



Contracting Authority: International Centre for Migration
Policy Development

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

Scale-Up Grant Scheme

Guidelines for Grant Applicants

Reference Number: ICMPD/2026/3/ENHANCERPRO/ScaleUp/TUR

Application Platform: <https://in-tendhost.co.uk/icmpd/aspx/Home>

Deadline for submission of applications: 22/12/2026

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

23 October 2026



NOTICE 1

This is a single step Call for Proposals, where all documents shall be submitted together.

NOTICE 2

Please note that only the original documents and forms that are published on the ICMPD electronic Application Platform have legal validity. ICMPD has no responsibility for the application documents and forms published on any other platform. Applicants shall submit their applications by filling the original documents downloaded from the ICMPD electronic Application Platform available at: <https://supplier.in-tend.co.uk/icmpd/tenders/appraisal> .

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Abbreviations

AWU	Annual work unit
ENHANCER	Enhancement of Entrepreneurship Capacities for Sustainable Socio-Economic Integration
ENHANCER PRO	Enhancement of Entrepreneurship Capacities for Further Sustainable Socio-Economic Integration (ENHANCER PRO)
FRIT	EU Facility for Refugees in Türkiye
HR	Human Resources
ICMPD	International Centre for Migration Policy Development
Mol	Ministry of Interior
MoIT	Ministry of Industry and Technology
MoLSS	Ministry of Labour and Social Security
PuIP	Persons under International Protection
SME	Small and Medium-Sized Enterprise
SuTP	Syrians under Temporary Protection

1. SCALE-UP GRANT SCHEME

1.1. Background

This Grant Scheme is funded under the project “Enhancing Entrepreneurship Capacities for Sustainable Socio-Economic Integration (ENHANCER PRO)” (NDICI-RRP-NEAR2023 449-216), which is financed by the European Union through the Facility for Refugees in Türkiye (FRIT) and implemented by the International Centre for Migration Policy Development (ICMPD).

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.

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

The International Centre for Migration Policy Development (ICMPD) is an international organisation with 21 Member States and more than 600 staff members. Active in more than 90 countries worldwide, it takes a regional approach in its work to create efficient cooperation and partnerships along migration routes. Priority regions include Africa, Central and South Asia, Europe and the Middle East. Its three-pillar approach to migration management – structurally linking research, migration dialogues and capacity building – contributes to better migration policy development worldwide.

ICMPD receives funding from its Member States, the European Commission, the UN and other multilateral institutions, as well as bilateral donors. Founded in 1993, ICMPD holds UN observer status and cooperates with more than 700 partners, including EU institutions and UN agencies. ICMPD has been supporting the government of Türkiye’s policy efforts and delivering technical assistance to address migration and refugee patterns in the country.

The ENHANCER PRO builds on the valuable knowledge created within the scope of “Enhancement of Entrepreneurship Capacities for Sustainable Socio-Economic Integration (ENHANCER)” Project that has been implemented with the coordination of Ministry of Industry and Technology, General Directorate of Development Agencies as of January 2020.

ENHANCER PRO project is developed to provide comprehensive support to socio-economic inclusion of Syrians under Temporary Protection (SuTP) and Persons under International Protection (PuIP) as well as Turkish Citizens in Türkiye through tailor-made interventions and enhancement of livelihood opportunities.

The project is based on field research conducted in 18 provinces (Adana, Adıyaman, Ankara, Bursa, Elazığ, Gaziantep, Hatay, İstanbul, İzmir, Kahramanmaraş, Kayseri, Kilis, Kocaeli, Konya, Malatya, Mersin, Osmaniye and Şanlıurfa). It builds on the knowledge base created under ENHANCER. In this context, the White Paper¹ entitled “Migrant-Sensitive Local Entrepreneurship Ecosystem Analyses and Policy Recommendations for Türkiye” provided a comprehensive analysis covering all actors of the ecosystem, from SuTP entrepreneurs to local and national institutions, and served as the starting point for ENHANCER PRO. ENHANCER PRO is designed to support the job creation and economic growth of private sector operators

¹ International Centre for Migration Policy Development (ICMPD). Local Ecosystem Analysis: White Paper.

[://www.icmpd.org/publications?topic=&contentType=44974&page=1](https://www.icmpd.org/publications?topic=&contentType=44974&page=1)

through business expansion and encourage entrepreneurial activities among target population, enhancing entrepreneurs' skills, knowledge and experience².

