T.C. SANAYİ VE TEKNOLOJİ BAKANLIĞI

This project is funded by the European Union.
Bu proje Avrupa Birliği tarafından finanse edilmektedir.
هذا المشروع تم تمويله من قبل الاتحاد الأوروبي

ICMPD
International Centre for Migration Policy Development

Contracting Authority:

International Centre for Migration Policy Development

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

Start-Up Grant Scheme

Guidelines for Grant Applicants

Reference Number:

ICMPD/2026/2/ENHANCERPRO/SU/TUR

Deadline for submission of applications: 19/06/2026, 17:00 Austria local time (18:00 Türkiye time)

Date of Publication: 9 APRIL 2026

ANKARA KALKINMA AJANSI
BEBKA Bursa Eskişehir Bilecik Kalkınma Ajansı
ÇUKUROVA KALKINMA AJANSI
DOĞAKA
FIRAT KALKINMA AJANSI
İSTANBUL KALKINMA AJANSI
İPEKYOLU KALKINMA AJANSI SILKROAD DEVELOPMENT AGENCY
İZMİR KALKINMA AJANSI
KARACADAĞ
MARKA EAST MARMARA DEVELOPMENT AGENCY
Mevlana Kalkınma Ajansı
ORAN Orta Anadolu Kalkınma Ajansı

NOTICES

NOTICE 1

This Call for Proposals is a single-step procedure, requiring the submission of all requested documents together.

NOTICE 2

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

Table of Contents

Table of Contents 3

Abbreviations 4

1 Enhancement of Entrepreneurship Capacities for Further Sustainable Socio-Economic Integration (ENHANCER PRO) 5

1.1 Background 5

1.2 Start-Ups in ENHANCER PRO 7

1.3 Objectives of the Grant Programme 7

1.4 Financial Allocation provided by ICMPD 8

2 RULES FOR THIS CALL FOR PROPOSALS 8

2.1 Eligibility Criteria 8

2.1.1 Eligibility of Applicants 8

2.1.2 Eligible Actions and Eligible Activities: Activities for which an application may be made 8

2.1.3 Eligibility of Costs: costs that can be included 11

2.1.4 Ethics and Values 14

2.2 How to Apply and Procedures to Follow 15

2.2.1 Application Forms 15

2.2.2 Supporting Documents to Be Submitted 15

2.2.3 Where and How to Apply 16

2.2.4 Deadline for submission of applications 17

2.2.5 Clarification and Information Session 17

2.3 Evaluation and Selection of the Applicants 18

2.3.1 Opening & Administrative Checks and Eligibility Check 18

2.3.2 Professional Competency and Technical Evaluation 18

2.4 Notification of the Contracting Authority`s Decision 19

2.5 Conditions for Implementation After the Contracting Authority's Decision to Award a Grant 20

2.6 Indicative Timetable 20

3 LIST OF ANNEXES 20

Abbreviations

CPA	Certified Public Accountant
ENHANCER	Enhancement of Entrepreneurship Capacities for Sustainable Socio-Economic Integration
ENHANCER PRO	Enhancement of Entrepreneurship Capacities for Further Sustainable Socio-Economic Integration
FRIT	EU Facility for Refugees in Türkiye
HR	Human Resources
ICMPD	International Centre for Migration Policy Development
MoI	Ministry of Interior
MoIT	Ministry of Industry and Technology
MoLSS	Ministry of Labour and Social Security
PuIP	Persons under International Protection
SGK	Social Security Institution
SME	Small and Medium-Sized Enterprise
SuTP	Syrians under Temporary Protection

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

1.1 Background

This Grant Scheme is funded under the project "Enhancing Entrepreneurship Capacities for Further 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 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.

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 project 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.

The ENHANCER PRO project is developed by ICMPD 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 will be implemented 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 project. In this context, the White Paper[1] 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.

The ENHANCER PRO is designed to support the job creation and economic growth of private sector operators through business expansion and encourage entrepreneurial activities among target population, enhancing entrepreneurs' skills, knowledge, and experience.

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

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 Twelfth Development Plan covering the 2024-2028 period published on November 1, 2023. In this context, policies aimed at increasing resilience against disasters and eliminating damage in the earthquake zone are included in many sectors such as industry, logistics and transportation, health, culture, agriculture, information and communication technologies, women, children, family, social services, and social assistance[2].

