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FORMAL EMPLOYMENT CREATION PROJECT GRANT PROGRAM INFO DAY PRESENTATION



DEVELOPMENT
INVESTMENT
BANK OF TURKEY



THE WORLD BANK
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IMPORTANT NOTE

- This presentation includes the Turkish translations of the Grant Program Application Guideline and its Annexes at the link address <https://kayist.org/> and <https://kayist.org/en/call-for-proposals-documents/application-guideline-and-application-documents>
- It has been prepared for information purposes for potential applicants. In case of any conflict between this presentation and the Grant Program Application Guideline and its Annexes, the English versions of the Guideline and Annexes will be binding.
- This presentation has been prepared with the financial support of the European Union. The content is under the sole responsibility of the Development and Investment Bank of Turkey and does not necessarily reflect the views of the European Union.



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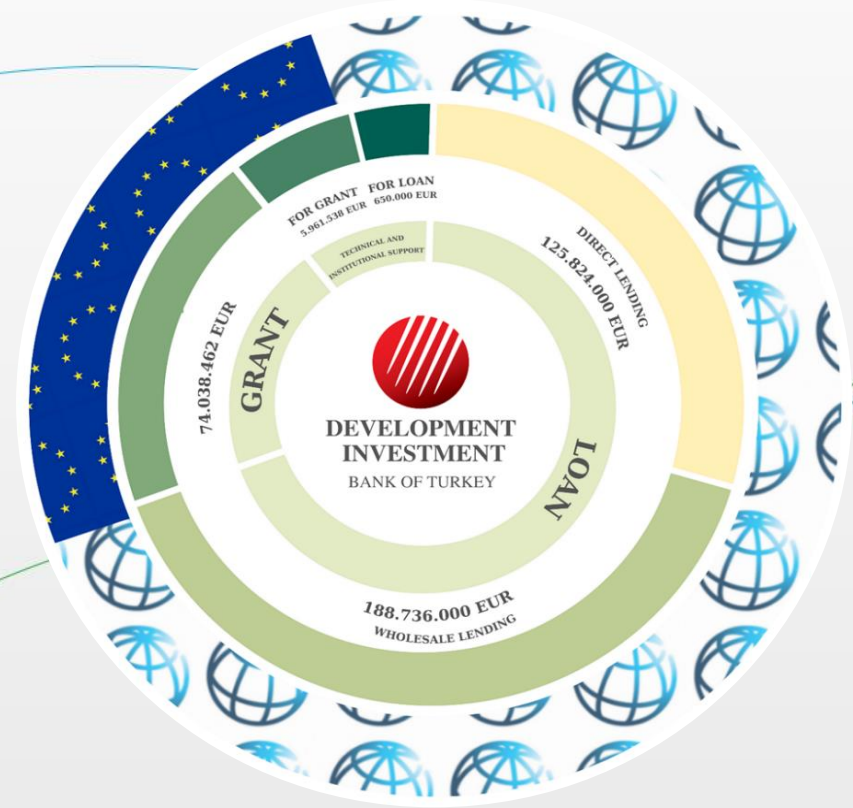
PRESENTATION PLAN

1. Description of the Project

2. Project Components

3. General Framework of the Grant Component

4. Conditions of the Grant Program





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PROJECT DESCRIPTION

Title of the Project

Formal Employment Creation Project Sub-Grant Program

Objective of the Project

To enhance the conditions for formal job creation by firms operating in growing economic sectors with high employment potential and located in selected 24 provinces with high incidence of SuTPs for the benefit of Turkish citizens and refugees. The project aims to increase formal employment by providing beneficiary companies with access to the financial resources and skills they need to grow and develop their businesses.

Project Budget

The project combines resources from the World Bank and EU FRIT-II Funds for a total budget of 396 Million Euros.






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PROJECT COMPONENTS

Components of the Formal Employment Creation Project (EUR)

		 DEVELOPMENT INVESTMENT BANK OF TURKEY	Component 3. <i>Technical and Institutional Support</i>		Total Amount (EUR)
Component 1. World Bank Loan	<i>Sub-loans under Part 1.A of the Project (Direct Loans - Large Enterprises)</i>	125.824.000	<i>Capacity building for Sub-loan beneficiaries (Section 3.A)</i>	650.000	316.000.000
	<i>Participating Financial Institution (PFI) Financing under Part 1.B of the Project (Apex Loans –SMEs) Fees</i>	188.736.000	<i>Capacity building for sub-loan participating financial institutions (Section 3.C) (TKYB+PFIs)</i>		
Component 2. Grant FRIT-II	<i>World Bank (fees, technical assistance and implementation support and supervision)</i>	4.038.462	<i>Skills development for sub-grant beneficiary firms (Section 3:B)</i>	5.961.538	80.000.000
	<i>Sub-Grants under Component 2 of the Project (Sub-Grant beneficiaries, Large Enterprises + SMEs)</i>	70.000.000	<i>Capacity building for the Sub-Grant implementing agency TKYB (Section 3.D) (TKYB)</i>		
			<i>Monitoring and evaluation of the part of the project funded by the Trust Fund(Section 3.E) (TKYB)</i>		
Total Project Budget € 396.000.000					



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IMPORTANT IMPLEMENTATION PRINCIPLES



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Environmental and
Social Management
Framework

All components of the Project are implemented in accordance with the World Bank Environmental and Social Standards;

- i. The Environmental and Social Standards of the World Bank (ESS) and TKYB's Environmental and Social Management Framework (ESMS of TKYB) and the Project's Environmental and Social Commitment Plan (ESCP)
- ii. Stakeholder Engagement Plan (SEP)
- iii. Labor Management Procedures (LMP)
- iv. Other relevant World Bank and TKYB policies and regulations

Technical and
Institutional
Capacity Building
Support

Under the Technical and Institutional support component, support will be provided to improve the institutional capacities of beneficiary companies and implementing financial institutions and the skills of newly employed persons.

