

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

3 February 2017

| | |
|---|---|
| Reference: | IRE/2017/VCE |
| Country: | Turkey |
| Description of the Assignment: | Consultancy Services for identification of strategic regional agricultural products along with Value Chain Analysis for Integrated Resource Efficiency in Agriculture and Agro-based Industries |
| Projects: | Integrated Resource Efficiency in Agriculture and Agro-based Industries – A Scalable and Replicable Model for Improved Regional Competitiveness and Sustainable Growth (aka IRE) |
| Period of Assignment/Services: | 20 February 2017- 30 June 2017 |
| <p><i>Proposal should be submitted by email to tr.ic.proposal@undp.org no later than 13 February 2017, COB.</i></p> <p><i>Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.</i></p> | |

1. Background

Please see Annex 1(Terms of Reference).

2. Scope of Work, Responsibilities and Description of the Proposed Analytical Work

Please see Annex 1 (Terms of Reference).

3. Requirements for Experience and Qualifications

Please see Annex 1 (Terms of Reference).

4. Documents to be included when submitting the Proposals

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- A one-page Letter of Interest, explaining why they are the most suitable for the work
- Financial Proposal as per template (please see section 5 below and Annex 3&4)

- Personal CV, including past experience in similar projects and at least 3 references¹

5. Financial Proposal

The interested individual consultants must submit their financial proposals by following the guidance and the standard template provided in Annex 3&4. Any deviation from the standard text may lead to disqualification.

6. Evaluation

The evaluation will be based on cumulative analysis (i.e. technical qualifications and price proposal). The weight of the technical criteria is 70%; the weight of the financial proposal is 30%. Candidates that obtain a minimum of 70 pts out of a maximum 100 pts will be considered for the financial evaluation. Candidates that do not meet the minimum requirements will be disqualified.

| Criteria | Maximum Points | Weight | Weighted Score |
|---|----------------|------------|----------------|
| Technical | 100 pts | 70% | 70 pts |
| <i>General Qualifications</i> | <i>20 pts</i> | <i>14%</i> | <i>14</i> |
| <i>General Professional Experience</i> | <i>30 pts</i> | <i>21%</i> | <i>21</i> |
| <i>Specific Professional Experience</i> | <i>50 pts</i> | <i>35%</i> | <i>35</i> |
| Financial | 100 pts | 30% | 30 pts |

7. Annexes

The following annexes are an integral part of this procurement notice. In case of any conflict between the provisions of the Annex III and the procurement notice and/or Annex I and/or Annex II, the provisions of Annex III are applicable.

- Annex 1: Terms of Reference
- Annex 2: Certification of Payment Form
- Annex 3&4: Price Proposal Guideline and Template
- Annex 5: General Conditions of Contract for Individual Consultants

¹ UNDP will contact directly with the provided names for reference check purposes without any prior notification to the applicant.

Annex 1: Terms of Reference (ToR)

Consultancy Services for identification of strategic regional agricultural products along with Value Chain Analysis for Integrated Resource Efficiency in Agriculture and Agro-based Industries

REF: (IRE/2017/VCE)

| | |
|--|--|
| Project Title: | Integrated Resource Efficiency in Agriculture and Agro-based Industries – A Scalable and Replicable Model for Improved Regional Competitiveness and Sustainable Growth (aka IRE) |
| Location: | Home-based |
| Portfolio: | Inclusive Sustainable Growth Local Economic Development Cluster |
| Type of Contract: | Individual Contract (IC) |
| Reporting Language: | Turkish |
| Contract Starting Date: | 20 February 2017 |
| Expected total working days for the assignment: | 30 days |
| Duration of the Contract: | 20 February 2017- 30 June 2017 |
| Reference Code: | IRE/Value Chain Expert |

1 BACKGROUND

UNDP (United Nations Development Programme) is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. UNDP is on the ground in 177 countries, working with them on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and its wide range of partners. UNDP's global focus is helping countries build and share solutions to the challenges of: (a) Democratic Governance; (b) Poverty Reduction; (c) Crisis Prevention and Recovery; (d) Environment and Energy and (e) HIV/AIDS. UNDP helps developing countries attract and use aid effectively. In all its activities, UNDP encourages the protection of human rights and the empowerment of women.

UNDP Turkey has repositioned to contribute through three core areas: 1) Inclusive and Democratic Governance (IDG); 2) Inclusive and Sustainable Growth (ISG); and 3) Climate Change and Environment (CCE); and in addition to these core areas, UNDP Turkey is emphasizing the role of Strategic Partnerships that cut across the entire country programme as well as regionally and globally.

