



This project is funded by the European Union.  
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# ENHANCER Project

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## Cooperatives Support Grant Scheme for Job Creation

16.06.2023



T.C. SANAYİ VE  
TEKNOLOJİ BAKANLIđI



ICMPD  
International Centre for  
Migration Policy Development

## Important note

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- 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

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- The **overall objective** of this call for proposals is to increase the job creation efforts of relevant local stakeholders in **Adana, Ankara, Gaziantep, Hatay and Şanlıurfa** through grants.
- The **specific objective** of this call for proposals is to contribute to well-established, promising cooperatives / unions of cooperatives in targeted provinces to grow and thereby generate sustainable employment for SuTPs and LHC members.

## Priority Areas

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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

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**Indicative amount made available under this call for proposals:**  
**2.592.000 Euro**

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### **Size of grants:**

Minimum: 40.000 Euro

Maximum amount: 200.000 Euro

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### **Percentages of total eligible costs of the action:**

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

Maximum percentage: 95% 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

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**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: Adana, Ankara, Gaziantep, Hatay, Şanlıurfa**

**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 12 Months**  
**Location: Adana, Ankara, Gaziantep, Hatay, Şanlıurfa provinces**

## Eligibility Criteria

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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

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- a) Be legally registered as a cooperative or union of cooperatives and have their headquarters in the targeted provinces: Adana, Ankara, Gaziantep, Hatay, Şanlıurfa; and
- b) Be directly responsible for the preparation and management of the action, not acting as an intermediary; and
- c) Be established at least **1 year** prior to the announcement date of this call for proposals;

## Eligibility of Applicants – Co-Applicants

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- Co-applicants must satisfy the eligibility criteria of (a) and (b) as applicable to the lead applicant itself.
  - Co-applicants do not necessarily need to be legally registered in the same province as the lead applicant; however, they should be legally registered in one of the targeted provinces: Adana, Ankara, Gaziantep, Hatay and Şanlıurfa.
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- 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

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**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

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### 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

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- 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);
- Consultancy services received for digitalization, internationalization and branding;
- **Professional advice and consultancy** services on:
  - export orientation/competitiveness, export authorization, customs processes, trade partner acquisition,
  - improving marketing practices marketing and market development,
  - product design and development,
  - access to finance,
  - human resources development and on-the-job training,
  - project management

## Eligible Actions – Type of Actions

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- 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**;
- 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;
- 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, logistic to minimize material footprint;

## Eligible Actions – Type of Actions

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- **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 digitalization in supply chain management, including but not limited to interaction with suppliers, inventory management and participation in the supply chain of larger businesses;
- **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;
- 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

## Eligible Actions – Type of Actions

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- 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**;
- **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

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**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 individualscholarships for studies or training courses;
- Actions already financed or in a process of being financed from state budget or other EU programmes, or other public funds;
- Establishing and developing any activity which can be a breach of Turkish legislation 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

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**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

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### Eligible Direct Costs

- the cost of staff assigned to the Action, corresponding to actual gross salaries including social security charges, work permit costs 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. **Please note that the total cost of human resources should not exceed the 50% of the total direct eligible direct costs;**
- purchase costs for machinery, equipment and supplies (second hand purchase is not eligible) specifically for the purpose of the Action. **Please note that the total costs of machinery, equipment and supplies (excluding office supplies) should not exceed the 60% of the total direct eligible costs; please note that the total costs of vehicles for agricultural production and for milk transportation necessary for production scale up should not exceed the 20% of the total eligible direct costs;**

## Eligibility of Costs

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### Eligible Direct Costs

- costs entailed by contracts awarded by the Beneficiary(ies) for the purposes of the Action referred to in Article 10 of General Conditions;
- costs of consumables;
- costs entailed by contracts awarded by the Beneficiary(ies) for the purposes of the implementation 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 where required according to the Contract);

## Eligibility of Costs

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### 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

- Procurement or lease of land, buildings or other similar facilities and structures;
- Construction and refurbishment costs except for the small renovations for installation of the necessary equipment/machinery or renovation of ateliers or kindergarten establishment and improvement costs;
- 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); 2 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;
- Bonuses included in costs of staff;
- Negative interest charged by banks or other financial institutions;
- Amortization and depreciation costs;
- Fines, financial penalties and court costs.
- Value Added Tax (VAT), Special Consumption Tax (SCT), Motor Vehicle Tax, Special Communication Tax, and/or taxes of equivalent effect, stamp or registration duties, special charges or any other charge having equivalent effect

### 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

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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?

