



This project is funded by the European Union.
Bu proje Avrupa Birliđi tarafından finanse edilmektedir.
هذا المشروع تم تمويله من قبل الاتحاد الأوروبي



TURKISH RED CRESCENT

COMMUNITY BASED MIGRATION PROGRAMS

SOCIO-ECONOMIC EMPOWERMENT PROGRAM

HOME BASED PRODUCTION SUPPORT, SMALL-SCALE AGRICULTURE AND LIVESTOCK PRODUCTION SUPPORTS PROJECT

FINAL REPORT





TURKISH RED CRESCENT

COMMUNITY BASED MIGRATION PROGRAMS

SOCIO-ECONOMIC EMPOWERMENT PROGRAM

**HOMEBASED PRODUCTION SUPPORT, SMALL-SCALE AGRICULTURE
AND LIVESTOCK PRODUCTION SUPPORTS PROJECT**

FINAL REPORT

HOMEBASED PRODUCTION SUPPORT, SMALL-SCALE AGRICULTURE AND LIVESTOCK PRODUCTION SUPPORTS PROJECT FINAL REPORT

The Turkish Red Crescent Society Publications, April 2021

Content:

The Turkish Red Crescent Community Based Migration Programs

Developed by:

Cihan Arsu, Merthan Gözener, Mehmet Altay Sevinç, Samet Kaya, Şeyma Buse Görücü

Prepared by:

Cihan Arsu, Merthan Gözener, Mehmet Altay Sevinç, Samet Kaya, Şeyma Buse Görücü

Graphic Design:

Engin Aygün

The Turkish Red Crescent Society
Ataç 1 Sok. No:32 Yenışehir – Çankaya/Ankara
E-Posta: info@kizilay.org.tr

All rights herein are held by the Turkish Red Crescent.
Citation is allowed by providing a reference. To reproduce all or any part of the report, prior written permission from the Turkish Red Crescent must be obtained.



This project is funded by the European Union.
Bu proje Avrupa Birliği tarafından finanse edilmektedir.
هذا المشروع تم تمويله من قبل الاتحاد الأوروبي



The preparation of this guide is funded by the European Union. It doesn't necessarily reflect the opinions of the European Union and Turkish Red Crescent. To reproduce and distribute this report, prior permission from the Turkish Red Crescent must be obtained.

TABLE OF CONTENTS

FOREWORD	2
1. OVERVIEW	4
1.1. About the Turkish Red Crescent	5
1.2. About the Community Based Migration Programs and Community Centers	5
1.3. About The Socio-economic Empowerment Program	7
2. _ HOMEBASED PRODUCTION SUPPORT, SMALL-SCALE AGRICULTURE AND LIVESTOCK PRODUCTION SUPPORT PROJECT	10
2.1. Overview of the Project	11
2.2. Target Group of the Project	11
2.3. The Project Preparation Phases	13
2.4. Application, Approval, and Support Delivery Process	13
2.5. Project Budget and Statistics	15
2.6. Support Monitoring Process	18
2.7. Good Practices	19
3. THE IMPACT OF COVID-19	24
4. LESSONS LEARNT	26
5. CONCLUSION	29
6. APPENDICES	31
Standard Operating Procedure	32
Support Requisition Form	37
Trainer Evaluation Form	40
Home Visit Form	42
Approval Form	44
Template of Executive Committee Resolution	46
Template of Delivery Record	47
Template of Support Monitoring Form	48



FOREWORD



One of the major aspects of any migration crisis with a profound impact on the entire humanity is access of migrant and refugee communities to livelihoods, financial self-reliance without any need for assistance and establishment of social cohesion with the host community. One of the most viable options to mitigate or partially eliminate the financially-driven negative perception and prejudices of the host community against migrants and refugees is to make sure that they take part in labor force, make a living on their own and financially provide for their relatives and the society they live in.

Adapting a sensitive approach in this respect, Community Centers are institutions affiliated to Turkish Red Crescent Community Based Migration Programs and engage in activities for enhancing employability and promoting entrepreneurship of local community, Syrians under temporary protection and other foreign nationals under international protection, and for supporting domestic labor force policies.

To this end, beneficiaries are provided with activities based on the development of professional capacities and language skills; promotion of employability and entrepreneurship; and to protect their rights in the professional life.

The program aims to address non-earning individuals with specific professional skills in order them to generate income through homebased production and small-scale agricultural and livestock production to be performed in parallel with skills acquired. We would be pleased to share the final reports including implementation processes of projects intended to provide beneficiaries with access to sustainable livelihoods together with concrete outcomes, multiplier effects, and general assessments. In this respect, we would like to express our sincere desire for paving the way for and shedding light on similar studies by means of this report containing field results of the Homebased Production Support, Small-Scale Agriculture and Livestock Production Support Project which has been carried out based on a long-term and comprehensive planning process.

COMMUNITY BASED MIGRATION
PROGRAMS

SOCIO-ECONOMIC EMPOWERMENT
PROGRAM

1. OVERVIEW



1.1. About the Turkish Red Crescent

The Turkish Red Crescent is a legal entity and subject to the provisions of private law; a non-profit and volunteer social service organization, of which relief and services are free and which works for the benefit of the public.

The Turkish Red Crescent carries a desire into effect for affording assistance without discrimination to the wounded, and was renamed as “Osmanli Hilali Ahmer Cemiyeti” in 1877, “Türkiye Hilaliahmer Cemiyeti” in 1923, “Türkiye Kızılay Cemiyeti” in 1935, and “Türkiye Kızılay Derneği” in 1947. The name “KIZILAY” was given to the organization by the great leader Atatürk.

The purpose of the Red Crescent is to prevent and alleviate human suffering wherever it may be found without any discrimination, to protect life and health, and to ensure respect for the personality of human being, and to promote mutual understanding, friendship, respect, cooperation, and perpetual peace among the people. The Red Crescent is the symbol of solidarity in need, of equality at times of distress, and humanism, neutrality,

and peace when the war is at its climax.

As one of the most reputable and powerful humanitarian actors in the international arena, The Red Crescent shares the fundamental principles of the International Red Cross – Red Crescent Movement. These principles can be listed as humanity, non-discrimination, impartiality, independence, voluntary service, unity, and universality.

The organization of Turkish Red Crescent consists of Headquarters and branches. All offices are held voluntarily except those directly under the organizational structure of the General Directorate of Turkish Red Crescent.

Being involved in activities pertaining to several occasions such as natural disasters, safe supply of blood, social services, migration services, training, youth, and volunteerism services both domestically and internationally, Turkish Red Crescent has been expanding range of services day by day.

1.2. About the Community Based Migration Programs and Community Centers

Depending on the outbreak of political crisis and conflicts in Syria on 15 March 2011, millions of people had been displaced and started seeking humanitarian aid. As a result of this migration crisis, Turkey happened to host almost 4 million migrants and refugees. Within the context of the response to the migration crisis, The Turkish Red Crescent established the first community center on 20 January 2015 in Şanlıurfa province depending on the intention of meeting the needs of migrants, refugees, and the local community sharing the same setting with them. As of 2021, The

Turkish Red Crescent Community Based Migration Programs keep offering services nationwide through 16 community centers based in 15 different provinces.



Community Based Migration Programs primarily aims to ensure the psychological, social, and economic wellbeing of vulnerable groups and individuals, to build community resilience, and to develop a culture of peaceful coexistence. To achieve this main objective, activities are carried out under four main programs in the Community Centers.

Protection Program;

aims at preventing, mitigating, or eliminating potential or actual risks, threats, and effects of violence, abuse, and failure to access which are exposed by vulnerable Turkish citizens as well as persons, groups, or communities who were displaced due to war and humanitarian crisis and took shelter in Turkey. Furthermore, it intends to help people, who were separated from their families, enjoys their rights to family reunification, tracing lost family members, and exchanging family messages following the international legal frameworks such as International Humanitarian Law and Universal Declaration of Human Rights as well as the laws of the Republic of Turkey.

Health and Psychosocial Support Program;

aims to support the social, psychological,

and physical wellbeing of persons and communities who experienced stressful events, and to improve their coping skills for similar stressful situations. It also aims at raising awareness about health by improving the access of both local people and the refugee population to psychosocial support and preventive and protective healthcare services.

Socio-economic Empowerment Program:

intends to increase employability and economic participation of migrants and refugees under temporary and international protection as well as local people so that they can achieve economic self-sufficiency.

Social Cohesion Program;

aims at developing and strengthening a culture of peaceful coexistence among local people and refugees of several nationalities who were forced to migrate to Turkey due to coercible situations such as civil war, armed conflict, or terrorism.

The primary target group of Turkish Red Crescent Community Centers includes vulnerable people of all ages such as the disabled, elderly, and survivors of violence.



Relying on the 7 Fundamental Principles adopted by all the personnel, members, and volunteers of the International Red Cross and Red Crescent Movement, including Turkish

Red Crescent; the Community Centers seek to impartially offer services, regardless of religion, language, and ethnicity for all those in need residing in their area of responsibility.

1.3. About The Socio-economic Empowerment Program

The Socio-economic Empowerment Program is performed under Community Based Migration Programs and composed of activities under three main sub-programs seeking for the improvement of economic well-being amongst beneficiaries.