- i. Sub-loan user firms
- ii. Participating Financial Institutions
- iii. Sub-grant beneficiary firms
- iv. TKYB

Focus on Women
Inclusive Firms

Women Inclusive Companies:

- i. has at least one female shareholder with properly documented representation and management powers; or
- ii. have at least one female senior manager or have a female representation of at least 25 percent in middle management; or
- iii. employs women at a higher rate than the average observed in the relevant sector



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LOAN COMPONENT OF THE PROJECT (DIRECT & APEX LENDING)

World Bank Loan Direct Lending by TKYB to LEs

World Bank Loan - Direct Lending by TKYB to Large Enterprises

- TKYB is providing investment and working capital loans directly to eligible Large Enterprises (LEs) who employ equal to or more than 250 employees.
- Large Enterprises should be financially viable and already have a consolidated record of job creation and want to expand their business and generate markets.
- Maximum sub-loan amount for a sub-project is €5 million and €15 million for an eligible firm
- More information can be requested from TKYB/Corporate Banking and Project Finance Department www.kalkinma.com.tr

World Bank Loan Apex Lending by TKYB to PFIs for SMEs

World Bank Loan - Apex Lending – by TKYB to PFIs for SMEs

- TKYB is providing subsidiary financing/loan to eligible Participating Financial Institutions (PFIs) to on-lend SMEs operating in Project provinces, employs less than 250 employees for their investment and working capital needs.
- Sub-loans are provided for eligible SMEs to create formal employment.
- Maximum sub-loan amount for a sub-project is €3 million and €6 million for an eligible firm.
- There are 6 PFIs-Leasing Institutions in Part 1.B.
Yapı Kredi Leasing, Vakıf Leasing, Garanti Leasing,
Qnb Finans Leasing , Ak Leasing, İş Leasing
- More information can be requested from the PFIs.



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GRANT COMPONENT – KEY FEATURES

Firms will be asked to submit an employment plan to recruit new employees together with a viable business plan for the employment of 18 months.

Employment records submitted by the firms will be cross-checked with official SSI (SGK) reports periodically in order to validate conditionality compliance.

There will be no restrictions on sectoral basis, except the exclusion list of the World Bank and TKYB and firms will be able to access to either loan or sub-grant under the Project.

There will be no restrictions on sectoral basis, except the exclusion list of the World Bank and TKYB and firms will be able to access to either loan or sub-grant under the Project.

The participation of Women-Inclusive Enterprises will be encouraged.

Estimated number of Sub-grant Beneficiary Firms is 770 of which 255 is expected to be women inclusive firms

Estimated number of formal jobs created by Sub-grant Beneficiary Firms is 9.000 of which 2.700 is expected to be women.

TKYB will provide capacity-building activities for the Sub-grant beneficiaries under Technical and Institutional Support component of the Project.



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OBJECTIVES OF THE GRANT PROGRAM

OVERALL OBJECTIVE OF THE PROGRAM

To enhance the conditions for formal job creation by firms operating in growing economic sectors with high employment potential and located in selected 24 provinces with high incidence of SuTPs for the benefit of Turkish citizens and refugees. Beneficiary firms will receive the grant conditional on formal employment creation of Turkish citizens and refugees (including ESSN beneficiaries)

PROGRAM PRIORITIES

Priority 1: Creating and increasing formal employment for refugees and Turkish citizens