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 AFAD[3]. In response to the massive destruction caused by the earthquake, the 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 SuTP and PuIP in the country. Therefore, these provinces bear an additional challenge compared to other provinces, which makes them even a bigger priority for Enhancer PRO activities.

Start-Up Grant Scheme will be implemented at the national level in cooperation with the Ministry of Industry and Technology (MoIT), and at the regional level in cooperation with the Ankara Development Agency (ANKARAKA), Çukurova Development Agency (ÇKA), Bursa Eskişehir Bilecik Development Agency (BEBKA), Eastern Mediterranean Development Agency (DOĞAKA), Istanbul Development Agency (İSTKA), İzmir Development Agency (İZKA), Mevlana Development Agency (MEVKA), Karacadağ Development Agency, Fırat Development Agency, İpekyolu Development Agency and Middle Anatolia Development Agency (ORAN). The programme will cover all provinces where the ENHANCER PRO will be implemented in Adana, Adıyaman, Ankara, Bursa, Elazığ, Gaziantep, Hatay, İstanbul, İzmir, Kahramanmaraş, Kayseri, Kilis, Kocaeli, Konya, Malatya, Mersin, Osmaniye and Şanlıurfa.

2 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/

3 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

1.2 Start-Ups in ENHANCER PRO

Start-ups are newly established business ventures built around innovative, scalable products or services. They are characterised by adaptability, growth potential, and their ability to introduce new business models. Start-ups play a central role by stimulating innovation, creating employment, increasing competitiveness, and contributing to regional development. They also support social and economic inclusion, particularly when vulnerable or marginalized groups engage in entrepreneurial activities.

From an employment perspective, younger firms and start-ups contribute disproportionately to job creation. According to the OECD DynEmp project, across more than 20 OECD and non-OECD countries, young firms account for about 20 % of employment but generate almost half of new jobs[4]. In the case of Türkiye, new jobs generated by start-ups account for roughly 7 % of total employment significantly above the average in peer countries[5]. In Türkiye overall, small, and medium-sized enterprises (SMEs) represent 99.7 % of all enterprises (2022), and they account for about 70.6 % of employment[6]. These figures underline how vital new and young firms are to the labour market and economy.

Within this framework, the ENHANCER PRO project aims to strengthen the entrepreneurial ecosystem and foster inclusive economic growth in Türkiye. It provides support to SuTP, PuIP, and Turkish Citizens through entrepreneurship-oriented interventions. By enabling start-up formation and growth among these groups, ENHANCER PRO Project helps create new businesses that generate employment, raise incomes, stimulate local value chains, and enhance economic resilience and contributes to sustainable livelihoods and reinforces social cohesion across communities.

1.3 Objectives of the Grant Programme

The **overall objective of this Call for Proposals** is to increase improved employment and livelihood opportunities for SuTP, PuIP, and Turkish citizens in provinces with a high refugee population in Türkiye.

The **specific objective of this Call for Proposals** is to support potential entrepreneurs in establishing new businesses in Türkiye's provinces with high refugee concentrations. The programme is designed to enhance inclusive economic growth, foster self-reliance, and create new employment opportunities for SuTP, PuIP, and Turkish Citizens. Through this call, financial support is envisaged to help new entrepreneurs overcome initial financial challenges, with priority given to costs such as business registration, work permits, salaries and other human resources expenses, equipment and supplies, rental fees, accounting services, as well as marketing, branding, visibility, and administrative costs.

The **target groups of this call for proposals** are potential entrepreneurs among SuTP, PuIP and Turkish Citizens who have a business idea and intention to establish an enterprise in Adana, Adıyaman, Ankara, Bursa, Elazığ, Gaziantep, Hatay, İstanbul, İzmir, Kahramanmaraş, Kayseri, Kilis, Kocaeli, Konya, Malatya, Mersin, Osmaniye and Şanlıurfa provinces.

The **final beneficiaries of this Call for Proposals** are SuTP, PuIP, Turkish Citizens, the labour market, household members of the beneficiaries, and society at large.