In addition, ENHANCER PRO is operating in 10 of the 11 provinces affected by the earthquake that took place on February 6, 2023. The report, published by the Directorate of Strategy and Budget in March 2023, reveals that the earthquake caused serious damage in many areas, from infrastructure such as water and sewage to social services such as education and health. In the said report, it was estimated that the cost of the earthquake to the country's economy was around 103 billion dollars. Increasing resilience against disasters and improving the earthquake zone has been one of the main focuses of the development policies and strategies. In this context, policies aimed at increasing resilience against disasters and mitigating earthquake-related damage are implemented across various sectors, including logistics, transportation, health, culture, agriculture and information and communication technologies, as well as thematic areas such as women, children, families, social services and social assistance³.

11 provinces (Adana, Adıyaman, Diyarbakır, Elazığ, Gaziantep, Hatay, Kahramanmaraş, Kilis, Malatya, Osmaniye, Şanlıurfa) were declared as "Disaster Area Affecting the Life of the General Public" by AFAD⁴. In response to the massive destruction caused by the earthquake, Turkish government has enacted numerous legislative changes to ease the lives of people in the disaster-affected region. These provinces also host a high number of SuTP⁵. Therefore, these provinces bear an additional challenge compared to other provinces, which makes them even a bigger priority for ENHANCER PRO activities.

The Scale-up Grant Scheme will be implemented in cooperation with Ministry of Industry and Technology (MoIT) at national level and Ankara Development Agency (ANKARAKA), Çukurova Development Agency (ÇKA), Bursa Eskişehir Bilecik Development Agency (BEBKA), Doğu Akdeniz Development Agency (DOĞAKA), İstanbul Development Agency (İSTKA), İzmir Development Agency (İZKA), Mevlana Development Agency (MEVKA), Karacadağ Development Agency, Fırat Development Agency, Silkroad Development Agency, and Orta Anadolu Development Agency (ORAN) at the regional level in Adana, Adıyaman, Ankara, Bursa, Elazığ, Gaziantep, Hatay, İstanbul, İzmir, Kahramanmaraş, Kayseri, Kilis, Kocaeli, Konya, Malatya, Mersin, Osmaniye and Şanlıurfa.

1.2. Scale-Up in ENHANCER PRO

Scale-ups represent a critical evolutionary phase for micro-businesses, transitioning from initial establishment to sustainable growth. Within the ENHANCER PRO framework, scale-ups are defined as early-stage micro enterprises, that demonstrate significant potential for capacity enhancement and market expansion. While start-ups focus on ideation and entry, scale-ups are characterised by their ambition to professionalise operations, often within traditional industry sectors. These firms are essential to the Turkish economy, as small and medium-sized enterprises (SMEs) constitute 99.7% of all registered businesses and approximately 70.6% of total employment⁶.

² Ministry of Interior, (n.d.). *Temporary Protection Statistics*. retrieved from <https://www.goc.gov.tr/gecici-koruma5638>

³ Presidency of Strategy and Budget. (2024). *Kahramanmaraş and Hatay Earthquakes Reconstruction and Development Report*. Ankara. Retrieved from <https://www.sbb.gov.tr/kahramanmaras-ve-hatay-depremleri-yeniden-imar-ve-gelisme-raporu/>

⁴ 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>

⁵ Ministry of Interior, (n.d.). *Temporary Protection Statistics*. retrieved from <https://www.goc.gov.tr/gecici-koruma5638>

⁶ <https://data.tuik.gov.tr/Bulten/Index?p=49438&dil=2>

From an economic perspective, scale-ups play a crucial role in translating innovation and entrepreneurial activity into sustained job creation and added value. Supporting scale-ups, therefore, helps consolidate earlier entrepreneurial investments and strengthens the resilience of local and regional economies⁷.

Enhancing the growth capacity of young and emerging firms is essential to improving productivity, fostering formal employment, and increasing participation in domestic and international markets. Scale-up support is particularly important in sectors with established practices, where investments in technology, skills, and organisational capacity can generate substantial economic returns⁸.

Within this framework, the ENHANCER PRO Scale-up Grant Scheme aims to support growth-oriented micro enterprises by enabling capacity expansion, market development, and job creation. The programme places particular emphasis on inclusive growth by supporting enterprises owned or employing Syrians under Temporary Protection (SuTP), Persons under International Protection (PuIP), and Turkish Citizens. By strengthening scale-up firms across target provinces, ENHANCER PRO contributes to sustainable livelihoods, enhanced competitiveness, and social cohesion through long-term economic integration.

1.3. Objectives of the Grant Programme

The overall **objective of this Call for Proposals** is to enhance improved employment and livelihood opportunities for Syrians under Temporary Protection (SuTP), Persons under International Protection (PuIP), and Turkish Citizens in provinces of Türkiye with a high refugee population.

The **specific objective of this Call for Proposals** is to provide financial support to enterprises operating in sectors identified by established practices that follow sectoral standards and conventional industries in provinces of Türkiye with a high concentration of refugees. The programme is designed to improve inclusive economic growth, promote self-reliance, and create new employment opportunities for SuTP, PuIP, and Turkish Citizens.