Guidance to Employment Sub-program

Activities are conducted to carry out labor force demand and supply analysis, increase the employability of the target group, and include them in the labor market, and ensure their sustainability. The profiling, individual skills assessment, Turkish competency level evaluation, and personality inventory studies for the beneficiaries can be listed among the range of activities. Positions deemed obstructive in terms of employability as well as vacant positions are aimed to be identified within the context of labor force demand analysis, and accordingly, necessary steps are taken to pick employers' demands up, determine required competencies, and organize informative workshops with

stakeholders and employers for raising awareness. As a result of such analyses,

it is aimed to refer beneficiaries to the vocational training, Turkish language courses, Professional and Vocational Turkish Language Training and Soft Skills Trainings established for developing their skills and competencies in line with the market needs, and subsequently, eligible beneficiaries are referred to employers and vacant positions. In case of a referral to employment, beneficiaries are informed about legal and customary working conditions, and employers are provided with counseling services related to the application process for a work permit. Besides, work permit application fees are compensated within the context of the program.



Vocational Training
20.002



Turkish Language Courses
18.893



Guidance to Employment
32.464



Counseling for Employers
5.681



Soft Skills Training
5.140



Professional and Vocational
Turkish Language Course
3.069



Work Permit
6.689

Entrepreneurship Sub-Program

This program intends to provide basic and advanced level entrepreneurship training in cooperation with universities, civil society organizations, and technology parks depending on the need analysis conducted by the Community Centers at the local level. Entrepreneurship camps are organized right after the training where the beneficiaries are asked for creating their own business and feasibility plans, and in-kind grant support is provided to beneficiaries who come up with sustainable work plans. Furthermore, beneficiaries are provided with incubation

supports and mentoring services on legal procedures, marketing, finance and business administration during the start-up period. The project described in the report had been implemented under this sub-program.

Besides, beneficiaries certified for participation in vocational training at the Community Center are provided with certain supports such as the Homebased Production Support, Small-Scale Agriculture and Livestock Production supports including materials, equipment, and consumables so that they can actively engage in household production and create livelihoods.



Number of trainees

843



Number of those who prepared business plans

383



Number of those provided with in-kind grants

76



Number of participants in mentoring and incubation programs

77

Agriculture and Livestock Sub-Program

Both theoretical and practical training sets on agriculture and livestock are provided to beneficiaries through the cooperation with local organizations affiliated to the Ministry

of Agriculture and Forestry, chambers of agriculture, unions of producers, and universities. At the end of training sets, successful beneficiaries are equipped with Homebased Production Support, Small-Scale Agriculture and Livestock Production Support.



Agriculture and
Livestock Courses

3.147



A woman wearing a headscarf and dark clothing is working in a field, possibly harvesting or sorting produce. The image is overlaid with a red tint and white text. The text reads:

**2. HOMEBASED
PRODUCTION
SUPPORT,
SMALL-SCALE
AGRICULTURE
AND LIVESTOCK
PRODUCTION
SUPPORT PROJECT**

2.1. Overview of the Project

“The Homebased Production Support, Small-Scale Agriculture and Livestock Production Support Project” is a livelihood project implemented under the Entrepreneurship Sub-Program of the Community Based Migration Program addressing individuals under temporary and international protection in Turkey and the members of the host community in 15 provinces. The main objective of the said project is to provide beneficiaries with income-generation opportunities as well as to improve their economic well-being by setting the ground for the realization of homebased production, small-scale agricultural and livestock production by supporting beneficiaries with field-specific professional skills and production capabilities in terms of materials and equipment.

After launching project announcements in April 2019; 590 applications had been collected in sum by means of Community Centers based in 15 provinces. In line with the evaluation process, 405 people were qualified and provided with support up to TL 15.000 for materials and equipment to take action in the actual production phase.

Upon the provision of supports, beneficiaries are regularly monitored with regard to product development and marketing processes, and activities of beneficiaries who had been seeking sales channels were directed to private sector representatives registered in the database of Community Center for generating income.

2.2. Target Group of the Project

The underlying rationale for the project can be specified as the need for material and equipment support expressed by beneficiaries who graduated from the Ministry of National Education certified courses such as those on handicrafts, tailoring, cooking, hair-dressing, agricultural production, all of which have been offered by Community Centers as of the foundation.

In this respect, beneficiaries are prioritized as the target group if they have difficulties in joining the labor force market, and are deprived of self-sufficiency.

Moreover, this project is designed to cover those of beneficiaries who have dependent people in the household, and thus could not integrate into the labor force market; and those lacking employment opportunities, and in addition to those who suffer from insufficient household income lower than hunger and poverty thresholds either as members of single-

parent families or one-person households by taking their vulnerabilities into account.

Besides, it is accomplished to access women beneficiaries who don't prefer to work in the public sphere due to cultural considerations, and who conform with the vulnerability criteria listed above, and hence %71 - 286 of all project beneficiaries are composed of women.

In respect of the support, criteria for application are listed as follows:

- To be in the 18-60 age group,
- To be a Turkish citizen, a holder of an international or temporary protection identity document,
- To have an official certificate or diploma valid in Turkey.

Regardless of vocational training provided by Community Centers, beneficiaries can also be included in the project if they are certified as a result of participating in vocational training

courses organized by official bodies or entities such as Public Education Centers, Turkish Employment Agency (İŞKUR), Provincial and District Directorates of Agriculture, chambers of profession or universities, or if they are awarded a diploma or certificate of graduation issued by institutions accredited either in their country of origin or in Turkey as proof of their competencies.



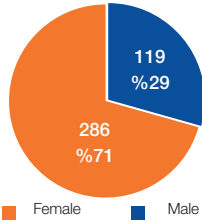
NUMBER OF APPLICANTS FOR IN-KIND GRANTS

590

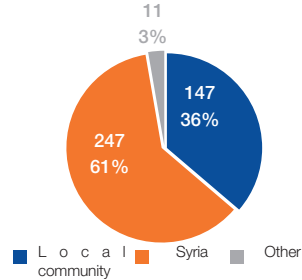


NUMBER OF PEOPLE PROVIDED WITH IN-KIND GRANTS

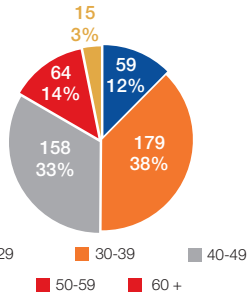
405



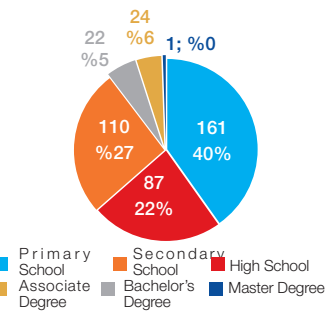
The homebased production, small-scale agriculture and livestock production support/ gender distribution



The homebased production, small-scale agriculture and livestock production support/ nationalities of participants



The homebased production, small-scale agriculture and livestock production support/age distribution



Homebased production, small-scale agriculture and livestock production support/educational background of participants

2.3. The Project Preparation Phases

At the beginning of the project, a negotiation process had been conducted to sort out the needs of all Community Centers and beneficiaries, and further to clarify potential supports to be provided, and processes to be implemented. Following that, a Standard Operating Procedure (Appendix-1) was drafted to provide holistic coverage of all steps with regards to criteria-setting, admission of applications, pre-evaluation, approval mechanism for supports, provision of supports, and monitoring processes of supports to be offered. Being inclusive of purpose, context and operating standards of supports to be provided, said document was drafted for standardization of relevant supports, and setting up specific rules in this respect.

While aiming to reach out to the target group during the related phase of the Project, certified graduates of Community Centers Vocational Training Courses had been called by phone and informed about the project. Besides, posters intended for communication were posted up in a visible area of Community Centers to disseminate information about supports. On the other hand, trainers of Community Center kept beneficiaries informed about project and application processes during courses ongoing at that time. Apart from these phases, beneficiaries who had expressed their intention for engaging in homebased production were also registered and informed about the project.

Amongst primary stages of project preparation, it is possible to address the research process with regards to tax liabilities to be imposed in case of household production, and the acquisition of official information in this respect. At this point, those who engage in selling products such as towels, covers, sheets, socks, carpets, rugs, woven products, products made of waste leather, knitted fabrics, lacework, any kind of embroidery works, souvenirs, straws, baskets, brooms, welcome mats, brushes, artificial flowers, stamps, spangles, beadwork, crochet works, yarns and ropes, tarhana soup, noodles (erişte), Turkish type ravioli (mantı) manufactured either in a self-crafted way or by the help of small house appliances (such as home-type sewing and embroidery machines, food processors, irons and similar machines and tools) without setting up a business may benefit from artisan exemption according to Income Tax Law.

In case of fulfilling all the conditions required for artisan exemption, it is compulsory to get an "Artisan Exemption Certificate" from the Municipality after completing necessary procedures for registration and authentication of their status in the affiliated chamber of artisans. Beneficiaries had been informed about the income tax based on the associated research process and were required to get Artisan Exemption Certificate as a prerequisite of the support to be provided.

2.4. Application, Approval, and Support Delivery Process

Application processes had been handled on a face-to-face basis with Socio-economic Empowerment Program Officers/Assistants in Community Centers through the Support Requisition Form (Appendix-2) which was issued within the framework of Standard Operating

Procedure. In addition to demographical data of applicants, the application forms also include questions about:

- The way of hearing about the project, and the referring institution in case of a referral case,

- Production processes, business ideas, and products to be realized within the context of the support to be provided,
- Target group,
- Professional background and occupational skills,
- Language skills,
- Available sources regarding the production process,
- Certificates and diplomas as proofs of occupational skills,
- List and estimated prices of materials and equipment requested.

