



**REGIONAL COMPETITIVENESS
OPERATIONAL PROGRAMME**

**GUIDELINE
FOR CALL FOR PROJECT
PROPOSALS**



**Operating Structure
Ministry of Industry and Trade
Deadline
16/01/2009**



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This is the first call for project proposals launched under the “**Regional Competitiveness Operational Programme – RCOP (2007-2009)**” co-financed by the European Union and by the Turkish Government under the **Instrument for Pre-Accession Assistance (IPA)**. This call for project proposals aims to establish a pipeline of projects which will contribute to achieve the objectives pursued under the aforementioned Operational Programme.

As the Operating Structure (OS) responsible for the implementation of the programme, **the Ministry of Industry and Trade (MoIT)**, is the key institution responsible for selecting and implementing the projects. Within this context, potential project proposals should be submitted to the Ministry.

Objectives of the call for project proposals

The Ministry has prepared a Multi Annual Work Plan (MAWP) in order to design a roadmap for all parties regarding the activities which will be carried out within the implementation process. According to MAWP, the Ministry has developed “**three packages**” approach in terms of supporting the projects.

Within this framework, the first package whose process is still going on will be composed of strategic umbrella projects which will be prepared and implemented by the national public bodies.

The second package will be made up of projects prepared by the local actors (**bottom up approach**) selected under this call for project proposals. This call for project proposals aims to establish a project pipeline of high-quality mature projects to be implemented fully by 31/12/2012 at the latest.

The first call for project proposals covers following five measures;

1. Development of Industrial Infrastructure (Measure 1.1)
2. Improvement of R&D, Innovation, Technology and ICT Environment and Infrastructure (Measure 1.3)
3. Improvement of Tourism Infrastructure, Promotion and Marketing Activities (Measure 1.4)
4. Providing Basic Information and Consultancy Support for Enterprises (Measure 2.1)
5. Strengthening of Cooperation in Industry Corporate Sector (Measure 2.2)

Therefore, **the project proposals should be developed and submitted by taking into account the above mentioned areas of activities.**

Financial Allocation

The size of the projects must be such that minimum and maximum amounts of funds to be requested for financing from the programme should be between 2-10 million Euro under first priority, and 1-2 million Euro under the second priority. It has to be mentioned that the budgets of the projects can be higher than the above mentioned figures but the budget for financing from the programme has to be between those limits.

The overall indicative amount made available under this call for project proposals **is € 75 980 913** (€ 56 985 684 EU funding plus € 18 995 229 Turkish Government funding). These figures are indicative and the Operating Structure reserves the right not to award all available funds in this call for project proposals



The rates of co-financing for each project in terms of the eligible public financing will be a maximum of 75% from EU funding and a minimum of 25% from National public resources.

The beneficiary of the projects will not be required to provide any financial contribution.

The breakdown of available IPA funding, by measures for this call for project proposals, is set out in the below table.

Priority	Measures	National Public Contribution [€]	EU Contribution [€]	Total IPA Funding (€)
1	1.1.	6 146 917	18 440 751	24 587 668
	1.3.	3 839 245	11 517 733	15 356 978
	1.4.	2 662 400	7 987 200	10 649 600
2	2.1.	3 608 000	10 824 000	14 432 000
	2.2.	2 738 667	8 216 001	10 954 668
TOTAL FUNDING [€]		18 995 229	56 985 684	75 980 913

An applicant may submit more than one project. The Operating Structure reserves the right not to select more than one project submitted by the same applicant.

Formal approval of the financing of the selected projects will only take place after the finalization of the Conferral of Management process and signature of the Financial Agreement (FA) between the Commission and the Turkish side.

Timetable

This call for project proposals will remain open between **14 November 2008 and 16 January 2009. Any application submitted after the deadline (16 January 2009, 17:30 hrs) will automatically be rejected.** Applications received by postal after 16 January 2009, 17:30 hrs will be rejected also.

Application Process

Project applications must be submitted, in Turkish with an English translation, both in electronic version and in hard copy, using the OIS template. Applicants are recommended to attach the copies of relevant and supporting documents (such as pre/feasibility studies, technical specifications, results of market research, commitment letters from partners, etc.) to the OIS if available. The application form (OIS), guideline and other relevant documents are also available in the Programme website (**ipa.stb.gov.tr**) under the title of "Call for Project Proposals".



ABBREVIATIONS

DTI	Technology incubators without wall
EC	European Commission
EU	European Union
FA	Financial Agreement
ICT	Information and Communication Technology
ISGEM	Business Development Center
IPA	Instrument for Pre-Accession Assistance
MoIT	Ministry of Industry and Trade
NUTS	The Nomenclature of Territorial Units for Statistics
OS	Operating Structure
OIS	Operation Identification Sheet
OIZ	Organized Industrial Zone
OP	Operational Programme
PSSC	Project Selection Sub-Committee
RCOP	Regional Competitiveness Operational Programme
RCP-CIC	Regional Competitiveness Programme Coordination and Implementation Center
R&D	Research and Development
SCF	Strategic Coherence Framework
SME	Small and Medium Sized Enterprises
SSIE	Small Scaled Industry Estates
TDZ	Technology Development Zone



SOME ADVISES FOR APPLICANTS

- ✓ Please do not forget to read the Guideline,
- ✓ Please do not forget to read the Operational Programme,

- ✓ Choose only one measure in which project proposal(s) will be assessed,
- ✓ Ensure consistency between your proposal, the eligible measures and the Programme's objectives,
- ✓ Please keep in mind the sectoral concentration,
- ✓ Keep in mind the measure-based output and result indicators while formulating the project idea,
- ✓ Ensure consistency between the budget and the activities,
- ✓ Partnership will enhance your project proposal so keep in mind multi-institutional application and implementation,
- ✓ Partnerships with profit-making companies are not allowed,
- ✓ Please keep in view equal opportunity and non discrimination,
- ✓ Do not miss the deadline for applications,
- ✓ Please submit your proposal to the Ministry of Industry and Trade

- ✓ Please identify clearly what is the problem to be solved and develop a project idea to solve it,
- ✓ Ensure short, clear, objective, factual and simple information in the OIS (Keep it simple and short - KISS),
- ✓ Please use only the OIS format for your applications, any additional relevant information should be given in annexes,
- ✓ Do not attach irrelevant annexes to the OIS,
- ✓ Do not forget to refer to the appropriate annex in relevant part of the OIS.
- ✓ Make sure that your application is clear, makes sense, is easy to read and is understandable to persons who do not know the specificities of the project, sector or region,
- ✓ Try to avoid grammatical and / or editorial mistakes.