Priority 2: Creating and increasing formal employment for women

Program Rationale

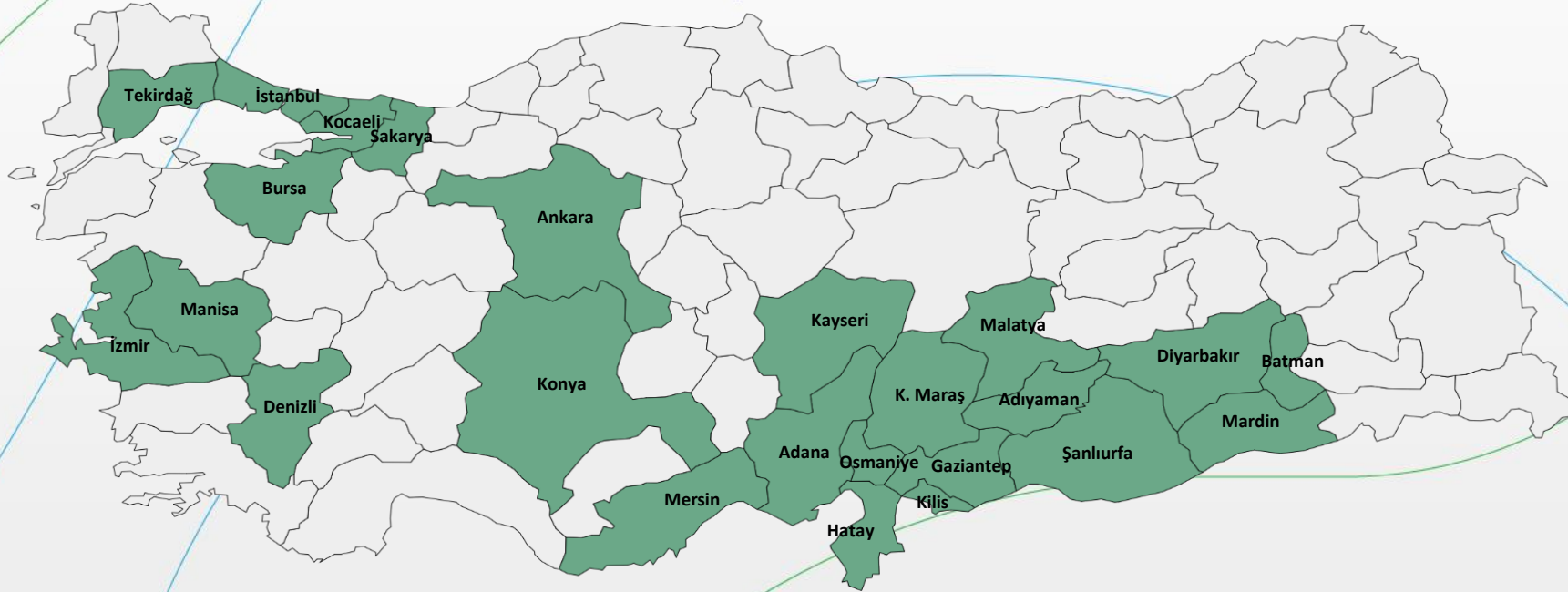
- Limited employment creation and formal employment opportunities in the Project provinces,
- Limited financing opportunities for firms in provinces where refugees are concentrated,
- Social and labor market problems affecting both refugees and Turkish citizens,
- The need to facilitate the transition of Emergency Social Safety Net (ESSN) beneficiaries to formal employment,
- Low awareness of the employability of Syrians,



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PROJECT LOCATION



1. Adana	7. Diyarbakır	13. Kayseri	19. Mardin
2. Adıyaman	8. Gaziantep	14. Kilis	20. Mersin
3. Ankara	9. Hatay	15. Kocaeli	21. Osmaniye
4. Batman	10. İstanbul	16. Konya	12. Sakarya
5. Bursa	11. İzmir	17. Manisa	23. Şanlıurfa
6. Denizli	12. Kahramanmaraş	18. Malatya	24. Tekirdađ



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GRANT PROGRAM BUDGET AND SUB-GRANT SUPPORT AMOUNTS

TOTAL PROGRAM BUDGET

70.000.000 EUR

ALLOCATION AND PERCENTAGES OF SUB-GRANTS BY FIRM SIZE

Firm Size	Small Enterprises (1–49 employees)	Medium Enterprises (50–249 employees)	Large Enterprises (250 employees or over)
Total Sub-Grant Amount (EUR)	14.000.000	22.400.000	33.600.000
Total Sub-Grants to be Allocated (EUR)	20%	32%	48%
Minimum Sub-Grant Amount (EUR)	15.000	25.000	40.000
Maximum Sub-Grant Amount (EUR)	45.000	125.000	300.000

The requested sub-grant amount must be **between 50% - 70%** of the total eligible cost of the sub-project.



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SAMPLE BUDGETING ACCORDING TO SUB-GRANT AMOUNTS

Sample for a Small-Scale Firm

According to the Minimum Sub-grant Amount Requested		
	Amount (EUR)	Percentage (%)
Total EU Contribution Requested (Sub-grant) (Maximum 70% of Total Eligible Cost)	15.000	70%
Applicant contribution (co-financing)	6.429	30%
TOTAL SUB-PROJECT BUDGET	21.429	100%
	Amount (EURO)	Percentage (%)
Human Resources Cost (minimum 70% – maximum 90% of Total Eligible Cost)	15.000	70%
	19.286	90%
Other Costs (Assuming Human Resources Cost is 70%)	6.429	30%
Other Costs (Assuming Human Resources Cost is 90%)	2.143	10%

According to the Maximum Sub-grant Amount Requested		
	Amount (EUR)	Percentage (%)
Total EU Contribution Requested (Sub-grant) (Maximum 70% of Total Eligible Cost)	45.000	70%
Applicant contribution (co-financing)	19.286	30%
TOTAL SUB-PROJECT BUDGET	64.286	100%
	Amount (EURO)	Percentage (%)
Human Resources Cost (minimum 70% – maximum 90% of Total Eligible Cost)	45.000	70%
	57.857	90%
Other Costs (Assuming Human Resources Cost is 70%)	19.286	30%
Other Costs (Assuming Human Resources Cost is 90%)	6.429	10%