As of each application and requisition process, beneficiary details were registered over the database system, and relevant data of each user were regularly updated until closing the file, and beneficiaries were also provided with in-house referrals by Community Centers to take advantage of services offered within the context of Protection, Psychosocial Support and Health, and Social Cohesion Programs if deemed necessary.

After picking up applications, Socio-economic Empowerment Program Officer/Assistant steps in for the evaluation process. In the case of qualifying a person following the defined criteria, then this person was to be referred to Trainer of Community Center Vocational Training Course for being tested with regards to the occupational capacity of him/her as a beneficiary. In the case of being trained previously by the relevant trainer, the Beneficiary was directly requested to fill up the Trainer Evaluation Form (Appendix-3).

In this regard, in case of failing to get into contact with a trainer of any awarding institution other than the Community Center, an available Community Center Trainer is assigned to conduct an applied interview with the beneficiary, and fill up the Trainer Evaluation Form. If no trainer is available in

the field of the vocational training program for which the beneficiary is certified, Socio-economic Empowerment Program Officer / Assistant takes charge of interviewing with the beneficiary to get into action for approving the next phase.

In case of a positive evaluation from the trainer's side, a home visit was organized for having the Home Visit Form filled up by beneficiaries in the presence of a translator. By means of home visits, the below-listed items are intended to be addressed for the evaluation process:

- A dedicated area sufficient for laying machinery and equipment,
- Conformity in terms of sanitation and hygiene,
- Compatibility of required power, water, etc. installations,
- Relevant data for measuring the vulnerability of household,
- Other factors obstructing the production process.

If the requisition is approved for granting support, then it will be necessary to file and submit documents listed below;

- Valid Certificate (diploma or other relevant proofs of skills)
- Copy of identity document
- Residential proof of household (such as rental contract, bills, etc.) and it may also be necessary to collect price offers (for all offers with an amount higher than TL 2.000).

After having the file prepared by Community Centers on site, it is transmitted to the Head Office Socio-economic Empowerment Program together with appendices for being controlled and pre-reviewed by Socio-economic Empowerment Program Team. It is possible to reject some requisitions or

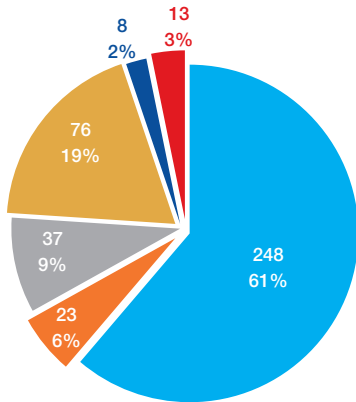
send a request to Community Centers for taking corrective action regarding missing or improper documents.

After being evaluated by either Coordinator or Assistant Coordinator(s), the file is to be submitted to Deputy Director-General for the final approval; and requested materials

are purchased by the Community Center according to procurement procedures upon the approval of him/her, and are delivered to the beneficiary who is required to sign a Delivery Record in return.

2.5. Project Budget and Statistics

Since the start date, April 2019 ahead, the total amount of support provided happens to be TL 3.096.267,66 for materials and equipment within the context of the project. Especially supports provided for agriculture and livestock are almost corresponding to the upper limit which was decided to be set as TL 15.000, and the average amount per beneficiary turns out to be TL 7.260.



Tailoring and Handicrafts

Sewing machine (Household), Over-lock machine (Household), sewing kit, iron, ironing board, riga kit, cutting table, needle, lace, yarn, scissors

Agricultural Production and Livestock Production

Cow, lamb, sheep, chicken, turkey, bee & hive, mushroom, mushroom cultivation kit, seedling, sapling, seed, agricultural hand tools (pickaxe, shovel, fork, shears, saw, spraying machine, apparel materials)

Food production

Oven, dough kneader, bread maker, food processor, cooking pot-pan-tray set, knife set, mold set, pastry set, decoration set

Hairdressing

Hair drier, hair stylers (curling iron, hair straightener), brush set, scissors set, comb set, apron, hairdressing station, hairdresser's chair, mirror, washing set, wax machine, makeup set)

City	Businesses developed	Number of beneficiaries
ADANA	Tailoring	18
	Handicraft	1
	Food Production	3
	Livestocks	2
	Agricultural Production	9
ANKARA	Tailoring	18
	Handicraft	4
	Food Production	4
	Livestocks	3
BURSA	Tailoring	5
	Handicraft	1
	Livestocks	7
GAZİANTEP	Tailoring	14
	Handicraft	2
	Food Production	1
	Livestocks	11
HATAY	Tailoring	11
	Handicraft	3
	Livestocks	8
İSTANBUL	Tailoring	42
	Agricultural Production	1
İZMİR	Tailoring	22
	Handicraft	2
	Food Production	3
	Livestocks	4
	Hair Dressing	1
KAHRAMANMARAŞ	Tailoring	19
	Handicraft	6
	Food Production	5
	Livestocks	1
	Agricultural Production	1
KAYSERİ	Tailoring	14
	Livestocks	7
KİLİS	Tailoring	14
	Handicraft	3
	Food Production	18
	Livestocks	4

KOCAELİ	Tailoring	12
	Tailoring	20
KONYA	Livestocks	5
	Hair Dressing	6
MARDİN	Tailoring	23
	Food Production	1
	Livestocks	5
	Hair Dressing	1
MERSİN	Agricultural Production	1
	Tailoring	10
	Food Production	2
	Livestocks	6
ŞANLIURFA	Agricultural Production	1
	Tailoring	6
	Handicraft	1
	Livestocks	13
TOTAL		405

Within the scope of the Project; İstanbul, Kilis, Adana, İzmir and Kahramanmaraş are provinces that are listed in the first five ranks according to the number of beneficiaries.

City	Number of beneficiaries	Percentile
ADANA	33	8,148148
ANKARA	29	7,160494
BURSA	13	3,209877
GAZİANTEP	28	6,913580
HATAY	22	5,432099
İSTANBUL	43	10,617284
İZMİR	32	7,901235
KAHRAMANMARAŞ	32	7,901235
KAYSERİ	21	5,185185
KİLİS	39	9,629630
KOCAELİ	12	2,962963
KONYA	31	7,654321
MARDİN	31	7,654321
MERSİN	19	4,691358
ŞANLIURFA	20	4,938272

2.6. Support Monitoring Process

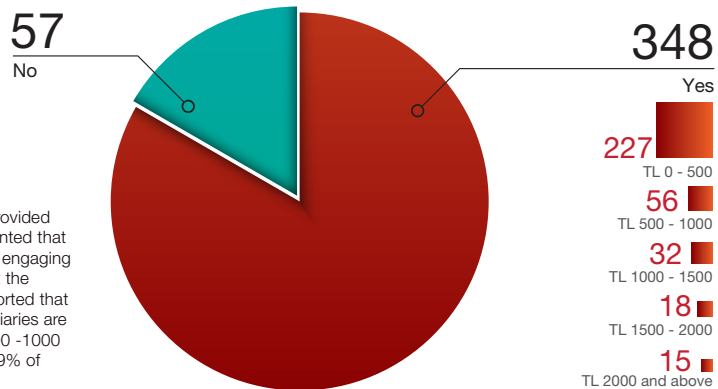
Regular home visits are paid to beneficiaries quarterly to follow up production, sales, and income statuses of beneficiaries provided with support, and to measure the success of the project and the efficiency of such supports. Support Requisition Form (Appendix-4) is created to follow up the developmental tendency of economic statuses of beneficiaries and households as well as production and marketing processes, and to detect actual challenges, needs and feedbacks during said home visits.

Support Requisition Form presents data concerning;

- Conservation of materials and equipment,
- Output products and their characteristics,
- Continuity or discontinuity of production,
- Monthly earned revenue and increase in the household income,
- Needs for increasing production and sales capacities (Machinery, equipment, consumables, new product development, training and capacity-building, sales channels, etc.)
- Reasons for discontinuity of production if this is the case,
- General evaluation of the support and information on feedbacks.

- Success rates of provided supports are followed up and reported quarterly by Head Office Socio-economic Empowerment Program in line with Support Performance Report. Furthermore, follow-up visits also serve the purpose of identifying needs, challenges, and problems faced in terms of production and income generation for providing beneficiaries with supports such as eligible vocational training, vocational and professional Turkish language training, referral to appropriate companies within the context of Socio-economic Empowerment Program activities. Besides, if deemed necessary as a result of home visits; internal referrals are also ensured for protection, psychosocial support and health services, and social cohesion programs to maintain community-based services.
- In case the person is found to move from the declared address or to sell out the provided materials, then the case is to be closed based on a negative judgment.

Amongst those who have been provided with support; it has been documented that 405 out of 509 beneficiaries keep engaging in production activities throughout the support follow-up period; it is reported that monthly regular income of beneficiaries are as follows; TL 500 for 65%, TL 500 -1000 for 16%, and TL 1000-15000 for 9% of them.



2.7. Good Practices

Thanks to supports offered within the context of the project, several beneficiaries, most of whom are women, have been strengthened in the field of livelihood. Narratives of beneficiaries supported by the project are presented below.

KAYSERİ TOPLUM MERKEZİ - K. A.

Human-being is such a creature that may encounter numerous challenges but is mighty to get over all of those owing to his/her ambition, patience, and hopefulness. Here we go! Because the story of K. A. may also be described as a blend of all such common instants experienced by humanity.