1. The Regional Competitiveness Operational Programme (2007-2009)

The aim of the Regional Competitiveness Operational Programme (RCOP) is to increase the competitiveness of Turkish economy to converge with the economy of the EU and to reduce regional socio-economic disparities. In order to achieve these goals, the RCOP concentrates the resources on a **limited number of regions, priorities and sectors**, where the Programme's impact and contribution will be highest.

1.1. The geographical and thematic concentration

In terms of geographical concentration, the Programme concentrates on regions having an income per capita below the 75% of Turkish national average and within these, on 15 "**Growth Centres**". Remarkable share of the programme resources will be allocated to these "Growth Centres" (Kahramanmaraş, Samsun, Kastamonu, Malatya, Elazığ, Trabzon, Kayseri, Sivas, Gaziantep, Diyarbakır, Şanlıurfa, Erzurum, Batman, Van and Kars), which are considered to have high potential in terms of growth and serving to their surrounding according to Strategic Coherence Framework (SCF).

Map 1: Eligible 12 NUTS II Regions and 15 Growth Centers
(White stars reflects the Growth Centers)



On the other hand, in terms of sectoral concentration, the Programme concentrates on SMEs, operating in manufacturing industry and tourism sectors, information society, research and development and innovation.

The Ministry has prepared a **Multi Annual Work Plan (MAWP)** in order to design a roadmap for all parties regarding the activities which will be carried out within the implementation process. According to MAWP, the Ministry has developed "**three packages**" approach in terms of supporting the projects.

Within this framework, the first package will be composed of strategic umbrella projects which will be prepared and implemented by the national public bodies. Besides, the following packages



(second and third) will be mostly composed of the projects which will be prepared by the local actors and collected after a call for project proposals to identify projects originating in the beneficiary regions in a competitive manner.

Formal approval of the financing of the selected projects will only take place after the finalization of the Conferral of Management process and signature of the Financial Agreement (FA) between the Commission and the Turkish side.

1.2. The Programme Priorities and Measures

The Programme is based on two priorities:

Priority 1: Improvement of Business Environment

The purpose of this priority will be to create a better business environment, to increase the number of new enterprises, enhance the productivity and the competitiveness of the existing enterprises and contribute to the overall rate of employment, by improving physical infrastructure and creating a supportive environment for SMEs in the target regions.

This priority focus on the development of industrial infrastructure, creation and development of financing instruments, improvement of research and development, innovation, technology and ICT environment and infrastructure, improvement of tourism infrastructure, promotion and marketing activities.

Priority 2: Strengthening of Enterprise capacity and foster entrepreneurship

This Priority aims to improve the efficiency and added value produced by enterprises, enhance their entrepreneurial capacity and increase the employment rate and overall competitiveness of the regions through the provision of basic information support and consultancy activities to SMEs, particularly start ups and strengthening the clustering and networking activities in the target regions.

Its measures focus on enhancement of research and development, innovation, ICT and entrepreneurial capacity of SMEs and strengthening of cooperation in industry corporate sector.

These priorities have been divided into six Measures.

The Measures under the first priority are as follows;

Measure 1.1. Development of Industrial Infrastructure

The aim of the measure is to create a more favorable investment environment for SMEs by upgrading the quality of existing business sites, bringing their supply more in line with demand and supporting the establishment of Common Facilities for SMEs in convenient locations.

Measure 1.2¹. Creation and development of financing instruments,

Measure 1.3. Improvement of R&D, Innovation, Technology and ICT Environment and Infrastructure

¹ This measure will not be the subject of this Call for Project Proposal



The purpose of this measure is to promote R&D, Innovation and usage of technology and transfer of knowledge to improve productivity and built a dynamic knowledge based economy.

Measure 1.4. Improvement of Tourism Infrastructure, Promotion and Marketing Activities.

This measure aims to develop competitiveness and employment and to decrease regional disparities through diversification of tourism activities, revitalizing and landscaping of tourism attraction areas for commercial use and support for promotion and marketing activities.

The Measures under the second priority are as follows;

Measure 2.1. Providing Basic Information and Consultancy Support for Enterprises

The aim of this measure is to strengthen the entrepreneurial culture and skills through consultancy and information support activities and to increase the investment capacity through facilitating access to finance for SMEs, particularly start-ups, on a set of themes.

Measure 2.2. Strengthening of Cooperation in Industry Corporate Sector

The aim of this measure is to strengthen horizontal and vertical cooperation in industry corporate sector through consultancy and information support activities for clustering, networking and cooperation activities.

2. Rules of this call for project proposal

Indicative list of eligible applicants and provinces per measure are given on pages 14 and 15 of the guideline.

Aim

This call for project proposal aims;

- ✓ To establish a measure-based project pipeline of projects to be implemented fully by 31/12/2012 at the latest ,
- ✓ To ensure a bottom-up project proposal development approach,
- ✓ To select high-quality and mature projects.

2.1. Eligible Measures

The Regional Competitiveness Operational Programme has six measures as mentioned in first part of the guideline. Due to the discussions between the European Union and the Turkish side, The Ministry of Industry and Trade decided to open call for project proposals for below mentioned measures;

- ✓ **Measure 1.1.** for Development of industrial infrastructure,
- ✓ **Measure 1.3.** for Improvement of R&D, innovation, technology and ICT environment and infrastructure
- ✓ **Measure 1.4.** for Improvement of tourism infrastructure, promotion and marketing activities.
- ✓ **Measure 2.1.** for Providing basic information and consultancy support for enterprises,
- ✓ **Measure 2.2.** for Strengthening of cooperation in industry corporate sector



The applicants should prepare their project proposals by taking into account the above mentioned measures.

2.2. Eligibility of applicants, who can apply?

Measure base eligible applicants within the framework of this call for project proposals are mentioned below and in the applicant –measure matrix. On the other hand applicants located outside the target regions may submit projects which are developed with close collaboration with the partners from the target regions if the projects will be implemented in the target regions.

Profit-making companies (or cooperation/joint ventures of profit making companies) and profit-making organizations are not eligible as an applicant and or partner under this call for project proposals.

Potential partners of the beneficiary should carry the same qualifications.

Measure 1.1.

Public institutions/agencies, business and enterprise development institutions/centers managing authorities of Organized Industrial Zones (OIZs) and Small Scale Industry Estates (SSIEs), national and regional chambers of industry and commerce, trade unions, unions, foundations and associations.

Measure 1.3.

Public institutions/agencies, managing authorities of Technology Development Centers (TDCs) and Technology Development Zones (TDZs), universities, scientific institutes and research centers, national, chambers of industry and commerce, trade unions, sector associations, foundations.

Measure 1.4.

