**Economic and Social Integration of Internally Displaced Persons in Van Province Grant Scheme**

Call for Proposals CFCU/ TR2011/0136.03-02  
EuropeAid/136348/ID/ACT/TR issued by the CFCU   
on 2 October 2014 with deadline of 10 November 2014

**Clarifications**

**Note 1:** *Most of the questions that have been received concerning this Call can be answered by* ***carefully reading*** *the Guidelines for Grant Applicants (Guidelines).*

**Note 2:** *Please note that in the interest of equal treatment of Applicants the Contracting Authority does not give prior opinion on the eligibility of an Applicant, an action or specific activities.*

**General Issues**

1. **Should the application and communication be in English? Can we submit our proposals in Turkish?**

As stated in the Section 2.2.1 of the Guidelines, *Applicants must apply in English*. The communications during the evaluation are also conducted in English. However, the applicants are free to submit Turkish translations enclosed to the communications in English if they deem necessary. Similarly, Turkish translations are provided by the Contracting Authority to ensure right communication with the applicants for specific cases.

1. **Can we submit hand written proposals?**

No. As stated in the Section 2.2.1 of the Guidelines, *hand-written applications will not be accepted*.

1. **Most of the target group of this Call for Proposals, the IDP women, do not have computers at their homes and do not know English. Is it possible to change the language and the procedure of application at this stage?**

It is not possible to change either the language or the procedure of the application.

Please also see the replies given to Questions 1 and 2.

1. **Is it possible to you to appoint public officials to translate the documents and help us during the application stage?**

No. As stated in the Section 2.1.1 of the Guidelines, the Applicant must be directly responsible for the preparation and management of the action.

1. **Will there be other information meetings in other districts/neighbourhoods where IDPs are more populated?**

No. The information meeting for this Call was already organized on 17.10.2014 in Van.

1. **Will you be organizing training(s) on project development and preparation?**

No. Project development and preparation trainings will not be organized. On the other hand, Help Desk services will be provided in the Van Governorate to provide necessary information during the application stage. Please note that the information provided through the Help Desk is not binding for the Contracting Authority.

1. **Regarding the trainings to be provided under the Technical Assistance component of the Project, could you please clarify whether the certificates obtained will be certified by the Ministry of National Education?**

The certificates for the trainings to be given under the Technical Assistance component of the Project will be certified by the Ministry of National Education.

1. **Can we get external support/hire a consultancy firm for the preparation of our proposal?**

The decision of using external assistance for the preparation of the proposal is up to the Applicant.

However, please note that the “Declaration by the Applicant” that is to be signed by the Applicant (see Part IV of the Grant Application Form) and Section 2.1.1 of the Guidelines clearly states that *the Applicant is directly responsible for the preparation, management and implementation of the action and is not acting as an intermediary*.

In addition to this, costs incurred prior to the signature of the contract are in any case ineligible costs, and thus cannot be included in the project budget.

**Eligibility of Applicant**

**(Section 2.1.1. of the Guidelines)**

1. **The Guidelines describes only individual persons. Could you please clarify if organisations/legal entities may also apply to this Call for Proposals?**

The Call is **open only to individuals** who satisfy the eligibility criteria stated in Section 2.1.1 of the Guidelines. Therefore organisations/legal entities are not eligible to apply to this Call.

1. **Could you please clarify what does “Internally Displaced Person (IDP)” mean?**

As it is stated in the Guidelines Section 2.1.1 (footnote on page 4), IDPs are the people who have to or are forced to escape from or leave their houses or original places without crossing internationally accepted country borders in order to protect themselves from human right abuses, natural or human disasters, situations containing violence, socio-economic problems or especially effects of armed conflicts.

1. **I have moved to Van from X due to Y reason. Am I an IDP?**

Applicants should assess their status in line with the definition of the IDP. Please see the reply given to Question-10. In addition, the applicants should explain why they identify themselves as an IDP in the Application Form; if deemed necessary, additional supporting documents may be requested from the applicants during the evaluation process.

1. **My house was destroyed during the earthquake in Van and had to relocate to another residual area. Am I an IDP and eligible to apply for this Call for Proposals?**

Please see the reply given to Question 10 and 11. Please note that the Applicant should satisfy all of the eligibility criteria stated in Section 2.1.1 of the Guidelines in order to be considered eligible under this Call for Proposals.