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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

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- **Annex A : Application Form (Word & signed PDF)**
- **Annex B : Budget (Excel & signed PDF)**
- **Annex C : Legal Entity Identification Form**
- **Annex D : Declaration on Honour**
- **Annex E : Due Diligence Form**
- **Annex F : 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

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- 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 10 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 F

### Please see the Guideline ( Section 2.3.2) for further details

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- **Articles of association** of the lead applicant cooperative or union(s) of cooperatives and co-applicant(s) (if any) (stamped and signed by the authorized person of the cooperative / union(s) of cooperatives and the co-applicant organization (if any)),
- **Current list of members** as reflected in the Partners' Records ("Ortak Pay Defteri" or "KoopBis" or "Hazirun List") for the lead applicant and co-applicant(s) (if any) (stamped and signed by the authorized person of the cooperative/ union(s) of cooperatives),
- **Copies of the Turkish Trade Registry Gazette** of the Lead Applicant and, if any, of each co-applicant, where (i) the establishment and (ii) the current authorized board members of the cooperative/ union(s) of cooperatives are declared,
- **Financial Statements** (Balance Sheets, Profit and Loss Account Statements) of the lead applicant (and co-applicants if applicable) for up to last two years (2021, 2022) 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 name of the applied Call for Proposals and the name of the person(s) nominated to sign the documents,
- **List of Authorized Signatories** with the name(s) of the person(s) empowered to represent the lead applicant, each co-applicant (if any)

## Supporting Documents-ANNEX F

### Please see the Guideline ( Section 2.3.2) for further details

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- **A further decision of the Board of Directors**, only if the person(s) to be appointed are not empowered with such responsibility (as stated in point (i)) within the Articles of legal status of the lead applicant and each co-applicant; sample of signature(s), registered to the notary for representative(s) will be provided-original,
- **A copy of tax registration** or a document of the lead applicant indicating the tax number from the relevant tax authority. A copy of tax registration is not required from (if any) the co-applicant(s),
- **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). 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,
- **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,
- **Latest active workers list approved by Social Security Institution (SGK)** - for the lead applicant and each co-applicant (if any) – if there are no active worker, the applicant(s) should clarify this with a declaration (stamped and signed by the authorized person of the cooperative/ union(s) of cooperatives),
- **Title deed** or the documentation (rental agreement or equivalent) proving the right of usufruct of the building/facility/premise of the cooperative/union(s) of cooperatives where Project activities will be implemented - for the lead applicant and each co-applicant (if any),
- **CVs** of the project team including the position titles in the project.

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

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

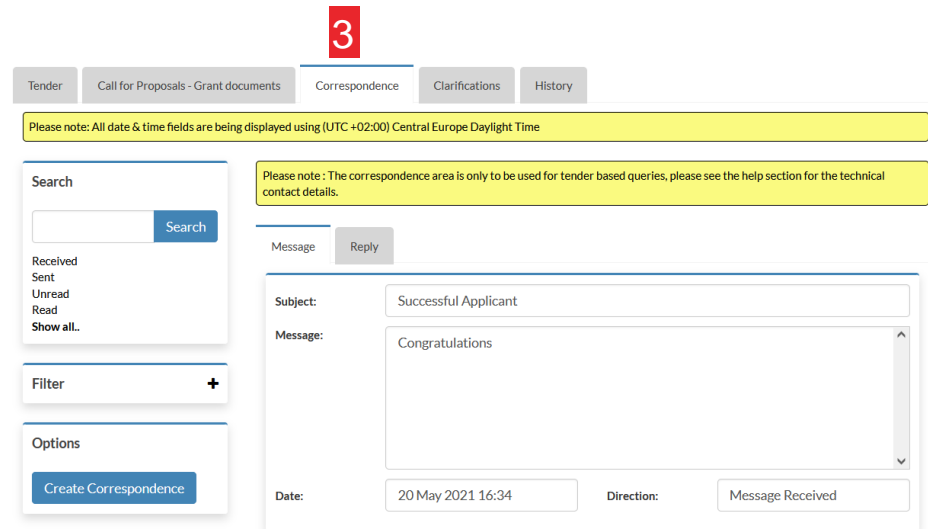
<https://in-tendhost.co.uk/icmpd.aspx/Tenders/Appraisal>

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).