Ministry of Tourism and Culture, public institutions/agencies, governorships, special administrations of provinces, municipalities, national and regional chambers of industry and commerce, sector associations, foundations.

Measure 2.1.

Public institutions, agencies, research centers, universities, non-profit organizations, national and regional chambers of industry and commerce, unions, trade unions, associations and foundations, etc.

Measure 2.2.

Public institutions, agencies, research centers, universities, non-profit making organizations, national and regional chambers of industry and commerce, unions, trade unions and associations, etc.

2.3. Eligible actions, actions for which an application may be made

The indicative eligible actions for each eligible measure are as follows.



Measure 1.1.

This measure will include the following indicative activities,

- ✓ Establishment, improvement and refurbishment of social, technical, production, storage and ICT facilities, and purchase of machinery, equipment, for common use of SMEs.
- ✓ Establishment, improvement and refurbishment of one stop shops, information and consultancy offices, etc.
- ✓ Establishment, improvement and refurbishment of business and enterprise development centers like ISGEMs,
- ✓ Establishment of logistic centers for common commercial use in convenient locations like inside or nearby industrial sites, nearby airports, harbors, main transport axis,

Measure 1.3.

This measure will include the following indicative activities:

- ✓ Establishment, improvement and modernization (including refurbishment and ICT infrastructure) of R&D, technology and innovation facilities like Technology Development Centers (TDC), Technology Development Zones, technology incubators without wall (DTI), incubation centers, technology transfer centers, excellence centers, etc.
- ✓ Supporting activities of public and non profit making institutions regarding commercial-oriented R&D as well as collaboration on technology transfer, R&D and ICT usage through establishment (including infrastructure, refurbishment), development and operation of corporate networks and technology platforms among public sector, universities, R&D Centers and enterprises and connecting them to international networks.
- ✓ Establishment and modernization of social, technical and production facilities like labs, workshops, machinery, training/education facilities, etc. in Technology Development Zones and Technology Development Centers, Universities and in other possible locations.
- ✓ Establishment of one stop shops, information, consultancy, patent offices and other possible common service facilities in Technology Development Zones, Technology Development Centers, Universities, and other possible locations.
- ✓ Operations and investments outside the target regions provided that the activity is a networking or joint project supporting the competitive position of the target regions.

Measure 1.4.

This measure will include the following indicative activities,

- ✓ Improvement of tourism attraction areas through revitalization and landscaping and other relevant infrastructure investments.
- ✓ Establishment and refurbishment of tourism information facilities and centers.



- ✓ Support for promotion and marketing activities of public authorities and non-profit making organizations including the utilization of all possible information and communication tools.
- ✓ Support for the organization of local tourist events like festivals, exhibitions, fairs, etc.
- ✓ Support for the organization of national and international seminars, congress, etc. and participation in national and international fairs.

Measure 2.1.

This measure will include the following indicative activities:

- ✓ Supporting projects of public institutions and non-profit making organizations to supply basic information support for SMEs and particularly start-ups.
- ✓ Providing consultancy support for individual SMEs and particularly start-ups
- ✓ Facilitate direct investment support for SMEs and particularly start-ups through consultancy assistance for accessing financing schemes under measure 1.2

Measure 2.2.

This measure will include the following indicative activities;

- ✓ Supporting activities of public institutions and non-profit making organizations to supply basic information support and consultancy on clustering, networking and collaborative activities.
- ✓ Supporting activities of public institutions and non-profit making organizations on surveys and identification, need assessment, analysis and mapping of clusters and networks as well as developing cluster and networking roadmaps under the projects.
- ✓ Direct incentives for common actions and investments of potential or existing structures of business and industrial collaboration like clusters, networks and business representative organizations etc.

2.4. Indications on the co-financing of the selected projects

The overall indicative amount made available under this Call for Project Proposals is € 75 980 913 (€ 56 985 684 EU funding plus € 18 995 229 Turkish Government funding).

These figures are indicative and the Operating Structure reserves the right not to award all available funds in this Call for Project Proposals. The rates of co-financing for each operation in terms of the eligible public financing will be a maximum of 75% from EU funding and minimum 25% from National public resources. The breakdown of available IPA funding, by measures for this call for project proposal, is set out in the below table.



Priority	Measures	National Public Contribution [€]	EU Contribution [€]	Total IPA Funding (€)
1	1.1.	6 146 917	18 440 751	24 587 668
	1.3.	3 839 245	11 517 733	15 356 978
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	2.2.	2 738 667	8 216 001	10 954 668
TOTAL FUNDING [€]		18 995 229	56 985 684	75 980 913

The beneficiaries of the projects will not be required to provide any financial contribution.

2.5. Budget and Time Limitations for operations/projects

The size of the projects must be such that minimum and maximum amounts of funds to be requested for financing from the programme should be between 2-10 million Euro under first priority, and 1-2 million Euro under the second priority. It has to be mentioned that the budgets of the projects can be higher than the above mentioned figures but the budget for financing from the programme has to be between those limits.

The Central Finance and Contracts Unit (CFCU) is responsible for carrying out tendering, contracting and payments, relating to contracts to be financed under the projects, on behalf of the beneficiary. Therefore, no funds shall be transferred to the beneficiaries. For further information please refer to the web site of the CFCU (<http://www.cfcu.gov.tr/>).

The implementation period of a project shall not exceed 36 months. All the activities have to be completed by 31/12/2012 at the latest. Applicants should be aware that implementation period also includes tendering and contracting period, which in many cases may take 9-10 months. If projects include large amount of works, supplies, large technical assistance procurement, this time limitations will be reconsidered by the OS.

The beneficiaries are responsible for preparing the necessary documents including; Terms of References (ToR) Technical Specifications (TS), Market Researches etc. under the supervision of MOIT.

2.6. Eligibility of costs

According to the Article 34 of the IPA Implementing Regulation the following expenditures are not eligible under the Regional Competitiveness Operational Programme. Ineligible costs included in the indicative budget of the OISs will be directly excluded by the Ministry.

- ✓ Taxes, including value added taxes;
- ✓ Customs and import duties, or any other charges,
- ✓ Purchase, rent or leasing of land and existing buildings,
- ✓ Fines, financial penalties and expenses of litigation,
- ✓ Operating costs,
- ✓ Second hand equipment,
- ✓ Bank charges, costs of guarantees and similar charges,
- ✓ Conversion costs, charges and exchanges losses associated with any of the component specific Euro accounts, as well as other purely financial expenses,
- ✓ Contributions in kind



The eligibility of the costs will be clarified according to the “**Operational Agreement**” that will be signed between beneficiary and MoIT.

The beneficiaries should be aware that, the projects to be financed cannot benefit from additional funds to be provided by national and Community resources.