1. **My atelier/office was destroyed during the earthquake in Van. Then I had to change my house in order to start business again in another location. Am I an IDP and eligible to apply for this Call for Proposals?**

Please see the reply given to Question-10, 11 and 12.

1. **Could you please clarify what does a “Certificate of being an IDP” mean and where I can obtain this?**

A registration and residence document (Certificate of being an IDP) can be obtained from Van Provincial Directorate of Population and Citizenship Affairs. If deemed necessary, additional supporting documents may be requested from the applicants during the evaluation process.

1. **I have a green card. Am I eligible to apply for this Call for Proposals?**

There is no direct link between being an IDP and having a green card and submission of the green card is not required in the Guidelines; therefore, it is not possible to assess the eligibility of such an applicant without further supporting documents and information. Applicants should satisfy all eligibility criteria stated in Section 2.1.1 of the Guidelines.

1. **I am registered to the social security system through my husband. In line with the eligibility criterion of “*not be an employee subject to social security contributions as of the launch date for this Grant Scheme*”, could you please clarify whether I am eligible or not?**

People who have social security on their own (i.e. the person is employed) cannot apply to the Call. On the other hand, those who have social security through their spouses and/or parents may apply to the Call on the condition that they satisfy all of the eligibility criteria stated under the Section 2.1.1 of the Guidelines.

1. **I have a hair dresser saloon, but I have not paid my social security payments to Bağ-Kur. Am I eligible to apply?**

If the business is registered under the name of the Applicant, then she cannot apply to the Call.

1. **Regarding the eligibility criterion of “*does not have an attachment order in her account, not in bankruptcy*”, could you please clarify where I can obtain the official letter?**

Please see the Corrigendum-1 published on 30.10.2014.

The document can be obtained from the Department of Justice - 1st and 2nd Directorates of Debt Collection **OR** provincial Central Bank of the Republic of Turkey in Van, if the applicant has a bank account in Central Bank.

Addresses:

* **Department of Justice - 1st and 2nd Directorates of Debt Collection:** Adalet Sarayı, İpekyolu Cad., İpekyolu/Van
* **Central Bank of the Republic of Turkey in Van**: Cumhuriyet Blv. (Eski Belediye Binası Yanı) No: 57, 65140 İpekyolu/Van

1. **It is stated in the Guidelines that in case the Applicant does not currently have a certificate under the sector she applied for, she can enroll to a training programme to be provided in scope of the Technical Assistance component of the Project if awarded grant. I would like to open a course to teach literacy; however, I currently do not hold a certificate to teach. Can I obtain this certificate from the training programmes to be provided under the Technical Assistance component of the Project?**

No. For the sectors “literacy” and “computer literacy”, the applicant should either have the teaching certificate in these sectors or obtain these certificates on her own. Trainings under the Technical Assistance component in these sectors will not relate to the delivery of these courses but the learning these skills.

1. **Do I need a project partner/co-applicant to apply for this Call for Proposals? Can I have a project partner?**

No, the Call is open to **individuals** satisfying the eligibility criteria stated in Section 2.1.1 of the Guidelines. Please note that no partners/co-applicants, associates etc. are defined in the Guidelines.

However, if there are other actors and stakeholders in the Action (e.g. local authorities), these should be described in detail under Section 4 of the Grant Application Form.

**Eligibility of Actions**

**(Section 2.1.2 of the Guidelines)**

1. **I would like to submit a project related to (X). Is this project eligible?**

To ensure equal treatment of Applicants, the Contracting Authority does not give a prior opinion on the eligibility of an Applicant, an action or specific activities.

Please also see Section 2.1.2 of the Guidelines regarding the actions for which a grant may be awarded. Proposals will be evaluated according to transparent, fair and proportional criteria indicated in the Section 2.3 of the Guidelines.

1. **I don’t have training certificate in the sectors/themes listed in the Guidelines. Can I apply to the Call?**

Yes. If your project is recommended to award of a grant, you will **have to enroll** to the trainings to be provided under the Technical Assistance component of the Project. A contract will be signed after the conclusion of the evaluation procedure but will be commenced on the condition that the training programme is completed, related certificate is obtained and submitted to the Contracting Authority no later than **26.12.2015**.