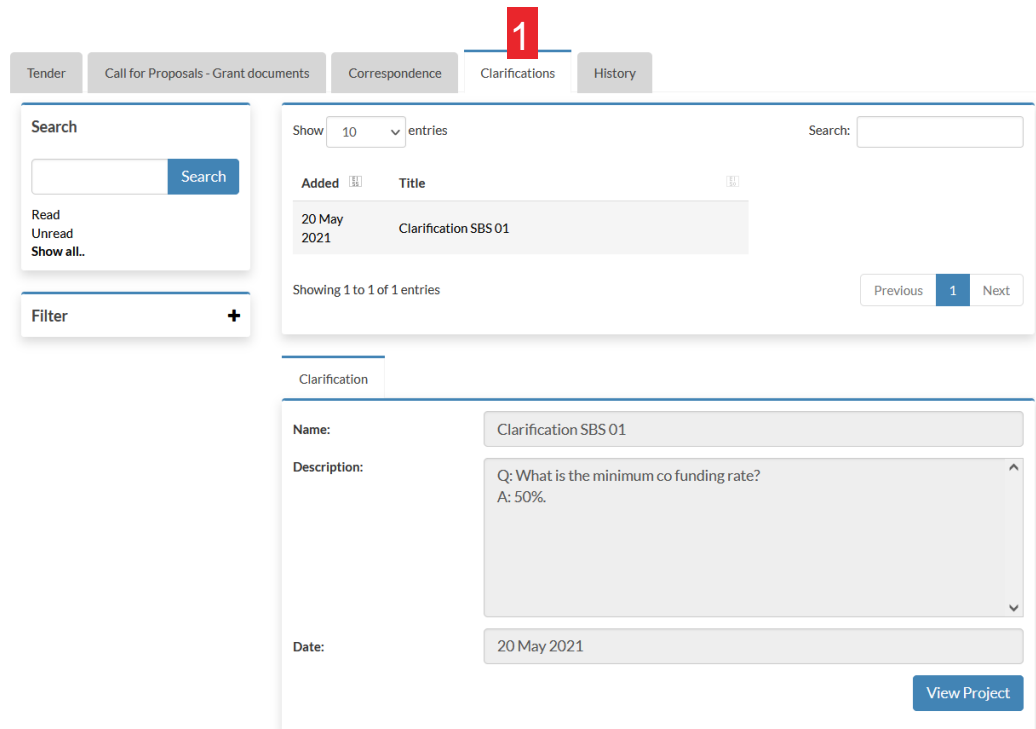
## Communications - Clarifications issued by ICMPD

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 shows the ICMPD portal interface with the 'Clarifications' tab selected. The tab is marked with a red '1'. The interface includes a search bar, a list of clarifications, and a detailed view of a specific clarification.

**Search:** [Search bar] [Search button]

**Filter:** [Filter button]

**Clarifications List:**

Added	Title
20 May 2021	Clarification SBS 01

Showing 1 to 1 of 1 entries

**Clarification Details:**

**Name:** Clarification SBS 01

**Description:** Q: What is the minimum co funding rate?  
A: 50%.

**Date:** 20 May 2021

[View Project](#)

# Reminder

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The deadline for the submission of applications is **25 August 2023, 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

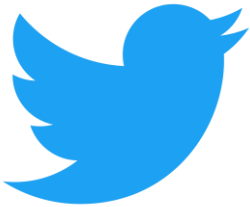
	DATE	TIME (Vienna local time)
1. Deadline for registering to the information session (online webinar)	16 June 2023	10:00
2. Information meeting (online webinar)	16 June 2023	10:30
3. Information meetings	July 2023 (exact dates TBD)	(exact times TBD)
4. Deadline for requesting any clarifications from the contracting authority	11 August 2023	17:00
5. Last date on which clarifications are issued by the contracting authority	18 August 2023	
6. Deadline for submission of applications	25 August 2023	17:00
7. Notification to the applicants on the results of evaluation (predicted time)	November 2023	
8. Contract signature (predicted time)	December 2023	

## Information

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[www.enhancerprojesi.com](http://www.enhancerprojesi.com)  
[www.enhancerproject.com](http://www.enhancerproject.com)



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# Contact

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[grants@icmpd.org](mailto:grants@icmpd.org)

**Thank You!**