2.7. Horizontal Issues

The projects shall guarantee the equality treatment (in gender, etc.) for benefiting from the results of the operation by taking necessary measures.

Having positive effect on clean production, energy efficiency and/or environmental aspects within a proposal/operation is an asset.

The involvement (in terms of active participation to the implementation and budget) of local actor and civil society for a proposal/operation is a considerable asset.

The proposals shall consider the involvement of newly established enterprises/entrepreneurs and disadvantaged people to the results of the proposal.

2.8. Other Issues

The project proposals should take into consideration the measure base identified outputs and result indicators clearly mentioned in the Operational Programme.

The Central Finance and Contracts Unit (CFCU) has the responsibility for carrying out tendering, contracting and payment on behalf of the beneficiary. **Therefore, the beneficiaries will not receive direct financial grants; instead, they will receive the works, supplies and services contracted by the CFCU** (<http://www.cfcu.gov.tr/>)



APPLICANT – MEASURE MATRIX

	Measures				
	Measure 1.1.	Measure 1.3.	Measure 1.4.	Measure 2.1.	Measure 2.2.
	Development of industrial infrastructure	Improvement of R&D, innovation, technology and ICT environment and infrastructure	Improvement of tourism infrastructure, promotion and marketing activities	Providing basic information and consultancy support for enterprises,	Strengthening of cooperation in industry corporate sector
Eligible Applicants	Public institutions/agencies, business and enterprise development institutions/centers managing authorities of OIZs and SSIEs, national and regional chambers of industry and commerce, unions, foundations and associations.	Public institutions/agencies, managing authorities of Technology Development Centers and Technology Development Zones, universities, scientific institutes and research centers, national and regional chambers of industry and commerce, sector associations, foundations.	Ministry of Tourism and Culture, public institutions/agencies, governorships, special administrations of provinces, municipalities, national and regional chambers of industry and commerce, sector associations, foundations.	Public institutions, agencies, research centers, universities, non-profit organizations, national and regional chambers of industry and commerce, unions, associations and foundations, etc.	Public institutions, agencies, research centers, universities, non-profit making organizations, national and regional chambers of industry and commerce, unions and associations, etc.



ELIGIBLE PROVINCES MATRIX

	MEASURES*				
	Measure 1.1.	Measure 1.3.	Measure 1.4.	Measure 2.1.	Measure 2.2
	Development of industrial infrastructure	Improvement of R&D, innovation, technology and ICT environment and infrastructure	Improvement of tourism infrastructure, promotion and marketing activities	Providing basic information and consultancy support for enterprises,	Strengthening of cooperation in industry corporate sector
ELIGIBLE PROVINCES	Van , Muş, Bitlis, Hakkari, Diyarbakır , Şanlıurfa , Batman , Mardin, Şırnak, Siirt, Malatya , Elazığ , Bingöl, Tunceli, Çankırı, Kastamonu , Sinop, Samsun , Amasya, Çorum, Tokat, Trabzon , Artvin, Giresun, Gümüşhane, Ordu, Rize, Gaziantep Adıyaman, Kilis, Hatay, Kahramanmaraş , Osmaniye, Kayseri , Sivas , Yozgat	Erzurum , Erzincan, Bayburt, Malatya , Elazığ , Bingöl, Tunceli, Çankırı, Kastamonu , Sinop, Samsun , Amasya, Çorum, Tokat, Trabzon , Artvin, Giresun, Gaziantep Adıyaman, Kilis, Hatay, Kahramanmaraş , Osmaniye, Kayseri , Sivas , Yozgat	Erzurum , Erzincan, Bayburt, Ağrı Ardahan, Iğdır, Kars , Van , Muş, Bitlis, Hakkari, Batman , Mardin, Şırnak, Siirt, Gaziantep , Adıyaman, Kilis,	Erzurum , Erzincan, Bayburt, Ağrı Ardahan, Iğdır, Kars , Van , Muş, Bitlis, Hakkari, Diyarbakır , Şanlıurfa , Batman , Mardin, Şırnak, Siirt, Malatya , Elazığ , Bingöl, Tunceli, Çankırı, Kastamonu , Sinop, Samsun , Amasya, Çorum, Tokat, Trabzon , Artvin, Giresun, Ordu, Rize, Gümüşhane, Gaziantep Adıyaman, Kilis, Hatay, Kahramanmaraş , Osmaniye, Kayseri , Sivas , Yozgat	Erzurum , Erzincan, Bayburt, Ağrı Ardahan, Iğdır, Kars , Van , Muş, Bitlis, Hakkari, Diyarbakır , Şanlıurfa , Batman , Mardin, Şırnak, Siirt, Malatya , Elazığ , Bingöl, Tunceli, Çankırı, Kastamonu , Sinop, Samsun , Amasya, Çorum, Tokat, Trabzon , Artvin, Giresun, Ordu, Rize, Gümüşhane, Gaziantep Adıyaman, Kilis, Hatay, Kahramanmaraş , Osmaniye, Kayseri , Sivas , Yozgat,

*: The Growth Centers shown in bold



3. How to apply, and the procedures to be followed

Potential applicants should use the Operation Identification Sheet (OIS) while submitting project proposals to the Ministry. The OIS documents shall be submitted both in English and Turkish.

3.1. Application Form – Operation Application Sheet (OIS)

The applicants should fill all the parts of OIS document. In case of missing of **prioritized/mandatory parts (1- 3- 4.3- 4.4- 4.5- 5- 6- 8- 9- 12- 14)**, the project proposal will be directly rejected by the Ministry.

3.2. Where and how to submit the applications and questions?

Applicants should submit project proposals, to the Ministry of Industry and Trade, both in hard copy (printed document together with a signed submission letter) and by e-mail (electronic version) and also both in English and Turkish version.

Postal address for submission of official version is:

**Sanayi ve Ticaret Bakanlığı
Bölgesel Rekabet Edebilirlilik Programı Koordinasyon ve Uygulama Merkezi
Eskişehir Yolu 7.km. No:154 06100 Çankaya - Ankara**

E-mail address for submission of electronic versions:

ipa@sanayi.gov.tr

Project proposals will directly be rejected if both official and soft copies are not submitted within deadline.

Project proposals, submitted to other institutions by mistake, will be directly rejected.

3.3. Frequently asked questions and Clarifications

For further information and advice please contact with “Regional Competitiveness Programme Coordination and Implementation Center” only through e-mail. Replies will be provided by e-mail in 1 week period up to 1st of January 2009 which is the deadline for request for clarifications. Queries through telephone, fax, etc. will not be replied.

Frequently asked questions (FAQ) will be grouped on a weekly base and announced on the website by the Ministry.

