

Recording of the session 1-2

https://us02web.zoom.us/rec/share/hkmuuvQRC9Bvi7yMxgBOc874RaN53OvgtYAxYRwhw3bdOJecb0lRceYfysatEo7j.lvlQ1eBdm_aaHPxA?startTime=1632466838000

Second session starts at 40:18

Recording of the session 3

https://us02web.zoom.us/rec/share/hkmuuvQRC9Bvi7yMxgBOc874RaN53OvgtYAxYRwhw3bdOJecb0lRceYfysatEo7j.lvlQ1eBdm_aaHPxA?startTime=1632481164000

Recording of the session 4

https://us02web.zoom.us/rec/share/hkmuuvQRC9Bvi7yMxgBOc874RaN53OvgtYAxYRwhw3bdOJecb0lRceYfysatEo7j.lvlQ1eBdm_aaHPxA?startTime=1632484843000

| Q | RFP No | Question | Answer |
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| 1 | 21-01 | Do you consider social cooperatives established in Turkey as non-governmental organizations? Can we apply for the project in this context? | Although the cooperatives themselves are not for profit, their partners and members are not mandated to be not for profit. Therefore, they are not governed by the Ministry of Trade and not by the Mol. Accordingly they are not eligible. |
| 2 | 21-01 | Do you accept consortiums of 2 or 3 NGOAs to apply? | Yes |
| 3 | 21-01 | 1) Is BM open for private sector collaboration as for the refugee-inclusive A2M strategies through e-commerce platforms? 2) Is there any total hour estimation allocated per SME in order to make the calculation easier? | 1) Yes, please propose program activities that may achieve quantifiable impact 2) Please make best practice assumptions |
| 4 | 21-02 | it seems that for-profit companies cannot apply - can they coapply with an NGO? | CSO may propose sub-contractors |
| 5 | 21-01 | Shall the project cover all mentioned cities in the call? | Mentioned cities are the cities that BM is active in, so potentially it can cover all mentioned cities. |
| 6 | 21-01 | this includes just advice or executes SEM & SEO? | The RFP includes both. Content development of SEM and SEO consultancy. SEM and SEO consultancy sessions served. So, yes to advice and execute with respect to the objectives and KPIs. |
| 7 | 21-01 | Will you be sharing this presentation with us by email? | We will share the presentation with the interested participants. |
| 8 | 21-01 | How many SMEs will be included in this RFQ? | The number of SMEs will be discussed with the selected organizations, we are looking for cost per hour & unit per SME. For now, we encourage you to present your targets in |

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| | | | <p>your proposal, that means please indicate in your proposal how many SMEs you can serve, how many digital solutions you can provide, and what you can achieve for them (against the mentioned KPIs in the RFPs, such as sales, visibility, traffic, leads generated, etc...).</p> |
| 9 | 21-02 | <p>Is the dataset of SMEs in the Building Markets network up to date and what information does it contain about companies such as location, sector, size, ownership, type, and needs, etc.? Could you briefly provide information regarding the database of BM, please?</p> | <p>Yes, it is up to date and includes info on all the data points mentioned and more. The size of Building Markets' SME network is 2400 SMEs. You can see each listing here: entrepreneurs.buildingmarkets.org</p> |
| 10 | 21-02 | <p>Is there a numeric indicator of how many jobs to be placed? or people/SME's to be contacted? What are the numeric indicators of success?</p> | <p>At this point, we have not set a max. number of jobs and we're looking for a cost per job created. For now, we encourage you to present your targets in your proposal, which means please indicate in your proposal how many job placements you can make, taking into consideration the time frame of the project, the HR capacity of your organization, etc...</p> |
| 11 | 21-02 | <p>I have additional questions as well. Which e-mail address should we contact about our questions?</p> | <p>The address for the communications is turkey.tenders@buildingmarkets.org</p> |
| 12 | 21-03 | <p>1- Could you explain about the Administration cost?</p> | <p>Any admin cost that may incur for the facilitation of the services. Phone calls, travel, etc.</p> |
| 13 | 21-03 | <p>2-RFP language? 3- Do you have a template for RFP? 4- What do you mean about approval of the Ministry of Interior?</p> | <p>The proposal must be submitted in English. There is no template to be used for the technical proposal, offerors may use a template of their own. There are INGOs that are active in Turkey with authorization from Mol but not established as Dernek or Vakif in Turkey. It is ok for us if they'd like to apply for this.</p> |
| 14 | 21-03 | <p>The budget approximately is?</p> | <p>The budget is not fixed at this point and will be set up with the partner organization.</p> |
| 15 | 21-03 | <p>PSC Cost? (percentage of support cost)</p> | <p>We call this indirect cost. There is no set for this and you can provide an offer based on your company and cost structure.</p> |
| 16 | 21-04 | <p>Regarding digilitazion (E-commerce training, constancy, SEO...)tender almost haw many SMEs will service?</p> | <p>There is no set number of SMEs for now. This will be set after receiving the offers. For now, we encourage you to present this in your proposal, that means please indicate in your</p> |