The **target groups of this Call for Proposals** are businesses that have been **operational and, established by Turkish Citizens, SuTP and/or PuIP**, and that aim to increase their capacity and potential.

The **final beneficiaries of this Call for Proposals** are SuTP, PuIP and Turkish Citizens and labour force.

1.4. Financial Allocation Provided by ICMPD

The total indicative funding for this Call for Proposals is **EUR 5,000,000.00**. Please note that the Contracting Authority reserves the right not to award all available funds.

Size of grants

Any grant requested under this Call for Proposals must fall between the following minimum and maximum amounts:

- Minimum amount: **EUR 40,000**
- Maximum amount: **EUR 60,000**

⁷ Unleashing SME Potential to Scale Up. https://www.oecd.org/en/publications/unleashing-sme-potential-to-scale-up_ea948a58-en/full-report/reader-s-guide_a8dcbfec.html#introduction-d5e51

⁸ Unleashing the Full Potential of the Turkish Business Sector. <https://www.oecd.org/turkey/unleashing-the-full-potential-of-the-turkish-business-sector.htm>

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

- Minimum percentage: **75%** of the total eligible costs of the action (see also Section 2.1.3).
- Maximum percentage: **90%** of the total eligible costs of the action (see also Section 2.1.3).

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

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

2. RULES FOR THIS CALL FOR PROPOSALS

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

2.1. Eligibility Criteria

There are three sets of eligibility criteria, relating to:

- (1) the applicants: The eligibility of the actors submitting the application form (Section 2.1.1);
- (2) the actions: Actions for which a grant may be awarded (2.1.2);
- (3) the costs: Types of cost that may be taken into account in setting the amount of the grant (2.1.3).

2.1.1. Eligibility of Applicants

To be eligible for a grant, the applicant must:

- a) be a natural person (Sole Proprietorships, Craftsmen or Self-Employed) or a legal person and have registered in the targeted provinces of Türkiye: **Adana, Adıyaman, Ankara, Bursa, Elâzığ, Gaziantep, Hatay, İstanbul, İzmir, Kahramanmaraş, Kayseri, Kilis, Kocaeli, Konya, Malatya, Mersin, Osmaniye, Şanlıurfa**; and
- b) be a Micro Sized Enterprise according to national medium sized enterprise definition⁹
- c) Have 100% privately owned share; and
- d) Be legally established on or before **31.12.2024**; and

IMPORTANT NOTE 1:

Exception for previous ENHANCER beneficiaries: Enterprises established with the financial support of the ENHANCER Support Programme for Entrepreneurial Initiatives shall be exempt from eligibility criterion (d), provided that they were established before 01.08.2025 and submit their approved 2025 financial statements (or operating account summaries covering their active operating months in 2025).

⁹ **Micro 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>

- e) Be directly responsible for the preparation and management of the project (intermediary applications are not permitted); and
- f) Not be bankrupt, subject to insolvency or winding-up procedures, have its affairs administered by the courts, or be in any analogous situation arising from a similar procedure under national legislation; and
- g) Have no overdue tax or social security (SGK) liabilities as of the application date (tax or social security liabilities subject to an officially approved restructuring plan¹⁰ are considered eligible, provided that regular payments are being maintained); and
- h) Demonstrate (applicants established on or before 31.12.2024) an operating profit at the end of the latest approved financial year (2025), whereas those established in 2025 must demonstrate financial viability through positive shareholders' equity (Total Assets > Total Liabilities) as shown in their 2025 closing balance sheet (In all cases, these financial positions must be verified by a Certified Public Accountant (SMMM) or a Sworn-in Certified Public Accountant (YMM)); and
- i) Have **Financial Absorption Capacity (Applicable to All Applicants)** as detailed below:
 - To ensure that grantees possess sufficient operational and financial capacity to deliver the action, a strict grant-to-revenue ratio applies as follows:
 - The total amount of the requested grant **must not exceed 50%** of the applicant's annual turnover (for legal persons) or gross revenue (for natural persons) for the 2025 closed financial year. (Annual Turnover or Gross revenue must be minimum **3,933,600.00 TRY**, according to Inforeuro¹¹ Exchange rate as €1 = TRY 49.17 for December 2025.)
 - **Exception for the Earthquake Region¹²:** For enterprises registered in the earthquake-affected provinces targeted by the action (Adıyaman, Elâzığ, Hatay, Kahramanmaraş, Kilis, Malatya, Osmaniye and Şanlıurfa), this absorption capacity threshold is exceptionally set at **75%**. The total amount of the requested grant **must not exceed 75%** of the applicant's annual turnover (for legal persons) or gross revenue (for natural persons) for the 2025 closed financial year. (Annual Turnover or Gross revenue must be minimum **2,622,400.00 TRY**, according to Inforeuro¹³ Exchange rate as €1 = TRY 49.17 for December 2025.)