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SAMPLE BUDGETING ACCORDING TO SUB-GRANT AMOUNTS

Sample for a Medium-Sized Firm

According to the Minimum Sub-grant Amount Requested			According to the Maximum Sub-grant Amount Requested		
	Amount (EUR)	Percentage (%)		Amount (EUR)	Percentage (%)
Total EU Contribution Requested (Sub-grant) (Maximum 70% of Total Eligible Cost)	25.000	70%	Total EU Contribution Requested (Sub-grant) (Maximum 70% of Total Eligible Cost)	125.000	70%
Applicant contribution (co-financing)	10.714	30%	Applicant contribution (co-financing)	53.571	30%
TOTAL SUB-PROJECT BUDGET	35.714	100%	TOTAL SUB-PROJECT BUDGET	178.571	100%
	Amount (EUR)	Percentage (%)		Amount (EUR)	Percentage (%)
Human Resources Cost (minimum 70% – maximum 90% of Total Eligible Cost)	25.000	70%	Human Resources Cost (minimum 70% – maximum 90% of Total Eligible Cost)	125.000	70%
	32.143	90%		160.714	90%
Other Costs (Assuming Human Resources Cost is 70%)	10.714	30%	Other Costs (Assuming Human Resources Cost is 70%)	53.571	30%
Other Costs (Assuming Human Resources Cost is 90%)	3.571	10%	Other Costs (Assuming Human Resources Cost is 90%)	17.857	10%



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SAMPLE BUDGETING ACCORDING TO SUB-GRANT AMOUNTS

Sample for a Large-Scale Firm

According to the Minimum Sub-grant Amount Requested			According to the Maximum Sub-grant Amount Requested		
	Amount (EUR)	Percentage (%)		Amount (EUR)	Percentage (%)
Total EU Contribution Requested (Sub-grant) (Maximum 70% of Total Eligible Cost)	40.000	70%	Total EU Contribution Requested (Sub-grant) (Maximum 70% of Total Eligible Cost)	300.000	70%
Applicant contribution (co-financing)	17.143	30%	Applicant contribution (co-financing)	128.571	30%
TOTAL SUB-PROJECT BUDGET	57.143	100%	TOTAL SUB-PROJECT BUDGET	428.571	100%
	Amount (EUR)	Percentage (%)		Amount (EUR)	Percentage (%)
Human Resources Cost (minimum 70% – maximum 90% of Total Eligible Cost)	40.000	70%	Human Resources Cost (minimum 70% – maximum 90% of Total Eligible Cost)	300.000	70%
	51.429	90%		385.714	90%
Other Costs (Assuming Human Resources Cost is 70%)	17.143	30%	Other Costs (Assuming Human Resources Cost is 70%)	128.571	30%
Other Costs (Assuming Human Resources Cost is 90%)	5.714	10%	Other Costs (Assuming Human Resources Cost is 90%)	42.857	10%



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ELIGIBILITY CRITERIA



Eligibility of the Applicant

- Who can apply?



Eligibility of Sub-Projects Sector

- Environmental and Social Risk Category
- Duration
- Location of the Sub-Projects
- Number of Proposals



Eligibility of Costs

- Eligible Costs
 - Eligible Direct Costs
 - Eligible Indirect Costs
- Ineligible Costs





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ELIGIBILITY OF THE APPLICANT

Who Can Apply?

- be a legal person  Joint stock, limited liability, collective, ordinary limited partnership and limited partnership companies
- be a small firm (below 50 employees), or a medium firm (between 50 and 249 employees), or a large firm (equal or above 250 employees)
- must be fully privately owned enterprise.  Publicly owned businesses are not eligible. Cooperatives and NGOs are not eligible for this call
- be officially registered in Turkey, having facilities and operating the sub-project activity in one of the Selected Project Provinces.
- have been established at least two years prior to the date of Call for Proposals Notice.
- have no-previous non-paid and overdue liabilities, overdue social charges and tax payment without exceeding the legal limits of prevailing legislation, defaulted loans.
- be directly responsible for the preparation and management of the sub-project, not acting as an intermediary.
- not receive (or must not have received) a loan within the scope of the loan component of the Formal Employment Creation Project.



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ELIGIBILITY OF SUB-PROJECTS

Eligibility of Activities

■ Sectoral Restriction

There are **no categorical restrictions on eligible economic sectors** or firms except for the sectors **excluded** according to the World Bank Safeguard Regulations and the Exclusion List of TKYB and the World Bank.*

* The sub-projects must be implemented in compliance with the Environmental and Social Commitment Plan (ESCP) of the Project and Environmental and Social Standards of The World Bank (<https://kayist.org/en/project-documents/formal-employment-creation-project-documents>) Environmental and Social Assessment will be carried out for sub-projects, and sub-project activities that are in the **World Bank Medium Risk (TKYB Category B-)** and **World Bank Low Risk (TKYB Category C)** categories will be deemed eligible, high-risk activities (Categories A and B+) will not be eligible.

■ Duration

Sub-projects can have a duration of **between 18 and 21 months**. It is expected to create and maintain formal employment for **18 months**.

■ Number of Proposals

Each applicant firm as a legal entity can submit only 1 (one) sub-project proposal within the scope of the Call for Proposals.