3.4. Deadline for submission of the applications

The deadline for submission of the project proposals to the Ministry is 16th of January 2009, 17:30 p.m. The beneficiaries are responsible for submission of the applications on the mentioned deadline to the Ministry. The Ministry will not take into account the delays such as postal/cargo etc. on the submission.



SELECTION PROCEDURE

4. Evaluation and selection of project proposals

4.1. Pre-selection Process

The MoIT will pre-select applications within fifteen working days following the deadline for application. The pre-selection will be carried out according to the below mentioned general selection criteria.

		Yes	No
1	Does the applicant use the OIS?		
2	Is the applicant eligible?		
3	Will the project be implemented in the target region?		
4	Is the intervention overlap with the relevant measure of the OP?		
5	Are mandatory parts filled by the beneficiary?		
6	Is the budget request eligible for the limitations?		

The project proposal should positively (yes) meet all the admission criteria.

The Operating Structure reserves the right to ask for clarification or complementary information or documentation at every stage of the pre-selection.

Following the pre-selection process, a "**Global List**" shall be established by the MoIT.

The Ministry shall announce the results of the pre-selection process (global list), on its web-site until the second week of February 2009. The applicants are recommended to follow closely the announcements on this web site.

4.2. Selection and Evaluation Process

The MoIT will submit above mentioned pre-selected project proposals (global list) to the Project Selection Sub-Committees for further evaluation.

Project Selection Sub-committees, appointed by the Sectoral Monitoring Committee, shall evaluate the pre-selected project proposals, in line with the strategic project selection criteria developed by the Ministry for each measure. Project Selection Sub-committees shall use the evaluation grids which are attached to this guideline.

Following the evaluation of the project selection sub-committees, project proposals will be classified on measure base under three groups;

1st Group; project proposals having score over 70 (**Long List**)

2nd Group; reserve list of project proposals having score between 69-50 (these projects need to be further developed and will be kept in project pipeline)

3rd Group; Rejected project proposals due to insufficiency in terms of meeting the requirements of the evaluation criteria and having a score below or equal to 49.



The long list of the projects will be ranked from the maximum score to the minimum score on measure base.

The Ministry reserves the right to modify the above mentioned thresholds.

The MoIT shall inform all the applicants, regarding the results of evaluation process by e-mail in the second week of March 2009. A half page justification of the decision, based on the evaluation grids, will be attached to the e-mails. The Ministry has the right to reject the appeals taking into account the budget/balanced geographical dissemination limitations.

4.3. Re-Evaluation Process

The first group of project proposals (long list), having a score above **70 (1st group)**, will be re-evaluated by the Ministry and the European Commission in terms of:

- ✓ Readiness and maturity of the proposal;
- ✓ Institutional/implementation capacity of the applicants;
- ✓ Geographically balanced distribution of the projects;
- ✓ Available budget resources.

The MoIT shall inform the applicants of the 1st group after the re-evaluation process by official letter at the latest by the end of March 2009.

4.4 Assessment Process

The Ministry will re-assess the potential beneficiaries after the finalisation of re-evaluation process in line with below mentioned criteria;

- ✓ Administrative Capacity
- ✓ Budget Management Capacity
- ✓ Human Resources Capacity

The Ministry will send an official letter to the potentially awarded proposals (**Short List**) in order to sign an "Operational Agreement" with the Beneficiaries where the "detailed division of responsibilities and obligations between the MoIT and the Operation Beneficiary" will be laid down at the first level.

At second level before the launch of works, service or supply contracts the OS shall receive a set of document and perform control on Beneficiaries which will ensure that the Beneficiaries have enough administrative capacity, budget management capacity and human resources capacity (Works, Service and Supply Contract activities).

The MoIT shall provide guidance to the beneficiaries of the selected projects for the next stages of the process, including preparation of the project fiches and the relevant documents.

In addition to the above mentioned checks, the OS will also supervise all the implementation in line with the procedures detailed in the Implementation Manual for the Regional Competitiveness subcomponent. In that frame, the MoIT will appoint at least one expert as an Operation Coordinator who will conduct necessary supervision and controls on Operation Beneficiaries.



The Operating Structure reserves the right to ask for clarification or complementary information or documentation.

Relevant Documents

Applicants may access to all the relevant documents – including the Operational Programme - from the web-site of the Ministry (ipa.stb.gov.tr).



Model of Operation Identification Sheet *(Max 5 pages)*

- 1. Title of the Operation:**
- 2. Operating Structure:** (insert contacts)
- 3. Organization Responsible for the Implementation of the Operation:** (insert contacts, including contact person)
- 4. Compatibility and coherence with the Operational Programme**
 - 4.1.** Title of the programme
 - 4.2.** Title of the priority axis
 - 4.3.** Title of the measure
 - 4.4.** Final Beneficiary (Article 15 of the Financing Agreement)
 - 4.5.** End recipient of assistance
 - 4.6.** Category/Type of activities foreseen under the measure
- 5. Description of the Operation**
 - 5.1. Contribution to the achievement of the Operational Programme:**
Describe how the operation contributes to the achievement of the objectives of the Operational Programme (provided quantified indicators where possible) linked with the appropriate measure
 - 5.2. Overall Objective:** Explain in one sentence
 - 5.3. Operation Purpose:** Explain in one sentence
 - 5.4. Location(s):** Please keep in mind the eligible regions
 - 5.5. Duration:** Duration of the operation cannot exceed the final date of eligibility of expenditure set in the Financing Agreement
 - 5.6. Target group(s):**
 - 5.7. Description of the Operation and background:** Maximum 10 lines
 - 5.8. Results with measurable indicators:**
 - 5.9. Activities:**
- 6. Implementation arrangements**
 - 6.1. Institutional framework:** institutional arrangements foreseen for the implementation of the operation, e.g. operation coordination unit, steering committee, regional and/or provincial authorities, technical assistance team
 - 6.2. Proposed monitoring structure and methodology:** who will be responsible for monitoring of the operation, how will the operation be monitored, what will be the workflow and reporting lines?
 - 6.3. Required procedures and contracts for the implementation of the operation and their sequencing:** list the type of procedures (call for proposals, direct implementation by national institutions without prior call for proposals, direct agreements with international organizations, etc) and the corresponding contracts



(grant contracts, contribution agreements with international organizations, services, supplies, works, etc) for the proposed activities, together with their sequencing (please provide detailed chronogram for preparatory stages, tendering, contracting and starting of operations)

7. Risks and assumptions:

8. Expected impact of the operation on the target group and multiplier/spill over effects:

9. Sustainability:

10. Equal opportunity, minorities and vulnerable groups (where relevant):

11. Links with other IPA component measures:

12. Requested financing from the European Commission: The Community contribution shall not exceed the ceiling of 75 % of the eligible expenditure at the level at the priority axis. (no operation shall benefit from a higher co-financing rate than the one relating to the priority axis concerned – Art 149.3 and 153.3 of IPA IR)

13. Co-financing: (please identify expected total contribution by source)

14. Budget breakdown: (indicative, per operation component if applicable)

	EU Funding (Max. %75) (€)	National Funding (Min %25) (€)	TOTAL (€)
Works			
Supply			
Service			
Technical Assistance¹			
Supervision²			
TOTAL (€)			

1. As regards proposal needs technical assistance.

2. % 10 of Works component should be allocated to supervision component

15. Cash flow requirements by source of funding



Evaluation Grids

Measure 1.1.

