**MOBILITY AND NETWORKING ASSISTANCE FOR LOCAL ADMINISTRATIONS**

**APPLICATION GUIDE**

**1- TECHNICAL ASSISTANCE FOR TOWN TWINNING BETWEEN TÜRKİYE AND THE EUROPEAN UNION - II**

The main theme of the "Technical Assistance for Town Twinning Between Türkiye and the European Union– II (Twinning for a Green Future)", which is implemented by Eductrade Consortium, under the coordination of the Union of Municipalities of Türkiye, in cooperation with the Directorate for European Union (EU) Affairs, the Union of Provinces and the Directorate General for Local Governments of the Ministry of Environment, Urbanization and Climate Change, is environment and climate change. The project aims to strengthen the dialogue between the local governments in Türkiye and the EU Member States through climate change and environment-based actions.

**2- What is the CALL FOR MOBILITY AND NETWORKING Asssistance?**

**The Call for Mobility and Networking Assistance aims to contribute to the creation of sustainable relationships and the production of joint projects on climate change between local governments in Turkey and the EU Member States**.

Within the scope of the Call, the following are aimed:

* Strengthening existing collaborations between local governments in Türkiye and the EU Member States, developing joint projects on climate change issues and/or establishing twin towns/sister cities,
* Ensuring the exchange of information and experience on climate change between local governments in Türkiye and EU Member States,
* Development of a joint project proposal for various grant programs financed by the EU financial resources,
* It is to support the membership of local governments in Türkiye to EU city networks and/or their participation in climate change events organized by these networks and similar activities.

**3- Application CONDITIONS**

**3.1 Who is the target audience(s) of the call?**

The target audience of this call is the elected and/or appointed personnel of local governments (municipalities and special provincial administrations) and directorates of investment monitoring and coordination (YIKOB) in Türkiye.

**3.2 Who can apply for the call?**

People or groups who meet the following conditions can apply for this call:

* Only elected and/or appointed personnel of local governments (municipalities and special provincial administrations) and YIKOB in Türkiye can apply.
* It is possible to apply to the call individually or as a group.

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| **IMPORTANT NOTE**  Beneficiaries who are entitled to receive a grant within the scope of the grant program of the Technical Assistance for Town Twinning Between Türkiye and the European Union– II: Twinning for a Green Future" **cannot** apply to this call. |

1. **Eligibility requirements for applicants of this Call for individual applications:**

* Having been working in a local government (municipal and provincial special administration), YIKOB, or affiliated administrations of these organizations for at least 3 years[[1]](#footnote-1) and,
* Having a key (important) administrative or technical position in a local government/YIKOB on project development and implementation, international relations, environment, and climate change issues and/or having done work or projects, and;
* All applicants who will benefit from the call must have a command of English and/or one of the EU languages to be able to express themselves and communicate with equivalent institutions and authorized persons.

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| **IMPORTANT NOTE**  Translation support **will not be provided** within the scope of the call. |

1. **Eligibility requirements for applicants of this Call for group applications:**

* Group applications can consist of at least 3 people and a maximum of 6 people.
* Each of the group members must meet all of the above “individual application requirements”. Language fluency may not be a requirement for mayors; however, other members of the group must meet this requirement.
* Groups may consist of one or more local government/YIKOB representatives.
* If the group members are from one local government/YIKOB, a maximum of 3 people can be supported, and if the group members are from more than one local government/YIKOB, a maximum of 6 people can be supported.
* In group applications, main theme of the event planned to be attended or the international network in which cooperation is envisaged should have a track record/expertise in environment and climate change, as in individual applications.

**3.3 WHAT ARE the Eligible Activities/PRIORITY AREAS?**

The Call for Mobility and Networking Assistance aims to strengthen relations of local governments in Türkiye with those in the EU Member States; and improve their networking skills; contribute to the creation of sustainable relationships and joint projects with partners in the EU Member States; and make twin town relations sustainable.

