

Contracting Authority: International Centre for Migration Policy Development

Enhancement of Entrepreneurship Capacities for Sustainable Socio-Economic Integration (ENHANCER PRO)

Medium-Sized Enterprise Support Grant Scheme for Job Creation

Guidelines for Grant Applicants

Reference Number: ICMPD/2026/4/ENHANCERPRO/SME1/TUR

Deadline for submission of application: 22 December 2026

19:00 - Türkiye Time (17:00 – Austria Time)

Date of Publication: 23/10/2026

NOTICES

NOTICE 1

This Grant Scheme is funded under the project “Enhancement of Entrepreneurship Capacities for Sustainable Socio-Economic Integration (ENHANCER PRO)” (NDICI-RRP-NEAR2023 449-216) 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 PRO Project is based on the established institutional framework between the Ministry of Industry and Technology, Directorate General for 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, 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

Only the original documents and forms published on the ICMPD electronic Application Platform shall be considered legally valid. 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 available at:

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

Table of Contents

LIST OF ABBREVIATIONS	4
1. ENHANCEMENT OF ENTREPRENEURSHIP CAPACITIES FOR SUSTAINABLE SOCIO-ECONOMIC INTEGRATION (ENHANCER PRO)	5
1.1. Background	5
1.2. Objectives of the Programme and Priority Areas	9
1.3. Financial Allocation Provided by the Contracting Authority	10
2. RULES FOR THIS CALL FOR PROPOSALS	11
2.1. Eligibility Criteria	11
2.2. Ethics Clauses and Code of Conduct	18
2.3. How to Apply and the Procedures to Follow	19
2.4. Evaluation and Selection of Applications	23
2.5. Notification of the Contracting Authority's Decision	27
2.6. Conditions for Implementation after the Contracting Authority's Decision to Award a Grant	27
2.7. Indicative Timetable	27
3. LIST OF ANNEXES	29

LIST OF ABBREVIATIONS

B2B	Business-to-Business
CPA	Certified Public Accountant (Yeminli Mali Müşavir - YMM)
DGRDA	Directorate General for Regional Development Agencies
ENHANCER	Enhancement of Entrepreneurship Capacities for Sustainable Socio-Economic Integration
EU	European Union
FRiT	The EU Facility for Refugees in Türkiye
IAFA	Independent Accountant and Financial Advisor (Serbest Muhasebeci Mali Müşavir - SMMM)
ICMPD	International Centre for Migration Policy Development
ILO	International Labour Organization
PuIP	Persons under International Protection
SME	Small and Medium-Sized Enterprise
SSI (SGK)	Social Security Institution
SuTP	Syrians under Temporary Protection
TEPAV	The Economic Policy Research Foundation of Türkiye
TOBB	The Union of Chambers and Commodity Exchanges of Türkiye
TSO	Chamber of Commerce and Industry
TURKSTAT	Turkish Statistics Institute
UN	United Nations

1. ENHANCEMENT OF ENTREPRENEURSHIP CAPACITIES FOR SUSTAINABLE SOCIO-ECONOMIC INTEGRATION (ENHANCER PRO)

1.1. BACKGROUND

ICMPD is an international organisation with 21 Member States and more than 600 staff members. Operating in more than 90 countries worldwide, ICMPD applies a regional approach to foster 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—supports evidence-based policy development globally.

ICMPD receives contributions from its Member States and bilateral donors, the European Commission, UN partners, and other multilateral institutions. Established in 1993, ICMPD holds UN observer status and cooperates with more than 700 partners, including EU institutions and UN agencies. The ENHANCER PRO project builds on the insights and lessons learned from the “Enhancement of Entrepreneurship Capacities for Sustainable Socio-Economic Integration (ENHANCER)” initiative, implemented since January 2020 under the coordination of the Ministry of Industry and Technology and the Directorate General for Development Agencies in 11 provinces (Adana, Ankara, Bursa, Gaziantep, Hatay, İstanbul, İzmir, Kayseri, Konya, Mersin, and Şanlıurfa).

In this context, ENHANCER PRO was developed by ICMPD in coordination with the Ministry of Industry and Technology and the Directorate General for Development Agencies as an expanded continuation of the ENHANCER Project, aiming to provide comprehensive support to Syrians under Temporary Protection (SuTP) and Persons under International Protection (PuIP), as well as Turkish citizens, through tailored interventions that enhance livelihood opportunities.

ENHANCER PRO draws on the experience and institutional knowledge generated through ENHANCER implementation. Notably, the White Paper¹ entitled “Migrant Sensitive Local Entrepreneurship Ecosystem Analyses and Policy Recommendations for Türkiye” offers a comprehensive assessment of the entrepreneurial landscape for SuTP in Türkiye. It examines key ecosystem actors—from SuTP entrepreneurs to local and national institutions providing relevant services—and constitutes an important reference point for ENHANCER PRO.

The overall aim of ENHANCER PRO is to enable SuTP/PuIP and the Turkish citizens to establish and grow businesses that generate sustainable jobs and livelihoods, while contributing to a supportive and sustainable institutional environment.

In line with the overarching objective of improving income-generation opportunities in Türkiye, ENHANCER PRO contributes to the specific objective of increasing the establishment and growth of enterprises led by refugees and host community members in provinces with high concentrations of refugees. This objective is pursued through two main result areas:

- Provision of enterprise development support, including financial assistance through grant schemes, to refugee and host community entrepreneurs and their enterprises.
- Strengthening private-sector capacity and awareness to support employability and enterprise development for refugees and host communities.