[4] https://www.oecd.org/en/about/projects/measuring-job-creation-by-start-ups-and-young-firms.html

[5] https://www.oecd.org/content/dam/oecd/en/publications/reports/2021/04/unleashing-the-full-potential-of-the-turkish-business-sector_22082040/3a64ce1c-en.pdf?utm

[6] https://data.tuik.gov.tr/

1.4 Financial Allocation provided by ICMPD

The overall indicative amount made available under this Call for Proposals is **EUR 3,000,000.00**. ICMPD reserves the right not to award all available funds subject to assessment of applications. Similarly, this amount could be increased should more funds become available.

Any grant awarded under this Call for Proposals shall be a maximum **EUR 30,000.00**.

Co-financing will not be requested from the applicants or any other funding authority under this Call for Proposals. Subject to remaining within the budgets defined above, **100%** of the requested amount will be provided as a grant by the ICMPD as Contracting Authority.

2 RULES FOR THIS CALL FOR PROPOSALS

2.1 Eligibility Criteria

There are three (3) types of eligibility criteria for applying to this grant program, which relate to:

- Eligible Applicants (2.1.1): Eligibility of the applicant submitting the application form.
- Eligible Actions and Activities (2.1.2): Eligible actions and activities for grant funding.
- Eligible Costs or Results/Conditions (2.1.3): Eligible costs and cost types that may be considered when determining the grant amount.

2.1.1 Eligibility of Applicants

To be eligible for the grant, the applicant must:

- be a natural person; and
- be a Turkish Citizen, or SuTP, or PuIP; and
- be directly responsible for the preparation and management of the activities described in the application form.

IMPORTANT NOTE 1:
Applicants who have previously been awarded and executed a grant project or are currently implementing a grant project to achieve the same specific outputs and outcomes targeted under this grant scheme through ICMPD or similar national or international grant schemes (e.g., FRIT I and FRIT II), including those financed by the European Union, are ineligible to apply under this Call for Proposals.

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

Duration

An action consists of a set of planned activities. The duration of the actions must be planned as **at least 9 months and not more than 12 months**.[7]

Location

Actions must take place in at least one of the following provinces: Adana, Adıyaman, Ankara, Bursa, Elazığ, Gaziantep, Hatay, İstanbul, İzmir, Kahramanmaraş, Kayseri, Kilis, Kocaeli, Konya, Malatya, Mersin, Osmaniye or Şanlıurfa. Likewise, the businesses to be established within the scope of the action must also be registered in one of these provinces.

[7] All activities related to the achievement of mandatory Outputs 1 and 2 shall be completed within the project duration.

Activities

Except for the defined ineligible actions and ineligible sectors, any entrepreneurial activity undertaken to get the indicated outputs below shall be considered as eligible within the scope of the grant scheme.

Activities to be designed under the action are expected to achieve at least the mandatory outputs indicated below by the end of the implementation period. If mandatory outputs are not achieved, the allocated funds shall not be disbursed to the grantees.

Output 1: Registration of a new business through financial support from the grant scheme. **Only registration of sole proprietorship will be eligible under this Grant Scheme.**

IMPORTANT NOTE 2:
The grant scheme aims to support new created businesses. Please note that the enterprise (the new created businesses, Output-1) must be established **after the grant contract has been mutually signed.**
Enterprises established before the contract signature will not be considered as eligible under the grant scheme.
Under this grant scheme, the establishment of new branches by existing businesses in the eligible provinces is **ineligible**.

Output 2: New jobs created by enterprises established with financial support under the grant scheme. Financial support for the newly created jobs under the grant scheme will be provided throughout the implementation period, following the completion of the establishment of the new enterprise (registration of a new business); in other words, after the achievement of Output 1. The total costs of the employees hired by the registered employer (net salary, social security contributions for both employee and employer, income tax, stamp tax, and other mandatory statutory payments, after deduction of any incentives granted) will be accepted as eligible costs.

IMPORTANT NOTE 3:
The business owner is not permitted to pay a salary to him/herself from the project budget. However, only the monthly mandatory social security contribution of the business owner shall be considered as an eligible cost.

Types of Eligible Activities:

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

- Activities related to official business establishment process (including renting of an office or workplace, chamber and tax office registration-related activities, and other mandatory administrative procedures).
- Activities aimed at enhancing the professional capacities of the employed personnel (such as marketing training, public relations training, financial management training, basic accounting courses, digital skills development, customer relations training, and other capacity-building activities relevant to the enterprise's operations).
- Activities related to the procurement of required machinery, equipment, furniture and supplies for the establishment and initial functioning of the enterprise (e.g. computers, office furniture, production/service-related tools/equipment/machinery, safety equipment, etc.).
- Activities related to the procurement of required services and other costs for communications and visibility; marketing and branding expenses (including logo and brand identity design, promotional materials, website development, social media promotion, and similar visibility activities) aimed at supporting the enterprise's market presence.

