

**CONDUCTING MIGRATION SENSITIVE ENTREPRENEURSHIP DEVELOPMENT ECOSYSTEM ANALYSIS AND PREPARATION OF UPGRADING PLAN FOR THE 6 TARGET PROVINCES OF ENHANCER PROJECT**

**PROJECT REFERENCE: *ENHANCER***

**CLARIFICATION N° 01**

*Updated on 06 January 2021*

ICMPD would like to confirm the following update in the tender dossier documents:

The following questions of general interest to all prospective tenderers have been raised in the course of the tender procedure.

**Question 1:**

In the ToR for the project titled "Conducting Migration Sensitive Entrepreneurship Development Ecosystem Analysis and Preparation of Upgrading Plan for The 6 Target Provinces of Enhancer Project", there is a section called "Data to be provided by ICMPD". It is stated that results of a survey and other secondary data will be shared with the tenderer:

Could you please provide more information about the survey? What is the coverage of the survey? What is the content of the survey?

**Answer 1:**

Please note that specific target groups of the Survey Study are SuTP and LHC entrepreneurs and potential entrepreneurs in 11 implementation provinces (Adana, Mersin, Bursa, İzmir, Ankara, Konya, Kayseri and Hatay).

Predesigned questionnaire will be used. The survey questionnaire will have approximately 40 questions/ statements including three main sections. The main purposes of the survey are to understand the challenges which both SuTP and LHC members encounter while starting/developing their businesses. The questionnaires will roughly consist of the following subjects:

i) Demographical Information,

ii) Perception of Entrepreneurial Ecosystem,

iii) Key Business and Entrepreneurship Indicators;

a. Financing,

b. Markets and Sales,

c. Employment,

d. R&D and Innovation,

e. Entrepreneurship Environment.

**Question 2:**

Will you be sharing the raw survey data with us or some statistics derived from the data?

**Answer 2:**

Yes, survey data will be shared with the Contractor. Please see pages 6 and 7 of ToR, item f of Section 4.2 as follows:

“*Survey Study Results to be shared by ICMPD: Results of the Survey to be conducted with entrepreneurs and potential entrepreneurs as part of Entrepreneurial Ecosystems will be shared gradually with the Contractor depending on the finalisation of the reports.*

*Contractor is expected to integrate results of the Survey study into Entrepreneurial Ecosystems analysis defined for this assignment*.”

**Question 3:**

Could you please provide more information about the secondary data collected by ICMPD?

**Answer 3:**

Please note that secondary data refers to required data to be collected from different public institutions as identified in the Guideline of Entrepreneurial Ecosystems Analysis and Template for Ecosystem Analysis. Most of the secondary data is collected by ICMPD and will be provided to the Contractor. However, the Contractor is expected to collect additional data if necessary.

**Question 4:**

How many reports are expected to be prepared in Phase 1 and Phase 2?

**Answer 4:**

The table in 4.2 expects 3 reports in each phase while the text suggests 2 reports in Phase 1 and 4 reports in Phase 2.

There is a typo inside the text under Section 4.2 with respect Reports. Please consider the information inside the tables under Section 4.2 and Section 7 (Reporting).

Ultimately, the Contractor is expected to prepare 6 Reports in total (one report per province).

**Question 5:**

The focus of the study is the interview data obtained from ecosystem stakeholders. Are we also expected to interview entrepreneurs as well as ecosystem stakeholders? Section 4.2-part c mentions interviewing entrepreneurs.

**Answer 5:**

Yes, the Contractor is expected to conduct interviews with entrepreneurs (as Ecosystem Actors). Please see the information in page 4 under Section 4.1.3. and in page 6, item c under Section 4.1.4 respectively:

*“Specific target groups of this assignment consists of main Entrepreneurial Ecosystem Actors which can mainly be listed as follows (but not limited to this):*

*• Public Institutions,*

*• Public Professional Organisations,*

*• Civil Society Organisations,*

*• Universities,*

*• Technology Transfer Offices (TTOs),*

*• Technoparks,*

*• Innovation Centres, Co-working Spaces and Local Common Use Facilities,*

*• Investors,*

*• Entrepreneurs and potential entrepreneurs (SuTP and LHCs).”*

***‘’c) Interviews:***

* 1. *In the case of interviewing with entrepreneurs the following characteristic distribution of target group shall be applied:*
		1. *SuTP entrepreneurs,*
		2. *Turkish Citizens entrepreneurs with Turkish nationality (LHC),*
		3. *Female entrepreneurs/potential entrepreneurs,*
		4. *Potential entrepreneurs (potentially the age group of 18-40).”*

**Question 6:**

8th week is the deadline for the Phase 1 report, 14th week is the deadline for the Phase 2 report. However, the project is given as 18 weeks. Is 4 weeks assumed to be the time required for the approval stage?

**Answer 6:**

Yes, ICMPD confirms that remaining 4 weeks are reserved for approval stage, which includes revisions and finalisation of the Reports.

**Question 7:**

Is the Contractor expected to submit a final offer that includes the travel cost or not? As noted in the ToR, the travel costs may vary due to the Covid-19 pandemic. We can also make a prediction for travel costs separately.

**Answer 7:**

The Tenderer may make separate calculation for travel costs and cover these costs under a man-day calculation; nevertheless, it should be noted that the final invoice of the assignment will be issued based on man-day calculation as a sole item.

Please see the relevant explanations in RFQ document, page 9, section 3 (Other Comments) item 1 as follows:

*The budget breakdown for the activities described in this RFQ and ToR must be calculated through* ***Expert fees (including overheads) for Key and Non-Key Experts.*** *Accordingly, the calculation must be made with Expert fees (as a unit) and all fee rates must cover:*

* *the remuneration actually paid to the experts/staff concerned per working day,*
* *administrative costs, the margin- covering the Contractor's overheads, profit and backstopping facilities (soft and hardware equipment, supplies and etc.),*
* *any other relevant expenditure which is needed to implement the contract and which is not covered elsewhere (travel costs, DSAs and etc.),*
* *In case of no travel costs envisaged due to Covid-19 pandemic conditions, travel costs should be extracted from financial offer of the Tenderer”.*

Therefore, travel costs can be predicted separately but the final offer should be given according to man-day calculation (all other costs will be included in the daily price of the experts) as given in the ToR.

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