¹ International Centre for Migration Policy Development (ICMPD). Local Ecosystem Analysis: White Paper. <https://www.icmpd.org/publications?topic=&contentType=44974&page=1>

ENHANCER PRO is implemented in 18 provinces across Türkiye: Adana, Adıyaman, Ankara, Bursa, Elazığ, Gaziantep, Hatay, İstanbul, İzmir, Kahramanmaraş, Kayseri, Kilis, Kocaeli, Konya, Malatya, Mersin, Osmaniye, and Şanlıurfa. Ten of these provinces (Adana, Adıyaman, Elazığ, Gaziantep, Hatay, Kahramanmaraş, Kilis, Malatya, Osmaniye, and Şanlıurfa) were affected by the earthquakes of 6 February 2023. According to an assessment published by the Directorate of Strategy and Budget in March 2023, the earthquakes caused widespread damage across multiple sectors, including critical infrastructure such as water and sewage systems, as well as essential social services such as education and healthcare. The report estimated the overall economic impact at approximately USD 103 billion. Strengthening disaster resilience and supporting recovery in earthquake-affected regions are identified as key priorities under the Twelfth Development Plan (2024–2028), published on 1 November 2023. In line with this framework, a broad set of policy measures addressing recovery and resilience has been introduced across sectors, including industry, logistics and transport, health, culture, agriculture, information and communication technologies, and social services.

Following the earthquakes, the affected provinces were officially designated by AFAD as “Disaster Areas Affecting the Life of the General Public.” In response to the extensive destruction, the Government of Türkiye introduced legislative and administrative measures aimed at mitigating the socio-economic impact on affected populations. These provinces also host significant numbers of Syrians under Temporary Protection, increasing pressure on local economies and service systems. Consequently, they constitute priority areas for ENHANCER PRO implementation.

SME Sector in Türkiye

SMEs constitute the majority of businesses worldwide and are significant actors to create employment opportunities and to contribute to local and global development. They represent approximately 90% of all businesses and provide more than 50% of employment in the world. Thus, they are the biggest contributors to employment across countries. Although SMEs play a critical role in the economy, many of them face serious difficulties in accessing finance. According to the World Bank, the SME financing gap in developing economies is estimated at around USD 5.7 trillion, which equals nearly 19% of GDP. This shows that many viable small businesses are unable to obtain the funding they need to grow and create jobs. This ongoing lack of finance limits SMEs’ ability to expand, invest in new ideas, and increase employment. Based on this clear need, ENHANCER PRO aims to help close this gap by providing targeted grants to both small and medium-sized enterprises, improving access to capital, strengthening business activities, and supporting sustainable growth².

In Türkiye, according to the latest available official data, there are 3.928.000 SMEs, representing 99.6% of all registered entities in the country. All together they constitute 68.5% of total employment, 43.5% of personnel costs, 44.1% of turnover, 39.8% of production value and 41.2% of value added at factor costs nationwide. In addition, 29.6% of the total export and 15.9% of the import are also realized by SMEs. According to the statistical classification of economic activities (NACE Rev.2), the majority of SMEs in Türkiye operate in wholesale and retail trade; repair of motor vehicles and motorcycles with a rate of 35.1%. This is followed by transportation and storage sector with 15.3%, and manufacturing industry with 12.1%³.

The target provinces of implementation, namely of Adana, Adıyaman, Ankara, Bursa, Elazığ, Gaziantep, Hatay, İstanbul, İzmir, Kahramanmaraş, Kayseri, Kilis, Kocaeli, Konya, Malatya, Mersin, Osmaniye, and Şanlıurfa host 57.5% of Türkiye’s population; 90.3% of all SuTP; 96% of all registered foreigner employees and 64% of all SMEs with 10–249 employees. These provinces produce 68.5% of total GDP and generate 81.3% of total exports nationwide. The distribution of number of companies by province shows that İstanbul hosts approximately 27% of all SMEs in Türkiye, followed by Ankara (8%) and İzmir (6%). Bursa, Gaziantep, Kocaeli, Konya, Adana, Mersin, Hatay, and Kayseri range between 1.2% and 4.3%. Each of the other provinces,

² World Bank, SME Finance: <https://www.worldbank.org/en/topic/sme/finance>

³ Turkish Statistical Institute. (2025). <https://data.tuik.gov.tr/Bulten/index?p=Small-and-Medium-Sized-Enterprises-Statistics-2024-54054&dil=2>

namely Kahramanmaraş, Malatya, Elâzığ, Şanlıurfa, Adıyaman, Kilis, and Osmaniye, host less than 1% of total SMEs nationwide⁴.

The table provided below summarises these socioeconomic and industrial indicators across provinces⁵.

Provinces	Population	Share in National GDP (%)	Competitiveness Index	Share in National Export (%)	Number of SMEs (10-249 employees)
Adana	2.280.484	2,07	26	1,19	5.400
Adıyaman	611.037	0,36	16	0,02	1.438
Ankara	5.864.049	9,56	66	5,73	21.736
Bursa	3.238.618	3,95	40	4,72	11.919
Elazığ	603.941	0,44	23	0,10	1.522
Gaziantep	2.193.363	1,89	23	3,94	5.475
Hatay	1.562.185	1,26	22	1,46	3.378
İstanbul	15.701.602	30,36	100	48,15	73.863
İzmir	4.493.242	6,08	49	6,45	16.508
Kahramanmaraş	1.134.105	0,87	17	0,43	2.637
Kayseri	1.452.458	1,40	28	1,43	4.252
Kilis	156.739	0,12	17	0,05	296
Kocaeli	2.130.006	4,07	48	5,04	9.126
Konya	2.330.024	2,11	27	1,37	6.561
Malatya	750.491	0,54	23	0,16	2.100
Mersin	1.954.279	2,05	27	3,17	5.635
Osmaniye	561.061	0,39	17	0,05	954
Şanlıurfa	2.237.745	0,96	2	0,15	2.575
Total of 18 Provinces	49.255.429	68,49		81,30	175.375
Türkiye	85.664.944				274.255

In addition to the information above, recent official data point to the growing role of migrant- and refugee-owned enterprises within Türkiye's SME ecosystem. According to the Ministry of Industry and Technology, Türkiye hosts 86,925 foreign-owned companies, reflecting the increasing economic participation of migrants and refugees. Within this broader landscape, 15,437 enterprises are Syrian-owned, illustrating the significant role of refugee-led businesses within the wider migrant entrepreneurship landscape. These enterprises are predominantly concentrated in provinces hosting high numbers of refugees, underscoring the close link between forced displacement patterns and local SME dynamics⁶.