Strategic Criteria

		Max Score (...points)	Related part on OIS
1	Is the project be implemented in the Growth Center?	8	5.4.
2	Is the project's region eligible for this measure (Table 46 of the RCOP)?	8	5.4.
3	Does the project overlap with the prioritized sectors by the RCOP? (Table 47 of the RCOP) <i>1st Priority Sector (5 points)</i> <i>2nd Priority Sector (4 points)</i> <i>3rd Priority Sector (3 points)</i> <i>4th Priority Sector (2 points)</i> <i>Non-Prioritized Sectors (0 points)</i> <i>Horizontal project (5 points)</i>	5	4.5. / 5.6.
4	Does the project support the inter-regional cooperation between the target region and the rest of the country?	3	4.5. / 8.
5	Does the project support the intra-regional cooperation between the Growth Center(s) and its/their hinterland?	6	4.5. / 8.

Specific Criteria

		Max Score (...points)	Related part on OIS
1	Is the project mature and ready? ³	20	5.8. / 5.9. / 6.3. / 7. / 8. / 9.
2	Does the project create facilities for the enterprises?	6	5.8. / 5.9. / 8.
3	Does the project enhance the occupancy ratio inside the industrial sites?	5	5.8. / 5.9. / 8.
4	Does the project contribute to the overall employment capacity?	6	5.8. / 5.9. / 8.
5	Does the project support the innovative and/ or high technology sectors?	5	5.8. / 5.9.
6	Does the project contribute to the overall synergy with other measures for the establishment of common facilities?	4	5.8. / 5.9. / 11.
7	Does the project support environmental sustainability?	4	5.8. / 5.9. / 9.
8	Does the project support women and young entrepreneurs, disadvantaged persons and start-ups?	4	5.6. / 5.8. / 10.
9	Is there involvement of TOBB, TESK, trade unions, sectoral foundations and associations, regional chambers of industry and commerce, tradesman and craftsmen?	4	6.1. / 6.2.
10	Does the beneficiary have the efficient administrative and technical capacity?	8	3. / 4.4. / 6.1.
11	Is there synergy with the other Community Programmes?	4	11.

³ The maturity and readiness means a) Documents such as; feasibility dossiers for construction, Technical Specifications and market research for supply etc. if available b) The sustainability approach of the proposal after the EU funding process. Each of these components, which shows the project maturity and readiness will have different weights on identifying the total score.



Measure 1.3.

Strategic Criteria

		Max Score (...points)	Related part on OIS
1	Is the project be implemented in the Growth Center?	8	5.4.
2	Is the project's region eligible for this measure (Table 46 of the RCOP)?	8	5.4.
3	Does the project overlap with the prioritized sectors by the RCOP? (Table 47 of the RCOP) <i>1st Priority Sector (5 points)</i> <i>2nd Priority Sector (4 points)</i> <i>3rd Priority Sector (3 points)</i> <i>4th Priority Sector (2 points)</i> <i>Non-Prioritized Sectors (0 points)</i> <i>Horizontal project (5 points)</i>	5	4.5. / 5.6.
4	Does the project support the inter-regional cooperation between the target region and the rest of the country?	4	4.5. / 8.
5	Does the project support the intra-regional cooperation between the Growth Center(s) and its/their hinterland?	5	4.5. / 8.

Specific Criteria

		Max Score (...points)	Related part on OIS
1	Is the project mature and ready? ⁴	21	5.8. / 5.9. / 6.3. / 7. / 8. / 9.
2	Does the project create facilities for the enterprises?	7	5.8. / 5.9. / 8.
3	Does the project enhance the occupancy ratio inside the technology sites?	6	5.8. / 5.9. / 8.
4	Does the project have high commercialization potential and joint projects between private sector, universities and public institutions?	7	5.8. / 5.9.
5	Does the project support environmental sustainability?	4	5.8. / 5.9. / 9.
6	Does the project contribute to the overall synergy with other measures?	4	5.8. / 5.9. / 11.
7	Does the project support women and young entrepreneurs, disadvantaged persons and start-ups?	3	5.6. / 5.8. / 10.
8	Does the project involve the contribution of TOBB, TESK, trade unions, sectoral foundations and associations, regional chambers of industry and commerce, craftsmen and artisans?	5	6.1. / 6.2.
9	Does the beneficiary have efficient administrative and technical capacity?	8	3. / 4.4. / 6.1.
10	Is there synergy with the other Community Programmes?	5	11.

⁴ The maturity and readiness means a) Documents such as; feasibility dossiers for construction, Technical Specifications and market research for supply etc. if available b) The sustainability approach of the proposal after the EU funding process. . Each of these components, which shows the project maturity and readiness will have different weights on identifying the total score.



Measure 1.4.

Strategic Criteria

		Max Score (...points)	Related part on OIS
1	Is the project be implemented in the Growth Center?	10	5.4.
2	Is the project's region eligible for this measure (Table 46 of the RCOP)?	14	5.4.
3	Is your project's activities overlap with the prioritized tourism activities mentioned in the Map 2 (Tourism Diversity Map)	10	4.5. / 5.6.
4	Does the project support the inter-regional cooperation between the target region and the rest of the country?	7	4.5. / 8.
5	Does the project support the intra-regional cooperation between the Growth Center(s) and its/their hinterland?	9	4.5. / 8.

Specific Criteria

		Max Score (...points)	Related part on OIS
1	Is the project mature and ready? ⁵	17	5.8. / 5.9. / 6.3. / 7. / 8. / 9.
2	Does the project have competitiveness-oriented infrastructure and promotion/marketing activities?	8	5.8./ 5.9.
3	Does the project take into account the long term plans of the Ministry of Culture and Tourism?	4	5.7.
4	Does the project involve Ministry of Culture and Tourism, Sectoral Associations and foundations?	4	5.7.
5	Does the beneficiary have efficient administrative and technical capacity?	9	3. / 4.4. / 6.1.
6	Does the project support environmental sustainability?	4	5.8. / 5.9. / 9.
7	Does the project support women and young entrepreneurs, disadvantaged persons and start-ups?	4	5.6. / 5.8. / 10.