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| | | | proposal how many SMEs you can serve, how many digital solutions you can provide, and what you can achieve for them (against the mentioned KPIs in the RFPs, such as sales, visibility, traffic, leads generated, etc...). |
| 17 | 21-04 | can an individual consultant apply? | No, that is not possible. Only NGOs/non-profit organizations can apply. |

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| 18 | 21-02 | Are there any templates that should be used for the technical proposal to be provided by Building Markets? | No, the offerers are kindly requested to use a template of their own. |
| 19 | 21-02 | The precision of many factors is needed to calculate unit cost in job placement and job creation activities. In this context, could you please explain the expected targets from the supplier in a metric and detailed way? For instance, the total number of beneficiaries planned to be placed companies. | The expected target is the number of people employed via this service. We didn't specify the total number because we'd like to go as high as possible within our budget based on the per-person cost estimated by the prospect sub-grantee. Accordingly, we'd like to receive per person cost as indicated in the RFP and possibly other costs related to the per placement. |
| 20 | 21-02 | What type of contract will be signed between Building Markets and the supplier such as service agreement and grant agreement? What kind of reporting responsibilities will the supplier take under the contract such as financial or narrative? Could you please share reporting requirements of the contract? | A sub-grant agreement will be signed as a result of this RFP. |
| 21 | 21-02 | Is the dataset of SMEs in the Building Markets network up to date and what information does it contain about companies such as location, sector, size, ownership, type and needs etc.? Could you briefly provide information regarding database of BM please? | Yes, it is up to date and includes info on all the data points mentioned and more. The size of Building Markets' SME network is 2400 SMEs. You can see each listing here: entrepreneurs.buildingmarkets.org |
| 22 | 21-02 | Has the PDPL (Personal Data Protection Law) approval for communication with the companies been received by Building Markets? If not, should the PDPL approval condition be considered? Because the process of obtaining PDPL approval will take time from the project period and increase the potential dropouts. | Data Privacy is something we are highly focused on. Accordingly, you'll be asked to share the details of the beneficiaries with us and that means that we'll keep their data for a certain period of time. Therefore, we'll have a Data Privacy Agreement with the sub-grantee to be able to share data from you. This requires a consent form from the beneficiaries for the sub-grantee. |
| 23 | 21-02 | Is there a limitation for the duration and subjects of training activities? Because the training duration and content will directly affect the training planning and | The subject of the training is: Job Placement Preparation. The training is expected to cover two main topics: CV Preparation and best practices in job interviews. |