Accounting for a substantial share of employment and economic activity, SMEs remain critical actors in generating livelihoods, strengthening local economies, and facilitating labour market integration for refugees and Turkish citizens. In this context, migrant- and refugee-owned SMEs constitute an important entry point for inclusive economic participation, while also facing structural constraints that limit their sustainability and growth potential. However, evidence from Building Markets' Social Entrepreneurship in Refugee-Owned

⁴ Social Security Institution. (2025, July). SGK monthly statistical bulletins, insured statistics: Table 17 – distribution of workplace sizes by provinces within the scope of 4/a. <https://www.sgk.gov.tr/Istatistik/Aylik/42919466-593f-4600-937d-1f95c9e252e6/>

⁵ Social Security Institution. (2025, July). SGK monthly statistical bulletins, insured statistics: Table 17 – distribution of workplace sizes by provinces within the scope of 4/a. <https://www.sgk.gov.tr/Istatistik/Aylik/42919466-593f-4600-937d-1f95c9e252e6/>

⁶ Ministry of Industry and Technology, General Directorate of Incentive Implementation and Foreign Investment. (2025, June). *List of foreign capital companies*. <https://www.sanayi.gov.tr/merkez-birimi/14a09761d390/diger/b81094>

Businesses in Türkiye indicates that many migrant- and refugee-owned enterprises continue to face structural constraints related to ecosystem support, regulatory frameworks, and access to finance, despite a clear interest in creating social impact⁷.

Job Creation and Its Importance

Job creation and economic growth are strongly related. According to ILO, under 3rd thematic working area "Employment-rich Economic Growth", an economy's ability to generate employment opportunities, is an important indicator for economic development⁸. Moreover, creating more productive and better-quality jobs boosts growth, reduces poverty and increases social cohesion. Thus, employment opportunities constitute an important link between the migrants and society. The "Match and Motive Matrix" framework introduced in the World Development Report 2023 (WDR 2023)⁹ positions migration not merely as a labor supply issue, but as a strategic lever that directly triggers the job creation process. According to the report, when the skills of migrants provide a strong match with the needs of the destination country, it allows firms to expand their investments and scale up production, which opens up new employment opportunities for both the host population and migrants. This framework demonstrates that migrants are not passive figures competing for existing jobs; rather, through their human capital, entrepreneurial potential, and the complementarity they provide to the labor market, they act as active agents of job creation, transforming migration management from a matter of humanitarian aid into a sustainable dynamic of economic development and employment. Therefore, it is very important to activate SMEs' capacity to create employment opportunities through supporting their job creation efforts.

Unemployment has individual, social and economic dimensions which affect the society as a whole and it requires subsidiary policies and programs by different stakeholders. According to the Labour Force Statistics Report published by Turkish Statistics Institute (TURKSTAT) in November 2025, unemployment rate among people who are 15 years old and older in Türkiye is 8,6%.The unemployment rate within the young population between the age of 15-24 has been noted as %15,4. Furthermore, women's participation in the workforce is also relatively low, at %36,2. At the same time, 19.5% of 2.3 million SuTP are between the ages of 15-24, which creates new challenges for the Turkish labour market with high youth unemployment¹⁰. Thus, in this challenging environment, actions supporting job creation efforts of different entities gain great importance.

Creating new job opportunities are also important to reduce the number of informal workers and create decent work environments for both SuTP, PuIPs and Turkish citizens. Approximately 92% of all the Syrian people working in Türkiye (≈1 million people) are employed informally and occupying low-skilled jobs. Among them, roughly 10% hold a tertiary degree, which constitutes a big population of high-qualified workers¹¹. The informal jobs occupied by the SuTPs often offer poor working conditions, which include safety and health risks, very long working hours, and under minimum wage payment. The high number of informal Syrian employees also creates a tension between two communities, as Syrian people replace Turkish informal workers with a cheaper rate despite the deteriorated conditions, which also hinders their chances for a quick integration into society¹². In addition to Syrians under temporary protection, Türkiye also hosts a substantial population under international protection, numbering approximately 230,000 people as of 2024¹³. This

⁷ Building Markets (2024). Social entrepreneurship of refugee-owned businesses in Türkiye. <https://www.buildingmarkets.org/reports/social-entrepreneurship-of-refugee-owned-businesses-in-trkiye>

⁸ ILO (2013). *Decent Work Indicators: Guidelines for producers and users of statistical and legal framework indicators*. Geneva: ILO Publications. https://www.ilo.org/wcmsp5/groups/public/---dgreports/---stat/documents/publication/wcms_223121.pdf

⁹ World Bank. 2023. *World Development Report 2023: Migrants, Refugees, and Societies*. Washington, DC: World Bank. License: Creative Commons Attribution CC BY 3.0 IGO. <https://openknowledge.worldbank.org/entities/publication/5e5ac9f1-71ee-4734-825e-60966658395f>

¹⁰ Fikir Turu, "Türkiye'deki Suriyeli nüfusu gelecekte ne olacak? Söylenenler doğru mu?," FikirTuru.com, 28 Ağustos 2023, <https://fikirturu.com/toplum/turkiyedeki-suriyeli-nufusu-gelecekte-ne/>

¹¹ Luis Pinedo Caro, ILO (2020), Syrian Refugees in the Turkish Labour Market, https://www.ilo.org/wcmsp5/groups/public/---europe/---ro-geneva/--ilo-ankara/documents/publication/wcms_738602.pdf

¹² International Labour Organization (ILO). 2023. Türkiye İşgücü Piyasasında Geçici Koruma Sağlanan Suriyelilerin Sosyal Güvenlik Durumu ve Kayıtlı İstihdama Geçiş İçin Öneriler. International Labour Organization. <https://www.ilo.org/tr/publications/turkiye-isgucu-piyasasinda-gecici-koruma-saglanan-suriyelilerin-sosyal>

¹³ International Organization for Migration (IOM). 2024. *DTM Turkey Migrant Presence Monitoring — Situation Report: November 2024*. ReliefWeb. Accessed January 20, 2026. <https://reliefweb.int/report/turkiye/dtm-turkiye-migrant-presence-monitoring-situation-report-november-2024>

group consists mainly of Afghans, Iraqis, Iranians, and other nationalities, and includes individuals holding refugee, conditional refugee, and subsidiary protection statuses under Law No. 6458¹⁴. Despite the aforementioned number of persons under international protection in Türkiye, this category includes multiple legal statuses and remains relatively small compared to Syrians under temporary protection. As a result, there is insufficient data on employment and entrepreneurship for this group, which makes it even more important to address this population explicitly within the job creation agenda.