In this context, following type of activities carried out in the EU Member States with focus on environment and climate change are priority and appropriate:

* Events listed in the online application system for this Call, or participation in environment and climate change-themed events determined by the local governments themselves,
* Participation in climate change-themed events of international local government networks of which membership is obtained and/or planned to be obtained,
* Participation for bilateral or multi-network development purposes in meetings on climate change organized by international institutions or regional governments in the EU Member States,
* Meetings aimed at further developing the initiatives that local governments have already made to start new collaborations or improve previously started collaborations, etc.
* Partnership meetings to be held to develop international joint projects with local governments to benefit from the EU funds within the framework of main theme of climate change.

To participate, the activities suggested on the [**https://mis.towntwinning.eu/en-EN/MobilityApplication**](https://mis.towntwinning.eu/en-EN/MobilityApplication) application page can be chosen, or it is possible to apply under the "Other" option for international events with the theme of climate and environmental change that are not included in the list.

**It is expected that the events and networks to be attended within the scope of the call will include institutions experienced in the field of environment and climate change.**

**3.4 WHAT are the Eligible Cost Types and Budget**[[2]](#footnote-2) **Terms of Use?**

* Mobilities to be supported are for a **maximum of 4 days**, including **a maximum of 3 nights' accommodation** and total travel days in line with the activity to be attended.
* Accommodation, food and transportation expenses of the applicant individuals and groups are included in the daily allowance to be paid to them and will be considered as eligible costs. **These expenses cannot exceed the official daily allowance amount officially determined by the European Commission for each EU Member State.**
* In the case of applying for events with paid participation, the relevant participation fee is paid by the applicant organizations. **Event participation fees are not eligible for this Call and are the responsibility of the applicants.**
* Expenses such as passport, visa, health insurance, and departure fee **are not included** in the scope of the support to be provided.
* **Translation support will not be provided within the scope of the Call. Participants must have foreign language proficiency.**
* Participants will not be paid in cash, the relevant expenses will be paid by the Contractor of the Technical Assistance Project.
* **Participants are required to submit a detailed** **Mobility and Network Assistance Final Report** **within 5 business days of their participation in order to be paid within the scope of eligible costs.**

Participants will be notified of all necessary details via e-mail before their trip, and the necessary information will be published in the "**Mobility**" section of the website [**www.towntwinning.eu**](http://www.towntwinning.eu).

**3.5 WHAT Are the Responsibilities of Applicants Eligible for MOBILITY AND NETWORKING SUPPORT?**

The responsibilities of the qualified applicants (individual or group) are as follows:

* **No changes can be made later in the “applicant persons" specified during the application**. The applicant and the institution to which they are affiliated are responsible for the material damages that will occur in the event of a change (except for force majeure).
* **A letter of commitment will be signed with those who are eligible to participate before the travel** (*a copy of the letter of commitment is in the Annexes Section of this Application Guide*)**.**
* **After the visit, participants will be expected to prepare a detailed report**. **The report template in question is also presented as an annex to this application guide.** Mobility and Networking Assistance participants are required to send the “**Mobility and Networking Final Report**” and its annexes[[3]](#footnote-3) to the Technical Assistance Team **within 5 working days** following their return date. All mentioned documents will be sent to [**info@towntwinning.eu**](mailto:info@towntwinning.eu) and will also be uploaded to the online application system. In this report, the impact of participation will be evaluated and concrete output(s) will be expected.

**4. Application Process**

**4.1 Where and How is the Application Made?**

Eductrade Consortium is responsible for the effective implementation of mobility and networking assistance. The administrative and financial implementation of this support will be monitored by the beneficiary institutions (the Union of Municipalities of Türkiye, the Union of Provinces, and Directorate for EU Affairs.)

**Applications will be made via the TT-II website specially prepared for the project and presented below:** [**www.towntwinning.eu/mobility**](http://www.towntwinning.eu/mobility)**1**

**For access to the online application system, the following address can be used:** [**https://mis.towntwinning.eu/en-EN/MobilityApplication**](https://mis.towntwinning.eu/en-EN/MobilityApplication)

The application package, which includes the digital application form and other additional documents listed in Article 4.2, can be accessed via the website. These documents must be prepared and submitted as complete.

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| **IMPORTANT NOTE**   * The language of application form is English. However, supporting documents of applicants can be submitted in Turkish. * **Applications made by official letter, post, fax, or e-mail will not be evaluated.** |

Applications will start on **16 May 2024,** and end at **17.00** hrs. on **28 June 2024**.

