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Lift

LOCAL INITIATIVE FUND IN TURKEY



Partnership Guidelines for Preparing Grant Agreement Applications to Support Local Initiatives in Turkey

Call for Large Initiatives (50,000 – 500,000 EUR)

GIZ Turkey

May 2019

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List of Abbreviations

BMZ	German Federal Ministry for Economic Cooperation and Development
CLIP	Community Centres and Local Initiatives Project
ECHO	European Civil Protection and Humanitarian Aid Operations
EUR	Euro currency
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
HIP	Humanitarian Implementation Plan
IPA	Individual Protection Assistance
LGBTI	Lesbian, Gay, Bisexual, Transgender and Intersex
LIFT	Local Initiative Fund in Turkey
M&E	Monitoring and Evaluation
NGO	Non-Governmental Organisation
PR	Public Relations
SGBV	Sexual and Gender-Based Violence
SMART	Specific, Measurable, Achievable, Realistic, Timely
SNP	Special Need Fund



1 INTRODUCTION

1.1 Background information about Local Initiative Fund Turkey (LIFT)

In recent years, the Turkish government and international humanitarian and development actors have achieved a significant impact assisting refugees and displaced persons in Turkey. Still, there are people in need that have not yet been targeted adequately and regions that have not yet received the necessary attention. To overcome the remaining gaps, it is of utmost importance to specifically address vulnerable groups and at-risk-persons in so far neglected and underserved areas.

Co-funded by the European Union through its Civil Protection and Humanitarian Aid Operations (ECHO) and German Federal Ministry for Economic Cooperation and Development (BMZ), and in line with the 2018 ECHO Humanitarian Implementation Plan (HIP) for Turkey, the “Local Initiative Fund in Turkey (LIFT)” has been established. LIFT is implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH and is part of its “Community Centres and Local Initiatives Project” (CLIP), which has a specific objective to “Leave No One Behind”.

LIFT encourages and stimulates a wide scope of project ideas that improve the provision of services to vulnerable groups among refugees, displaced and vulnerable persons in so far neglected communities and underserved areas. This approach aims to reduce the risk of particularly vulnerable populations adopting negative coping mechanisms.

These guidelines provide potential LIFT partners the necessary support in the preparation of required documentation during the application process. They also act as a guide for the implementation process and set out the principles GIZ expects its partners to adhere to.





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2 OBJECTIVES AND MODALITIES OF LIFT

The fund's main objective is **to provide technical and financial support to local interventions responding to specific assistance and service needs of vulnerable and at-risk persons**. Within the scope of the fund, new local initiatives will be piloted, or successful approaches will be advanced to serve the special needs of particularly vulnerable groups and persons at risk amongst refugees and host communities. It aims to reach out to people in disadvantaged and underserved areas, to strengthen their inclusion and improve their access to high-quality services.

2.1 Eligible target groups

The fund is dedicated to projects that support particularly vulnerable groups who have not yet benefited from services and who are at risk of being 'left behind' in humanitarian and development assistance endeavours. These vulnerable groups include working children, seasonal migrants, non-registered refugees, persons with disabilities, single parents, elderly persons at risk, people with specific legal and physical protection needs, victims of human trafficking, victims of torture, LGBTI individuals, survivors or persons at risk of SGBV. Others will be included upon given data and justification.

2.2 Project area

The geographical scope of the fund will be nationwide, with a special focus on neglected and underserved areas. Please provide a short brief (max. one page) about the underserved area in which you want to work and the reasons behind why you believe the area is underserved.

2.3 Expected results and activities to be funded

Expected results: All funded projects should contribute to at least one of the following results:

- Facilitated access to services provided in underserved areas;
- Improved quality and quantity of service delivery in the field of protection, registration, counselling and advice on issues regarding education, health, employment and others;
- Inclusion of the most vulnerable and at-risk persons in the humanitarian assistance;
- Averted or reduced negative coping mechanisms;
- Increased knowledge of actors in the field, increased advocacy and awareness;
- Averted or mitigated tensions resulting from the impact of displacement on local communities.