Along with hosting majority of high-growing SMEs, the cities covered under the ENHANCER PRO host a large portion of high-potential youth of SuTPs, PuIPs and Turkish citizens that have difficulties to access quality employment opportunities. ENHANCER PRO Project aims to enhance both small and medium-sized enterprises' capacities to create jobs by matching the skills of unemployed youth with the newly established job opportunities through the mentioned grant support, whose further details are explained below. In this context, this call places a particular emphasis on supporting medium-sized enterprises as key actors in job creation.

1.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY AREAS

The overall objective of this call for proposals is to increase the job creation efforts of relevant local stakeholders in Adana, Adıyaman, Ankara, Bursa, Elazığ, Gaziantep, Hatay, İstanbul, İzmir, Kahramanmaraş, Kayseri, Kilis, Kocaeli, Konya, Malatya, Mersin, Osmaniye and Şanlıurfa through grant interventions.

The specific objective of this call for proposals is to contribute to well established, financially stable, growth-oriented medium sized enterprises in the targeted provinces to expand their operations and generate sustainable employment opportunities for SuTPs, PuIPs and Turkish citizens.

Contracting Authority expects creation of new employment for at **least 6 (six) individuals**, with priority given to the objective that at least 50% of the employment consists of SuTP and/or PuIP. **If there are no jobs created, the Evaluation Committee will reject the proposal.**

Hence, grants will be awarded to proposals which commit to create additional employment in parallel with sustainable business growth.

The proposed action (project) should address **at least two priority areas** under this call for proposals as indicated below:

Priority Areas:

- Creating sustainable, registered, and socially protected jobs through SME growth, while supporting the formal participation of SuTPs, PuIPs and Turkish citizens in the labour market.
- Strengthening SMEs' access to export opportunities and regional markets through new employment.
- Strengthening SMEs' operational capacity to sustain business growth and maintain/expand employment.
- Supporting SMEs' linkage to local and global value chains to boost productivity, competitiveness and sustainable job creation.

Target groups of this call for proposals are medium sized enterprises operating in the targeted provinces that demonstrate growth potential and capacity to create sustainable and registered employment.

Final beneficiaries of this call for proposals are SuTPs, PuIPs and Turkish citizens, with a strong focus on youth (ages 18–40) and women, who will benefit from newly created employment opportunities generated through grant-supported business expansion.

¹⁴ Republic of Türkiye. (2013). *Law on Foreigners and International Protection (Law No. 6458)*. Official Gazette No. 28615, April 11, 2013. <https://www.mevzuat.gov.tr/MevzuatMetin/1.5.6458.pdf>

Rather than providing one-off financial support, the ENHANCER PRO Project positions grant beneficiary SMEs as strategic partners for mid-term business development. Grant beneficiaries will be encouraged to benefit from complementary project activities such as training, consultancy services, Business to Business (B2B) networking activities.

1.3. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this call for proposals is **EUR 10,000,000.00**. The Contracting Authority reserves the right not to award all available funds.

Size of Grants

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

- **Minimum amount:** EUR 70,000.00
- **Maximum amount:** EUR 100,000.00

Any grant requested must represent:

- **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.

Issuance of this call for proposals does not constitute an obligation on the part of ICMPD to award a grant nor to reimburse costs incurred during application preparation.

IMPORTANT NOTE 1
Applicants are expected to request funding amounts proportionate to the scope, scale, and duration of the proposed activities. Automatically requesting the maximum grant amount without proper justification may negatively affect the evaluation.

2. RULES FOR THIS CALL FOR PROPOSALS

This guideline sets 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 applicants:

- The **'Applicant'**, i.e. the entity submitting the application form (2.1.1),

(2) the actions:

- Actions for which a grant may be awarded (2.1.3),

(3) the costs:

- Types of cost that may be incurred in the implementation of an action (2.1.4).

2.1.1 Eligibility of applicants

The Applicant

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

- a. be a legal person (be officially registered) and have their headquarters in one of the targeted provinces: Adana, Adıyaman, Ankara, Bursa, Elazığ, Gaziantep, Hatay, İstanbul, İzmir, Kahramanmaraş, Kayseri, Kilis, Kocaeli, Konya, Malatya, Mersin, Osmaniye or Şanlıurfa; and
- b. be a Medium Sized Enterprise according to national medium sized enterprise definition ¹⁵
- c. have 100% privately owned share; and
- d. have no previous non-paid overdue social charges and tax payment, defaulted loans (restructured tax liabilities will be considered acceptable¹⁶); and
- e. be directly responsible for the preparation and management of the action, not acting as an intermediary; and
- f. have been established before 01.01.2023; and
- g. have net profit at the end of 2024 and 2025 (for the enterprises located in earthquake affected provinces and that their provincial GDP is around or below the national average according to TurkStat namely Adıyaman, Elazığ, Hatay, Kahramanmaraş, Kilis, Malatya, Osmaniye and Şanlıurfa, this criterion will not be applied); and
- h. have not had any previous grant contract under the ENHANCER Project terminated by ICMPD (applicants whose grant contract under the ENHANCER Project has been terminated, regardless of the grounds for termination, are not eligible to apply).

The co-applicant(s) are not eligible under this grant programme.

¹⁵ [Medium-sized Enterprise Criteria](#): The latest amendment to the SME definition entered into force through Presidential Decree No. 10182 published in the Official Gazette dated 7 August 2025 and numbered 32979 <https://www.kosgeb.gov.tr/site/tr/genel/detay/9276/kobi-tanimi-guncellendi-daha-fazla-isletme-kamu-desteklerinden-yararlanabilecek>

¹⁶ If the debts are restructured, proof of orderly payment until the application date is requested.