For any questions regarding the application, you can send an e-mail to [**info@towntwinning.eu**](mailto:info@towntwinning.eu).

**By applying to the Mobility and Networking Assistance Call, the applicant is deemed to have directly accepted the processing of their data per the requirements of the "*Law on the Protection of Personal Data (KVKK)*".**

**4.2 What are the DOCUMENTS That Must be Submitted in the Application?**

**Application documents** are available on the [**www.towntwinning.eu**](http://www.towntwinning.eu) website under Mobility:

* Application Form
* CV(s)
* Document proving that you work in a local government (for example corporate ID card sample, a letter from the relevant institution proving that you are a staff in the relevant institution, etc.)
* The application letter stating the purpose and objectives of the participation and the agenda of the relevant event (The relevant format is available in the application system.)
* If another place is to be visited other than the recommended activity list in the system, documents showing the communication with the person and institution to be visited or a registration document for the event
* Foreign language certificate (If there is no document, declaration of proficiency/self-declaration regarding foreign language knowledge)

**Documents that will be requested from those who are eligible for support before their mobility/ networking visits:**

* Official letter of appointment issued by the institution where the applicant works
* Valid passport
* If necessary, a valid visa for the country to be traveled (except green and gray passports)

**4.3. NUMBER OF APPLICATIONS**

* A person/group can apply for simultaneous participation in two meetings in the event list in the online application system, but can only attend one of them.
* A person/group from their own suggested activities outside the online list (in other words, under the heading”Other") can participate in maximum one event.

**IMPORTANT NOTE**

**A person can benefit from this program twice in total, individually and as a group member. If an application is made to participate in two events, one of the events must be from the online list in the application system, and the other must be from the events proposed by the applicant.**

**5. Evaluation Process**

**5.1. What are the Stages of the Evaluation Process?**

**Applications will be evaluated in two stages as administrative and technical.**

During the administrative evaluation phase, the suitability of the documents specified in Article 4.2. of the guide (“Application Documents”) will be checked.

**IMPORTANT NOTE**

**Applications that fail the administrative evaluation will be eliminated directly. In this respect, care must be taken to ensure that the requested documents are completely uploaded to the system.**

Applications that pass the administrative evaluation will be subject to technical evaluation. The evaluation will be made by the committee based on the technical evaluation table in the guide.

Applications that are eligible to receive support will be announced on the website [**www.towntwinning.eu**](http://www.towntwinning.eu) and winning applicants will also be informed via e-mail.

**5.2 Evaluation Table**

**Administrative Evaluation**: Only applications that pass the administrative evaluation will be taken into the technical evaluation.

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| **Administrative Evaluation Table** |  |  |
| **Administrative Evaluation Criteria** | **Yes** | **No** |
| Has the application form been fully and completely prepared? |  |  |
| Is the resume and other supporting documents attached? |  |  |
| Has an official document been attached stating that the applicant works at the institution that they represent? |  |  |
| Has the application letter stating the purpose and objectives of the participation and the agenda and other information of the relevant event been added? |  |  |
| Is there a document attached indicating that there has been communication with the institution/organization/network that will be visited/invited? *(Valid for the attendance to the meetings defined by local governments themselves)* |  |  |
| Is a foreign language certificate/proficiency statement attached? |  |  |
| **Result** | **Pass** | **Fail** |

**Technical Evaluation:** The evaluation will be made by the Evaluation Committee taking into account the following criteria.

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| **Technical Evaluation Table** | |
| **Technical Evaluation Criteria** | **Scoring** |
| * Relevance of the application to the goals and objectives of the support call | 20 |
| *20 - 15 Excellent; 15-10 Very Good; 10-5 Good; 5-0 Moderate* |  |
| * The effectiveness and efficiency of the program for which support is requested within the scope of the application | 20 |
| *20 - 15 Excellent; 15-10 Very Good; 10-5 Good; 5-0 Moderate* |  |
| * The applicant's knowledge and experience in environment and climate change issues | 20 |
| *20 - 15 Excellent; 15-10 Very Good; 10-5 Good; 5-0 Moderate* |  |
| * Sustainability of the gains obtained as a result of the support | 20 |
| *20 - 15 Excellent; 15-10 Very Good; 10-5 Good; 5-0 Moderate* |  |
| * The applicant's SEGE[[4]](#footnote-4) level | 20 |
| *SEGE 6: 20 pts; SEGE 5: 18 pts; SEGE 4: 16 pts; SEGE 3: 14 pts; SEGE 2: 12 pts SEGE 1:10 pts* |  |
| **Total** | **100** |