Ineligible Actions:

The following types of actions are ineligible:

- 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 already financed or in the process of being financed from state budget, other EU 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 with costs incurred outside the contract period;
- charitable donations;
- actions which are ideologically biased or partisan in nature;
- actions of supporting or linked to political parties;
- actions consisting solely of research, development of strategies, plans or other similar documents;
- grant making activities (i.e. the use of the grant to make further grants (financial or in-kind) or loans to other organizations or individuals such as for those who are establishing their businesses);
- infrastructure projects;
- land or building acquisitions.

The following sectors are **ineligible** for grants under 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**.

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

The applicant may not submit more than **one (1)** application under this Call for Proposals.

2.1.3 Eligibility of Costs: costs 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."

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 the 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 the 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 the end date of the implementation period, do not meet this requirement.

   (ii) Costs incurred should be paid to obtain Output-1 and Output-2.

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.

The applicant must present a realistic and cost-effective grant budget.

Eligible direct costs

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

- Registration cost of a new business (for Output-1) is eligible.
- Costs for staff assigned to the Action are eligible (HR Costs), representing actual gross salaries, including social security contributions and other remuneration-related costs. Salaries and costs shall not exceed those normally borne by the Beneficiary(ies), unless justified by demonstrating that such expenditure is essential for the delivery of the Action. The project staff under Human Resources in the Budget (Annex B) must include at least one SuTP or PuIP. Staffing configurations consisting solely of Turkish citizens (for output 2) are ineligible under this grant scheme.
- Monthly mandatory social security contribution costs of the business owner.
- Purchase costs for new machinery, equipment, furniture, and supplies are eligible up to a maximum of **EUR 10,000**, provided they are specifically dedicated to the purposes of the Action.
- Where **new office space or a new workplace** is rented for the Action, office rent, utilities (including but not limited to electricity, internet, telephone, water, heating, and cooling), and consumables are eligible. Please note that the subtotal for local office costs (including rent and utilities) **must not exceed 25% of the subtotal human resources** in the budget.
- Service costs specifically dedicated to the Action, such as marketing, branding, training, visibility, and Certified Public Accountant (CPA) services, are eligible.

Eligible costs must be clearly indicated in the budget. The budget must be prepared in **Euro (EUR)**.

Grant payments will be made in instalments as outlined below:

Grant Instalment Payment Summary

Reporting period for payments	**Type of reports**	**Reports submission deadlines**		**Payment to be made**
All Contracts	Months 1–4	Interim narrative and financial report	Within 30 days after Month 4	First payment
Contracts with 11–12 months duration	Months 5–8	Second interim narrative and financial report	Within 30 days after Month 8	Second payment
All contracts	End of the Implementation Period	Final narrative and financial report	Within 30 days following the end of the implementation period	Final payment

IMPORTANT NOTE 4:

- Please note that for contracts with an implementation period of up to 10 months, first and final payments will be made subject to the submission and approval of the relevant reports, in line with the Grant Instalment Payment Summary table above.
- Please note that Output 2 payments shall not be made before the full completion of Output 1 deliverables.

Indirect costs

Indirect costs **are ineligible** under this grant scheme.

IMPORTANT NOTE 5:

- The action must include both the establishment of the new business and the creation of jobs during its implementation period.
- Applicants must ensure that the new businesses to be established under the grant program will operate in compliance with the legal obligations outlined in the laws of the Republic of Türkiye. The activities and budget required to ensure compliance with these legal obligations must be included in the application form and the budget document.
- Applicants shall commit, in the Application Form, to the creation of a minimum of two (2) new employment including the business owner. At least one (1) of these positions must be allocated to a SuTP or PuIP. The remaining position may be allocated either to a Turkish citizen or to an additional SuTP or PuIP. Applications that do not include a clear and binding commitment to the employment of at least one (1) SuTP or PuIP shall be deemed ineligible and rejected by the Evaluation Committee.
- If the application includes the employment of a woman (including the business owner), 5 points will be directly added to the assessment score.
- Prior to signing the Grant Contract, the Contracting Authority will correct any arithmetic errors and/or inaccuracies in the project budget, as well as unrealistic and/or ineligible costs (if any). As a result of such corrections, the grant amount in the budget may decrease, but under no circumstances can it be increased.
- Costs must be reasonable, justified, clearly explained, verifiable, cost-effective, efficient, and in line with sound financial management principles.