Conditions of Ineligibility

As a general principle, applicants shall be excluded from participation by ICMPD if they are found to be in any of the following situations:

- 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.

Applicants included in the lists of EU restrictive measures¹⁷ at the moment of the award decision cannot be awarded the contract¹⁸.

It should be noted that:

- Political parties and their affiliated structures are **not eligible** as applicants under this call for proposals.
- Provincial/regional/district directorates of central government cannot participate in this call for proposals as applicants; 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 documents:

- Associates

Other organisations or individuals may be involved in the action planned for the project as associates. 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 within the context of this grant application in order to fulfil the main objectives of the Project. Associates cannot be also contractors in the project. Contractors are subject to the procurement rules set out in Annex IV to the grant contract.

- Affiliated entities

The affiliated entities are not eligible under this grant programme.

¹⁷ European Commission, (n.d.) EU Restrictive Measures. retrieved from <https://www.dgecho-partners-helpdesk.eu/sanctions/eu-restrictive-measures>

¹⁸ 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.

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

Definition of an “action”:

An action (or project) is composed of a set of activities for a specific period in order to achieve planned goals.

Duration:

The initial planned duration of an action may **neither be less than 8 months nor exceed 12 months**.

Priority Areas:

The priority areas for this call for proposals are set out in Section 1.2 Objectives of the Programme and Priority Areas.

Employment planned to be created by the action (stated in Application Form 4.3) is highly recommended to start during the 2nd month of the implementation period at the latest.

Sectors or themes:

All sectors, apart from the not eligible sectors in below, that have potential for SuTPs/PuIPs to integrate Turkish economy and create employment opportunities are eligible in this call for proposals.

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.

Location:

Actions must take place in one or more of the following targeted provinces, namely Adana, Adıyaman, Ankara, Bursa, Elazığ, Gaziantep, Hatay, İstanbul, İzmir, Kahramanmaraş, Kayseri, Kilis, Kocaeli, Konya, Malatya, Mersin, Osmaniye and Şanlıurfa.

Type of actions:

The proposed actions should aim to foster creating additional employment of SuTPs/PuIPs and Turkish citizens in parallel with sustainable business growth.

Actions that contribute to an increase in decent and registered employment opportunities, improve matching between jobs and workers in terms of skills, employ new employees, improve their skills, increase their experience through sustainable jobs, and add to employees' career and credibility are eligible.

Contracting Authority expects creation of new employment for at least 6 (six) individuals, with priority given to the objective that at least 50% of the employment consists of SuTP and/or PuIP. **If there are no jobs created, the Evaluation Committee will reject the proposal.**

The actions may cover indicatively the following activities as a capacity building project. The activities listed are by way of example only and are non-exhaustive:

- Investments related to R&D, innovation, digitalization, technology transfer, and IT technology;
- Investments related to the green transformation may include actions aimed at enhancing energy and resource efficiency, promoting the use of renewable energy sources and energy efficiency solutions, facilitating the transition to cleaner production technologies (including reduced water and chemical consumption), supporting industrial waste recovery systems, fostering sustainable packaging, design and green business models, and strengthening enterprises' resilience to climate change and natural disasters;
- Investments for new production units as well as expanding and modernising production capacity in line with creation of employment;
- Investment related to machinery and equipment; software, hardware and licences; transport of equipment purchased;
- Establishment of a Foreign Trade Department, Quality Department, Environment and Sustainability Department, and Research and Development (R&D) Department;
- With the support of foreign language skills of SuTPs/PuIPs, activities that enhance competitiveness of the company through increasing its market share, number of customers and exports.

All actions shall have a positive contribution to employment and economic development. Priority will be given to activities respecting women employment, increasing women/youth (ages between 18-40) employment and employment of SuTPs/PuIPs.

The following types of action are ineligible:

- 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 or developing any activity outside the scope of Turkish legislation governing occupational health and safety, environmental protection, and employment;
- Actions which are ideologically biased or partisan in nature;
- Actions that support or are linked to political parties;
- Infrastructure projects;
- Actions with costs incurred outside the contract period with the exception of expenditure verification, audit and final evaluation of the Action;
- Procurement or lease of land, buildings or other similar facilities and structures;
- Actions that had started before applicants signed the contract for awarding grants.

IMPORTANT NOTE 2

As it is specified in section 2.1.1. Eligibility of applicants (i.e. applicant), the applicant must be directly responsible for the preparation of the action. Proposed applications should be "original" and "unique" to the target group's needs, problems, and be designed with proper solutions and implementation methodology. Therefore, applications that may be considered copy – paste applications will be eliminated during the evaluation process when the proposals present the same;

- scope of activity, wording or the same sentences differentiated only by rephrasing, or;
- content of the budget including the budget items, justification sheet etc. or;
- implementation modalities with only few differences such as the implementation place, name of the applicant, and the number of target group.

Financial support to third parties

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, 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, the Ministry of Industry and Technology, and the 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: https://international-partnerships.ec.europa.eu/knowledge-hub/communicating-and-raising-eu-visibility-guidance-external-actions_en

2.1.4 Eligibility of costs: costs that can be included

The applicable funding limits for eligible costs, including the minimum and maximum grant amounts and the corresponding co-financing rates, are set out in Section 1.3. Financial Allocation Provided by the Contracting Authority.

Only 'eligible costs' can be covered by a grant. The categories of costs that are eligible and ineligible 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 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 that require 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 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. An exception is made for costs relating to expenditure verification, audit and final evaluation of the Action, which may be incurred after the implementation period of the Action;

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

The proposed costs are expected to aim to foster creating additional employment of SuTPs, PuTPs and Turkish citizens in parallel with sustainable business growth and not just request purchase of machinery or the like.