**5.3 Projected IMPLEMENTATION SCHEDULE FOR APPLICATIONS**

The projected implementation schedule for the support call is as follows:

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| **Process** | **Date** |
| Announcement of the Mobility Call and Opening of the Online Application System | 16 May 2024 |
| The evaluation process of applications | 28 June 2024 - 05 July 2024 |
| Dates of Signing of Individual/Group Declaration of Participation | The Declaration of Participation will be signed by the participants within two weeks following the eligibility for participation. |

**6. HOW WILL the ANNOUNCEMENT of the Results and the Start of the Mobility Process TAKE PLACE?**

**6.1 Announcement of the Results**

Applicants who are eligible to receive support will be announced on [**www.towntwinning.eu**](http://www.towntwinning.eu). In addition, a letter will be sent via e-mail to the applicants who are qualified for financial support.

**6.2 Start of the Mobility Process**

Additional documents and information may be requested from applicants who are eligible to participate in the mobility program. Eligible applicants are required to sign the letter of commitment prepared for submission to the Project Contractor.

The general provisions, implementation, and required reporting process in the draft letter of commitment are explained in detail. The Technical Assistance Team reserves the right to make changes to the letter of commitment, if necessary. These amendments shall not be applied retrospectively to the signed agreements.

**ANNEXES TO THE APPLICATION GUIDE**

**CV (EU format)**

1. **Name**
2. **Surname:**
3. **TC ID No:**
4. **Date of Birth:**
5. **Gender:**
6. **Education:**

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| **Institution [Date: start-end]** | **Diplomas or degrees obtained** |
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1. **Foreign Language:** Demonstrate proficiency with a grade between 1 and 3: **(**1-very good, 2-intermediate level**,** 3-basic level**)**

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| **Foreign language** | **Reading** | **Speaking** | **Writing** |
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**7- Membership of Professional organizations and other competencies:**

**8- Dates spent working at the Local Government/YIKOB:**

**9- Your current position in the Local Government/YIKOB:**

**10- Professional Experience** (experience in climate and environmental issues and/or town twinning/project management)

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| **Date** | **Institution** | **Job Title** | **Description** |
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**FINAL REPORT TEMPLATE**

**FOR THE MOBILITY AND NETWORK ASSISTANCE PROGRAMME PARTICIPANT**

1. This report must be prepared and signed by the individual beneficiary or group representative. In group activities, it is sufficient to submit a single report on behalf of the group.
2. Reports will be prepared electronically and sent with attachments to [**info@towntwinning.eu**](mailto:info@towntwinning.eu) within 7 calendar days after the completion of the mobility.

**1. Beneficiary Information**

1. The Name and Surname of the Beneficiary (If the beneficiary is a group, the names and surnames of those included in the group):
2. The Name of the Local Government/YIKOB where the Beneficiary(s) Works:
3. Letter of Commitment Number for the Mobility and Networking Support:
4. The start date of the reporting process (the date of the letter of commitment) and the end date (the date of return to the institution after the mobility):

**2. Implementation and Evaluation of Activities**

1. Please describe in detail the overseas mobility activity that you have carried out within the scope of the support. Who participated in the mobility? What event did you attend? Who were the relevant stakeholders? Did the event content respond to your expectations? (Max. 1000 words)
2. What are the results you have achieved? (Max. 1000 words)
3. How did this activity contribute to your organization's work on combating environment and climate change and in terms of international cooperation? How will/may they contribute to your organization in the long term? (Max. 1000 words)
4. How do you plan to continue the connections and collaborations you have established? (Max. 500 words)

**3. Supporting Documents**

Please attach the supporting documents of the international mobility/networking you carried out within the scope of the support to this report. *(For example: Boarding passes, supporting documents of urban transportation, attendance signature sheets of meetings, photographs, entry/registration documents for events, other relevant documents)*

**Sample e-mail text to be sent to the winning APPLICANTS**

Ref: Your application

Date: xx.xx.2024

Dear......................