IMPORTANT NOTE 2

- Co-applicants are not eligible under this Call for Proposals.
- Priority will be given to applicants who were previously awarded grants and established an enterprise under the Support Programme for Entrepreneurial Initiatives of the Enhancement of Entrepreneurship Capacities for Sustainable Socio-Economic Integration (ENHANCER) and meet the eligibility criteria for applicants under this grant scheme. During the evaluation process, an additional 5 points will be added to the total score of applications submitted by these eligible applicants.

¹⁰ If the debts are restructured, proof of orderly payment until the application date is requested.

¹¹ https://ec.europa.eu/info/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-inforeuro_en

¹² 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.

¹³ https://ec.europa.eu/info/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-inforeuro_en

2.1.2. Eligible Actions and Eligible Activities: Activities for which an application may be made

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

Project Duration

The planned duration of the action must be **at least 8 months** and **no more than 12 months**.

Sectors or Themes

All sectors that have potential for SuTP/PuIP to integrate Turkish economy and have more employment opportunities are eligible in this Call for Proposals.

There are no categorical restrictions on eligible economic sectors except for the sectors excluded according to the World Bank Safeguard Regulations¹⁴. Following sectors **are not eligible** in this Call for Proposals:

- Production and distribution of electricity and natural gas,
- Steel and coal industry,
- Manufacture or trade of weapons and ammunition,
- Manufacture and trade of tobacco and tobacco products,
- Manufacture and trade of pesticides and herbicides,
- Manufacture and trade of alcoholic beverages,
- Operation of casinos or other establishments active in the gambling sector,
- Banking, insurance, and financial services,
- Activities involving currency exchange and financial speculation; securities investment,
- Real estate investments.

Actions aimed at offering products or services considered harmful to human health and environmental well-being are ineligible.

Location

The activities of the projects to be implemented under the grant scheme must be carried out in one or more of the following eligible provinces:

Adana	Bursa	Hatay	Kahramanmaraş	Kocaeli	Mersin
Adıyaman	Elâzığ	İstanbul	Kayseri	Konya	Osmaniye
Ankara	Gaziantep	İzmir	Kilis	Malatya	Şanlıurfa

Activities

¹⁴[https://www.ifc.org/en/what-we-do/sector-expertise/sustainability/ifc-exclusion-list-2007#:~:text=IFC%20does%20not%20finance%20the%20following%20projects%3A&text=Production%20or%20trade%20in%20weapons%20and%20munitions.&text=Production%20or%20trade%20in%20alcoholic%20beverages%20\(excluding%20beer%20and%20wine\).&text=Production%20or%20trade%20in%20tobacco.&text=Gambling%2C%20casinos%20and%20equivalent%20enterprises.](https://www.ifc.org/en/what-we-do/sector-expertise/sustainability/ifc-exclusion-list-2007#:~:text=IFC%20does%20not%20finance%20the%20following%20projects%3A&text=Production%20or%20trade%20in%20weapons%20and%20munitions.&text=Production%20or%20trade%20in%20alcoholic%20beverages%20(excluding%20beer%20and%20wine).&text=Production%20or%20trade%20in%20tobacco.&text=Gambling%2C%20casinos%20and%20equivalent%20enterprises.)

The proposed actions should aim to increase the capacity of early-stage micro enterprises, including fostering creating additional employment (or formalisation of existing employment) for SuTP, PuLP and Turkish Citizens, in parallel with sustainable business growth.

IMPORTANT NOTE 3:

- Please note that, Contracting Authority expects each project funded under the grant scheme to create a minimum of 2 and a maximum of 5 new jobs. Applicants should take into consideration the objective that at least 50% of the newly created employment opportunities under this action are to be filled by SuTP or PuLP. **If there are no jobs created, the project proposal will be rejected by the Evaluation Committee.**
- Applicants are encouraged to adopt a “**women employment**” approach when planning employment. The promotion of women’s employment will be favoured (in the evaluation grid of sub-score 5.2) in this Call for Proposals.

Types of Eligible Activities:

The activities listed below are for illustrative purposes only, and applications are not limited to these types of activities:

- Procurement of machinery, equipment, and supplies.
- Marketing improvement to increase market share and access new markets.
- Human resources and employment creation.
- Training to acquire workplace-relevant skills.