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| | | will determine the cost and personnel structure of the project. | The duration of the training session is estimated to be 2 hours. |
| 24 | 21-02 | If the application file size is large, can applications be forwarded to Building Markets via link? | Sure, you can use Google Drive and share the link with your application. |
| 25 | 21-02 | Is it possible to provide career guidance and training services to beneficiaries online? Otherwise, considering the Covid-19 pandemic, target cities, and project duration, it will significantly increase the cost and may cause disruptions in project implementation. | Please include your proposed project activities in the proposal using best practice approaches. |
| 26 | 21-02 | Will Building Market provide any incentives for job placement processes such as salary payment and work permit fee? If yes, should it be included in the financial proposal? | No, Building Markets will not provide incentives to cover the mentioned expenses. |
| 27 | 21-02 | Will the personnel such as Trainer and Career Counselor working in the project be required to know Arabic? | Yes, project activities will be conducted in Turkish, English, and Arabic. |
| 28 | 21-02 | What will be the legal status of the beneficiaries such as SuTP's, IPs, and Turkish citizens? | The main targeted group is SuTP, other groups are also eligible to join the served community. |
| 29 | 21-02 | Indicators are one of the most important factors that can affect both planning and cost. Therefore, could you please share all indicators of activity targets such as gender, city, companies, status, etc.? | The cities of interest are specified in the RFP. Building Markets does not intend to dictate the small details of the program at this stage, but would like to provide an open space for the expertise of the respective offerers. So, Building Markets encourages the offerers to submit proposals tailored to their capacity and expertise. |
| 30 | 21-04 | Are there any templates that should be used for the technical proposal to be provided by Building Markets? | No, the offerers are kindly requested to use a template of their own. |
| 31 | 21-04 | The precision of many factors is needed to calculate unit costs in business registration activities. In this context, could you please explain the expected targets from the supplier in a metric and detailed way? Are the target half of the 150 beneficiaries mentioned in the TOR, i.e., 75? | The expected target is the number of businesses established via this service. We only specified the minimum target, and we encourage you to propose a higher target based on the duration of implementation and the HR capacity of your organization, because we'd like to go as high as possible within our budget based on the per-business cost estimated by the prospect sub-grantee. Accordingly, we'd like to receive per registration cost as indicated in the RFP and possibly other costs related to the per registration. |
| 32 | 21-04 | What will be the legal status of the beneficiaries such as SuTP's, IPs, and Turkish citizen? | The main targeted group is SuTP, other groups are also eligible to join the served community. |

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| 33 | 21-04 | <p>Indicators are one of the most important factors that can affect both planning and cost.</p> <p>Therefore, could you please share all indicators of activity targets such as gender, city, companies, status etc.?</p> | <p>The cities of interest are specified in the RFP. Building Markets does not intend to dictate the small details of the program at this stage, but would like to provide an open space for the expertise of the respective offerers. So, Building Markets encourages the offerers to submit proposals tailored to their capacity and expertise.</p> |
| 34 | 21-04 | <p>If the application file size is large, can applications be forwarded to Building Markets via link?</p> | <p>Sure, you can use Google Drive and share the link with your application.</p> |
| 35 | 21-04 | <p>What type of contract will be signed between Building Markets and the supplier such as service agreement and grant agreement? What kind of reporting responsibilities will the supplier take under the contract such as financial or narrative? Could you please share reporting requirements of the contract?</p> | <p>Sub-grant agreement will be signed as a result of this RFP.</p> |
| 36 | 21-04 | <p>Is the dataset of SMEs in the Building Markets network up to date and what information does it contain about companies such as location, sector, size, ownership, type, and needs etc.? Could you briefly provide information regarding the database of BM, please?</p> | <p>Yes, it is up to date and includes info on all the data points mentioned and more.</p> <p>The size of Building Markets' SME network is 2400 SMEs. You can see each listing here: entrepreneurs.buildingmarkets.org</p> |
| 37 | 21-04 | <p>Has the PDPL (Personal Data Protection Law) approval for communication with the companies been received by Building Markets? If not, should the PDPL approval condition be considered? Because the process of obtaining PDPL approval will take time from the project period and increase the potential dropouts.</p> | <p>Data Privacy is something we are highly focused on. Accordingly, you'll be asked to share the details of the beneficiaries with us and that means that we'll keep their data for a certain period of time. Therefore, we'll have a Data Privacy Agreement with the sub-grantee to be able to share data from you. This requires a consent form from the beneficiaries for the sub-grantee.</p> |
| 38 | 21-04 | <p>Will Building Market provide any incentives for job placement processes such as salary payment and work permit fee? If yes, should it be included to financial proposal?</p> | <p>No, Building Markets will not provide incentives to cover the mentioned expenses.</p> |
| 39 | 21-04 | <p>Will Building Market provide any incentives for business registration processes such as? If yes, should it be included in the financial proposal? There are various costs and fees during business registration such as company establishment, business license, registration fee to chambers, fire extinguisher, etc.</p> | <p>Direct expenses should be factored into your per-unit costs.</p> |