Activities to be funded: The activities to be funded must be tailored to the specific local environment and respond to the specific needs of a certain area and identified persons in need. Therefore, the list of activities below might not be comprehensive. Possible activities include the following:

- Developing and providing access to needs-based services to refugees, displaced persons and vulnerable members of the host communities in the field of legal issues and protection (e.g. support with registration), education, health, employment and local integration;
- Promoting outreach (both static and mobile for accessing areas not covered yet) to mitigate and limit exposure to risks and conduct protection advocacy measures;
- Piloting new models of service provisions and establishing access to existing service providers;
- Developing and implementing measures to enable refugees and displaced people to have a voice and engage in participatory dialogue with organizations, host communities and others;
- Developing and implementing awareness-raising measures regarding the positive contribution of refugees to Turkish society;
- Developing, promoting and implementing measures for social interaction, intercultural exchange, trust-building, networking;
- Implementing measures that help integrating refugees and displaced people within host communities.

2.4 Volume of the projects and type of support provided under LIFT

Each local initiative can apply for funds between **50,000 EUR and 500,000 EUR** with a project duration between **6 and 12 months**, starting earliest in August 2019 and latest in December 2019. The exact amount for each project will be determined for each case in accordance with GIZ's positively assessed rules and procedures for grants.

During the implementation of the project, technical support will be provided to the partners. The support will vary according to their capacities and needs. All partners will receive the following:

- A welcome package with all relevant information including visibility guidelines, finance management templates, contact persons etc.
- A kick-off meeting with each project to explain technical procedures and financial management
- Regular field visits
- Other on-the-job and ad-hoc support

In addition, implementing partners will have the chance to take part in GIZ's tailor-made **Capacity Development** measures in the field of organizational development and management aspects, as well as in the technical fields of protection, migration, participatory approaches etc.

2.5 Selection process

GIZ will evaluate and approve the LIFT applications through a committee consisting of GIZ employees and external experts. Kindly note, a limited number of applications will be supported through this open call.





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3 APPLICATION PROCESS

3.1 Eligible applicants

The following types of entities are eligible to receive financial support:

- Existing and registered small and medium-sized local organizations such as civil society organizations (CSOs), community-based organizations (CBOs) and non-governmental organizations (NGOs).

All applicants must be:

- Non-profit-making actors;
- Registered as a legal entity in Turkey – usually as an NGO, association or foundation;
- Directly responsible for the implementation and not acting as an intermediary;
- In possession of required legal permissions depending on intended activities.

3.2 Full application documents

A complete application for a grant agreement with GIZ LIFT consists of:

- Narrative proposal
- Activity plan
- Logframe
- Budget
- Organizational capability statement
- Completed checklist

Before preparing these documents, please consider the information provided in these guidelines.

3.3 Format of the application

Interested organisations/institutions are requested to ask for templates to complete the proposals, activity plan, logframe, budget and organisational capability statement (see Annexes 7.1-7.5). For all templates, please email lift@giz.de. Please ensure that the budget is in a printable, landscape version. Before sending the documents to GIZ, partners should complete the checklist in Annex 7.6 and add it to the documents. This is a helpful prior check for the organisation/institution preparing a proposal. The checklist will be used by GIZ to review the documents.

3.4 Submission of application and deadline

The contract and reporting language will be English. Therefore, applicants will ideally submit their proposals in English. In cases where no translation services are available, proposals in Turkish will also be accepted. “GIZ might repeat this call until the allocated funds are exhausted”. Applications should be submitted no later than **15 June 2019** to the following email: lift@giz.de.

Support and contact during the proposal writing process

Applying organisations/institutions can contact the GIZ LIFT Team for application templates, general questions and support during the application writing process at lift@giz.de.

4 REQUIREMENTS FOR PROPOSALS

This section details how to develop your project concept and what to include in the proposal template and activity plan template (Annex 7.1 and 7.2). All templates can be requested under lift@giz.de.