The ISG Portfolio is positioned to address structural economic problems, such as productivity, innovation, the middle-income trap, multi-dimensional poverty, energy security and regional

disparities, as well as challenges with social, environmental and economic repercussions, such as urbanization.

The project namely “Integrated Resource Efficiency in Agriculture and Agro-based Industries – A Scalable and Replicable Model for Improved Regional Competitiveness and Sustainable Growth” (aka IRE) is being implemented by UNDP in collaboration with GAP Regional Administration. The project is supported by the RBEC Catalytic and Scaling-up Facility 2016 which is executed by UNDP Istanbul Regional Hub for Europe and the CIS. By UNDP Istanbul Regional Hub, the initiative is considered to serve as replicable and scalable model for the other countries in the region. The Project aims at improving resource efficiency in agriculture and agro-based industries in the GAP Region with a holistic and multidisciplinary approach. The project will provide strategic basis for the large scale project to be financed by government funding and to be executed by GAP Regional Development Administration (RDA).

2 OBJECTIVE AND SCOPE

The objective of the Assignment is to provide baseline analysis for identification of the strategic regional products along with value chains/clusters which will be subjected to resource efficiency assessments and will be piloted to develop of replicable and scalable models on integrated resource efficiency in agriculture and agro-based industries in Southeast Anatolia Region.

In this sense, a filtration approach will be developed to determine the products that will be subjected to the secondary analysis within the scope of project by using an objective and analytical method. The filtering approach will include the following elements which might be subject to change depending on the preliminary study taken by IC:

- Regional importance: This element covers the factors such as production capacity, production area, employment and whether the product is within the framework of basin-based support model.
- Demand: Trends and forecasts, including national policies, with regard to product demand will be taken into the consideration within the scope of this element.
- Added value: This element analyzes the value chain that the product follows and the added value(s) throughout the process(es) as multiplier(s) of the economic impact.
- Regional processing (industry/service) capacity: Processing capacity of the industrial enterprises in the region will be examined within the scope of this element.
- Resource use and efficiency: This element covers productivity (kg/da) and factors related to the use of resources like nutrients, water, energy and labour etc.
- Environmental effects and resource availability: Effects of climate change including the elevated ambient temperature and future scarcity of resources such as water will be incorporated within the scope of this element.
- Others: Elements, which are important for creating product short list but not listed above, can be considered under the “others” category. This category may include factors like possible developments in the structure of production after the implementation of irrigation projects, sociological structure of the Region and business models.

Filtering approach will be employed to identify 10 agricultural products (vegetative production and livestock). Secondary data sources (i.e. TURKSTAT, FAO etc.) will be used more often during the filtering. Secondary analyses will include international, regional and provincial benchmarks. Both irrigated and dry farming will be taken into consideration for these comparisons.

The IC will then describe and analyze the value chains for the identified agricultural products:

- Value chains will be mapped and analyzed using Value Chain Analysis (VCA) method that may include qualitative and/or quantitative tools.

- The VCA will identify the nodes of each value chain, such as growing, harvesting, transporting, and processing, with the resources, outputs, and factors affecting the productivity and resource efficiency.
- Based on the secondary data resources and field findings, the VCA, to the greatest extent possible, will compare the productivity and resource efficiency rates of each node to the worldwide industry averages and bests, and indicate the factors that needs improvement.

3 ACCRONYMS AND ABBREVIATIONS

Unless otherwise noted;

GAP RDA refers to Southeast Anatolia Regional Development Administration,

IC(s) refers to the Individual Consultant(s),

IRE Project, refers to Integrated Resource Efficiency in Agriculture and Agro-based Industries – A Scalable and Replicable Model for Improved Regional Competitiveness and Sustainable Growth Project,

Region, refers to the Southeast Anatolia Region,

The Assignment refers to the present Assignment,

UNDP refers to United Nations Development Programme Country Office in Turkey.

4 DUTIES & RESPONSIBILITIES OF THE INDIVIDUAL CONSULTANT (IC)

The IC will also work under coordination of Project Team and closely with UNDP Istanbul Regional Hub Expert assigned for the technical implementation of the project.