Ineligible Costs

Costs that do not comply with the conditions set out in the contract are not considered eligible costs. The following costs are considered ineligible:

- Per diems, travel costs, purchase or rent of vehicles, purchase of spare parts for equipment/machines, costs for studies, expenditure verification/audit, evaluation, translation, interpreters, financial services (bank guarantee costs etc.) and conferences/seminars,
- Costs of land or building acquisitions,
- Construction and works costs including small renovations,
- Debts and debt service charges (interest),
- Credits to third parties,
- Provisions for losses or potential future liabilities,

- Costs declared by the beneficiary(ies) and financed by another action or work programme receiving an ICMPD or European Union grant,
- Currency exchange losses,
- Contributions in-kind,
- Contingency reserve,
- Purchase of second-hand equipment and machinery,
- Bonuses included in staff costs,
- Leasing costs,
- Negative interest charged by banks or other financial institutions,
- Taxes, including Value Added Tax (VAT),
- Customs and import duties or other charges,
- Fines, financial penalties, and litigation costs,
- Depreciation costs.

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 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 provided in the grant application form attached to these guidelines (Annex A: Application Form). The applicant must strictly follow the format of the application form and complete the relevant paragraphs and pages in order.

Annex A - Application Form and Annex B - Budget must be prepared in **English or Turkish**. The application package shall consist of electronic copies of the following documents:

- Annex A: Application Form (Word and PDF format)
- Annex B: Budget (Excel and PDF format)
- Annex C: Curriculum Vitae (CV) (Word/PDF format)

2.2.2 Supporting Documents to Be Submitted

All below listed documents must be submitted in either English or Turkish:

1. Scanned copy of the identity document for citizen of Republic of Türkiye or temporary protection identity document for SuTP or international protection beneficiary identity document for PuIP (PDF);
2. Current criminal record certificate taken during the application period, obtained from the E-Government system.
3. If applicable, a certificate proving participation in the entrepreneurship trainings delivered under the ENHANCER Project, as well as other entrepreneurship trainings conducted through grant projects under the ENHANCER Project's sub-components, and/or a certificate/declaration proving participation in the Migathon/Matchmaking Events organised by ICMPD for the ENHANCER Project. Certificates proving participation in entrepreneurship trainings delivered by national public institutions or universities will also be considered acceptable supporting documents during the evaluation process.
4. If applicable, the scanned copy of certificate and/or diploma and/or vocational qualification certificate and/or any proof document for the technical competency of the applicant.

All supporting documents issued in any language other than English or Turkish, the English or Turkish translation of these documents in addition to original copy must also be provided. No

sworn or officially certified translation is required. The translations may be prepared by the applicant, who bears full responsibility for their accuracy and completeness.

Failure to submit any of these documents listed above may result in the rejection of the application.

2.2.3 Where and How to Apply

- Applications must be submitted via the ICMPD electronic Application Platform (IN-TEND) at https://in-tendhost.co.uk/icmpd/aspx/Tenders/Appraisal. **Applications submitted through other channels (e.g., e-mail or printed documents) will be rejected.**
- To apply for ICMPD`s calls for proposals, applicants must follow a three-step process:
    1. Applicants must **register** on the ICMPD Electronic Application Portal at, https://in-tendhost.co.uk/icmpd/aspx/Home. A manual how to register and submit an application on the platform is available for download at https://in-tendhost.co.uk/icmpd/aspx/BuyerProfiles.
    2. After registration, applicants must express their interest in the Call for Proposals and download the application documents (Guidelines for the Grant Applicants, Annex A – Application Form, Annex B – Budget and Annex C – CV format).
    3. After preparing all annexes and supporting documents, applicants must upload their documents to the application platform and submit their applications. Applicants will receive a confirmation email that their submission has been delivered, provided the application is submitted before the deadline.

    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.