Being born in Hama - Syria in 1982, how come K. A. had known what she would have been through in the future given that her childhood was indeed a peaceful and pleasant time of her life. After graduation from high school, she was trained on handicrafts; thereafter she got married and started a family when she was 20. She had arranged her affairs without any problem until the break-out of the civil war which victimized millions of people.

Doing the best anyone could, K.A. and her family had tried to live in fear of gunshots night and day for a while, but they were forced to migrate to another village once theirs turned into a conflict zone. With eyes brimmed with tears, she told the day their house was raided; *“One day, our house was assaulted unexpectedly. Attackers were armed with knives and guns. I made an attempt to protect my children by hiding them behind me. They desired to take my son to fight for them. I resisted and protected my son.”*

Living in Syria was not an alternative for K.A. and her family from then on. Right after that, they set off on a journey to Turkey in the pursuit of hope. They didn’t take anything that makes economic value. Only their future hopes, dreams, and beliefs. That’s all! At first, they settled down in a village of Reyhanlı district in Hatay. Highly appreciating the hospitality there, K.A. said: *“Villagers shared their homes and food with us. Those gentle people had hosted us for one week. In the meantime, we managed to find a house to take shelter in, and get back to sleeping peacefully. After a four-year stay there, we made up our mind, and decided to move to Kayseri for the sake of finding a job.”*

K.A took a further knock after her daughter fell sick. When she didn’t even have a clue about what to do, she was headed to the Red Crescent Kayseri Community Center to seek assistance relying on what she had heard about Kayseri Community Center. Let’s give an ear to K.A. for the rest; *“After putting our lives and affairs in order, we witnessed that my daughter fell sick severely. But we didn’t know the reason for that. We lodge an application to the Turkish Red Crescent Kayseri Community Center. Thanks to their assistance, we were referred to a hospital. Unfortunately, my daughter was diagnosed with development disorder due to Celiac disease. She even got worse because of what she ate. Owing to the support of Turkish Red Crescent, we started receiving food packs prepared specially for Celiac patients by the municipality.”*

For sure, there is a remedy for each trouble. Thanks to the hand given by Community Center, the faithful mother, who had been exerting efforts night and day for the health of her daughter, was led to unprecedented happiness after seeing that her daughter was recovered. In time, K.A. had taken to attend Turkish Language Courses offered by the Community Center at first, and successively she also joined Tailor’s Workshop and Family Health Training. Benefiting also from homebased production support of Kayseri Community Center, K.A. was pleased to state that; *“I was granted the Homebased Production Support after completing Tailor’s Workshop. Community Center staff brought whatever was needed by a tailor to my home. I restored my self-confidence which I had assumed to lose. I started retrofitting the garments of my neighbors.”*

K.A. who was involved in mask-production voluntarily in Kayseri Community Center during the Covid-19 process we have been through ended up saying that: *“What comes to my mind is benevolence once I hear the name of the Turkish Red Crescent. It is a highly reliable institution. If I miss my footing, it will be them who give a hand to me. Staff is both respectful and moral. Visiting this building makes me quite happy. Red Crescent, I am so glad that I have you!”*

ANKARA COMMUNITY CENTER - R. A.

R.A. was born in Ankara in 1971. As a married woman with three children, R.A. had started working in livestock farming upon the request of her family, and could not continue her education though she had wanted to do so. She was wedded to her husband when she was just 16, but she had been endeavoring to support the household in economic terms by developing herself in different fields despite social limitations. To this end, she had completed Tailor's Workshop and Apiculture Courses and benefited from municipal incentives to start apiculture activities relying on her efforts. She couldn't sustain these activities because of having hitches and lacking experience. After lodging an application to Apiculture under the 'Homebased Production Support, Small-Scale Agriculture and Livestock Production Support' program which was initiated within the scope of Turkish Red Crescent Socio-economic Empowerment Program that was designed to address individuals aiming to convert their skills into production for supporting the household economy, R.A. drew attention with her self-confidence and sociability during interviews conducted as a part of the support process. Upon such interviews and home visits, her application was decided to be approved for the provision of materials in the field of 'Apiculture', and thenceforth she was provided with materials-equipment and consumables which are necessary to restart 'Apiculture' activities in parallel with the scope of support.

For the time being, R.A. sustains apiculture and honey production activities in the garden of a house inherited by her deceased father, and in this way, she does not only meet the needs of her household but also, she contributes to the family economy by selling such products to acquaintances.



KAHRAMANMARAŞ COMMUNITY CENTER – R. C.

Story of a migrant woman trying to sustain her family...

R.C., who was born in Aleppo, Syria in 1973, was a married woman with 5 children. As a self-sacrificing mother, she had strived for providing quality education to her children in her country, but she was forced to flee to Turkey in 2015 after the destruction resulting from the civil war.

They sought for holding onto life by settling down in Kahramanmaraş. Despite faced with challenges, they have never given up. After tying into Kahramanmaraş Community Center thanks to Tailor's Workshop, R.C. attended Turkish Language and Cooking Workshop courses afterward. R.C. who tries to attend activities of Community Center as much as possible, states that; *"Community Centers take action for the good of old and young alike. My children also come to Community Center from time to time and join various activities organized in the Child-Friendly Area. The Child-Friendly Area supports the personal development of my children to a great extent. As a mother, I am quite satisfied with such an opportunity. Moreover, I am also involved in activities organized within the scope of psychosocial services."*

Putting a specific emphasis on getting better connected with other people, R.C. also remarked that: *"I also made a lot of friends in Community Center, and have a large circle of friends now. The center is just like my second home. I can say this center is both impressive and useful."*

Being involved in the project sets the ground for her to support her family financially, and she expresses her pleasure about the sewing machine and other necessary items provided and delivered to her by the Community Center. As her final words, R.C. added that; *"I am really glad to support my family economically, and to develop myself thanks to the support offered to me. I would like to extend my thanks to the community center for their invaluable contribution."*

İZMİR COMMUNITY CENTER - S. B.

As a 33-year-old woman living in İzmir, S.B. tries to be self-sufficient to stand on her own feet. Despite her profound desire, she could not work anywhere, but the grocery store of her elder brother. Before getting in touch with the Community Center, she felt as if she had reached a dead end due to problems in her personal life. Yet, she never lost faith and kept believing that each challenge would be superseded by contentment sooner or later. She developed her skills by being trained on tailoring at home by her mother and elder sister. She ran across the Turkish Red Crescent Community Center in such a challenging period. Describing the day, she first got acquainted with Community Center as a milestone, S.B. said that: *"Thereat, I never went out, and was about to sink into a depression. My sister insisted that I should go to the Community Center. One day, I was headed to the course just for going out and relieving a bit. That day was a real milestone in my life. I noticed that I could get over my problems thanks to the course which I considered just as a hobby in the beginning. After improving the quality of my products and developing my handicrafts in the course, I conceived that I could work in this field."*

Just like most of the women who have to do the housework, she also wanted to contribute to her family economically, and thus decided to benefit from the project. That's how she depicted the process: *"Socio-economic Empowerment Program staff introduced the homebased production project to me. I thought this project perfectly fit me because I couldn't work outside. I was highly contributed by the project. I felt some people believed that I could make it."* S.B. added: *"The day, I took the delivery of materials, I said that 'here we go!' I believed that I would manage it thanks to the credits given to me by my trainer and program staff. As the phrase goes, I think that I have the skill necessary to support myself. I know that I can keep working in this field even when I grow older."*

ŞANLIURFA COMMUNITY CENTER - S. E.

Migrating to an unknown country, make a new life for yourself from the scratch, acquiring a completely new profession... Story of S.E. who got off to a fresh start and reshaped her life after getting in touch with Şanlıurfa Community Center ...

S. E. was born in Raqqa province in 1984. She was forced to flee from Raqqa to Şanlıurfa in the company of her husband and 4 children because of the domestic disturbance and war in Syria.

S. E. She attended and successfully completed the Agriculture, and Livestock Course organized by the Turkish Red Crescent Şanlıurfa Community Center. Ignited by her field-specific curiosity, she has developed her relevant skills. S. E. managed to benefit from the Homebased Production Support and Small-Scale Agriculture, and Livestock Production Support Project within the context of the Socio-economic Empowerment Program. Her professional competency was also leveraged by means of 8 sheep and 1 ram provided within the scope of the said Program.

S. E. keeps supporting her family financially by selling milk, yogurt and cheese produced thanks to these sheep she is breeding at home. S. E. *“I intend to make a living by animal husbandry for the rest of my life here in Turkey. Thanks to courses offered by the Community Center, I acquired a profession. I sincerely thank each and every one of you.”*



İSTANBUL EUROPEAN SIDE COMMUNITY CENTER - H. H.

