

The English version shall always prevail in case of any discrepancy or inconsistency between English version and its Turkish translation.



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Contracting Authority: International Centre for Migration Policy Development

Support Programme for Entrepreneurial Initiatives

Guidelines for Grant Applicants

Reference Number:

ICMPD/2023/1/ENHANCER/EI/TUR

The call will remain open for applications until 29th December 2023, or distribution of all funds available, whichever occurs first.



Notices

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 Türkiye (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 ICMPD.

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

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://intendhost.co.uk/icmpd/asp/Tenders/Appraisal>.

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1 Introduction

These Call for Proposals Guidelines for Grant Applicants comprise all information interested persons require to prepare an application for the Support Programme for Entrepreneurial Initiatives Call for Proposals. Interested persons are advised to carefully review the Guidelines for Grant Applicants before drafting an application. The document is structured as follows:

- Section 2: Introduction to ICMPD, the ICMPD ENHANCER project, and the Call for Proposals component of the ICMPD project.
- Section 3: Outline of the general framework of the Call for Proposals. This includes information about the financial allocation and indicative timeline as well as objectives, scope, and expected outcomes of the Call for Proposals. Applicants shall prepare their application in view of this general framework.
- Section 4 and 5: Administrative compliance and eligibility criteria. The criteria define the rules that applicants and applications shall satisfy in order to be eligible for a grant. In addition, applicants shall comply with the exclusion and ethics criteria presented in section 5.
- Section 6: How to apply. Overview of the application procedure and information regarding clarifications and information sessions for applicants.
- Section 7: Evaluation procedure. This includes an overview of the award criteria which are applied to score and rank the applications.
- Section 8: Information on the award decision as well as legal and financial provisions.
- Section 9: Overview of all documents relevant for this Call for Proposals.

2 Background

The International Centre for Migration Policy Development (ICMPD) is an international organisation with 20 Member States and more than 460 staff members. ICMPD has been supporting the government of Türkiye's policy efforts and delivering technical assistance to address migration and refugee patterns in the country.

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 Türkiye Ministry of Industry and Technology as of January 2020. The EU Facility for Refugees in Türkiye (FRiT) was established in 2016 in response to the European Council's call for significant additional funding to support Syrian refugees in Türkiye.

The aim of the ENHANCER project is to enable the SuTPs and the host communities in developing new and growing businesses to provide sustainable jobs and livelihoods and develop a sustainable enabling institutional environment. The total budget of the ENHANCER Project is EUR 32,600,000. Detailed information about the project can be obtained from www.enhancerproject.com.

The Project supports entrepreneurs via financial and institutional means. In the scope of financial supports, EUR 3,125,000 is allocated to the competitive grants to support entrepreneurial activities of the SuTPs and the local host community members. Other grant supports of the ENHANCER Project include:

- Local support programmes for common use facilities
- Local support programmes for local institutions
- Support programme for Small-Medium Enterprises

- Support programme for Cooperatives

The Project operates in 11 provinces including Adana, Ankara, Bursa, Gaziantep, Hatay, İstanbul, İzmir, Kayseri, Konya, Mersin and Şanlıurfa. The Support Programme for Entrepreneurial Initiatives Grant Scheme will be implemented in cooperation with the Ministry of Industry and Technology (MoIT) at the national level and Ankara Development Agency (ANKARAKA), Bursa Eskişehir Bilecik Development Agency (BEBKA), Çukurova Development Agency (ÇKA), Doğu Akdeniz Development Agency (DOĞAKA), Ipekyolu Development Agency (IKA), İstanbul Development Agency (İSTKA), İzmir Development Agency (İZKA), Karacadag Development Agency (KARACADAG), Mevlana Development Agency (MEVKA) and Orta Anadolu Development Agency (ORAN), at the province level.

3 Call for Proposals – General framework

3.1 Financial Allocation provided by ICMPD

The overall indicative amount made available under this Call for Proposals is **EUR 3,125,000**. ICMPD reserves the right not to award all available funds. Similarly, this amount could be increased should more funds become available.

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

- minimum **EUR 1,500**
- maximum **EUR 5,000**

Co-financing is **not** a mandatory requirement under this Call for Proposals. However, please bear in mind that ICMPD contribution is specifically dedicated to reimbursement of business registration costs and the staff costs for new employment up to the maximum amounts as indicated in section 4.4.1.

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.

