time)
1. Deadline for registering to the information session (online webinar)	11 January 2022	11:00
2. Information meeting (online webinar)	11 January 2022	12:00
3. Information meetings	January 2022 (Exact date TBD)	(Exact time TBD)
4. Deadline for requesting any clarifications from the contracting authority	01 March 2022	17:00
5. Last date on which clarifications are issued by the contracting authority	07 March 2022	17:00
6. Deadline for submission of applications	14 March 2022	17:00
7. Notification to the applicants on the results of evaluation (predicted time)	May 2022	
8. Contract signature (predicted time)	June 2022	

Information



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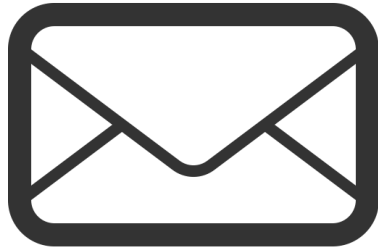


ICMPD in Turkey



ICMPD in Turkey

Contact



grants@icmpd.org

Thank You!