⁵ The maturity and readiness means a) Documents such as; feasibility dossiers for construction, Technical Specifications and market research for supply etc. if available b) The sustainability approach of the proposal after the EU funding process. . Each of these components, which shows the project maturity and readiness will have different weights on identifying the total score.



Measure 2.1.

Strategic Criteria

		Max Score (...points)	Related part on OIS
1	Is the project be implemented in the Growth Center?	10	5.4.
2	Does the project overlap with the prioritized sectors by the RCOP? (Table 47 of the RCOP) <i>1st Priority Sector (5 points)</i> <i>2nd Priority Sector (4 points)</i> <i>3rd Priority Sector (3 points)</i> <i>4th Priority Sector (2 points)</i> <i>Non-Prioritized Sectors (0 points)</i> <i>Horizontal project (5 points)</i>	5	4.5. / 5.6.
3	Does the project support the inter-regional cooperation between the target region and the rest of the country?	8	4.5. / 8.
4	Does the project supports the intra-regional cooperation between the Growth Center(s) and its/their hinterland?	7	4.5. / 8.

Specific Criteria

		Max Score (...points)	Related part on OIS
1	Is the project mature and ready? ⁶	21	5.8. / 5.9. / 6.3. / 7. / 8. / 9.
2	Do the basic information support projects contribute the overall employment capacity and supporting the innovative and high technology sectors?	10	5.8. / 5.9. / 8.
3	Does the project involve the contribution of the Union of Chambers and Commodity Exchanges of Turkey, TUBITAK, TTGV, universities, trade unions, the foundations and associations?	7	6.1. / 6.2.
4	Is there consistency and complementarity of the basic information support projects with other Community Programmes and OPs?	6	11.
5	Does the project have high commercialization potential and joint projects between private sector, universities and public institutions?	9	6.1. / 6.2.
6	Will the basic information and consultancy support projects particularly focus on the below mentioned enterprises, entrepreneurs and aspects: - Enterprises operating in the Growth Centers in order to achieve the strategic target to allocate 70-80 % of the total budget of the OP Regional Competitiveness for Growth Centers. (4) - Start-ups (2) - Enterprises established inside the industrial sites (4) - Enterprises using high technology having R&D and innovation potential (2) - Projects having high employment generating capacity (2) - Women, young and disadvantaged entrepreneurs and other disadvantaged persons (1) - Projects supporting environmental sustainability (1) - Efficient administrative and technical capacity of the beneficiary (1)	17	4.5. / 5.6. / 5.8. / 5.9. / 8. / 10.

⁶ The maturity and readiness means a) Documents such as; feasibility dossiers for construction, Technical Specifications and market research for supply etc. if available b) The sustainability approach of the proposal after the EU funding process. . Each of these components, which shows the project maturity and readiness will have different weights on identifying the total score.



Measure 2.2

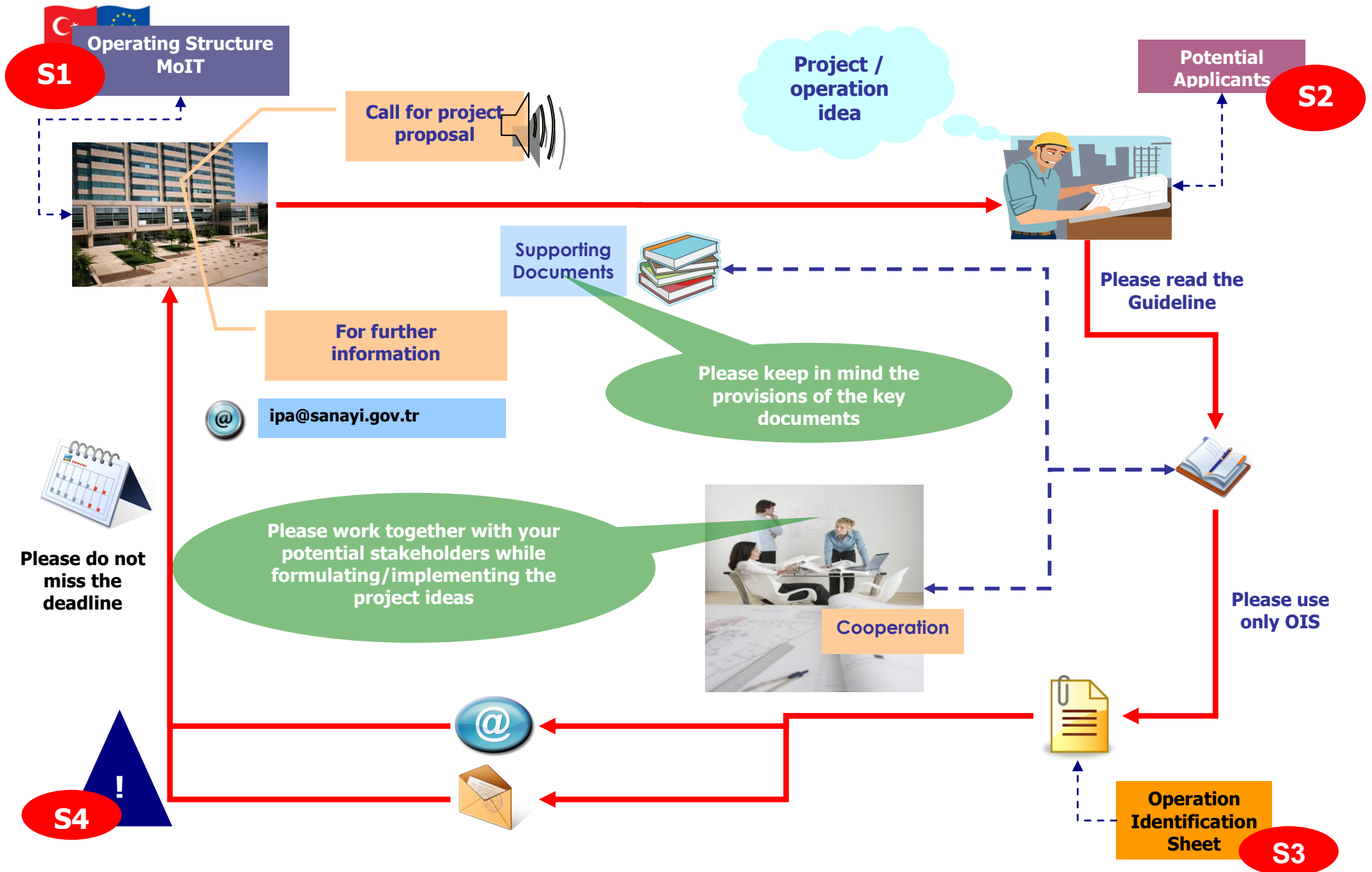
Strategic Criteria

		Max Score (...points)	Related part on OIS
1	Is the project be implemented in the Growth Center?	10	5.4.
3	Does the project overlap with the prioritized sectors by the RCOP? (Table 47 of the RCOP) <i>1st Priority Sector (12. points)</i> <i>2nd Priority Sector (9 points)</i> <i>3rd Priority Sector (6 points)</i> <i>4th Priority Sector (5 points)</i> <i>Non-Prioritized Sectors (0 points)</i> <i>Horizontal project (12 points)</i>	12	4.5. / 5.6.
3	Does the project support the inter-regional cooperation between the target region and the rest of the country?	8	4.5. / 8.
4	Does the project supports the intra-regional cooperation between the Growth Center(s) and its/their hinterland?	10	4.5. / 8.