3.2 Indicative timetable

	Date & Time	
1. Publication of the Call for Proposals	19 th June 2023	
2. Information session (online webinar)	12 th July 2023 In case of Additional Information Sessions; The information on the date of information session would be announced on ICMPD electronic Application Platform and ENHANCER Project and ICMPD websites	Continuous Evaluation Process (from July 2023 to February 2024)
3. Deadline for requesting clarifications from ICMPD	7 days before the submission deadline	

4. Deadline for submission of applications	29 th December 2023, 17:00h (Vienna Local Time)	
5. Notification to the applicants on the results of evaluation	Indicatively 8 weeks after the application date	
6. Contract signature	Indicatively 4 weeks after the result notification	

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

This indicative timetable refers to provisional dates (except for dates 1, 3 and 4) and may be updated by ICMPD during the Call for Proposals implementation.

3.3 Priorities and Specific Objectives

The **overall objective** of this call for proposals is to contribute to the socio-economic integration of Syrians under temporary protection in Türkiye and of the Local Host Communities by increasing job opportunities and livelihoods. Supporting Syrians under temporary protection and LHC members in establishing and developing businesses is critical in promoting employment, livelihoods and self-reliance of these groups, while contributing to the host country's economy through promotion of formal businesses and formal employment.

The **specific objective** of this call for proposals is to support potential entrepreneurs among Turkish citizens and Syrians under Temporary Protection in establishing registered businesses that create employment.

In order to improve the effectiveness of this support programme and provide a guidance for the potential entrepreneurs, the below listed sectors and value chains will be prioritized in the implementation of the support programme:

Priority sectors and value chains

Sectors & Local Value Chains
Agriculture and food production
Textiles and ready garment production
Shoe-making
Furniture production
Metal, machinery and equipment manufacturing, and repair
Innovative, high-tech and high-value added actions (Software, design, e-commerce, new business models etc.)

Although this list is not exhaustive, i.e. actions targeting other sectors/local value chains and entrepreneurial development in general are also eligible for support; action proposals targeting above-mentioned specific sectors/value chains and creating more job opportunities will be positively assessed during the evaluation stage in the business information section.

3.4 Target Groups and Final beneficiaries

Target groups of this call for proposals are potential entrepreneurs among Turkish citizens and Syrians under Temporary Protection with relevant business ideas and with intention to establish a business.

Final Beneficiaries of this call for proposals are Turkish citizens and Syrians under Temporary Protection in Türkiye who are owners, shareholders or employees of the businesses, their household members and the community in general benefiting from economic development and socio-economic integration promoted by the support programme.

4 Administrative compliance and eligibility criteria

4.1 Administrative compliance

In order to be administratively compliant, applications shall be:

- Submitted within the deadline of Friday, 29th December 2023 at 17:00h Vienna local time;
- Submitted via the ICMPD electronic application platform (For details, see section “6. How to apply”);
- Complete, which means all mandatory annexes (please see 4.1.1) and supporting documents (please see 4.1.2) are attached with the appropriate templates used and filled in. Documents shall be provided as scanned versions of the originals showing legible stamps, signatures and dates. Handwritten documents shall not be accepted;
- Submitted in English or Turkish;
- Readable, accessible and printable.

Failure to comply with any of the criteria stated above may lead to the rejection of an application.

4.1.1 Mandatory annexes

- Annex A: Application Form (Business Plan)
- Annex B: Budget

4.1.2 Supporting documents

- A scanned copy of Identity card;
- CVs and scanned copy of diplomas (proving successful completion and level of formal education) (in case the diplomas are in language other than Turkish or English translation of the documents needs to be provided additionally);
- Judicial Records extracted from E-Government (E-Devlet);
- Certificate proving the participation to ENHANCER project entrepreneurship trainings, other entrepreneurship trainings funded through ENHANCER grant schemes and provided within Migathons /Matching Events (if available).

Failure to provide any of the annexes or supporting documents may lead to the rejection of an application on this sole basis.

4.2 Eligibility of applicants

4.2.1 Legal status

In order to be eligible for a grant, the applicant must:

- Be a natural person;
- Be a Turkish Citizen or Syrian with a temporary protection identity card;
- Be directly responsible for the preparation and management of the activities described in the Application Form.

Please note that in case of award of a grant, applicants will be requested to:

- Register their business officially (**only registration of sole proprietorship will be eligible under this call for proposal**);
- Register to the relevant chamber;
- Register to the tax office;
- Submit work permit documents in case required by law.

4.2.2 Number of applications per applicant

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

Please note that applicants who will receive a grant under this call for proposal will be excluded from applying for future Support Programme for Entrepreneurial Initiatives of ICMPD's ENHANCER Project.

4.3 Eligibility of Activities

In order to be eligible for a grant:

- Initial planned duration of activities¹ shall be minimum 6 months and maximum 9 months.
- Businesses must be registered in Türkiye in one of the following provinces: Adana, Ankara, Bursa, Gaziantep, Hatay, İstanbul, İzmir, Kayseri, Konya, Mersin or Şanlıurfa.