4.1 Background and situational analysis

Please start your proposal with a brief explanation of the rationale behind the project. Analyse the context of the project location: mention existing services provided for refugees and vulnerable persons and describe their quality. Describe the specific needs in the location and which gap your project will fill to improve the service provision for vulnerable and at-risk groups. The protection needs of vulnerable groups should be clearly mentioned. Please refer to available local data as much as possible and integrate the sources into the text or include as a footnote.

Please do not provide detailed information regarding your organisation in the background section. This section should focus on the project, rather than the organisation itself. Information about your organisation will be included in the partner capability statement (Annex 7.5), together with your objective, geographical coverage and experience in this area.

4.2 Project objective

Based on the background and situational analysis, develop a clear project objective detailing what it is your project is trying to change/accomplish.

4.3 Vulnerability

Every project should reflect its understanding of vulnerability. Furthermore, the projects should be able to provide a broad understanding of how protection risks arise by analysing the threat faced (i.e. vulnerable to what); individual vulnerability factors (i.e. vulnerable how); and the capacity to cope (i.e. available coping strategies).

You might build upon the following definition of vulnerability:

Life circumstances (e.g. poverty, education) and/or discrimination based on physical or social characteristics (sex, disability, age, ethnicity, religion, sexual orientation, etc.) reducing the ability of primary stakeholders (for example, individual /household/ community) to withstand adverse impact from external stressors. Vulnerability is not a fixed criterion attached to the specific categories of the people and no one is born vulnerable per se.¹

¹- ECHO, Humanitarian Protection: Improving protection outcomes to reduce risks for people in humanitarian crises. 2016. https://ec.europa.eu/echo/sites/echo-site/files/policy_guidelines_humanitarian_protection_en.pdf



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4.4 Reaching target population

Describe clearly which particular vulnerable and at-risk groups your local initiative will target. The local initiative should have a clear strategy on how it plans to reach beneficiaries, including all phases of exploration, collaboration and implementation. Therefore, in the application explain in detail how you will inform and reach out to beneficiaries – including the vulnerable groups – and the number of beneficiaries that will be reached.

Examples for informing and reaching out to the community include the following: networking with local organisations, community leaders and muhtars; distribution of communications materials (leaflets, brochures, etc.); using social media; training of multipliers within the target population groups; mobile services; local media etc. House visits can only be implemented with governmental permission.

4.5 Protection activities

Organisations/institutions involved in protection-related activities are strongly encouraged to study the Standard Operating Procedures for Individual Protection Assistance (IPA) found in Annex 7.8. These guidelines are intended to 'reduce, remove, and prevent' an individual's protection risks and have been formulated to ensure outcomes are consistent across partners. In case you follow other protection standards, please mention them explicitly and attach them to the proposal.

4.6 Description of the project and theory of change

Please describe the local initiative with its name, location, current and planned services. All services offered and activities should be needs-oriented. Please indicate in the project description how you design your services based on a needs assessment and how you will regularly review the needs of the beneficiaries.

In addition, please describe what needs have to be met to reach the objective. Your approach and/or logic of intervention needs to be stated clearly. Following these points, please kindly describe the fields of action (outputs) and how they will lead to a change in the problem identified and your key activities for each output. For defining the outputs, you can refer to the expected results mentioned in section 2. All outputs should be SMART (Specific, Measurable, Achievable, Realistic, Timely). For key activities, the project description needs to answer the questions: what, where, how, how often and with whom?

Please explain the timeline of the outputs and activities in detail in an activity plan (Annex 7.2)

4.7 Referrals and cooperation with other actors in the local environment

All local initiatives should cooperate with other service providers in the local environment (e.g. municipal, ministry or NGO-run services). If the referral system to other service providers is not yet in place, it needs to be developed during the project. Please mention what you will do to maintain or develop relationships in the local environment. The proposal needs to detail the relationship and cooperation between the local initiative and the governmental structures at the local, provincial and central level. Existing protocols and/or written agreements, as well as plans for how to cooperate in the future, need to be mentioned. Attach copies of all protocols and/or written agreements for cooperation to the proposal.