Ineligible Actions:

The following types of actions are **ineligible**:

- Actions focusing solely on awareness raising and/or extending the knowledge base within the society.
- Actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses.
- Actions concerned only or mainly with individual scholarships for studies or training courses.
- Actions for which the applicant is already receiving funding e.g. from the governmental budget, other community programmes or other funds.
- One-off actions such as conferences, round tables, seminars or similar events. These actions can only be funded if they form part of a wider project.
- Actions started before the signing of the contract with the contracting authority.
- Actions consisting solely of studies, feasibility studies (unless part of a broader project).
- Actions which are ideologically biased or partisan in nature and supporting or linked to political parties.

- Social service actions such as provision of food, clothing, health and education fees and charitable donations.
- Infrastructure projects.

IMPORTANT NOTE 4:

As it is specified in section 2.1.1. Eligibility of applicants, the applicant must be directly responsible for the preparation of the action. In principle, proposed applications should be “original” and “unique” to the target group’s needs, problems, and be designed with proper solutions and implementation methodology.

Therefore, applications that are considered copy – paste applications may be rejected in the course of the evaluation process when the proposals present the same:

- a) Scope of activity, wording or the same sentences differentiated only by rephrasing,
- b) Content of the budget including the budget items, justification sheet etc. and/or;
- c) Implementation modalities with only few differences such as the implementation place, name of applicant, etc.

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).

Number of Applications 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.

2.1.3. Eligibility of Costs: cost that can be included

Only ‘eligible costs’ can be covered by a grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and an overall ceiling for ‘eligible costs’. Eligible costs must be clearly indicated in the project budget. The project budget must be prepared in **Euro (EUR)**.

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

- actual costs incurred by the beneficiary(ies).

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

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

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

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

- (i) Costs relating to services 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 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.
- (iii) An exception is made for costs relating to final reports, including 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 and determined according to the applicable accounting standards of the country where the Beneficiary is established and according to the usual cost accounting practices of the Beneficiary;

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 should **aim to expand operations and increase the enterprise capacity of early-stage micro businesses, including fostering the creation of additional employment (or the formalisation of existing employment) for SuTP, PuIP, 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 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, unless it is justified by showing that it is essential to carry out the Action;

- b) the cost of created new employment (or formalise employment) of SuTP, PuIP and Turkish Citizens, e.g. cost of work permit, exemption document. **Please note that the total cost of human resources should not be less than the 40% of the subtotal eligible direct costs.**
- c) Purchase costs for new equipment, machinery and supplies (**second-hand purchase is not eligible**) specifically for the purpose of the Action.
- d) Service costs (specified under Budget Heading 3 & 4).

Contingency reserve

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

Eligible indirect costs

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed **4%** of the estimated total eligible direct costs.

Indirect costs are eligible if 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;
- Travel and per diem costs for staff and other persons taking part in the Action.
- Office vehicle costs and office rent.
- 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 the 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 or credits granted to third parties.
- Bonuses included in staff costs.
- Negative interest charged by banks or other financial institutions.
- Value added tax (VAT), customs and import duties and charges and/or taxes having equivalent effect, special consumption tax and stamp duty.
- Customs and import duties or other charges.
- Fines, financial penalties, and litigation costs.

- Purchase of second-hand equipment and machinery.
- Leasing costs.
- Depreciation expense.

No Profit Principle

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 following activities:

- a) actions with the objective to reinforce the financial capacity¹⁵ of the beneficiary;
- b) actions that generate an income to ensure their continuity beyond the end of the contract.

2.1.4. Ethics and Values

a) Absence of conflict of interest

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

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

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

Zero tolerance for sexual exploitation, abuse and harassment

The ICMPD applies a policy of 'zero tolerance' in relation to all wrongful conduct which has an impact on the professional credibility of the applicant. Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment and verbal abuse, as well as other forms of intimidation shall be prohibited.

c) Anti-corruption and anti-bribery

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

¹⁵ Activities that affect the financial situation of the company positively, which are included in the nature of the company.

performing or refraining from any act relating to the award of a contract or execution of a contract already concluded with the contracting authority.

d) Unusual commercial expenses

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

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

e) Breach of obligations, irregularities or fraud

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

2.2. How to Apply and Procedures to Follow

2.2.1. Application Forms

Applications must be submitted in accordance with the instructions in the 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.

Please note that applications (Annex A: Application Form, Annex B: Budget, Annex C: Legal Entity Form and Annex D: Declaration on Honour) which have to be filled in by the applicant will be transmitted to evaluators. It is therefore of utmost importance that these documents contain all the relevant information concerning the action.

- **Annex A - Application Form**, including **declaration by the applicant (Section 10)** duly completed, stamped (if applicable) and signed by the legal representative(s) of the applicant.
- **Annex B - Budget** (comprises three worksheets: 1. Budget, 2. Justification of Costs, and 3. Expected Sources of Funding) duly completed, stamped (if applicable) and signed by the legal representative(s) of the applicant. All worksheets must be duly completed. Applicants must ensure that there are no inconsistencies between these worksheets.