■ Location of the Sub-Projects

The sub-projects must be implemented in Selected Project Provinces: 1. Adana 2. Adıyaman 3. Ankara 4. Batman 5. Bursa 6. Denizli 7. Diyarbakır 8. Gaziantep 9. Hatay 10. İstanbul 11. İzmir 12. Kahramanmaraş 13. Kayseri 14. Kilis 15. Kocaeli 16. Konya 17. Malatya 18. Manisa 19. Mardin 20. Mersin 21. Osmaniye 22. Sakarya 23. Şanlıurfa 24. Tekirdağ



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ELIGIBILITY OF COSTS

General Rules

- All costs should be incurred by the beneficiary within the scope of the sub-project budget approved by TKYB.
- The costs must be generated during the implementation period of the sub-grant. Costs incurred before the sub-project period will not be considered as eligible costs.
- The costs should be reasonable, justified and clearly explained, verified and financially sound, especially with regard to economy and efficiency, and also should comply with effective management principles.
- Eligible costs should be based on actual costs verified by supporting documents (such as invoices, payrolls, bank statements etc.) and should be incurred during sub-project implementation period.
- Sub-project Budget will be prepared in Euro currency.
- The costs should be compatible with the general and specific objectives of the sub-project and should be included in the sub-project budget,
- No lump-sum costs will be considered as eligible except for Indirect Costs (Incidental and Administrative costs).



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ELIGIBILITY OF COSTS

Eligible Direct Costs

□ Human Resources

- ✓ In the Human Resources budget heading, only the cost of the newly hired employees within the scope of the sub-project can be considered as eligible cost. The human resources costs of existing registered employees cannot be covered in the sub-project budget. Overall human resources cost refers to “employer’s cost”.
- ✓ Human Resources budget heading can consist of **minimum 70%** and **maximum 90%** of total eligible costs of the sub-project budget.
- ✓ The Sub-grant Program aims to achieve a balanced formal job creation between Turkish citizens and refugees. ***The percentage of additional women employment and additional refugee employment over additional total employment and number of additional formal employment will be taken into consideration at the evaluation process.***



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ELIGIBILITY OF COSTS

Eligible Direct Costs

□ Working Capital Costs

Working Capital Costs budget heading covers all operating costs estimated for the Sub-project. It consists of multiple Sub-project budget items as:

- ✓ Production materials such as raw materials, ancillary materials, components, subassemblies etc.
- ✓ Utilities (such as electricity, internet, phone, water and fuel)
- ✓ Maintenance costs



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ELIGIBILITY OF COSTS

Eligible Direct Costs

❑ Fixed Investment Costs

Fixed Investment Costs are the costs needed for new investments and/or expansion/modernization of existing facilities and covers multiple sub-project budget items as:

- ✓ Machinery-equipment, vehicle, furniture, computer equipment, installation costs, spare parts etc.
 - ✓ Small-scale construction work and auxiliary service facilities can be up to 5% of the total eligible direct costs in the sub-project budget. Major construction work costs except for the small renovations for installation of the necessary equipment/machinery are not eligible costs.
 - ✓ Cost of software and related IT licenses.
 - ✓ Other various investment expenditures
- Used/second hand/refurbished/repaired machinery equipment are not regarded as eligible costs.
 - The budget items cannot reference any specific brand, model or origin while preparing the sub-grant budget at the proposal stage.



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ELIGIBILITY OF COSTS

Eligible Direct Costs

Other Costs, Services

Expenses related to consultancy, publication, research, audit, evaluation, visibility actions, promotional activities, work permit fees, other employment related legal fees etc. incurred during the implementation of the sub-project are indicated under this budget heading.



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ELIGIBILITY OF COSTS

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 the percentage of the estimated total eligible direct costs stated in the respective section. Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the sub-grant budget.

❑ Administrative Costs

Administrative costs that are not budgeted in the sub-project but incurred in connection with the eligible direct costs during the sub-project implementation period. They are limited to a flat rate of 3% of the total direct eligible costs. These can include stationery and office supplies, mailing postage, telephone, internet and fax costs, heating, electricity or other forms of energy, water, office furniture and any other expenditure necessary for the successful completion of the sub-project.

❑ Incidental (contingency reserves) Expenditures

The amount of incidental expenditures is limited to a flat rate of 3% of total direct eligible costs of the sub-project. The use of the incidental expenditures is subject to an administrative order and written approval of TKYB. The administrative order should include the justification and a calculation regarding the use of incidental expenditures.



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ELIGIBILITY OF COSTS

Ineligible Costs

- Debts and debt service charges (interest and commission)
- Provisions for losses or potential future liabilities
- Costs declared by the beneficiary(ies) and financed by another sub-grant or work program receiving European Union (including European Development Fund) grant
- Purchases of land or buildings
- Credit and grant to third parties
- Taxes, including value added taxes
- Customs and import duties, or any other charges
- Purchase, rent or leasing of land and buildings, fines, financial penalties and expenses of litigation
- Second-hand machinery and equipment
- Bank charges, costs of guarantees and similar charges
- Conversion costs and exchange losses associated with any of the Euro accounts related to sub-project (The costs arising from any currency losses).
- Contributions in kind
- Any leasing costs
- Depreciation costs
- Costs incurred by those other than the beneficiary firm
- Vehicle purchase or rental costs for personal use
- Costs of preparatory work (such as project consultancy for the application) and other activities before the start of the sub-project
- Other expenses not related to the sub-project



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GRANT PROGRAM WEBSITE

Project web page and application documents are available in Turkish and English. The Application Guideline, Application Form and Business Plan can also be downloaded in Arabic.