4.8 Support and coordination among implementing partners of GIZ

The applying organisation/institution will commit to engaging in regular coordination meetings organised by GIZ. The organisation is also encouraged to pro-actively contribute to different formats of coordination, exchange and capacity development.

4.9 Multiple donors in one project location or project

If another donor funds activities within the same local initiative, this needs to be mentioned in the proposal. Please also provide an outline of how the different projects complement each other. Whenever changes occur during the contract period, this needs to be reported to GIZ.

4.10 Staff concept and care

Proposals should explain what kind of staff and what qualifications are required to successfully implement the project. Please also indicate how the positions complement each other and how the field staff are supported during implementation. Consider planning for staff to participate in working groups, monitoring and evaluation activities. If you work with volunteers, please indicate how you work with them, what type of work they do and how you legally set up the volunteering or intend to develop a volunteer scheme.

In addition, local initiatives should follow a staff care concept. Staff care refers to the organisational culture. Please outline your understanding of staff care and describe what you intend to do to increase or maintain the well-being of your staff, including which staff are in charge of developing and implementing staff care.

4.11 Monitoring and evaluation

Describe your M&E system, including data collection, data processing, analysis and use. State clearly how you will measure the achievement of the project objectives, outputs and outcomes and the changes that the project plans to make.

For services/activities that provide information on legal rights, social rights and obligations, as well as housing, land and property rights, a before-and-after survey should be implemented to measure the increase in beneficiaries' knowledge. The results of the survey should be prepared so that they can be made available to an external monitoring expert for the overall GIZ project monitoring.

Requirements for monitoring and evaluation will be discussed further in the section 5.



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4.12 Do no harm and risk analysis

Please reflect on and mention any external risk that might affect the success of your project or potential harm that may arise from your activities and what you will do to mitigate them. This includes, for example, only working with adequately qualified staff for every activity. The project should consider action-related risks and harms, so that the activities do not cause any perpetuating inequalities or discrimination and do not put beneficiaries at risk.

4.13 Compliance

All funded projects and activities need to fully adhere to the legal frameworks in Turkey. This includes the registration of the organisation, work permits, permissions for events, permission for outreach and protection activities, educational activities and if applicable, working with minors and vulnerable groups etc. and other requirements depending on the project. Please mention your existing permissions.

4.14 Gender mainstreaming

Projects have to follow and outline their gender-sensitive concepts and activities to promote gender equality and women's empowerment. The promotion of gender equality also implies the inclusion of men, as well as the provision of needs-based services for men.

4.15 Visibility, communication and information

Please explain in your proposal if you are planning for PR and visibility activities, and what kind of activities. Please clearly distinct them from outreach or information materials for beneficiaries. Any project visibility material must ensure that ECHO, BMZ and GIZ are visible. All PR and visibility materials' design and content must be in line with the rules and regulations of ECHO, BMZ and GIZ and are subject to approval by GIZ. The design and content should be shared with GIZ for feedback and approval before the finalisation and publication of any material.

4.16 Sustainability

The funding for local initiatives will be for a limited period of time. Please describe any ideas to strengthen the project's sustainability in the long-term. Specifically mention the ideas you have for the project once the LIFT funding period has ended.

4.17 Other provisions

Describe in your proposal any other topics of concern that are relevant to the application. For example, GIZ favours projects that follow an environmentally friendly and ecological approach. This should be considered while planning, budgeting and implementing all activities (such as reducing/separating garbage; promoting recycling; checking the production of products; making the best use of resources; saving energy etc.).

5 REQUIREMENTS FOR MONITORING AND EVALUATION

This section includes information about the monitoring and evaluation requirements. All projects need to have a system of progress monitoring, evaluation and reporting in place. Further details can be found in the logframe template. All templates can be requested under lift@giz.de.