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

- a) the cost of Project Staff assigned to the Action, corresponding to total cost of employing each person including gross salary and employer-related tax and social security obligations; 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) the cost of created new employment of SuTPs, PuTPs and Turkish citizens work permit costs; the total costs of employing each person, including gross salary and employer-related tax and social security obligations. **Please note that the total cost of human resources should not be less than the 40% of the total eligible direct costs;**
- c) purchase costs for new (second hand purchase is not eligible) equipment, machinery, engineering vehicle and supplies specifically for the purpose of the Action;
- d) costs entailed by contracts awarded by the Beneficiary for the purposes of the Action;
- e) costs deriving directly from the requirements of the Contract (dissemination of information, evaluation specific to the Action, expenditure verification costs, translation, reproduction, insurance, visibility 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, unless otherwise provided in the Special Conditions;
- g) Pre-financing guarantee cost.

IMPORTANT NOTE 3

1. The costs for expenditure verification should be provisioned in the budget and in the application documents properly. In case of award of a grant, the applicant will make the necessary arrangements for expenditure verification audit such as preparation of ToR, selection of audit company before the contract signature. This cost should be provisioned in the budget line 3.1 "Expenditure Verification".
2. Where deemed necessary on the basis of the pre-contracting risk assessment, the Contracting Authority may require the beneficiary to provide a financial guarantee covering the amount of the initial pre-financing payment. Any costs associated with obtaining such a guarantee should be budgeted under budget line 3.3 "Financial Services".
3. Please ensure that purchase or rental costs for any machinery, equipment and supplies should be serving purposes of the action

4. All costs should correspond to market rates. The 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 shall carefully consider project budget versus project activities and achievements in designing their proposals. These principles will also be checked during the implementation period, if the grant is awarded.

Civil servants who are employed under the Law No 657 of the Republic of Türkiye 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 on special unpaid leave or similar, and they are only under the payroll of the beneficiaries, without any income from their institutions.

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.

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 **2%** 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 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.

If the applicant 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 refurbishment costs except for the small renovations for installation of the necessary equipment/machinery;
- Employment costs related to individuals other than SuTP/PuIP and Turkish citizens;
- Travel and subsistence cost for staff and other persons taking part in the Action;
- Office vehicle costs (Office vehicle costs, including the purchase, lease, rental, or operation of vehicles for office, administrative, managerial, or staff transport purposes), office rent and maintenance/utility costs;
- Training / consultancy costs (excluding consultancy costs related to work permit)
- Debts and debt service charges, including interest;
- Provisions for losses or potential future liabilities;
- Costs declared by the beneficiary and financed by another action or work programme receiving funding from ICMPD or European Union;
- Acquisition, rental or leasing of land and buildings;
- Conversion costs and exchange rate losses, including those associated with special Euro accounts for any component;

- Contributions in-kind;
- Contingency reserves;
- Loans and credits granted to third parties;
- Bonuses included in staff costs;
- Negative interest charged by banks or other financial institutions;
- Value added tax (VAT), special consumption tax and stamp duty;
- Fines, financial penalties and litigation costs;
- Purchase of second-hand equipment and machinery;
- Depreciation expense.

No- profit Rule

Grants may not have the purpose or effect of producing a profit within the framework of the action except for specific cases stated below. 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.

The no profit rule shall not apply for the:

- a) actions the objective of which is the reinforcement of the financial capacity¹⁹ of the Beneficiary.
- b) actions which generate an income to ensure their continuity beyond the end of the contract.

2.2. 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.

¹⁹ Activities that affect the financial situation of the company positively, which are included in the nature of the company.

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.

2.3. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

2.3.1 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**. Official documents provided from public institutions may be provided in original language/Turkish.

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.

The application documents (namely the Application Form (Annex A), the Budget (Annex B), Legal Entity Form (Annex C), Declaration on Honour (Annex D), and Due Diligence Form (Annex E)) which must be filled in by the applicant - will be shared with the evaluators. It is therefore of utmost importance that these documents contain all the relevant information concerning the action.

2.3.2 Documents required for submission

Annex A – Grant Application Form, including **declarations**, duly completed, stamped (if applicable) and signed by the legal representative(s) of the applicant.

Annex B - Budget, duly completed, at least one page is signed and stamped (if applicable) by the legal representative(s) of the applicant.

In case of any discrepancy between the ICMPD contribution amounts indicated in Annex A – Application Form and Annex B – Budget, the amount indicated in Annex B – Budget will be taken into consideration. Please make sure that the amounts indicated in Annex A and Annex B are consistent.

Annex C - Legal Entity Form, duly completed, stamped (if applicable) and signed by the legal representative(s) of the applicant, accompanied by the justifying documents requested there.

Annex D - Declaration on Honour certifying that they are not in one of the exclusion situations, shall be filled, stamped (if applicable) and signed by the legal representative(s) of the applicant.

Annex E - Due Diligence Form of the applicant stamped (if applicable) and signed by the legal representative(s) of the applicant.

2.3.3 Supporting documents to be submitted

Documents listed below shall be submitted in the form of scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals. Please submit documents in a single zip folder referred to points 1. to 15. with the same numbering below.

No	Document Requested	Details of the Document
1	Turkish Trade Registry Gazette	Copy showing establishment and current shareholders' structure of the company.
2	Audit Report / Financial Statements	Audit report approved by external auditor for the last 3 financial years (where statutory audit is required). Otherwise, self-declaration signed by authorised IAFA/CPA (SMMM/YMM) certifying Balance Sheet and Income Statements of the last 3 (three) financial years (2023, 2024, 2025).
3	FINDEKS Risk Report²⁰	A barcoded Findeks Risk Report indicating the applicant's credit risk score and financial risk profile.
4	Enterprise Classification and SME Status Certificate (İşletme Sınıfı ve KOBİ Vasfı Belgesi)²¹	Up-to-date document demonstrating the applicant's SME qualification and enterprise size classification obtained from the Turkish e-Government portal.
5	Chamber Registration Certificate	Copy of registration from Chamber of Commerce and Industry (TSO).
6	Board Decision – Project Implementation	Board decision of the 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.

²⁰ The Findeks Report (credit score and risk report) can be obtained through the e-governmental portal, Findeks.com website or mobile application, via banks' internet/mobile banking channels or from bank branches.

²¹ Medium Enterprises can obtain this document through E-Devlet by registering their company to KOSGEB database.