1. **I am currently attending a training programme in one of the sectors/themes listed in the Guidelines. Can I apply to the Call?**

Yes. If your project is recommended to award of a grant, a contract will be signed after the conclusion of the evaluation procedure but will be commenced on the condition that the training programme is completed, related certificate is obtained and submitted to the Contracting Authority no later than **26.12.2015**.

1. **I already have a training certificate for (X) sector/theme. Can I apply to this Call for Proposals?**

If the training certificate is for the one of the sectors/themes listed in the Guidelines Section 2.1.2, you can apply to the Call. However, please also note that the Applicant should satisfy all of the eligibility criteria stated under the Section 2.1.1 of the Guidelines in order to be eligible under this Call for Proposals.

1. **I am not disabled (deaf). Can I submit a project for the “sign language” sector?**

Yes. No additional eligibility requirement other than the ones listed under the Section 2.1.2 of the Guidelines exists in any of the sectors/themes.

1. **I would like to submit a project for (X) sector/theme; however, it is not stated in the Guidelines. Can I apply for this Call for Proposals?**

No. Applications can only be submitted for the sectors/themes listed in Section 2.1.2 of the Guidelines.

**Eligibility of Costs**

**(Section 2.1.3 of the Guidelines)**

1. **I would like to rent an office/atelier for the implementation of my project. Is it eligible?**

Yes. Please see Section 2.1.3 of the Guidelines regarding the details for eligible and ineligible costs.

Further, it should be noted that as stated in the Section 2.1.3 of the Guidelines, costs must comply with the provisions of Article 14 of the General Conditions to the Standard Grant Contract (see Annex E-II of the Guidelines).

1. **Do we need to submit proforma invoices along with the application for the costs included in the Project Budget?**

No, you do not need to submit proforma invoices together with the application.

On the other hand, as stated in the Section 2.1.3 of the Guidelines, *recommendations to award a grant are always subject to the condition that the checks preceding the signing of the contract do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic 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*; therefore, clarification or additional documents such as proforma invoices may be requested from the applicants during the budget checks.

1. **Should I need to realise all expenditures and then get the payment accordingly? Could you please clarify the payment schedule?**

No. The initial/advance payment of 90% of the project budget will be paid to the applicants:

* who already have a training certificate; within 30 days of signature of the contract;
* who will obtain a training certificate until 26.12.2015; upon submission of a payment request together with supporting document(s) proving the completion of the training programme related to the project applied.

The balance of 10% will be subject to submission of the request for payment together with the final report to the Contracting Authority no later than 3 months after the implementation period.

Please see the Corrigendum-1 published on 30.10.2014.

The payment amounts will also be written in the Article 4 of the Special Conditions of the Contract to be signed with the successful applicants.

**How to Apply and the Procedures to Follow**

**(Sections 2.2.1, 2.2.2, 2.2.3 and 2.2.4 of the Guidelines)**

1. **Where can I get the Grant Application Form?**

Guidelines, Grant Application Form and its annexes are available on:

* CFCU website: [www.cfcu.gov.tr](http://www.cfcu.gov.tr)
* EuropeAid website: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>
* Ministry of Interior website: [www.icisleri.gov.tr](http://www.icisleri.gov.tr)
* Van Governorate website: <http://www.van.gov.tr>

1. **Where can I get Turkish version of Guidelines and its annexes?**

Unofficial Turkish translation of only the Guidelines is available on:

* CFCU website: [www.cfcu.gov.tr](http://www.cfcu.gov.tr)
* Ministry of Interior website: [www.icisleri.gov.tr](http://www.icisleri.gov.tr)
* Van Governorate website: <http://www.van.gov.tr>

Please note that in case of any inconsistencies in the Turkish and English documents, the English version will be binding.

**“Evaluation and Selection of Applications”, “Submission of Supporting Documents for Provisionally Selected Applicants” and “Notification of the Contracting Authority’s Decision”**

**(Sections 2.3, 2.4 and 2.5 of the Guidelines)**

1. **Could you please clarify how our applications will be evaluated?**

The evaluation of the applications will be done in line with the evaluation grids published in the Section 2.3 of the Guidelines. The details of the evaluation process are explained in this section also.

1. **Will the grant contracts be signed in Ankara?**

The applicants who are recommended for award of a grant will be informed in writing of the Contracting Authority’s decision and invited to signature of a contract. Even though the contract signature generally takes place in Ankara, depending on the circumstances signature process may be completed by other means.