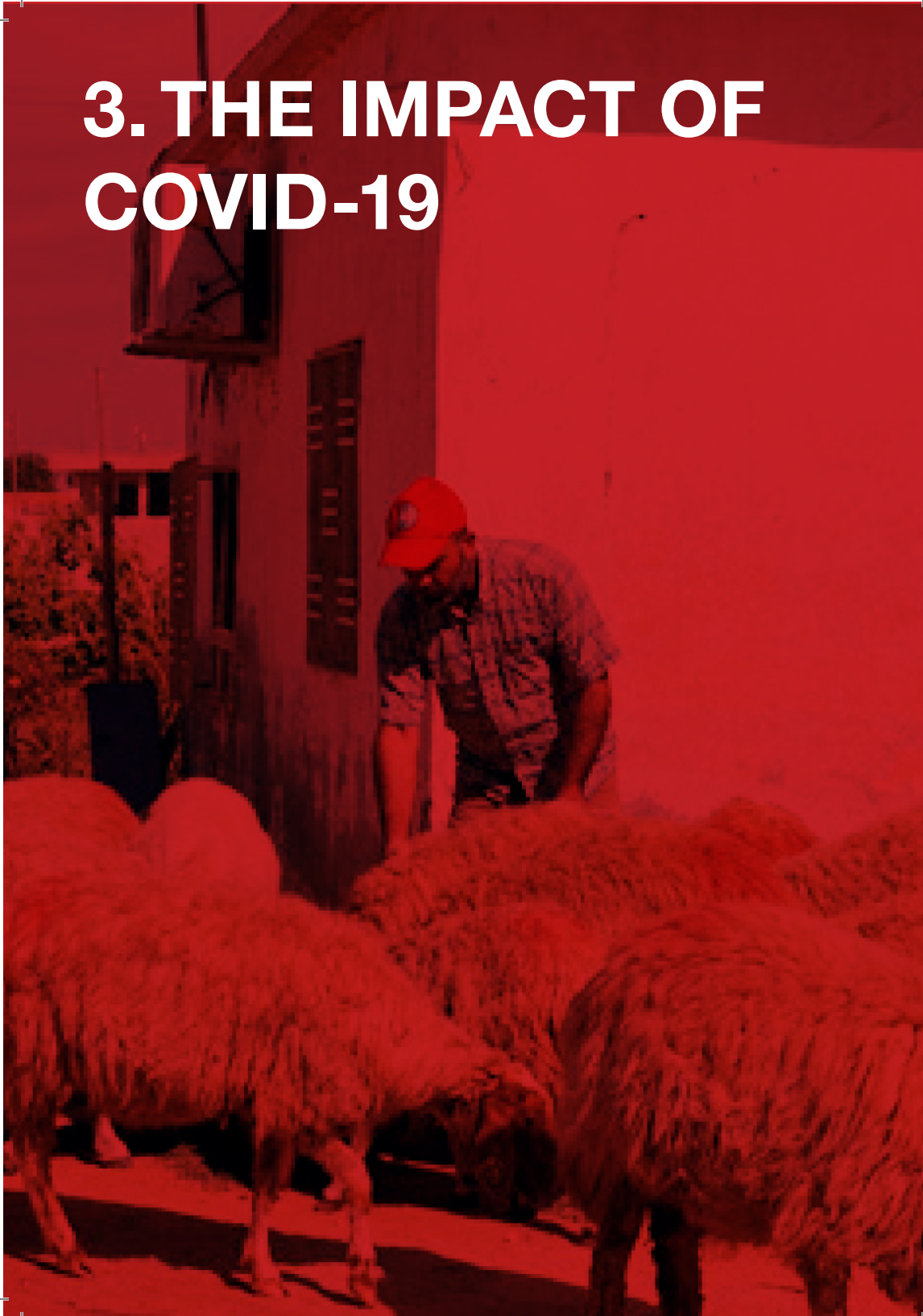
H. H. was born in Syria in 1974, also has a heart-wrenching background just like all other victims of war. After being orphaned when she was just 12, and getting married when she was 15 years old; she couldn't continue her education because of the difficulties she had faced with.

Despite an early-age marriage, H.H. remained committed to her desire for studying and was qualified for the Faculty of Engineering. However, she suffered from barriers raised against her will, and she couldn't attend school further on because of financial difficulties and marriage. Nevertheless, she did not give up and managed to be assigned as a teacher after passing the required exam, and she had served as a member of such a sacred professional community in Syria for 12 years. Unfortunately, she had also been adversely affected by the war which led to thousands of casualties and displacement of millions of people. She strived for holding onto life in a former health center building, but teacher H.H. and her family were bound to set off on a journey to Istanbul in 2016 since it became impossible to live there in time. Just as the case for thousands of other families, H. H. and her husband were separated from each other. She made a fresh start in Istanbul together with her four children.

Aiming to continue her career as a self-sacrificing teacher in Istanbul, she worked as a teaching assistant for 4 years. After losing her job, she had worked in different fields, and she got into touch with Community Centers in the meantime. She attended a Turkish language course at İstanbul European Side Community Center. That how H.H. put it; *"While participating in Turkish courses in Community Center, I also stepped in voluntary activities. In time, I participated and accordingly certified in Apprenticeship for Cooking and Lock Stitchery courses. Thanks to training offered in İstanbul European Side Community Center, I have developed my skills, and start acquiring new professional opportunities."*

Suffering from chronic asthma, H.H. was adversely affected, and could not manage to continue her career. But still, she didn't give up, and sold her products within the context of the project, and hence created new livelihoods for her family. Teacher H.H. who also works voluntarily at the Community Center talks about İstanbul European Side Community Center as follows: *"When I got connected with the Community Center, I felt that nothing would remain fixed. Addressing the hearts of people, flourishing hopes are really difficult tasks, but people here could make it. I would like to thank them all."*

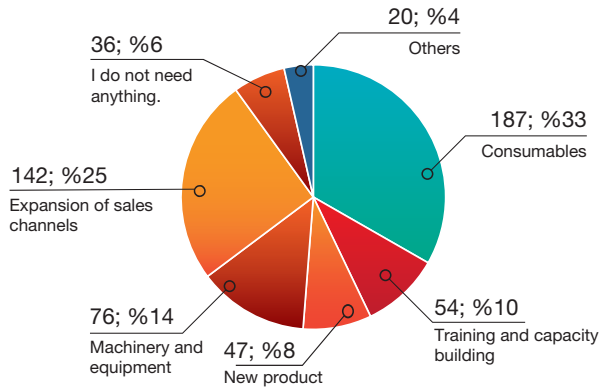
3. THE IMPACT OF COVID-19



Beneficiary visits in the support monitoring process generally focused on creating roadmaps for the participants to maintain their income flow and identifying their needs. Besides, the beneficiaries were informed and guided about the grant calls of public institutions and the private sector representatives with whom the Community

Centers are in contact were informed and directed to produce.

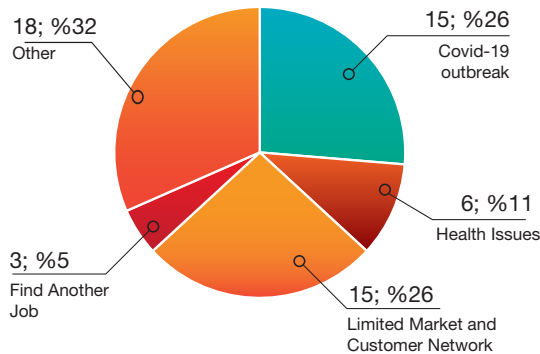
In this process, the beneficiaries mostly expressed their need for consumables and the need to expand their sales channels. On the other hand, 36 beneficiaries stated that there is no additional need in the production or sales process.



During the pandemic period, 57 beneficiaries stated that they could not continue their production. While 15 of these beneficiaries stated that they could not continue production directly due to Covid-19, 15 of them stated that they could not do so due to the sales

channels and lack of customers. In the “other” option, the beneficiaries stated that they could not continue production due to;

- Logistics insufficiency,
- Moving abroad or to another city,
- Moving to another village in the same city



8 out of 15 beneficiaries who stated that they cannot continue production directly due to the pandemic cited the inability to access customers, decrease in sales channels, and

curfews as their reasons. The remaining beneficiaries, on the other hand, indicated the fluctuations in raw material prices as the reason for not continuing production.

4. LESSONS LEARNT



Some of the situations that arise during the preparatory activities and main activities carried out within the scope of the Turkish Red Crescent Homebased Production Support, Small-Scale Agriculture and Livestock Production Support Project, solutions found during the project process, lessons learned from this project in case of implementation of a similar program in the future and recommendations for future programs are presented below.

Providing Supports in Line with Market Needs

A great majority of the support provided within the scope of the project, which constitutes %61 - 248 beneficiaries tailoring. The evaluations at the stage of granting support were made on the points of the beneficiary's current skills, certificate status, and current production. In the later stages of the project, it has been observed that providing support to beneficiaries, especially in small provinces and districts, in a single area such as tailoring may result in a decrease in the sales potential of the beneficiaries and a much less income in case of more production than the product demand in the market. For this reason, it has been realized that the supports to be provided to the beneficiaries should be more balanced and from different sectors, and in this context, the subsequent supports were provided in the specific of the needs of the province, local and product demand.

Providing Beneficiaries with Access to Sales Channels

During the support monitoring process, it has been observed that one of the biggest

problems faced by beneficiaries is access to sales channels. The beneficiaries can produce the products they plan by purchasing raw materials, machinery, and equipment with the support they receive, but they have difficulty in earning income by selling their products after production. At this point, researching sales channels before providing supports, conducting market analysis by the beneficiaries, making plans to realize larger amounts of production, and ensuring more income are considered as solution suggestions. Additionally, within the scope of the Socio-economic Empowerment Program's activities related to directing to employment, the producers and employers in the database were reached and the supported beneficiaries were directed to produce in the standards demanded by the manufacturer.

Digital Marketing Trainings

Especially during the pandemic period, many beneficiaries made low sales due to the lack of access to sales channels, curfews, and social distance rules. In addition to the pandemic, the importance of digital sales channels is rapidly increasing today, and in this context, selling products through digital platforms provides both the opportunity to reach more customers and to make more sales in a shorter time. At this point, besides the support provided within the scope of the project, the importance of providing digital marketing training to the beneficiaries and directing them to digital platforms has become clear.