7	List of Authorised Signatories	List showing persons authorised to represent the entity. If the appointed person(s) for the project is not granted this authority in the applicants' articles of legal status, then a notarized sample of the representative(s)' registered signature(s) must be provided.
8	Tax Registration Document	Copy showing tax number obtained from relevant tax authority.
9	Social Security Obligations Clearance Certificate	Up-to-date proof, demonstrating compliance with social security obligations, including any restructuring or exemption arrangements, together with proof of orderly payment.
10	Tax Obligations Clearance Certificate	Up-to-date certificate, verifying that the applicant has fulfilled its tax obligations, including compliance with any approved restructuring or exemption schemes, together with supporting documentation evidencing timely payments, where applicable.
11	Active Workers List (SGK)	Workers' list approved by Social Security Institution (SGK) for the month immediately preceding the application submission date.
12	Authorization/ Licences / Permits (if required)	Authorisations, licences or permits required by law for project implementation.
13	Title Deed / Rental Agreement	A document demonstrating the right to use the premises where the project activities will be implemented (e.g. a lease agreement signed by both parties and valid throughout the project implementation period).
14	Seizure Declaration / Certificates	Signed and (if applicable) stamped version of official certificates or self-declaration confirming no finalized seizure transactions of three percent (3%) or more of ICMPD financial support.
15	Documents for Linked / Partner Enterprises (if applicable)	Where the applicant has linked or partner enterprises within the meaning of the applicable SME definition, the following documents shall be submitted in zip folder: - Current workers list (SGK) - Current shareholders' structure (Trade Registry Gazette) - Financial statements certified by IAFA/CPA (SMMM/YMM) for the last three (3) years if available.

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

The grant application form and the published annexes which have to be filled in 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.

If deemed necessary, additional documents may be requested.

2.3.4 Where and how to apply

Applications (application form, other annexes and supporting documents) must be submitted on the ICMPD electronic Application Platform at <https://supplier.in-tend.co.uk/icmpd/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 on the platform at <https://supplier.in-tend.co.uk/icmpd/buyer-profiles>.

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

The documents provided to the IN-TEND system should be in the following formats:

- 1- **Annex A – Grant Application Form** must be submitted both as a WORD file and signed and stamped (if applicable) PDF file.
- 2- **Annex B - Budget** must be submitted both as an EXCEL file and signed and stamped (if applicable) PDF file.
- 3- **Annexes C, D and E** must be in signed and stamped (if applicable) PDF file.
- 4- All supporting documents must be scanned and in PDF format.

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

In case of any inconsistency between the Word/Excel versions and the signed PDF files, the signed and (PDF) files shall prevail for the evaluation.

Applications must be complete and contain all requested information and all required annexes and supporting documents. **The 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.**

IMPORTANT NOTE 4

Applicants are strongly advised to register in advance and familiarize themselves with the ICMPD electronic Application Platform at <https://supplier.in-tend.co.uk/icmpd/tenders/appraisal>. Applicants must review the grant rules carefully before starting their application process. It is advised to consult the platform regularly to be informed of the clarifications and possible amendments 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.

Applicants are strongly advised to register the account using an organisational email address, where possible, and to ensure that the username and password are securely retained and accessible within the organisation. ICMPD will not be responsible for any inability to access an organisation's account due to the loss of login credentials or staff changes.

Following the submission of your application on the ICMPD Electronic Application Platform, please ensure that you check your inbox and spam folder regularly to ensure you will be notified of any correspondence sent to you via the platform regarding your application in a timely manner. ICMPD shall not be held responsible in the case of applicants' late provision of the information or action requested over the ICMPD Electronic Application Platform. ICMPD cannot provide deadline extensions to respond to such correspondence in line with the principle of equal treatment for all applicants.

Number of applications and grants per applicant

An applicant may not submit more than **one (1)** application under this Call for Proposals. In the event that an applicant submits more than one application, only one application will be considered for evaluation.

2.3.5 Deadline for submission of applications

The deadline for the submission of applications is **22 December 2026, 17:00 (Austria time)** corresponding to **19:00 (Türkiye time)**. The application must be sent before the date for submission. Any application submitted after the deadline will automatically be rejected. The 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.

2.3.6 Clarifications and Information Session

An online information launch session on this call for proposals will be held on **26 October 2026 at 14:00 (Austria time), corresponding to 16:00 (Türkiye time)**.

An information session for Questions and Answers will be organized in November 2026 in all 18 provinces 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 “2.7. Indicative Timetable”, specifying the publication reference.

If ICMPD provides additional information on the Call for Proposals Guidelines, it shall be advertised on the 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 “2.7. 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 the 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.

The Contracting Authority may decide to extend the deadline of applications or cancel the call for proposals procedure at any stage.

2.4. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the Contracting Authority with the possible assistance of external assessors. All actions submitted by applicants will be assessed according to the following steps and criteria.

2.4.1 Opening & Administrative Checks and Eligibility Check

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

- If the deadline has been respected. If the deadline has not been respected the proposal will be automatically rejected.
- If the application satisfies all the criteria mentioned in the Checklist (Section 9 of the Grant Application Form). If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis, and the proposal 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.
- If the Applicant is eligible, the Declaration by the Applicant (Section 10 of the Grant Application Form) will be cross-checked against the supporting documents provided by the Applicant.

2.4.2 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. Evaluation of the quality of the proposals, including the proposed budget, and of the capacity of the Applicant, will be carried out in accordance with the evaluation criteria set out in the Evaluation Grid included below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria are intended to help evaluate the applicants' financial and operational capacity to ensure that they:

- have stable and sufficient sources of finance to maintain their activity throughout the period during which the action is being carried out and, where appropriate, to participate in its funding;
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action.

The award criteria allow the quality of the proposals submitted to be evaluated in relation to the objectives and priorities set and grant to be awarded to actions which maximise the overall effectiveness of the Call for Proposals. These criteria enable the Contracting Authority to select applications that are consistent with the objectives of the grant scheme, its expected outcomes and outputs, as well as with principles of sustainability and cost-effectiveness.

Scoring:

The evaluation criteria are divided into sections and subsections. 1 (one) is the lowest score for each subsection.