KAYITLI İSTİHDAM YARATMA PROJESİ

Proje Hakkında Proje Dokümanları Teklif Çağrısı Sıkça Sorulan Sorular Duyurular Haberler İletişim BAŞVUR TR Q

Proje Başvuruları için Kalan Süre **40 GÜN 22 SAAT 04 DAKİKA**

Proje Teklif Çağrısı 24 İlimizde Başladı!

FORMAL EMPLOYMENT CREATION PROJECT

About the Project Project Documents Call for Proposals Frequently Asked Questions Announcements News Contact APPLY EN Q

Deadline for Call for Proposals **40 DAYS 22 HOURS 04 MINUTES**

Call for Proposals Now Open in 24 Provinces!

- The Application Guideline, Application Form and Business Plan and other application documents can be downloaded from the Call for Proposals tab on the web page.
- Applications can be made by accessing the Kayist Online Application Platform from the "Application" tab on the web page.

APPLICATION PROCESS

How to Apply?



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English

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Cep telefonunuza gönderilen tek kullanımlık şifre
ile sisteme giriş yapabilirsiniz

Cep Telefonu Numaranız:

UNDP

Resimde gördüğünüz karakterleri alttaki alana giriniz:

SMS ile giriş

You can log in with the one-time code sent to your mobile phone.

Templates for supporting documents are available in the Kayist Platform.



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APPLICATION PROCESS

Application Documents

- **Annex A – Application Form and Business Plan** - It will be prepared through the Kayist Platform.
- **Annex B – Sub-Grant Budget** – It will be prepared through the Kayist Platform. The rules to be followed in the budget are detailed in the Application Guideline, and if the relevant rules are not followed, the system does not allow the application to be completed.
- **Annex C – Sub-Grant Employment Plan and Performance Indicators** – It will be prepared through the Kayist Platform. The full and correct entry of existing and planned additional employment data will be the basis for the evaluation of the application.
- **Annex D – The Procurement Plan** – It will be prepared through the Kayist Platform. All the procurement items under the sub-project budget (except Human Resources, Administrative Costs and Incidental Budget and Utilities under Working Capital) should be included in the Procurement Plan.
- **Annex E – Logical Framework Matrix** – The draft accessible on the platform or website should be uploaded to the relevant section of the platform using the Word format.



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APPLICATION PROCESS

Supporting Documents - 1

If any of these are not available or not applicable, please upload another explanatory document.

- Declaration by the Applicant with wet signature (The template is available on www.kayist.org and Kayist Platform)
- Declaration of Consent to Information Sharing (The template is available on www.kayist.org and Kayist Platform)
- Declaration about the statement of no finalized seized transactions (The template is available on www.kayist.org and Kayist Platform)
- The document regarding the result of the inquiry made through the link <https://www.turkiye.gov.tr/kik-yasakli-sorgula>
- Certificate of Activity provided at most three months before the application date / NACE Code (signed, stamped)
- Capacity Report obtained from TOBB
- Up-to-date Trade Registry Gazette showing company address and trade registry information (signed, stamped)
- Share Ledger showing the ownership structure (signed, stamped, notarized)
- Copy of identity card / passport (if not Turkish citizen) and certificate of residence (signed, stamped) belonging to partners holding 25% or more shares
- Tax Signboard by Revenue Administration (signed, stamped)
- Latest Withholding Tax and Monthly Premium Service Statement showing the number of employees of the applicant and latest SSI Statement submitted to Revenue Administration
- The Applicant's:
 - Corporate Income Tax Return of the end of 2019 and 2020 Fiscal Year approved by the tax office or certified public accountant
 - Provisional tax return with the latest date of 2021, in comparison with the same period of the previous year approved by the tax office or certified public accountant
 - Audit reports of the end of 2019, 2020 and 2021
 - Audit report produced by an approved external auditor where it is available, and always in cases where a statutory audit is required by EU or national law. That report shall include and certify the accounts for the last 2 financial years available.
 - In all other cases, the applicant shall provide a self-declaration signed by its authorised representative (YMM (Certified Public Accountant), SMMM (Independent Accountant and Financial Advisor)) including and certifying the validity of its accounts for the last 2 financial years.
- A copy of notarized document and certified signature(s) for the authorized representative(s) of the applicant showing that it has been decided to apply to the sub-grant and the sub-project will be implemented when the firm is found eligible to receive sub-grant (e.g. Board decision with Signature Circular)



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APPLICATION PROCESS

Supporting Documents - 2

Bunlardan herhangi birinin mevcut olmaması veya uygulanabilir olmaması durumunda, açıklayıcı başka bir belge yüklenmelidir.