Business and Vocational Turkish Training

As can be seen in good practice examples, most of the beneficiaries participate in Vocational Training at the Community Centers and vocational training at the A1-C2 level. However, the beneficiaries have deficiencies in Turkish technical words during the production and sales phases. At this stage, it has been observed that by meeting the needs of the beneficiaries for Business and Vocational Turkish Training, they might be much more efficient in the production and sales stages. After these processes, in cooperation with Ankara University TÖMER, the participants of the Vocational Training Course were profiled within the Community Centers, and Vocational Turkish Training Sets were provided on a sectoral basis for the beneficiaries who have vocational skills and are looking for a job, as well as for those who are currently involved in the labor market and are working as white-collar, blue-collar and agricultural workers, and this way, it was aimed for the beneficiaries to enter the labor market and to be permanent.

5. CONCLUSION

A woman wearing a black hijab and a dark long-sleeved top is seated at a table, focused on cutting a piece of light-colored fabric with large scissors. Her hands are positioned to make a precise cut. On the table in front of her, there are several sheets of paper, some of which appear to be technical drawings or patterns with grid lines and sketches. A measuring tape is also visible on the right side of the table. The entire scene is bathed in a strong red light, creating a monochromatic effect. The text '5. CONCLUSION' is superimposed in large, white, bold, sans-serif capital letters across the upper left portion of the image.

Turkey has been exposed to the great immigration wave that started with the Syrian crisis that has been going on since 2011. As of 2020, there are over 4 million immigrants and refugees living in our country, together with over 3.5 million Syrians under temporary protection who migrated from Syria and live in our country. Especially within the scope of the response to the Syrian crisis, programs, projects, and activities are carried out in various sectors to meet the changing needs of both the new population and the local communities living together. For these interventions, many funds have been obtained from home and abroad, and the process has evolved from crisis management to development.

The Turkish Red Crescent continues to provide comprehensive humanitarian assistance and recovery services at home and abroad by working with international organizations, public institutions, and non-governmental organizations since the first day of the Syrian crisis. With the Community Based Migration Programs carried out within the scope of these services, it carries out activities to ensure the social, psychological, and economic well-being of all vulnerable communities living in our country.

This report reflects a summary of the experience gained in the Homebased Production Support, Small-Scale Agriculture and Livestock Production Support Project implemented through the Community Centers as part of the Socio-economic Empowerment Program run by the Community Based Migration Programs.

With the project, it is aimed to reach vulnerable groups who cannot be included in the labor market due to having individuals in need of care in their households, who have low household income and are below the hunger and poverty line as a single-parent family, who live alone and cannot find a job, and it is also aimed to strengthen these beneficiaries in socio-economic terms. In this regard, 291 beneficiaries were provided with in-kind grants, including raw materials, supplies, machinery, and equipment, up to 15.000 TL, to produce in-house in the fields of tailoring, handicrafts, agriculture, livestock, food production, and hairdressing. As the most important indicator of the success of the project, 65% of these beneficiaries contribute to the household income by earning monthly income up to 500 TL, 9% between 500-1000 TL, and 2% between 1000-1500 TL.

With this successful project, we are very happy to contribute, even if it is small, to both our beneficiaries and society. We hope that this report we have shared will be a guide for the projects and activities to be planned especially for vulnerable groups in the sector.

Thank you in advance for your interest.

6. APPENDICES



Standard Operating Procedure

1. ABOUT THE COMMUNITY CENTERS

The conflict in Syria has entered its ninth year, creating a crushing and persistent humanitarian crisis, forcing people to migrate internally and externally. Currently, more than 5.6 million Syrians live in neighboring countries. The crisis has spread to the region, causing more people to migrate to safer places. The number of Syrians who are displaced in Syria, and under temporary protection in Turkey has reached 3.646,889. (The Ministry of Interior, Directorate General of Migration Management, March 2019).

When the numbers of the unregistered Syrian people and displaced persons belonging to other nationalities (Afghans, Iraqis, etc.) added this number, it has increased further, and this situation has made Turkey the world's largest refugee-hosting country.

Within the scope of the Syrian Crisis Humanitarian Relief Operation, Turkish Red Crescent Community Centers started to serve in January 2015, to provide various support services for the Syrians under temporary protection living outside of temporary accommodation centers and other vulnerable groups they live with.

The main purpose of the Community Centers is to support the psychological, social, and economic well-being of Syrians affected by the Syrian crisis, migrants under international and temporary protection, and local people, to ensure their recovery, and to carry out post-crisis recovery assistance activities to develop a culture of living in harmony with the local community.

The Community Centers are currently located in Şanlıurfa, İstanbul (Sultanbeyli and Bağcılar), Konya, Ankara, Kilis, Bursa, İzmir, Adana, Mersin, Hatay, Gaziantep, Kayseri, Kahramanmaraş and Mardin. The 16 Community Centers under the direction of the Turkish Red Crescent Community Based Migration Programs serve all vulnerable migrant communities and the local people they live with.

2. SOCIO-ECONOMIC EMPOWERMENT PROGRAM

To ensure their self-sufficiency, it is responsible for the development of employment opportunities, directing to employment, and supporting their employment by increasing the professional capacities of those in need living under temporary protection and international protection in our country and the local community. For this purpose, the Socio-economic Empowerment Program is implemented under three main programs.

2. 1. Entrepreneurship

The entrepreneurship program generally consists of activities that will enable individuals to establish their businesses or to develop their existing businesses to create new business areas.

In this context, the following supports are provided by the Turkish Red Crescent;

- The Homebased Production, Small-Scale Agriculture and Livestock Production Support
- Business Start-up Supports
- Supports for Developing Existing Businesses

2. 2. Directing to Employment

With the Directing to Employment Program, it is aimed to support the employment of individuals by directing them to appropriate positions in line with their professional competencies and market needs. In this context, it is ensured that the professional competencies of individuals are developed in line with the market needs and that individuals are directed to vacant jobs. Workers and employers are advised to apply to the Ministry of Family, Labor, and Social Services through the e-government system to obtain work permits, and the tuition fees for the work permit approved by the Ministry are paid by the Turkish Red Crescent.

2. 3. Directing to Livelihoods Related to Agriculture and Livestock

Socio-economic Empowerment Program related to Agriculture and Livestock aim to increase the professional qualifications of beneficiaries in line with the competence profiles of individuals and local needs by providing theoretical and practical training in cooperation with the Provincial Directorate of Agriculture and Forestry, GAP TAYEM, and related public institutions and organizations. Also, the program also includes supporting individuals' access to direct livelihoods through purchase-guaranteed production programs and employment-guaranteed support programs.

3. THE PURPOSE OF STANDARD OPERATING PROCEDURE

This document includes the purpose, scope, and operation standards of the Homebased Production, Small-Scale Agriculture and Livestock Production Support carried out within the scope of the cio-economic Empowerment Program. It is aimed to standardize the use of the relevant fund and to deliver this fund to the beneficiaries within the framework of certain rules.

Start-up and scale-up support to be provided under the entrepreneurship sub-program are not covered by this operation standard.

4. BASIC PRINCIPLES

While providing the Homebased Production, Small-Scale Agriculture and Livestock Production Support, we act in line with the basic principles of the International Red Cross and Red Crescent Movement, and Turkish Red Crescent values. Along with these, the following basic principles should be especially taken into consideration.

- **Non-discrimination:** It ensures that people will not be subject to discrimination because of their characteristics or group (e.g. gender, age, socio-economic background, race, religion, language, ethnicity, disability, sexual orientation, or gender identity) to which they belong. All the necessary measures are taken to ensure that individuals are not exposed to any discrimination in terms of their characteristics at the stages of receiving, evaluating, and approving support requests.
- **Independence:** It means acting independently during our activities without being influenced by any political, religious, ethnic, or ideological group. In the support process, care is taken to make independent decisions without being influenced by any group.
- **Transparency:** The support process is carried out transparently and recorded in such a reportable and accountable way.
- **Respect for privacy:** Privacy refers to the limitation of information that can be considered sensitive and sharing this information only with the person and those who need this information to protect the person and their family. The information to be shared should only contain information on a "need-to-know" basis that can help evaluate support. Respecting privacy requires service providers to protect information collected about beneficiaries and to ensure that information is only accessible with the explicit permission of the beneficiaries.
- **Accountability:** Responsibility means holding the person responsible for their actions and the consequences of their actions. The principle of accountability in the decisions and activities made during the support processes and the openness of internal and external complaint ways in these matters should be taken into account.
- **Facilitating community engagement:** People have the right to express their views about their experiences and to participate in decisions that affect their lives. Care should be taken to provide correct information and guidance to ensure the participation of individuals throughout the process.
- **Providing culturally appropriate processes and services:** Staff and organizations must acknowledge and respect differences in the communities in which they work, and understand the differences between individuals, families, groups, and communities.

5. DEFINITION AND PURPOSE OF THE HOMEBASED PRODUCTION, SMALL-SCALE AGRICULTURE, AND LIVESTOCK PRODUCTION SUPPORT

It is to support non-earning individuals with specific professional skills in order them to generate income through homebased production and small-scale agricultural and livestock production to be performed in parallel with skills acquired.

In this way, it is aimed to empower individuals with limited access to financial resources economically by providing additional household income, to ensure that they are self-sufficient and to improve their living standards.