| Phases | Tasks and Duties | Expected Deliverables |
|---------------------------------------|--|--|
| Phase 1: Scope and Methodology | <ul style="list-style-type: none"> ▪ Review of background reading material to be provided by the GAP RDA / UNDP, ▪ Meeting with key national/regional stakeholders (public institutions, research institutes, line ministries etc.) to collate background information, ▪ Conducting a desk review of the products in the region that are proposed by the key stakeholders, ▪ Collating the long list of agriculture products in the Region, ▪ Review of current situation and trends for mapping of agriculture and agro-based products in resource efficiency context which will constitute background for filtration study, ▪ Defining the scope and methodology of the filtration study for shortlisting the agricultural products, ▪ Develop the filtration approach and selection criteria that would be applied while short listing the agricultural products, ▪ In consultation with GAP RDA and the UNDP; finalize the filtration approach along with the time plan for data collection and analysis, ▪ Provide an annotated outline of the deliverable of Phase 2. | The scope and methodology of the study |

| Phases | Tasks and Duties | Expected Deliverables |
|--|--|--|
| Phase 2: Mapping and Assessment | <ul style="list-style-type: none"> Mapping, assessment, review of a list of all agricultural products along which Value Chain can be fully developed, Conducting a filtration study for shortlisting all agricultural products listed, Conducting geography-based value chain analysis for the shortlisted products using the tools, instruments, formats and data collection for qualitative and quantitative analysis including desk review, site/field visits, self-assessment questionnaires, meetings and interviews with relevant institutions and stakeholders, To the extent possible, comparison of productivity rates at each node of the value chain of each agricultural product to the worldwide productivity rates to identify the improvement opportunities, Moderating the kick off / inception workshop to be held with the representatives of the GAP RDA and UNDP and key national/regional stakeholders for sharing the results of the filtration study, Based on the filtration study final selection of the products and value chains to be piloted with the representatives of the GAP RDA and UNDP and key national/regional stakeholders, Preparation of report on the final list of 10 strategic agricultural products along with Value Chain analysis to be piloted, Providing recommendations for the design of Integrated Resource Efficiency Strategical Framework and piloting stage gained during qualitative and quantitative analysis. | A final list of 10 strategic agricultural products along with Value Chain analysis to be piloted |

If required by UNDP, the IC could provide additional consultancy services on topics related to her/his expertise area for other activities of the Project.

5 DUTIES AND RESPONSIBILITIES OF THE UNDP

UNDP will provide all relevant background documents. UNDP is not required to provide any physical facility for the work of the IC. However depending to the availability of physical facilities (e.g. working space, computer, printer, telephone lines, internet connection etc.) and at the discretion of the UNDP and GAP RDA such facilities may be provided at the disposal of the IC.

6 DELIVERABLES AND REPORTING

By consolidating the inputs of GAP RDA and UNDP and representatives of key stakeholders, the expert will be responsible to submit following deliverables.

| # | Deliverable | Estimated Number of Days to be invested* | Estimated Timeframe |
|---|--|--|---------------------|
| 1 | The scope and methodology report along with time plan for the data collection and analysis | 7 | 10 March 2017 |

| | | | |
|----------------------|--|----|---------------|
| 2 | Report on final list of 10 strategic agricultural products along with Value Chain analysis to be piloted | 23 | 17 April 2017 |
| Total Number of days | | 30 | |

* The number of days may change among different activities and deliverables but the total days to be invested cannot exceed 30 days for the content of this ToR. UNDP has the right to request from the Consultant additional number of days to be invested for additional activities, based on the needs of the project.

Reporting Line

The IC will report to the UNDP Cluster Lead and/or to a member of UNDP Project Team to be identified and formally communicated to the IC.

Reporting Language

All reports should be submitted both in Turkish Language with an English executive summary.

Title Rights

The title rights, copyrights and all other rights whatsoever nature in any material produced under the provisions of this TORs will be vested exclusively in UNDP.

7 TIMING AND DURATION

The work will be undertaken during a period of **30 working-days** throughout the time-frame below;

Expected Contract Start Date: **20 February 2017**

Contract Completion Date: **30 June 2017**

8 PLACE OF WORK

Place of work for the assignment is home-based.

9 REQUIRED QUALIFICATIONS

The required qualifications and/or experience are presented below:

| | Minimum Requirements | Assets |
|---|---|---|
| General Qualifications | <ul style="list-style-type: none"> University degree in Agricultural Economics / Business Administration / Economics / Finance or related field, Excellent command of MS Office applications, Excellent command in written and spoken English and Turkish. | <ul style="list-style-type: none"> Advanced degree in Agricultural Economics, Economics, Management or related discipline relevant to rural development. |
| Professional Experience and Qualifications | <ul style="list-style-type: none"> Minimum 5 (five) years of professional experience in agriculture and rural development programmes/ projects/ studies. | <ul style="list-style-type: none"> More than 5 (five) years of professional experience in agriculture and rural development programmes/ projects/ studies. |

| | Minimum Requirements | Assets |
|--|---|--|
| Specific Experience and Qualifications | <ul style="list-style-type: none"> • Specific experience in conducting value chain analysis for agricultural products, • Specific experience of conducting field studies, interviews, questionnaires, surveys with governmental bodies, institutions, farmers, enterprises etc. | <ul style="list-style-type: none"> • Previous experience in Southeast Anatolia Region, • Specific experience in conducting resource efficiency and productivity studies. |
| Notes: <ul style="list-style-type: none"> • Internships (paid/unpaid) are not considered professional experience. • Obligatory military service is not considered professional experience. • Professional experience gained in an international setting is considered international experience. • Experience gained prior to completion of undergraduate studies is not considered professional experience. | | |