Evaluation grid

Section	Maximum Score
1. Financial and operational capacity <i>Evaluation Criteria for Section 1. Financial and operational Capacity</i> - If the total average score is less than 15 points for section 1, the Evaluation Committee will reject the proposal. - If the score for at least one of the 1.1, 1.2, 1.3 is 1, the application will also be rejected. - If the score for 1.4 is less than 3, the application will also be rejected.	25
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 applicant have stable and sufficient sources of finance?	5
1.5. Does the applicant have export orientation and/or have plans for commercial scaling up?	5
2. Relevance <i>(If the total average score is less than 13 points for section 2, the Evaluation Committee will reject the proposal.)</i>	25
2.1. How relevant is the proposal to the objectives and priorities of the call for proposals 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)? <i>Contracting Authority expects creation of new employment for at least 6 (six) individuals, with priority given to the objective that at least 50% of the employment consists of SuTP and/or PuIP.</i> <u>If there are no jobs created, the Evaluation Committee will reject the proposal.</u>	10
2.2. How relevant is the proposal to the particular needs and constraints of the target province(s) and/or relevant sectors (including synergy with other development plans)?	5
2.3. How clearly defined and strategically chosen are those involved (final beneficiaries, target groups such as women, youth, SuTP/PuIP)? Have the needs of target groups and constraints been clearly defined and does the proposal address them appropriately?	5
2.4. Is the applicant from the highly affected earthquake provinces of Adıyaman, Elazığ, Hatay, Kahramanmaraş, Kilis, Malatya, Osmaniye and Şanlıurfa? (if the answer is yes, then the score will be 5 (five), if the answer is no, the score will be 0 (zero)). *	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? Do	5

project outputs explain the rationale to achieve the expected results? Are the activities proposed appropriate, practical, and consistent with the envisaged outputs and outcome(s)?	
3.2. Does the proposal include credible baselines and targets?	5
3.3. Does the design reflect a robust analysis of the problems involved and the needs and constraints of the target groups?	5
4. Implementation Approach	10
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
5. Sustainability	15
5.1. Is the project likely to generate multiplier effects, including potential for replication, extension, capitalisation on experience and knowledge sharing?	3
5.2. To what extent are the expected sustainable from the following perspectives? a) Financial (Resources for follow-up activities and future operating and maintenance costs) b) Institutional (Capacity of the relevant structure to sustain the results after project completion) c) Environmental (Expected negative or positive environmental impacts) d) Inclusiveness (Whether new employment opportunities include women and/or youth aged 18-40)	8
5.3. Does the project have a detailed risk analysis and contingency plan identifying relevant risks and appropriate mitigation measures.	4
6. Budget and cost-effectiveness	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	105

* 5 points will be added to the "Section 2: Relevance" for applications submitted by the applicants from the highly effected earthquake provinces of Adıyaman, Elazığ, Hatay, Kahramanmaraş, Kilis, Malatya, Osmaniye and Şanlıurfa in order to support economic recovery in these provinces as indicated in the Section 2.4. in the above table²².

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. The highest ranked 1 (one) project proposals that score 65 or higher from each province will be provisionally selected.

²² These provinces have been selected on the grounds that they have been declared by AFAD as 'Disaster Areas Affecting the Life of the General Public,' and that their provincial GDP is around or below the national average according to TurkStat. AFAD, (2023 *Press Release Regarding the Disaster Area Affecting Public Life (03.04.2023)*). retrieved from <https://www.afad.gov.tr/genel-hayata-etkili-afet-bolgesi-hk>

2. There will be no more provincial quota for the remaining project proposals scored 65 or higher and overall highest scoring applications will be provisionally selected in sequence until the available budget of this call for proposals is reached.

In addition, a reserve list - valid for 12 months after the approval of the grant evaluation report - 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 an awarded application of any province, the next highest ranked project that meets selection & award criteria from the same province will be provisionally selected. In all other cases, overall ranking scores will be considered.

Recommendation for award

The evaluation committee will make a final recommendation to the Contracting Authority, which will decide on the award of grants.

The Contracting Authority may decide not to award any grants and cancel the call for proposals without having the applicants any right to compensation.

2.5. NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

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

2.6. 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 of 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 F).

2.7. INDICATIVE TIMETABLE

	Indicative date and time
1. Publication of the Call for Proposals	23/10/2026
2. Information meeting (online webinar)	26/10/2026 14:00-16:00 (Austria time) 16:00-18:00 (Türkiye time)
3. Deadline for requesting any clarifications from ICMPD	01/12/2026 (21 days before the submission deadline)
4. Last date on which clarifications are issued by the ICMPD	11/12/2026 (11 days before the submission deadline)
5. Deadline for submission of applications	22/12/2026 17:00 (Austria time)

	19:00 (Türkiye time)
6. Notification to the applicants on the results of evaluation	Quarter 2 2027
7. Contract signature (time)	Quarter 3 2027

All times are indicated in accordance with the **Austria** and **Türkiye** time zones. This indicative timetable refers to provisional dates (except for dates 1, 3 ,4 and 5) and may be updated by the Contracting Authority during the procedure. Any such updates will be published on the ICMPD website and in the IN-TEND system.

3. LIST OF ANNEXES

Documents to be Submitted

- Annex A : Application Form (Word and PDF format)
- Annex B : Budget (Excel and PDF format)
- Annex C : Legal Entity Form
- Annex D : Declaration on Honour
- Annex E : Due Diligence Form

Supporting Documents Mentioned in Section “2.3.3 Supporting documents to be submitted” (upload as zip folder)

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

- Annex F : Standard Grant Contract
 - Annex II : General Conditions
 - Annex IV : Procurement by Grant Beneficiaries
 - Annex V : Payment Request for Grant Contract
 - Annex VI : Model Progress Report, Model Final Narrative and Final Financial Report
 - Annex VII : Terms of Reference for an Expenditure Verification of a Grant Contract
 - Annex VIII : Pre-financing Guarantee Form
 - Annex IX : Template for Transfer of Assets
- Annex G : Information on Tax Regime

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