    Please note that documents uploaded to the IN-TEND system must be in the following formats:

    1. Annex A - The application form must be submitted both as a **WORD** file and as a signed and scanned **PDF** file.
    2. Annex B - The budget must be submitted both as an **EXCEL** file and as a signed and scanned **PDF** file.
    3. Annex C - Curriculum Vitae (CV) must be submitted in **WORD** or **PDF** format.
    4. All supporting documents must be submitted as scanned **PDF** files.

IMPORTANT NOTE 6:

- Applications must be complete, containing all required information in the application form, all annexes, and supporting documents requested in the application package. Applicants should use the checklist (**Section 8** of Annex A – Application Form) to verify that their submission is complete.
- Incomplete applications may be rejected.
- Handwritten applications **will not be accepted**.
- Application formatting requirements: **A4 size, Calibri font, font size 11, standard margins (top/ bottom/left/right 2.54 cm), line spacing 1.0 cm**.
- Application documents must be readable, accessible, and printable.
- Please note that in case of any inconsistency between the Word format of the application form (Annex A), Excel format of the budget (Annex B) and Word format of the declaration by the applicant (**Section 7** of the Application Form), the signed PDF versions of these documents shall prevail for the evaluation.

IMPORTANT NOTE 7:

Applicants are strongly advised to register in advance and familiarize themselves with the ICMPD electronic Application Platform (IN-TEND). Applicants shall review the guidelines for grant applicants 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.

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.

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.

A guide explaining step by step how to register and submit an application via the platform is available at: https://in-tendhost.co.uk/icmpd/aspx/BuyerProfiles

2.2.4 Deadline for submission of applications

Applications for this grant program will be open until **19/06/2026**, 17:00, Austria local time (18:00 Türkiye time) from the date of publication. The application must be sent before the deadline for submission. Any application submitted after the deadline will automatically be rejected. The applicants are strongly advised not to wait until the last day to submit their applications, 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 afore-mentioned difficulties.

The highest-scoring applications will be provisionally selected until the available budget for this call for proposals is reached.

2.2.5 Clarification and Information Session

ICMPD will organise multiple information sessions for prospective applicants. The first online session for this Call for Proposals will take place on **16/04/2026** between 13:30 and 16:00, Austria local time (14:30 – 17:00 Türkiye time). The information on the dates and times of the additional information sessions will be announced on the ICMPD Electronic Application Platform (In-Tend), ICMPD webpage and ENHANCER PRO`s social media channels.

This grant guidelines contains all the information necessary for applicants to prepare and submit their applications. If ICMPD wishes, either on its own initiative or in response to requests from potential applicants, to add additional information to this Call for Proposals guide, the announcement will be made via the ICMPD electronic Application Platform**.**

Prospective applicants may submit questions on the ICMPD electronic Application Platform before the deadline for questions specified under section "2.6 Indicative Timetable," specifying the publication reference. It is recommended to regularly check the platform for published questions and answers.

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, actions or specific activities and costs.

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 and Selection of the Applicants

Applications will be examined and evaluated by the evaluators appointed by the contracting authority. If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated, the application will be rejected on this sole basis. All applications will be assessed according to the following steps and criteria.

2.3.1 Opening & Administrative Checks and Eligibility Check

The following aspects will be assessed during administrative compliance and eligibility checks:

1. If the deadline has been met. Otherwise, the application will be automatically rejected.
2. Fulfilment of all criteria specified in the Guidelines for Grant Applicants (see Section 2.1) using the checklist in the Application Form. If any required information is missing or incorrect, the application may be rejected solely for this reason and will not proceed to further evaluation.
3. 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 Professional Competency 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.

All proposals that meet the eligibility criteria specified in the Guidelines for Grant Applicants will be evaluated on the basis of professional competency (vocational and/or technical capacity) and operational capacity of the applicants.

Applications will be objectively assessed according to the evaluation criteria outlined in the Evaluation Grid below.

During professional competency (vocational and/or technical capacity) and operational capacity evaluation, it will be checked whether applicants have,

- The professional competencies (vocational and/or technical) and qualifications required to successfully complete the proposed activity(ies).

The evaluation criteria help assess how well the applications align with the objectives specified in the guidelines and ensure that grants are awarded to projects that 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 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.