Applicants must ensure that registered businesses operate in accordance with Turkish legal requirements. The activities and budget required to comply with these conditions should also be included in Application Form (Business Plan).

Types of Activities

Any entrepreneurship and start-up activity other than ineligible activities and ineligible sectors listed below will be considered as eligible activity.

The grants will be reimbursed upon the successful completion of below listed mandatory outputs:

- Output 1: Registration of the business
- Output 2: Employment of one staff (self-employment or employment of additional staff member²) for the period of minimum 6 consecutive months

¹ Activities related to the delivery of mandatory outputs 1 and 2 i.e. contract implementation period

² Employment refers to either self-employment of business owner or employment of staff by the business owner

The types of ineligible activities include:

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

Following sectors are not eligible in this call for proposals:

- Electricity and gas production and distribution;
- Steel and coal industry;
- Manufacturing or trade of arms;
- Production of tobacco and tobacco products;
- Production of beverages with alcoholic content;
- Operation of a casino or any other entity involved in the gambling industry;
- Banking, insurance, financial services;
- Activities involving currency and financial speculations; securities investment;
- Real estate related investment.

Please note that business models/plans that aim to provide products or services that are considered harmful to human health and environmental well-being by the public will not be accepted.

4.4 Eligibility of Costs

4.4.1 General criteria

ICMPD contributions under this call for proposals take the following form(s):

- Reimbursement of eligible costs on the basis on lump sum covering specific categories of eligible costs which are clearly identified in advance.

The applicant shall ensure that the quality of justification in the Budget (Annex B to these Guidelines) for the lump sum payment is adequate. In case the evaluation committee is not satisfied with the justification it may reject the application on this sole basis.

ICMPD contribution is specifically dedicated to reimbursement of business registration costs and the staff costs for new employment.

Eligibility of costs provisions are detailed in Grant Contract (please see section 9.2 of these Guidelines)

Reimbursement of grant amount would be made in 2 instalments:

- 1st instalment upon delivery of Output 1 i.e., the registration of business and the provision of official business, registration documents (registration documents to relevant chamber, registration documents to tax office, work permit documents in case required by law) to ICMPD, up to a maximum of EUR 1,500.
- 2nd instalment upon delivery of Output 2 i.e. employment of 1 staff (self-employment or employment of additional staff member) for the period of minimum 6 consecutive months and provision of proof documents (social security registration and social security premiums) and work permit documents in case required by law up to a maximum of EUR 3,500.

The actual amount would be established during the evaluation process on the basis of budgets submitted by the applicants.

The remaining costs necessary for the implementation of activities foreseen in the business plan shall be covered by the applicant.

5 Exclusion criteria and ethics

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.

6 How to apply

From the date of publication, the grant program will be open to applications until **Friday, 29th December 2023 at 17:00h Vienna local time.**

Application will be evaluated respectively as per application date, until the total available budget for this call for proposal is reached. Applications submitted after the deadline will be automatically rejected.

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.

Submitting an application for an ICMPD Call for Proposals is a three-step process:

1. Applicants shall register on the ICMPD application portal at <https://in-tendhost.co.uk/icmpd/asp/Home>.
2. Once registered, applicants shall express interest for the Call for Proposals and download the application documents (Guidelines for Grant Applicants, Annex A – Application Form, Annex B- Budget).
3. Applicants shall complete all annexes and supporting documents, upload them to the application portal, and submit their application. Applicants will receive a confirmation email if their application has been submitted within the deadline.

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- 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. Applicants must verify that their application is complete using the checklist (Section 7 of the Application Form). Incomplete applications may be rejected.

Hand-written applications will not be accepted.

The format of the documents shall be: A4 Size, Calibri font: 11, standard margins (2.0 cm top, 2.5 cm bottom, right and left), line spacing 1.0 cm for each document.

A step-by-step guide explaining how to register and submit an application can be downloaded at <https://in-tendhost.co.uk/icmpd/asp/BuyerProfiles>. Applicants that face difficulties submitting an application through the application portal shall contact grants@icmpd.org.

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

6.1 Clarifications

The Call for Proposals Guidelines contain all necessary information for an applicant to prepare and submit their application. If ICMPD, on its own initiative or in response to a request from a prospective applicant, provides additional information on the Call for Proposals Guidelines, it shall be advertised on the ICMPD electronic Application Platform.

Prospective applicants may submit questions on the ICMPD electronic Application Platform until the deadline indicated in section 3.2 specifying the publication reference.

It is advised to consult the platform regularly to be informed of the questions and answers published. To ensure equal treatment of applicants and applications, ICMPD does not answer questions regarding the eligibility of applicant or specific activities.