The application you have made within the scope of the Call for Mobility and Networking Support has been deemed successful by the Evaluation Committee. We would like to congratulate you.

In this context, it is envisaged to sign a letter of commitment with you on xx.xx.xxxx to carry out the process quickly. Your letter of commitment has been sent as an attachment to this e-mail and must be sent to us via e-mail within two business days at the latest, followed by normal mail with a wet signature.

Following the signature of your letter of commitment, XXXX XXXXXXXXX from the Technical Assistance Team will contact you by phone and e-mail for matters such as planning your travel and purchasing your ticket.

Kind regards,

Technical Assistance Team

**EXAMPLE OF AN INDIVIDUAL LETTER OF COMMITMENT FOR THE MOBILITY AND NETWORKING SUPPORT**

1. The beneficiary undertakes to use the Mobility and Networking Support in line with the stated basic goals and objectives and to fulfill the obligations of the support.
2. This letter of commitment enters into force on the date signed by the last signatory of both parties and ends with the submission of the final report and all relevant documents.
3. If the beneficiary fails to fulfill any of its obligations without a compelling reason and/or uses the relevant support for purposes other than its intended purpose, the expenses incurred for the beneficiary will be collected back from their institution within one month at the latest.
4. If the beneficiary does not fulfill the reporting obligations arising from this letter of commitment on time, the amount of support given to him/her will be collected back from their institution within one month at the latest.
5. If it turns out that the beneficiary made false statements in the support procedure or the information required during the implementation process of the support program, or does not provide any requested information - or does not provide it within the periods specified in this letter of commitment, the amount of support given to him/her will be collected back from their institution within one month at the latest.
6. The term force majeure, as used in this text, refers to all kinds of natural disasters, widespread and continuous acts of violence, unforeseen events such as state of war, and contagious diseases, that develop beyond the control of one of the parties to this letter of commitment and which will prevent the parties from performing their basic functions even if necessary care is taken, and it also includes the situations covered by valid legal regulations and court case law in Türkiye. The decision of the European Union to suspend cooperation with the beneficiary country is considered a force majeure event if it requires the postponement of financing under this Agreement. If the parties are unable to fulfill their obligations arising from the letter of commitment due to force majeure reasons, they shall not be deemed to have violated these obligations.
7. The Beneficiary undertakes to ensure that all activities carried out within the scope of this support program comply with the Law on the Protection of Personal Data.
8. The beneficiary must comply with the EU visibility rules for all activities within the scope of this program. The Communication and Visibility Guide in EU-Funded Foreign Activities is an annex to the letter of commitment.
9. The beneficiary is deemed to have permitted all kinds of audio and visual recordings to be performed during the activities within the scope of this program.
10. Notifications and correspondence to be made within the scope of the commitment will be made to the addresses specified at the beginning. In case of a change of these addresses, the other party will be informed within 7 calendar days. Otherwise, notifications made to these addresses will be considered valid notifications.

Beneficiary On behalf of the program

<Name> <Name>

<Duty> <Duty>

<Date> <Date>

Signature Signature

1. Mayors, provincial assembly members, and municipal council members are expected to have experience in climate change, although there is no term requirement, considering that their duties are for a certain period. [↑](#footnote-ref-1)
2. Spending conditions in line with EU financial rules will be taken as basis. Within this framework, the necessary conditions have been detailed in the online application system. [**www.towntwinning.eu/mobility**](http://www.towntwinning.eu/mobility) [↑](#footnote-ref-2)
3. Boarding passes, city transportation support documents, signature sheets of meetings held, photographs, entry/registration documents for events, photos of the visit, etc. [↑](#footnote-ref-3)
4. "2017 Provincial SEGE (Socio Economic Development Ranking)" will be taken into consideration in applications from metropolitan and provincial municipalities, special provincial administrations and YIKOB, and "2022 District SEGE" will be taken into consideration in other applications. The average SEGE score will be taken into account in group applications where different local governments come together. <https://www.sanayi.gov.tr/merkez-birimi/b94224510b7b/sege> [↑](#footnote-ref-4)