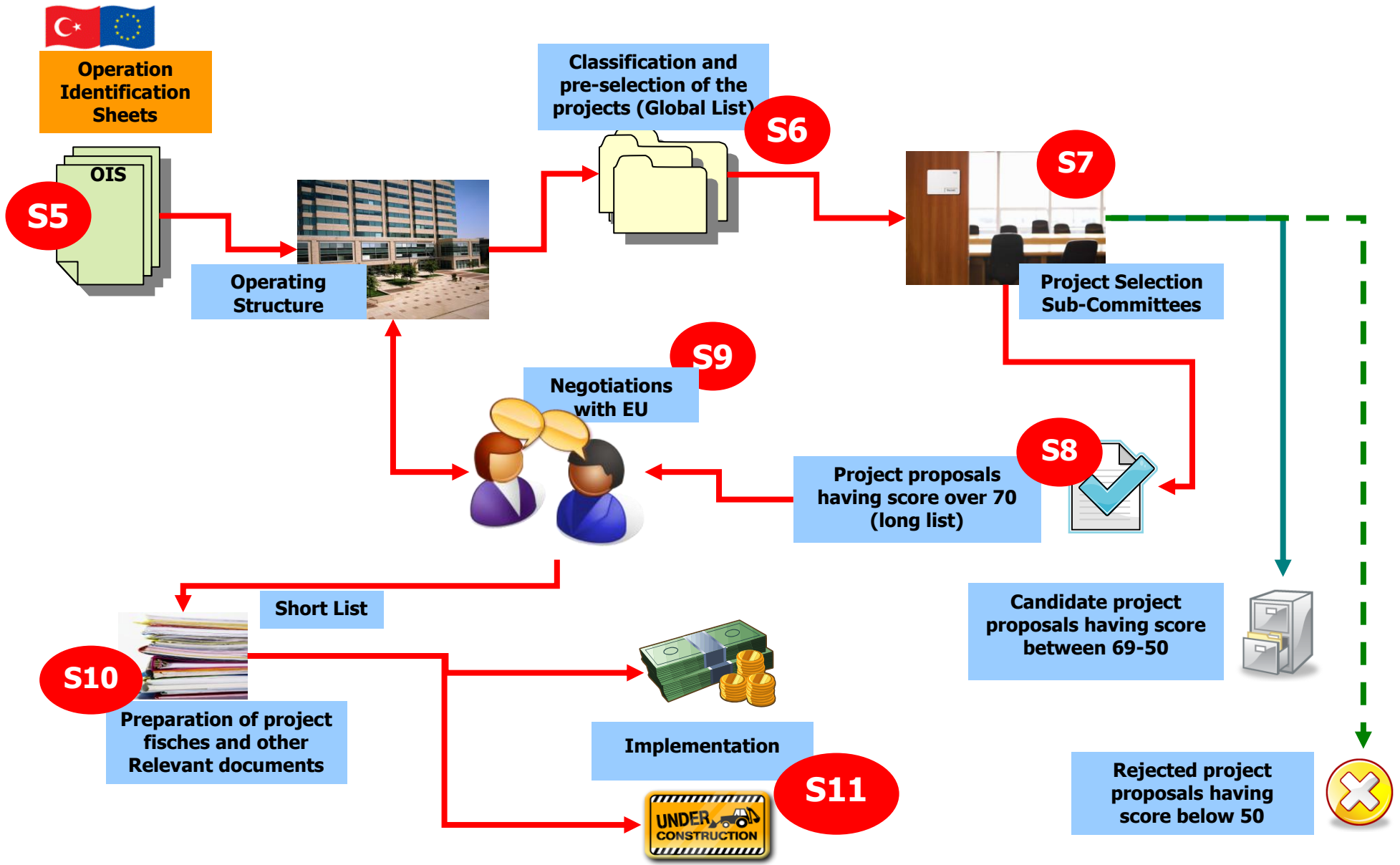
Specific Criteria

		Max Score (...points)	Related part on OIS
1	Is the project mature and ready? ⁷	21	5.8. / 5.9. / 6.3. / 7. / 8. / 9.
2	Does the project involve the contribution of the Union of Chambers and Commodity Exchanges of Turkey, TUBITAK, TTGV, universities, trade unions, the foundations and associations?	11	6.1. / 6.2.
3	Is there synergy with the other Community Programmes?	6	11.
4	Does the project have the target of establishment and extension of networks with EU Networks?	11	5.6. / 5.8
5	Does the project support environmental sustainability?	5	5.8. / 5.9. / 9.
6	Does the project include women and young enterprises and disadvantaged persons	6	5.6. / 5.8 / 10.

⁷ The maturity and readiness means a) Documents such as; feasibility dossiers for construction, Technical Specifications and market research for supply etc. if available b) The sustainability approach of the proposal after the EU funding process. . Each of these components, which shows the project maturity and readiness will have different weights on identifying the total score.



THE MILESTONES OF A PROPOSAL



THE MILESTONES OF A PROPOSAL



TIMESCALE FOR THE PROJECT SELECTION AND DECISION PROCESS

	2008								2009																			
	November				December				January				February				March				April							
	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4				
Launch of Call for Project Proposal																												
Deadline for Responds																												
Deadline for the Call for project proposals																												
Pre-selection of OISs by the MoIT																												
Announcement of the results of pre-selection																												
Selection and Evaluation process of the Project Selection Sub-Committees																												
Announcement of the results of the of PSSC																												
Re-evaluation Process between MoIT and EC																												
Feedback Procedure of Re-evaluation																												
Assessment Process																												
Invitation of the potentially awarded beneficiaries																												
Starting of the Preparation of project fiches																												
Starting Implementation Process																												

Max. 36 months