5.1 Participation in GIZ M&E activities

GIZ reports to ECHO and BMZ. GIZ relies on its partners for accurate, detailed information on its activities. GIZ requests the following information as part of the project monitoring:

1. Progress reporting (every three months or as specified in the contract):
 - Narrative report drafted by the local initiative
 - Updated logframe
 - Full list of activities implemented during the past reporting period. The activity list should include the type of activities and number of participants disaggregated according to nationality, gender and age group.
2. Final reporting: At the end of a contract, the local initiative will provide a final report; an updated logframe for the contract period; and an updated list of activities from the last reporting to the final reporting period.
3. Participation in an external progress assessment (implemented by GIZ with the support of a consulting company) on the quality and impact of services and their contribution to protection services (through beneficiary interviews, focus group discussions, key informant interviews, interviews with local initiative staff, and participatory evaluation workshops).
4. Regular monitoring visits will be conducted by GIZ.

5.2 Logframe

Each local initiative's project indicators should be summarised in a logical framework (logframe). A logframe is an overview of your project in terms of project goals, activities and anticipated results (activities, outputs, outcomes). The logframe template can be found in Annex 7.3.

5.3 Indicators and data collection

LIFT partners shall contribute to data collection related to the following GIZ Community Centres and Local Initiatives Project (CLIP) project indicators:

- Through LIFT, 40,000 people from particularly vulnerable groups are supported and protected.
- 60 publicity activities carried out (e.g. dissemination of information materials, awareness-raising campaigns and events) to raise awareness of the situation and needs of especially vulnerable persons and groups.
- 75% of supported local initiatives have implemented measures to promote gender equality.

The project should consider that information management (data collection, analysis, storage, dissemination and use) is a delicate process that should be managed carefully, especially when dealing with vulnerable cases. The projects should collect and handle personal data in accordance with the rules and principles of international law and national



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laws on individual data protection².

Please integrate all mandatory indicators (see the below table) into your logframe. If you do not work towards a particular indicator, leave the target at 0. Beyond the mandatory indicators, you can formulate your own indicators and targets, depending on your activities and monitoring framework.

For all participant-related indicators, please provide a breakdown by:

- Nationality: Turkish/Syrian/other (provide details of 'other' nationalities)
- Gender: male/female/other (gender diverse/transgender/non-binary/prefer to self-describe)
- Age: under 0-5/5-17/18-24/25-49/50+

Indicator	Explanation
General (mandatory)	
# of participants in services provided by local initiative (total)	Definition: all participants counted together. Example: if a person received social counselling, legal counselling and received an MHPSS support they count as THREE participants.
# of individuals benefitting from services provided by local initiative (total)	Definition: individual who has benefitted from at least one activity (course, counselling, event, workshop, etc.). If a person received social counselling, received legal counselling and received an MHPSS support they count as ONE individual.
# of individuals benefitting from any kind of protection services	
# of activities to promote gender equality	
Vulnerable/most at-risk persons	
# of individuals from the most vulnerable groups identified and participating in the local initiative's services	Organisations/institutions that collect detailed information on vulnerabilities can continue using their own criteria, ECHO criteria or you can use GIZ vulnerability criteria (Annex 7.7).
Activities	
# of individuals benefitting from advisory and information/PSS/Individual Protection Assistance/ Case Management	
# of individuals participating in information and counselling services on rights and entitlements	
# of activities to provide information on relevant rights and entitlements	
# of individuals with protection needs identified and referred to relevant services	
# of individuals reached through all activities that promote access to services	
# of individuals reached by participatory needs assessment	
# of individuals reached through information campaigns, activities to raise public awareness on rights, entitlements, services and assistance	
# of public advocacy briefs/ reports produced and disseminated and/or number of meetings/ events held	

²- For further information, please see the EU legislation on the protection of personal data (Regulation (EU) 679/2016 and the General Data Protection Regulation (GDPR)) and the Turkish Data Protection Law 6698.