- **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**, duly completed, stamped (if applicable) and signed by the legal representative(s) of the applicant.

2.2.2. Supporting Documents to Be Submitted

In addition to the application documents (please see Section 2.2.1), the applicant must submit all supporting documents listed under Section (A), as well as the applicable set of supporting documents listed under either Section (B) or Section (C), depending on its legal status. Documents listed under Section (D) must also be submitted where applicable, depending on the applicant's circumstances and the requirements relevant to the proposed project.

(A) Supporting documents required from all applicants:

- FINDEKS Risk Report¹⁶: A barcoded Findeks Risk Report indicating the applicant's credit risk score and financial risk profile.
- Enterprise Classification and SME Status Certificate¹⁷ (İşletme Sınıfı ve KOBİ Vazfi Belgesi): Document demonstrating the applicant's SME qualification and enterprise size classification obtained from the Turkish e-Government portal.
- Active workers list approved by Social Security Institution (SGK) for the month immediately preceding the application submission date.
- List of Authorised Signatories with the name(s) of the person(s) empowered to represent the applicant. A further decision of the Board of Directors is required, only if the person(s) to be appointed are not empowered with such responsibility within the Articles of legal status of the applicant; sample of signature(s), registered to the notary for representative(s) will be provided-original.
- 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).
- 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 applicant. If the applicant is 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 applicant. If the applicant is tax exempted, documentary proof regarding the status should be provided.

¹⁶ The Findeks Report (credit score and risk report) can be obtained through the e-govermental portal, Findeks.com website or mobile application, via banks' internet/mobile banking channels or from bank branches.

¹⁷ Micro Enterprises can obtain this document through E-Devlet by registering their company to KOSGEB database.

(B) Additional supporting documents required for Legal Persons (Companies, e.g., Joint Stock and Limited Liability Companies):

- i. A copy of tax registration or a document of the applicant indicating the tax number from the relevant tax authority.
- ii. The official Corporate Tax Return (Kurumlar Vergisi Beyannamesi) including the detailed Balance Sheet and Income Statement for the closed financial years of 2024 and 2025. These must be certified by an independent accountant/financial advisor (SMMM/YMM) or the relevant tax authority. Previous ENHANCER Beneficiaries established with the financial support of the ENHANCER Support Programme for Entrepreneurial Initiatives in 2024 shall provide the detailed Balance Sheet and Income Statement for the closed financial years of 2024 and 2025, whilst those established in 2025 shall provide the detailed Balance Sheet and Income Statement for the closed financial year of 2025.
- iii. Trade Registry Gazettes (Ticaret Sicil Gazetesi) which are demonstrating the establishment, current legal status, and authorized signatories of the company.
- iv. Chamber of Commerce/Industry Activity Certificate (Oda Faaliyet Belgesi) for the proof of active registration.
- v. Board decision of the 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.

(C) Additional supporting documents required for Natural Persons (Sole Proprietorships, Craftsmen, and Self-Employed):

- i. Tax Registration Certificate (Tax Plate).
- ii. Certified Operating Account Summary (İşletme Hesap Özeti), a Fixed Asset Depreciation Schedule and Official Income Tax Return (Gelir Vergisi Beyannamesi): Covering the closed financial years of 2024 and 2025, certified by an independent accountant/financial advisor (SMMM/YMM) or the relevant tax authority. Previous ENHANCER Beneficiaries established with the financial support of the ENHANCER Support Programme for Entrepreneurial Initiatives in 2024 shall provide the detailed Balance Sheet and Income Statement for the closed financial years of 2024 and 2025, whilst those established in 2025 shall provide the detailed Balance Sheet and Income Statement for the closed financial year of 2025.
- iii. Chamber Registration Certificate (Oda Kayıt Belgesi): Proof of active registration with the relevant professional chamber (e.g., Chamber of Craftsmen and Artisans - TESK, or Chamber of Commerce).

(D) Documents required only when applicable:

- i. The quality certificates and the proof for patent rights (if mentioned in the application) - for the applicant.

- ii. Authorization, licenses or necessary permits from the relevant authorities necessary for the implementation of the project, if required by the Law - for the applicant.
- iii. If there are linked¹⁸ and/or partner¹⁹ enterprises of the applicant, the following information of linked and/or partner companies must be submitted:
 - a. Most current active workers list approved by Social Security Institution (SGK),
 - b. Certified financial statements of all linked and/or partner enterprises for the last two (2) financial years, or for the entire period since their incorporation if they have been operating for less than three years. These statements must be certified by an authorised SMMM or YMM to verify the consolidated micro enterprise status and overall financial capacity of the applicant,
 - c. Current shareholders' structure (Turkish Trade Registry Gazette).