- ❑ Authorization or other licenses necessary for the implementation of the sub-project (trademark, patent, quality certificate, etc. if required by law) (if any)
- ❑ Document on debt status of the applicant issued by tax authorities and Social Security Institution received no more than 15 days before the application date (electronic letter with barcode or Inquiry number is applicable) (Document showing that the debt has been structured should be submitted.)
- ❑ Market research documents taken no more than two months before the date of application (A single market research document for each budget item including planned procurements of goods, works and services) (except for Human Resources, Administrative Costs, Incidental Costs main budget items and utilities sub-budget item at Working Capital Costs main budget item) (Preferably proforma invoices, web search print-outs showing the dates, e-mails, minutes, etc.). (For each budget item should be grouped and associated with the relevant budget items clearly.)
- ❑ CVs of Project key staff in the format available on the www.kayist.org and Kayist Platform
- ❑ Exclusion List Statement (The template is available on www.kayist.org and Kayist Platform)
- ❑ Workplace Opening and Operating Permit
- ❑ Environmental Impact Assessment (EIA) Decision (EIA Positive / Out of Scope of EIA / EIA is not required) (if applicable)
 - EIA Report (For EIA Positive projects, full EIA Report should be submitted.)
 - Project Introductory File (PIF) (For EIA is not required projects, PIF Report should be submitted.)
- ❑ Environmental License and Permit; or Environmental License and Permit is not required letter from Provincial Directorate of MoEU (If applicable)
- ❑ Commitment Letter of the Applicant;
 - to Provide Environmental and Social Risk Assessment Documents
 - to fill out Environmental and Social Assessment Questionnaire
 - (The templates are available on www.kayist.org and Kayist Platform.)

*Please review “3.2. Application Documents” section of the Application Guideline.



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APPLICATION PROCESS

How to Apply?

- ❑ The Sub-grant Application Form & Business Plan, its annexes and all supporting documents must only be submitted electronically through Kayist Sub-Grant Platform which is an online sub-grant management application developed and managed by TKYB. The applications can be submitted either in Turkish or English. All application documents will be accessible in both Turkish and English. The Application Form and Business Plan as well as the Applicant Guide will be available on the project website in Arabic for informational purposes only.

Kayist Sub-Grant Platform: <https://basvuru.kayist.org/>

- ❑ Please follow the guidance and further explanations for the application process on the Website: <http://www.kayist.org>
- ❑ In case of any conflict between Turkish and English documents, the English Sub-grant Application Guideline and its Annexes will be binding.

Deadline for the submission of applications: 14.03.2022 / 17.00

- ❑ Please remember the system can be overloaded towards the deadline so it is recommended to upload your application before the last hours. No exceptions to the deadline will be accepted even if the delay is caused by technical glitches.



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APPLICATION PROCESS

Important Notes

- Questions may be sent by e-mail no later than 20 days before the deadline for the Call for Proposals to the email address below.
 - E-mail address: kayist@kalkinma.com.tr
- The Contracting Authority has no obligation to provide clarifications to questions received after this date.
- Clarifications to questions will be given no later than 10 days before the deadline for Call for Proposals.
- To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, applications, a sub-project or specific activities.
- No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the application process will be published on the website of www.kayist.org. It is therefore advisable to consult the above mentioned website regularly in order to be informed about the questions asked applicants and answers given by TKYB.



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EVALUATION AND SELECTION OF APPLICATIONS

The Steps of Evaluation Stage

Step 1 - Administrative and Eligibility Check

- ❖ For all applications submitted via Kayist Platform, an administrative check will be conducted. Compliance with the eligibility criteria (the applicant, eligibility of sub-project, duration and costs, environmental and social) set out in section 2 and administrative aspects will be checked for all applications.

Step 2 - Technical and Financial Evaluation

- ❖ The technical and financial evaluation process will be carried out by independent assessors under the supervision of TKYB. Sub-project proposals are evaluated objectively in terms of technical and financial qualifications in line with the evaluation criteria as shown in the below Evaluation Grid. Applications that receive sufficient score at this stage will proceed to the Grant Evaluation Committee and the Budget Revision stages.

Step 3 - Environmental and Social Assessment

- ❖ All provisionally selected and reserve list of proposals receiving the first “No Objection” from the World Bank will be assessed by environmental and social assessors with respect to compliance with environmental and social framework of World Bank and TKYB. Environmental and Social assessment review documents for proposals that are provisionally selected and in the reserve list will be requested from the applicants.

Step 4 – Notification of the Contracting Authority’s Decision

- ❖ The applicants will be informed in writing of the Contracting Authority’s decision concerning their application and, if rejected, the reasons for the negative decision.

Sub-grant Contract Signing







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SUB-GRANT EVALUATION GRID

EVALUATION GRID - I

Section	Clarification	Maximum Score
1. Relevance	The proposal is primarily evaluated for the targeted increase in formal employment. The eligibility of the proposal for the purposes specified in the program is examined.	10
2. Financial and Operational Capacity	It is assessed whether the applicant has eligible capacity to carry out the submitted project activities. The issue of preparing the work and employment plan presented by the applicant in a clear and understandable manner is evaluated. The objectives of the project and the preparation of the expected results in accordance with the business plan are discussed.	15
3. Methodology (Formal Employment Creation)	The overall design of the proposal submitted by the applicant is evaluated. Proposed activities are reviewed if they are appropriate, practical, and consistent with objectives and expected results. The proposal is evaluated whether it includes sufficient number of additional employment according to the performance indicators and the proposed budget. Proposals that include SuTP, ESSN and women employment will be favorably graded.	45
4. Cost-effectiveness	The compatibility and relationship between the budget submitted by the applicant and the expected results are examined. The issue of whether the submitted budget has been prepared in line with the priority of creating formal employment is evaluated.	15
5. Sustainability	The institutional structure of the applicant, which will allow the continuation of the activities after the end of the project, is evaluated. It is generally evaluated whether the expected results of the project will have environmental impacts. It is examined whether a mechanism has been designed for the reproduction and dissemination of the project results.	15
Total Score	 	100