6 REQUIREMENTS FOR FINANCE AND BUDGETING

This section provides information on how to prepare the budget for the LIFT application. If your application is successful, detailed regulations will be outlined in the contract documents, which form a legal basis for our partners. The direct costs linked to the implementation of the project need to be detailed in the proposal and clearly reflected in the budget. Further details can be found in the budget template. All templates can be requested under lift@giz.de.

6.1 Budget template

Please use the provided budget template provided and ensure that the budget is in a printable version (see Annex 7.4).

1-Personnel costs	This direct cost line includes all related partner staff salaries. The unit prices, duration, cost allocation and quantity must be indicated in the proposal. Please consider that the salary amount for staff should reflect the overall costs for the employer e.g. gross salary, income and other applicable taxes, social insurance including employee and employer contribution etc. All salary costs should be within reasonable market rates.
Severance Payment	Severance payments must be given in a separate line as a sum for the related permanent staff. Only severance payments arising from legal obligations within the project period under the applicable Turkish Labour Law will be considered. Obligations outside the grant agreement period will not be budgeted.
2-External experts and services	This line includes any direct services taken for the implementation of project. The following eligibility criteria for consultant contracts must be followed: <ul style="list-style-type: none">I. Result of the work will belong to the partnerII. Should directly contribute to the projectIII. For the external consultants, the costs should not significantly differ from the staff costs. In addition to consultant contracts, other brought-in services, which have a direct contribution, could be entered under external service costs.
3-Transportation and travel costs	Any costs related to staff field trips, per diems within reasonable rates, car rentals, fuel costs. Individual transportation of beneficiaries should be budgeted in a separate line. However, transportation of groups of is not eligible.
4-Procurement of goods and materials	All procurement that directly contributes to the implementation can be budgeted under this category. The procurement procedure should ensure best value for money on the basis of a reasonable commercial practice. LIFT partners are required to comply with GIZ procurement principles.
5-Other goods/ consumables	Any other direct costs related to the local initiative e.g. renting of shelter, staff care, special need fund (SNP) up to 2% of the overall budget. As per the IPA standard operating procedures, local initiatives are permitted to include a special need fund (Annex 7.8). However, GIZ does not encourage the special need fund to amount to a significant part of the overall budget.
6-Renovation costs	Any costs related to project locations' renovations or rehabilitation can be entered under this budget line with the consent of GIZ. However, GIZ does not encourage to budget renovation costs as a significant part of the overall budget.



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7-Administrative costs

All administrative costs can be covered by a lumpsum amount of no more than 7% of the grant. Costs such as communication, headquarter rent, cargo, office utilities, small scale office equipment maintenance etc. can be covered by this lumpsum and will not require any further documentation. Please be aware that if a partner is already in receipt of an operating grant financed from the European Union budget during the project period, indirect costs will not be eligible.

Under **Code** you should indicate where the costs occur:

- HQ: support structure at headquarter level, if applicable
- PAD: Project Administration costs in the field/project location
- PAC: Project Activities costs

6.2 Parallel financing

If costs are also funded by other donors, it should be clearly mentioned in the proposal, as well as in the description column of the budget template, with the relevant percentages (e.g. co-shared staff costs).

6.3 Items not covered

Costs that are not directly or indirectly related to project will be considered ineligible. Examples include the following:

- Interest owed
- Debts
- Currency exchange loses
- Cost of bank transfers
- Exceeding the total budget
- Cost of purchasing land, property, vehicles
- Project with high maintenance costs
- Medicine (only medical aid is allowed if the procedures included in the IPA guidelines and ECHO derogations have been followed. See Annex 7.8 for further details)

In addition, partners are not permitted to use expenditures for any profit gaining purpose or from deductible VAT and recoverable duties-deposits with other charges.

6.4 Other remarks related to budget and finance monitoring

While preparing a new project, please take into consideration:

- **Bank account:** Every project needs to open a separate bank account for each grant in EUR currency. All financial transactions regarding the project need to be done through this account. The transferred funds to partners' accounts will remain in the same account for the entire implementation time of the project. The benefitting through interest gain will not be permitted.
- **EU sanctions list:** Every project needs to follow the EU sanctions list check for

the procurements which are above 1,000 EUR and must be attached as supporting documentation³. Please keep in mind that the lists are updated regularly.