6. SCOPE AND CRITERIA OF HOMEBASED PRODUCTION, SMALL-SCALE AGRICULTURE AND LIVESTOCK PRODUCTION SUPPORT

Through these supports, individuals who have received certificates by attending vocational training courses organized through various institutions and organizations (Public Education Centers, İŞKUR and Provincial Directorates of Agriculture and Forestry), who have received a diploma or certificate proving their competence from their own country or an accredited institution in Turkey, and who receive tax-exempt economic income by making homebased production or small-scale agriculture and livestock production in line with the professional skills they have acquired are supported. The supports to be provided are in-kind material and equipment supports, and they do not include financial support in any way.

Generally, this support is for income earned by individuals without taxation. According to the Income Tax Law, those who engage in selling products such as towels, covers, sheets, socks, carpets, rugs, woven products, products made of waste leather, knitted fabrics, lacework, any kind of embroidery works, souvenirs, straws, baskets, brooms, welcome mats, brushes, artificial flowers, stamps, spangles, beadwork, crochet works, yarns and ropes, tarhana soup, noodles (erişte), Turkish type ravioli (manti) manufactured either in a self-crafted way or by the help of small house appliances (such as home-type sewing and embroidery machines, food processors, irons and similar machines and tools) without setting up a business may benefit from artisan exemption. In case of fulfilling all the conditions required for artisan exemption, it is compulsory to get an "Artisan Exemption Certificate" from the Municipality after completing necessary procedures for registration and authentication of their status in the affiliated chamber of artisans. Through this support, efforts are made to ensure that individuals carry out activities in which they can provide additional income to the household to improve their living standards.

To apply for these supports, the following conditions must be met, though they may not be sufficient for the approval of the supports. The flow of approval of supports is clearly stated in the next section.

- To be 18 years old or over.
- Having an official identity document valid in Turkey.
- Having a valid vocational training certificate (Public Education Center, İŞKUR, Vocational Qualifications Authority (VQA) related to the subject of production.
- To already have the business idea and potential in order to provide a livelihood with homebased production.
- Not being able to provide the support they demand with their own means.

In this context, as an example, one-off investment machinery, equipment, and consumables can be provided for the following subjects. However, material support is not limited to these, additional requests will be evaluated during the approval process.

Hairdressing

Hair drier, hair stylers (curling iron, hair straightener), brush set, scissors set, comb set, apron, hairdressing station, hairdresser's chair, mirror, washing set, wax machine, makeup set)

Tailoring and Handicrafts

Sewing machine, over-lock machine, sewing kit, iron, ironing board, riga kit, cutting table

Cookery - Pastry - Food production

Oven, dough kneader, bread maker, food processor, cooking pot-pan-tray set, knife set, mold set, pastry set, decoration set, etc.

Agricultural Small-Scale Production

Mushroom, mushroom cultivation kit, agricultural hand tools (pickaxe, shovel, fork, shears, saw, spraying machine, apparel materials)

Livestock Small-Scale Production

Hive, poultry, dress, bees, chicken, animal feed

Note: Requests for special materials other than those mentioned above will be evaluated by the Executive Committee and will be resolved positively or negatively.

7. STEPS TO BE FOLLOWED IN PROVISION OF SUPPORTS

<p>1. Collection of Requests</p>	<ul style="list-style-type: none"> • Posters intended for communication are posted up in a visible area of Community Centers to disseminate information about supports. • Trainers inform the beneficiaries about the homebased or small agricultural production supports of the Turkish Red Crescent during the training. • Apart from the Community Center trainees, those who have vocational certificates provided by the Public Education Center and/or other formal public institutions and organizations can also apply for these supports. These requests are recorded by the Community Center counseling at the Community Center and forwarded to the Socio-economic Empowerment Program Officer / Assistant. • Support Requisition Form (Appendix-2) is received from the beneficiary by the Socio-economic Empowerment Program Officer/Assistant. Appendixes of the form must be taken completely. (In Community Centers where there is no officer/assistant, the form is taken by the position dealing with the livelihood.) • Each application is recorded on the Monitoring and Evaluation reporting system from the moment of request and updates are made until the file is closed.
<p>2. Preliminary Evaluation</p>	<ul style="list-style-type: none"> • The collected documents are evaluated by the Socio-economic Empowerment Program Officer/Assistant. • Trainer Evaluation Form (Appendix-2) is filled by the relevant Community Center Vocational Training Course Trainer for people who meet the defined criteria. If training is taken outside of the Community Center and therefore the instructor issuing certificates cannot be reached, the existing Community Center Trainer fills the Trainer Evaluation Form by conducting an applied interview with the beneficiary. If no trainer is available in the field of the vocational training program for which the beneficiary is certified, the Socio-economic Empowerment Program Officer/Assistant interviews with the beneficiary to get into action for approving the next phase. • In case of a positive evaluation from the trainer's side, a home visit was organized for having the Home Visit Form (Appendix-3) filled up by beneficiaries in the presence of a translator. The Community Center Protection Program Team is informed if any protection need is identified during the home visit.
<p>3. Submission of the Support to the Approval</p>	<ul style="list-style-type: none"> • The Approval Form (Appendix-4) is filled in by the Socio-economic Empowerment Program Officer/Assistant (or the position dealing with this issue in the Community Center). • The Executive Committee convenes, the Executive Committee Resolution (Appendix-5) is filled and a decision is made on the request. • In cases where the request is approved, the Executive Committee Resolution (Appendix-5) and its annexes are collected and, if necessary, a file is prepared by the collection of price bids. • The file is sent to the Central Socio-economic Empowerment Program Office.
<p>4. Approval of Support</p>	<ul style="list-style-type: none"> • The Central Livelihood Team controls the forms and additional documents and conducts the preliminary examination. • It is possible to reject some requisitions or send a request to the Community Centers for taking corrective action regarding missing or improper documents. • It is presented to the Coordinator or Assistant Coordinator for evaluation before it is submitted to the Deputy Director-General for final approval. • Requests that are positively evaluated by the CBMP Management are submitted to the Deputy Director-General for final approval.
<p>5. Provision of the Support</p>	<ul style="list-style-type: none"> • In line with the approval received from the Deputy Director-General, requested materials are purchased by the Community Center according to procurement procedures and are delivered to the beneficiary who is required to sign a Delivery Record (Appendix-6) in return. • The relevant materials are photographed while being delivered to the beneficiary, and with the beneficiary's approval, the photographs can be used as communication material.

6. Monitoring of Supports

- Regarding the use of supports in providing livelihood, regular visits are made at the end of the 3rd, 6th, and 12th months after the support is provided, and the status of the support provided is monitored with the Support Monitoring Form (Appendix-7).
- In case the person is found to move from the declared address or to sell out the provided materials, then the case is to be closed based on a negative judgment.
- With follow-up visits, it is monitored whether the person has developed a livelihood with the support provided. The difficulties and problems faced by the person in obtaining a livelihood are understood and appropriate guidance is provided.
- Success rates of provided supports are followed up and reported every 6 months by Central Socio-economic Empowerment Program Office in line with the Support Performance Report (Appendix-8).

8. EXPLANATIONS FOR THE USE OF THE HOMEBASED PRODUCTION, SMALL-SCALE AGRICULTURE AND LIVESTOCK PRODUCTION SUPPORT

- These supports are provided only to those who have professional certificates provided by the Public Education Center and/or other formal public institutions and organizations in the subject of production.
- In small-scale agricultural and livestock activities, the above-mentioned certificates may not be requested if the production area and the beneficiary comply with other evaluation criteria. In these cases, it will be decided whether support will be provided or not, according to the assessment after the home visit by the Community Center.
- Supports will only be provided to individuals over the age of 18.
- The related support amount is a maximum of 15.000 TL for one time only. (Consumables should not exceed 2.000 TL in this amount.)
- A new file is opened for each application from the request, and all documents are archived in the relevant file throughout the process.
- The supports will be supplied to citizens of the Republic of Turkey at a maximum rate of 50%, and Syrians under temporary protection, and foreigners under international protection at a rate of at least 50%.

DOCUMENTATION AND REPORTING

The following documents should be included in the support file.

- Support Requisition Form
- Valid Certificate (diploma or other relevant proofs of skills)
- Copy of identity document
- Residential proof of household (such as rental contract, bills, etc.)
- Trainer Evaluation Form
- Home Visit Form
- Approval Form
- Executive Committee Resolution
- Price bids (where necessary)
- Delivery Record
- Photograph showing the delivery
- Support Monitoring Form
- Other relevant documents regarding the evaluation or delivery process

Support-related processes are kept in Excel documents shared by the reporting team and are updated regularly. These Excel documents are shared with the reporting and Socio-economic Empowerment Program team at the end of each month.



Are you currently working?

If yes; Specify Job/Occupation:

If no; Explain the reason (Having difficulty in finding a job, not knowing the language, not having enough budget to start a business, not being satisfied with the workplace/sector/wages, not wanting to work without registration, finding the benefits sufficient, having other employees in the household, etc.)

Please indicate if you have materials and equipment for the business you will do.

Please indicate your professional skills and documents (diploma, certificate, participation certificate, etc.) related to the business you will do.

Requested Materials

(Please write the requested materials precisely.)