Documents shall be submitted in the form of scanned versions (i.e. showing legible stamps, signatures and dates, in PDF format) of the said originals.

Please submit documents listed under Section (A) in a single ZIP folder, using the numbering provided above. Documents listed under Sections (B), (C) and (D), where applicable, should be organised separately in clearly labelled zip folders using the numbering provided above.

Please note that all supporting documents to be submitted need to be stamped (if applicable) and signed by the legal representative(s) of the applicants. If the abovementioned supporting documents are not provided together with the application form, the application may be rejected.

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

All submitted financial supporting documents must be officially signed and stamped by a Certified Public Accountant (SMMM) or a Sworn-in Certified Public Accountant (YMM) to be considered valid for evaluation.

If deemed necessary, additional documents may be requested.

2.2.3. Where and How to Apply

Applications (application form, other annexes and supporting documents) must be submitted on the ICMPD electronic Application Platform (IN-TEND) at <https://supplier.in-tend.co.uk/icmpd/tenders/appraisal> . Applications sent by any other means (e.g. by e-mail 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. A manual how to register and submit an application on the platform is available for download 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 for technical support before the deadline for application.

¹⁸ Linked enterprise: if holdings with other enterprises exceed the 50 % threshold, these are considered linked enterprises.

¹⁹ Partner enterprise: if holdings with other enterprises rise to at least 25 % but no more than 50 %, the relationship is deemed to be between partner enterprises.

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

- 1- Annex A – The Application Form must be submitted **both in Word format and as a signed, scanned PDF format (stamped, where applicable).**
- 2- Annex B – Budget must be submitted **both in Excel format and as a signed and scanned PDF format (stamped, where applicable).**
- 3- Annex C: Legal Entity Form must be submitted **as a signed and scanned PDF version (stamped, where applicable).**
- 4- Annex D: Declaration on Honour must be submitted **in PDF format, duly signed by the legal representative(s) and stamped (where applicable).**
- 5- All supporting documents must be scanned and submitted in **PDF file.**

The format of the Annex A Application Form must 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.

Please note that in case of any inconsistency between the Word/Excel versions and the signed PDF files, the signed and scanned versions (PDF) shall prevail for the evaluation.

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.

Applications must complete and contain all requested information and all required annexes and supporting documents. **The applicant must verify that their application is complete using the checklist (Section 9 of the application form, Annex A). Failure to comply with these requirements may lead to the rejection of the application. Incomplete applications may be rejected.**

IMPORTANT NOTE 5:

Applicants are strongly advised to register in advance and familiarize themselves with the ICMPD electronic Application Platform (IN-TEND). Applicants shall review the grant rules carefully before starting their application process. It is advised to consult the platform regularly to be informed of the clarifications published. All official communication regarding the Call for Proposals will be published on the platform.

Applicants are strongly recommended 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 shall not be held responsible for any inability to access an organisation's account due to the loss of login credentials or staff changes.

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.

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.

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

Applicants are strongly advised to register on the Enhancer Business Platform (<https://digital.enhancerproject.com.tr/>), which is the main digital channel of the ENHANCER PRO project.

2.2.4. Deadline For Submission of Applications

The deadline for the submission of applications is **22.12.2026 (17:00 Austria time, corresponding to 19:00 Türkiye time)**. The application must be sent before the deadline 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 contracting authority cannot be held responsible for any delay due to such aforementioned difficulties.

2.2.5. Clarifications and Information Session

An online information session on this Call for Proposals will be held on **26.10.2026 at 14:00 (Austria time) and 16:00 (Türkiye time)**.

Prospective applicants may submit questions on the ICMPD electronic Application Platform before the deadline specified under section **"2.6. Indicative Timetable"**, specifying the publication reference.

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

Any clarification of the Call for Proposals will be issued to prospective applicants simultaneously before the deadline as specified under section **"2.6. 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 applicants, an action or specific activities.

Any prospective applicant seeking to arrange individual meetings with ICMPD staff, outside of the official information sessions announced by ICMPD during the application period, may be disqualified from the Call for Proposals process because of the **"equal treatment principle"**.

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

2.3. Evaluation Procedure and Selection of Applicants

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

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

2.3.1. Opening & Administrative Checks and Eligibility Check

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

- Compliance with the application deadline. Non-compliance will result in automatic rejection.
- Fulfilment of all criteria specified in the grant application guidelines (see Section 2.1) using the checklist in the Application Form. Administrative compliance and eligibility will be evaluated in this context. If any required information is missing or incorrect, the application may be rejected solely for this reason and will not proceed to further evaluation.
- Submission of all requested annexes and supporting documents in the correct format. If supporting documents are missing or inconsistent with the applicant's declarations, the application may be rejected solely for this reason.