- **Fixed cost categories:** Main headings of the budget for each cost category are fixed. Partners have a flexibility of 20% (except administration cost), without exceeding the overall budget. Variations of more than 20% requires prior GIZ approval and a contract amendment.
- **Disbursements of the funds:** The level of pre-financing depends of the contract duration and the budgeted amount. GIZ reserves the right to withhold 10% of the total budget amount until formal finalization of the project. The first call will be transferred after the signature of the both parties. Financial statements and calls for disbursement are sent to GIZ HQ by postal mail after a first check and approval by the GIZ LIFT team in Ankara via email (as a scanned copy).
- **Currency conversions:** The contract currency will be set as EUR. Thus, partners are required to use the EUR exchange rate⁴ (referenced on monthly basis per the European Central Bank website) or any other rate agreed between the parties in the grant agreement.
- **Auditing and financial monitoring by GIZ:** GIZ has the right to carry out the checks and audits in relation to the use of the grant. In this manner, GIZ will send an external auditor to the partner at the end of each contract year defined in the grant agreement. The auditing documentation will include a detailed report of whether funds were used and compliance to the regulations for award procedures for procurement and invoice management. Any costs identified as ineligible costs will be deducted from the total contract total amount be reimbursed to GIZ.
- **Awarding of procurement of goods/services:** **Up to 1,000 EUR** contract/purchase order can be awarded without competition. However, items/services that subdivided into many lines (e.g. stationery material for activities) should be considered as a whole amount and planned for carefully. For procurement **from 1,000 EUR to 20,000 EUR**, at least three written official offers need to be obtained for comparison. If the procurement is **more than 20,000 EUR**, a public or restricted invitation to tender (with proper justification) is mandatory. Please note that all of the aforementioned thresholds are to be understood as a cumulative value over the entire agreement period e.g. dividing supplier contracts into several smaller contracts does not release from competition obligations. All documents for procurement, including quotations and invoices, should be kept in a procurement file. Please keep in mind that during a tender process, related supporting documentation must be clear and must be in line with transparency and equality principle for bidders.
- **Assets and inventory:** Goods that exceed a single item price of 400 EUR should be recorded in the inventory list. At the end of the contract period, this list needs to be submitted as part of the final report information regarding the equipment's destination. The partner pledges to use the retained equipment for the benefit of humanitarian actions.

6.5 Contract document and annexes

Should your local initiative be chosen, the contract formed with GIZ will be a grant agreement. The grant agreement text and its annexes form the legal background of the cooperation. Partners awarded the grant agreement are required to read the related documents thoroughly.

³- EU Open Data Portal, Consolidated list of persons, groups and entities subject to EU financial sanctions
<https://data.europa.eu/euodp/data/dataset/consolidated-list-of-persons-groups-and-entities-subject-to-eu-financial-sanctions>

⁴- European Central Bank, Euro Foreign Exchange Reference Rates
https://www.ecb.europa.eu/stats/policy_and_exchange_rates/euro_reference_exchange_rates/html/index.en.html



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7 ANNEXES

All annexes/templates can be requested under lift@giz.de

7.1 LIFT Proposal Template

7.2 LIFT Activity Plan Template

7.3 LIFT Logframe Template

7.4 LIFT Budget Template

7.5 LIFT Organizational Capability Statement Template

7.6 LIFT Checklist

7.7 LIFT Vulnerability Criteria List

7.8 IPA Guidelines and Derogations from ECHO



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German Federal Ministry for Economic Cooperation and Development (BMZ)

Contact person

Erdem Bozođlan Erdem.bozoglan@giz.de or Onur Kutlu Onur.kutlu@giz.de

Place and date

Ankara, Turkey
May 2019





Lift

LOCAL INITIATIVE FUND IN TURKEY