Item No:	Name of the Material	Unit of Material	Amount of Material
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Approximate Support Amount Requested	TL
---	-----------



Documents Requested Under Homebased Production, Small-Scale Agriculture and Livestock Production Supports

1- Copy of identity document	<input type="checkbox"/>
2- Valid Documents and Certificates	<input type="checkbox"/>
3- Certificate of Residence	<input type="checkbox"/>
4- Tax Exemption Certificate (after approval)	<input type="checkbox"/>

Requisitioner
Name - Surname
Signature

Request Receiver
Name - Surname
Title
Signature

Trainer Evaluation Form



**COMMUNITY-BASED MIGRATION PROGRAMS
SOCIO-ECONOMIC EMPOWERMENT PROGRAM
Homebased Production Support, Small-Scale Agricultural Production Support
Trainer Evaluation Form**

(This form includes the evaluation made by the course trainer to the certificate holder to benefit from the Homebased Production Support and Small-Scale Agricultural Production Support.)

..... COMMUNITY CENTER		
Personal Information		
Name Surname :	Education/Department:	
Family / Person Code:	Disability: Yes / No	
TR ID / TEMP ID / COUNTRY ID No:	Gender :	
Nationality :	Phone number:	
Date/Place of Birth:	Address:	
Certificate information		
Document number:	Field:	
Document Date:	Profession:	
Document Issuing Institution:	Professional level:	
.....	Duration of the training:	
Trainer's Assessment		
<i>(Please mark the appropriate answer corresponding to the statement.)</i>		
Statement	I agree	I disagree
Participated regularly throughout the course.		
Showed a high level of interest in lessons and practices.		
The quality of the final products is suitable for sale.		
Has a high personal motivation to do business.		
Will be successful, in my opinion, if support is provided.		
Trainer's Assessment (Beneficiaries with a Certificate from an Institution Other Than Community Center Courses)		
<i>(Please mark the appropriate answer corresponding to the statement.)</i>		
Statement	I agree	I disagree
A practical exam was applied and professional knowledge and experience were found sufficient.		
Has a high personal motivation to do business.		
Will be successful, in my opinion, if support is provided.		



General Comment:

- I find it appropriate to support the relevant beneficiary
- I do not find it appropriate to support the relevant beneficiary.

Trainer's Name/Surname:

Signature

Home Visit Form



**COMMUNITY-BASED MIGRATION PROGRAMS
SOCIO-ECONOMIC EMPOWERMENT PROGRAM
Homebased Production, Small-Scale Agriculture and
Livestock Production Support Home Visit Form**

This form contains information regarding the evaluation of the suitability of the area where the production will take place through the Homebased Production, Small-Scale Agriculture and Livestock Production Support.

..... Community Center		
INTERVIEW APPROVAL		
<p>Hello, my name is _____ I am from the Turkish Red Crescent. The Turkish Red Crescent is a humanitarian assistance organization. Within the scope of the Homebased Production, Small-Scale Agriculture and Livestock Production Support, I will ask you some questions in order to evaluate the suitability of the production area and to get information about the household. The information you share will remain confidential. Your voluntary participation in the interview is important. We can end the interview at any time you want to complete it. The interview will take ... on average.</p> <p>Do you approve to have this interview?</p> <p style="text-align: center;">Yes No</p> <p style="text-align: center;">Name Surname / Signature _____</p>		
<p>Name Surname / Title of the Interviewers (If the interviewer and the person who prepared the file are separate, please specify two separate persons.):</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>	<p>Interview Date (Day/Month/Year): .. / .. / Starting Time: .. : ..</p> <p>Ending Time : .. : ..</p>	
Personal Information of the Beneficiary		
<p>Name Surname : _____</p> <p>Family / Person Code: _____</p> <p>TR ID / TEMP ID / COUNTRY ID No: _____</p> <p>Nationality : _____</p> <p>Date/Place of Birth: _____</p>	<p>Education/Department: _____</p> <p>Disability Situation: No / Yes () _____</p> <p>Gender : _____</p> <p>Phone number: _____</p> <p>Address: _____</p>	
Assessment of the Program Officer/Assistant (Please mark the appropriate answer corresponding to the statement.)		
Statement	I agree	I disagree
There is sufficient space for machinery and equipment use and production.	<input type="checkbox"/>	<input type="checkbox"/>
It is proper in terms of sanitation and hygiene.	<input type="checkbox"/>	<input type="checkbox"/>
Required electricity, water, etc. installation infrastructure is available.	<input type="checkbox"/>	<input type="checkbox"/>
There is no obstacle to production.	<input type="checkbox"/>	<input type="checkbox"/>

Approval Form



**COMMUNITY-BASED MIGRATION PROGRAMS
SOCIO-ECONOMIC EMPOWERMENT PROGRAM
Homebased Production, Small-Scale Agriculture and
Livestock Production Support Approval Form**

This form contains information about the evaluation and approval of the persons to whom the Homebased Production, Small-Scale Agriculture and Livestock Production supports can be granted.

..... COMMUNITY CENTER		Date: .../.../....		
Personal Information of the Beneficiary				
Name Surname :		Education/Department:		
Family / Person Code:		Disability: Yes / No		
TR ID / TEMP ID / COUNTRY ID No:		Gender :		
Nationality :		Phone number:		
Date/Place of Birth:		Address:		
Type of Support to be Provided:		Application Determined Location:		
<input type="checkbox"/> Homebased production		<input type="checkbox"/> Application to Community Center		
<input type="checkbox"/> Small-Scale Agricultural Production		<input type="checkbox"/> Direction from Another Institution (Please specify)		
<input type="checkbox"/> Small-Scale Livestock Production		<input type="checkbox"/> Direction from Another NGO (Please specify)		
2) Material / Equipment List and Amounts Required by the Beneficiary and Approved as a Result of the Evaluations:				
Serial No	TYPE OF MATERIAL	QUANTITY	UNIT	AMOUNT
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
TOTAL AMOUNT TL				



Within the scope of the Homebased Production, Small-Scale Agriculture and Livestock Production Support, the application with the request number by with ID number was received, and the copy of the identity document, valid certificates, residential proof of household, Support Requisition Form, Trainer Evaluation Form, Home Visit Form, and other documents related to the application have been submitted for your information. The aforementioned application has been approved by the decision of the Executive Committee Resolution and I hereby submit it to your consent.

Community Center Manager
Signature

Approval of Community Based Migration Programs Coordination

I confirm the aforementioned service so that the application whose information is shared above will benefit from the scope of the *Homebased Production, Small-Scale Agriculture and Livestock Production Support*.

Name / Surname - Title:

Signature

Approval of Turkish Red Crescent Deputy Director-General

I confirm the aforementioned service *so that the application whose information is shared above will benefit from the scope of* the *Homebased Production, Small-Scale Agriculture and Livestock Production Support*.

Name/Surname:

Signature

Template of Executive Committee Resolution



**COMMUNITY-BASED MIGRATION PROGRAMS
SOCIO-ECONOMIC EMPOWERMENT PROGRAM
HOMEBASED PRODUCTION, SMALL-SCALE AGRICULTURE AND
LIVESTOCK PRODUCTION SUPPORT**

EXECUTIVE COMMITTEE

Decision Date:

Decision No:

Attendees:

Subject:

Reference:

Chairman of the Board

Community Center Manager

MEMBER

Socio-economic Empowerment
Program Officer

MEMBER

Socio-economic Empowerment
Program Assistant

MEMBER

Related Vocational Course Trainer

MEMBER

Professional Competence Assistant

Appendices: Appendix-1: Support Requisition Form

Appendix-2: Trainer Evaluation Form

Appendix-3: Home Visit Form

Template of Delivery Record



Date:

OFFICIAL REPORT

Materials and equipment provided within the scope of the Turkish Red Crescent Community Based Migration Programmes Homebased Production Support, Small-Scale Agriculture and Livestock Production Support was delivered to the beneficiary within the framework of the following information.

Serial No	TYPE OF MATERIAL	QUANTITY	UNIT
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Hereby these minutes were kept by people who have signed below.

The above-mentioned materials and equipment have been delivered to the beneficiary by me.

DELIVERER	
Name	
Title	
Signature	

The above-mentioned materials and equipment have been delivered to me.

RECIPIENT	
Name	
Address	
Contact No	
Signature	

Template of Support Monitoring Form



**COMMUNITY-BASED MIGRATION PROGRAMMES
LIVELIHOOD PROGRAMME
Homebased Production, Small-Scale Agriculture and
Livestock Production Support Monitoring Form**

(This form contains information about the monitoring regarding the use of the Homebased Production, Small-Scale Agriculture and Livestock Production Support.)

..... COMMUNITY CENTER	
Personal Information of the Beneficiary	
Date:	
Name Surname :	Education/Department:
Family / Person Code :	Disability situation: No / Yes ()
TR ID / TEMP ID / COUNTRY ID No:	Gender :
Nationality :	Phone number :
Date/Place of Birth:	Address:
Number of Individuals Living in the Household:	
Information about the Support	
(This section will be filled in by Community Center staff.)	
Support No:	Support Field: (Hairdressing, Tailoring, Agriculture, Livestock, etc.)
Support Issue Date:	
Monitoring Date (3. Month):	
Monitoring Date (6. Month):	Monitoring Person Name Surname Title:
Monitoring Date (12. Month):
<p>1- In which field is the support provided?</p> <p>2- Are materials and equipment provided with support kept?</p> <p>3- Indicate the reason for the disposal of materials and equipment.</p> <p>4- Do you continue production? *</p> <p style="margin-left: 20px;"><input type="radio"/> Yes <input type="radio"/> No</p>	





This project is funded by the European Union.
Bu proje Avrupa Birliđi tarafından finanse edilmektedir.
هذا المشروع تم تمويله من قبل الاتحاد الأوروبي



www.toplummerkezi.kizilay.org.tr