2.3.2. Financial & Operational Capacity Check and Technical Evaluation

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

The selection criteria help to evaluate the applicant's operational and financial capacity and are used to verify that they:

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

The award criteria help to evaluate the quality of the applications in relation to the objectives set forth in the guidelines, and to award grants to projects which maximise the overall effectiveness of the Call for Proposals. They help to select applications which the contracting authority can be confident will comply with its objectives. They cover the relevance of the action, its consistency with the objectives of the Call for Proposals, quality, expected impact, sustainability and cost-effectiveness.

Scoring:

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

Evaluation Grid

The Evaluation grid is used to assign scores to applications and rank them. The evaluation criteria are divided into sections and subsections. Each subsection will be assessed according to the scores assigned within it.

EVALUATION GRID	
Section	Maximum Score
1. Financial and operational capacity <i>If any of the below sections get a score less than 3, then the proposal will be rejected.</i>	20
1.1 Does the applicant have sufficient in-house experience of project management?	5
1.2 Does the applicant have sufficient in-house technical expertise? (Especially knowledge of the issues addressed in the Annex A - Grant Application Form)	5
1.3 Does the applicant 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
2. Relevance	25
2.1 How relevant is the proposal to the objectives 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 objectives defined in the guidelines for applicants (section 1.3)?	5
2.2 How relevant is the proposal to the particular needs and constraints of the target province(s), country, region(s) and/or eligible actions (including synergy with other development initiatives, regional and/or national development plans and avoidance of duplication)?	5
2.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs and constraints been clearly defined and does the proposal address them appropriately?	5
2.4 Do the foreseen new employments cover Turkish citizens and SuTPs/PuIPs, and does it comply with the programme objectives?	5
2.5 Is the business of the micro enterprise previously established under the ENHANCER Project Support Programme for Entrepreneurial Initiatives?	+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? Are the activities proposed appropriate, practical, and consistent with the envisaged outputs and outcome(s)?	5
3.2 Does the proposal include credible baseline, targets and sources of verification?	5
3.3 Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders? Is the action likely to create sustainable jobs and have an impact on employment in the long-run?	5
4. Implementation approach	20
4.1 Is the action plan for implementing the action clear and feasible? Is the timeline realistic?	5

4.2 Does the proposal include an effective and efficient monitoring system? Is there an evaluation planned (previous, during or/and at the end of the implementation)?	5
4.3 Is the stakeholders' (target groups, etc.) level of involvement and participation in the action satisfactory?	5
4.4 Does the proposal contain added-value elements (e.g. innovation, best practices)?	5
5. Sustainability of the action	10
5.1 Is the action likely to have a tangible impact on its target groups? Is the action likely to have multiplier effects, including scope for replication, extension, capitalisation on experience and knowledge sharing?	5
5.2 Are the expected results of the proposed action sustainable? - Financially (e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs) - Institutionally (will structures allow the results of the action to be sustained at the end of the action? Will there be local 'ownership' of the results of the action?) - Environmentally (if applicable) (will the action have a negative/positive environmental impact?) - Inclusiveness (Does new employment include any disadvantaged group such as youth (ages between 18-40) and women?)	5
6. Budget and cost-effectiveness of the action	10
6.1 Are the activities appropriately reflected in the budget?	5
6.2 Is the ratio between the estimated costs and the results satisfactory?	5
Maximum total score <i>If the total score of the evaluation is less than 65, the application will be rejected</i>	100

Provisional Selection

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

- 1- Firstly, the highest scoring 1 (one) application **that scores 65 or higher from each province** will be provisionally selected.
- 2- Secondly, there will be no more provincial quota for the remaining applicants scored **65 or higher** and overall highest scoring applications will be provisionally selected in sequence until the available budget for this Call for Proposals is 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. In case of any need to replace the best application of any province, the next available project that meets selection & award criteria from the same province will be provisionally selected from the reserve list. In all other cases, overall ranking scores will be considered.

2.4. 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.

2.5. Conditions for Implementation After the ICMPD's Decision to Award a Grant

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

Implementation Contracts:

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

2.6. Indicative Timetable

	DATE	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	17:00 (Austria Time) 19:00 (Türkiye time)
4. Last date on which clarifications are issued by the ICMPD	11/12/2026	
5. Deadline for submission of applications	22/12/2026	
6. Notification to the applicants on the results of evaluation (predicted time)	Q2 2027	-
7. Contract signature (predicted time)	Q3 2027	-

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

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

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
- Supporting Documents Mentioned in **Section 2.2.2 Supporting documents to be submitted** (upload as zip folder(s))

DOCUMENTS FOR INFORMATION

The documents listed below are provided for **informational** purposes. They **should not be submitted** with the application.

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