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Evaluation of the Employment Plan

EVALUATION GRID - 2

3. Methodology	Clarification	
3.1.	How consistent is the overall design of the sub-project? Are the activities feasible and consistent with the objectives and expected results? (In particular, does it reflect the analysis of relevant issues, take into account external factors, risks, competition, market trends and generate employment according to program objectives?)	10
3.2.	Does the proposal include additional refugee employment? Percentage of additional refugee employment (%); (additional refugee employment/total additional employment*100)	5
3.3.	Does the proposal include additional employment of any female employees? Percentage of additional female employment (%); (additional female employment/total additional employment*100) Does the proposal include sufficient additional registered employment?	5
3.4.	a. Small : 6,2500 points for each additional employment (full points for 4 additional employments.) b. Medium: 1.5625 points for each additional employment (full points for 16 additional employments.) c. Large : 0.6250 points for each additional employment (full points for 40 additional employments) (Percentages are rounded to full points)	25

None	very weak (1)	5*0.00=0.00
less than or equal to 10%	weak (2)	5*0.30=1.50
less than or equal to 30%	enough (3)	5*0.50=2.50
less than 50%	good (4)	5*0.70=3.50
more than or equal to 50%	very good (5)	5*1.00=5.00



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EVALUATION AND SELECTION OF APPLICATIONS

Indicative Timetable

Action	Indicative Date	Time
Deadline for requesting any clarifications from the Contracting Authority	11.03.2022	17.00
Last date on which clarifications are issued by the Contracting Authority	11.03.2022	
Deadline of the submission of applications	14.03.2021	17.00
Administrative and eligibility Check (Step 1)	31.03.2022	
Technical and financial evaluation (Step 2)	15.05.2022	
Environmental and social assessment (Step 3)	15.07.2022	
Notification decision of awarding (Step 4)	01.08.2022	
Sub-grant contract signature	15.09.2022	

This indicative timetable refers to provisional dates and may be updated by the contracting authority during the procedure. In such cases, the updated timetable will be published on the Project web site www.kayist.org.



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KEY FEATURES OF THE GRANT PROGRAM

OVERVIEW OF THE GRANT PROGRAM

Title of the Program	Formal Employment Creation Project Sub-Grant Program		
Program Reference Number	TKYB/2021/FECP		
Overall Objective of the Program	To enhance the conditions for formal job creation by firms operating in growing economic sectors with high employment potential and located in selected 24 provinces with high incidence of SuTPs for the benefit of Turkish citizens and refugees .		
Program Priorities	Priority 1: Creating and increasing formal employment for refugees and Turkish citizens Priority 2: Creating and increasing formal employment for women		
Total Program Budget (Funded under FRIT II)	EUR 70.000.000		
Administrative Authority for the Grant Component	The World Bank		
Implementing Agency (Contracting Authority)	Development and Investment Bank of Turkey (TKYB)		
Selected Project Provinces (24)	1. Adana 2. Adiyaman 3. Ankara 4. Batman 5. Bursa 6. Denizli 7. Diyarbakir 8. Gaziantep 9. Hatay 10. İstanbul 11. İzmir 12. Kahramanmaraş 13. Kayseri 14. Kilis 15. Kocaeli 16. Konya 17. Malatya 18. Manisa 19. Mardin 20. Mersin 21. Osmaniye 22. Sakarya 23. Şanlıurfa 24. Tekirdağ		
Allocation and Percentages of Sub-grants by Firm Size	Small Enterprises EUR 14.000.000 20%	Medium Enterprises EUR 22.400.000 32%	Large Enterprises EUR 33.600.000 48%
Minimum and Maximum Subgrant Amounts by Firm Size	Small Enterprises Asgari: EUR 15.000 Azami: EUR 45.000	Medium Enterprises Asgari: EUR 25.000 Azami: EUR 125.000	Large Enterprises Asgari: EUR 40.000 Azami: EUR 300.000
Requested Sub-grant Amount	The requested sub-grant amount must be between 50% - 70% of the total eligible cost of the sub-project.		
Human Resources Costs	Human resources costs must be between 70% - 90% of the total eligible cost of the sub-project.		
Sub-project Period	Minimum 18 months, maximum 21 months		
Eligible Applicants	Small Enterprises (1–49 employees) Medium Enterprises (50–249 employees) Large Enterprises (250 employees and above)		
Application Deadline	TKYB Sub-Grant Platform (Kayist): 28.02.2022 17.00		





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THANK YOU.

Saray Mahallesi, Dr. Adnan Büyükdeniz Cad. No:10 34768
Ümraniye / İstanbul

For more information:
www.kayist.org

For questions:
<https://kayist.org/iletisim>
kayist@kalkinma.com.tr

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