6.2 Information session

ICMPD organises an information session for prospective applicants. The information on the date of information session would be announced on ICMPD electronic Application Platform and ENHANCER Project and ICMPD websites. An overview of the application and evaluation procedure as well as an introduction to the objectives of the Call for Proposals will be given.

7 Evaluation procedure

Applications will be evaluated in groups according to their application dates. Indicatively, the evaluation for the 1st group of applicants will be performed 6 to 10 weeks after the call for proposal launch date.

7.1 Administrative compliance and eligibility checks

In the administrative compliance and eligibility checks, it will be assessed:

- If the deadline has been met. Otherwise, the application will be automatically rejected.
- If the application satisfies all criteria specified in this Guidelines for Grant Applicants (please see also the checklist in the Annex A - Application Form). This includes the evaluation of the administrative compliance and the eligibility criteria. 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 annexes and all 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.

7.2 Operational and financial capacity checks

In the operational and financial capacity checks, applicants will confirm that they:

- Have stable and sufficient financial means to maintain their activities throughout the proposed contract period and, where appropriate, to participate in its funding.
- Have the management capacity, professional competencies, and qualifications required to successfully complete the proposed activity(ies).

The assessment would be performed on the basis of self-declaration from the Applicant included in Annex A.

7.3 Award criteria evaluation

Applications that have passed the administrative compliance and eligibility checks and financial and operational capacity checks will be evaluated in view of their entrepreneur / business information; product / service information; market and demand structure of the business idea, production and marketing plan, sales target; management and recruitment plan; and financial plan.

7.3.1 Evaluation grid

The evaluation grid is used to score and rank the applications.

Award Criteria	Max score
Entrepreneur / Business Information	30
Product / Service Information	15
Market and demand structure of the business idea, production and marketing plan, sales target	20
Management and recruitment plan	15
Financial plan	20
TOTAL	100

IMPORTANT NOTE

10 points will be awarded to the score of “Entrepreneur / Business Information” section for the applicants who were certified in ENHANCER entrepreneurship trainings, other entrepreneurship trainings funded through ENHANCER grant schemes and Migathons /Matching Events. The applicants who did not participate at above-mentioned trainings/activities can get maximum score of 20 in the “Entrepreneur / Business Information “section.

For detailed information on the questions related to particular section and how the scores are determined please see Annex A.

8 Award decision

Applicants will be informed by ICMPD in writing regarding the result of their application on the ICMPD electronic Application Platform, and, if rejected, the reasons for the negative decision.

Applications that score 60 or higher will be recommended for award until the available budget for this call for proposals is reached in **a chronological order i.e. based on the date of submission of application**. In addition, a reserve list will be drawn up following the same criteria. This list will be used if more funds become available during the validity period of the reserve list.

ICMPD will inform the selected applicants of the decision and recommendations/conditions of the Evaluation Committee to revise and fine-tune the proposals where applicable.

Upon implementation of the Evaluation Committee’s recommendations, the proposal should be resubmitted to ICMPD.

Following the decision to award a grant, the beneficiary(ies) will be offered a contract. Please note that awarded applicants of this support programme will be asked to register their business initiatives. Please note that grantees will be requested to provide registration documents from the relevant Chamber, tax office and work permit in required by laws.

By signing the application form, the applicants agree, if awarded a grant, to accept the contractual conditions of the grant contract. The successful applicants shall provide relevant information to ensure establishment of bank accounts prior to contract signature. Grant payments are expected to be transferred through PTT Bank.

Applicants may submit an official complaint if they believe they have been harmed by an error or irregularity during the award process. Applicants shall follow the complaint procedure outlined on ICMPD website: <https://www.icmpd.org/work-with-us/procurement/complaints-procedure>

8.1.1 Visibility

The beneficiary(ies) must take all necessary steps to ensure the visibility of ICMPD, its donor, the European Union, 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 applicant. Visibility requirements are detailed in Grant Contract (please see section 9.2 of these Guidelines)

Given the sensitivity of some actions, the visibility of ICMPD and the European Union shall be ensured taking into account the local security context and the sensitivity of the activities carried out. So as not to threaten the security of the applicant and its partners, the donor and the final beneficiaries, and in particular humanitarian organisations, in order not to compromise their principle of neutral and independent humanitarian action.

9 List of relevant documents

9.1 Documents to be completed (Annexes)

- A. Application Form (Business Plan)
- B. Budget

9.2 Documents for information (These documents do not need to be submitted)

- Grant Contract
- Annex III: Application for Reimbursement for Grant Contract
- Annex IV: Model Narrative Report_Interim
- Annex IV: Model Narrative Report_Final