Applications scoring below **60 points overall**, or **under 10 points in the section of 4. Methodology will be rejected.**

Evaluation Grid

Section	Maximum Score
1. PROFESSIONAL COMPETENCY (VOCATIONAL AND/OR TECHNICAL CAPACITY)	
1.1. Does the applicant demonstrate sufficient professional competency?	**5 x 2**
1.2. Does the applicant provide a certificate for the participation in the entrepreneurship trainings delivered by ICMPD or national public institutions or universities?	**+5**
2. BUSINESS OVERVIEW AND MARKET ANALYSIS	
2.1. How clearly and realistically does the applicant present the business idea, customer need, products/services, innovativeness, target market, competitive landscape, and risks/mitigation measures?	**5 x 4**
3. RELEVANCE AND JUSTIFICATION	
3.1. How well does the project align with programme objectives, address the needs of the target groups, and present coherent expected results? (Please consider added value, promotion of self-reliance and equal opportunities, and potential multiplier effects such as replication, scaling up, or dissemination.)	**5 x 3**
4. METHODOLOGY	
4.1. How feasible, coherent, and well-structured is the project's overall methodology, including activity design, implementation approach, visibility plan, risk management, and employment plan?	**5 x 4**
4.2. Does the application include women employment (including business owner)?	**+5**
5. BUDGET AND COST-EFFECTIVENESS	
5.1. Is the proposed budget realistic, coherent, cost-effective, and properly justified in relation to the planned activities and expected results?	**5 x 3**
6. SUSTAINABILITY	
6.1. Does the proposal clearly demonstrate long-term sustainability through financial continuity, pricing and marketing strategies, employment continuity, and consideration of horizontal issues (e.g., environment, gender equality, disadvantaged groups)?	**5 x 2**
Maximum total score	**100**

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 (IN-TEND).

After the evaluation, a table will be drawn up listing the applications ranked **60** or higher. The highest scoring applications will be provisionally selected 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. The contracting authority may decide not to award any grants and cancel the Call for Proposals without having the applicants any right to compensation.

If applicants consider themselves to have suffered damage due to an error or irregularity during the grant award process, they may lodge a formal complaint. Applicants must follow the complaints procedure published on the ICMPD website: https://www.icmpd.org/work-with-us/procurement/complaints-procedure.

2.5 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.

2.6 Indicative Timetable

<table>
<tr><th></th><th colspan="3">Indicative Date and Time</th></tr>
<tr><td>1. Publication of the Call for Proposals</td><td colspan="3">09/04/2026</td></tr>
<tr><td>2. Information session (online webinar)</td><td>16/04/2026</td><td>13:30-16:00
Austria local time</td><td>14:30-17:00
Türkiye local time</td></tr>
<tr><td>3. Deadline for requesting any clarifications from ICMPD</td><td>01/06/2026</td><td rowspan="3">17:00
Austria local time</td><td rowspan="3">18:00
Türkiye local time</td></tr>
<tr><td>4. Last date on which clarifications are issued by ICMPD</td><td>08/06/2026</td></tr>
<tr><td>5. Deadline for submission of applications</td><td>19/06/2026</td></tr>
<tr><td>6. Notification to the applicants on the results of evaluation (predicted time)</td><td>December-26</td><td>N/A</td><td>N/A</td></tr>
<tr><td>7. Contract signature (predicted time)</td><td>March-27</td><td>N/A</td><td>N/A</td></tr>
</table>

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

This indicative timetable refers to provisional dates (except for dates 1, 3, 4 and 5) and may be updated by ICMPD during the Call for Proposals application period. If necessary, updates will be shared via the In-Tend and ICMPD Webpage.

3 LIST OF ANNEXES

Documents to Be Completed

Annex A: Application Form (Word and PDF format)
Annex B: Budget (Excel and PDF format)
Annex C: Curriculum Vitae (CV) (Word/PDF format)

Supporting Documents: Documents shall be supplied in the form of scanned versions (i.e. showing legible stamps, signatures, and dates) of the said originals. Please submit supporting documents (Section 2.2.2) referred to points 1. to 4. in a single zip folder with the same numbering. If the

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

No additional annexes should be sent. All other additional documents attached will be disregarded and not taken into consideration for the evaluation.

Documents for Information (<u>These documents do not need to be submitted</u>)

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 Interim and Final Narrative and Financial Reports
    - Annex VIa: Model Interim Narrative Report
    - Annex VIb: Model Final Narrative Report
    - Annex VIc: Interim and Final Financial Reports
  - Annex IX: Template for Transfer of Assets
- Annex F: Information on Tax Regime