10 TERMS AND PAYMENT

The contract to be signed between UNDP and successful candidate(s) will not entail a financial commitment from UNDP. Payments will be made against submission of the deliverable(s) specified in Section- 6 - DELIVERABLES and REPORTING of this ToR with the UNDP Certificate of Payment Form (Attachment 1) by the IC and approval of such deliverables by UNDP and GAP RDA. Travel and accommodation arrangements will be made by the Project and related costs will be borne by the Project².

- **Contracting Authority**

Contracting Authority for this Assignment is UNDP, and the contract amount will be provided through UNDP.

- **Contracting Modality**

IC – Individual Contract of UNDP

Or

RLA- Reimbursable Loan Agreement

- **Tax obligation**

The amount paid shall be gross and inclusive of all associated costs such as social security, pension and income tax. The IC is solely responsible for all taxation or other assessments on any income derived from UNDP. UNDP will not make any withholding from payments for the purposes of income tax. UNDP is exempt from any liabilities regarding taxation and will not reimburse any such taxation to the IC.

² Travel and accommodation costs for assignment-related travels outside of the duty station will be borne by UNDP and/or reimbursed upon submission of receipts, invoices of the expenses of IC and approval of UNDP which will be subject to limitations as per UN DSA rates.

ANNEX 2—Certification of Payment Form**United Nations Development Programme****Certification of Payment****1. For Personnel use only**

Name: _____ Contract No.: _____
 Project Number: _____ Fee: (per diem) _____
 Project Title: _____ Duration: _____
 Starting Date: _____ Expiry date: _____ Expected number of work days per week: _____
 Nationality: _____ Vendor No.: _____

2. To be completed by the subscriber

Please type or print and **mail original and first and second copies**, along with your travel claim upon completion of travel,

to: United Nations Development Programme, One United Nations Plaza, New York, NY 10017.

Attention: (Finance Officer)

Room No.: _____

I certify that the dates indicated below are an accurate account of the services and duties performed under the terms of this contract.

| Countries visited | Dates worked | | No. of days worked | Total Payable |
|-------------------|--------------|----|--------------------|---------------|
| | From | To | | |
| | | | | |

Please note that payment will be made in the currency of the subscriber's usual residence, unless otherwise indicated in Article 3 of the Special Service Agreement, or paragraph 2 of the Reimbursable Loan Agreement. Payments in other than US dollars will be made at the UN operational rate of exchange in effect at the time payment is made. Bank charges related to payment will be borne by the subscriber.

Please make payment as indicated below:

Name of Bank: _____ Account title: _____
 Address: _____ Account number: _____
 Currency of _____ Social Security or Tax Identification No.: (if
 Account: _____ applicable)
 Signature: _____ Date: _____

Signature: _____ Date: _____

3. To be completed by Area/Requesting Officer

Please check appropriate box Final report accepted: ☐ Assessment sheet attached: ☐
 Final report not accepted ☐ Second Assessment to be added: ☐

I certify that the work was satisfactorily performed during the above mentioned dates.

Signature: _____ Date: _____
 Name: _____

4. To be completed by the Certifying Officer

Please process the payment of "Amount" to the subscriber in accordance with the payment instructions given above.

Travel Claim received ☐

Certifying
Officer

Certifying
Bureau/Division

Date

ANNEX 3: Price Proposal Guideline and Template

The prospective IC should take the following explanations into account during submission of his/her price proposal.

- You are asked to propose your professional **daily fee rate**, which will be multiplied by the number of working/days indicated in the Terms of Reference to establish the **total contract amount**.
- The fee rate should be indicated in Turkish Liras (TL).
- The fee rate should be indicated in gross terms and hence should be inclusive of costs related to tax, social security premium, pension, visa (if needed) etc.
- UNDP will not make any further clarification on costs related to tax, social security premium, pension, visa etc. It is the applicants' responsibility to make necessary inquiries on these matters.
- The payments to be made will be calculated on the actual number of working/days to be invested and reported (through Certificate of Payment Form) by the consultant for fulfillment/delivery of corresponding activities/deliverables. The number of working/days to be reported by the consultant cannot be more than the number of working/days, indicated in the TOR for the fulfillment/delivery of corresponding activities/deliverables.
- Once proposed and accepted, **the fee rate cannot be changed**.
- As per UNDP corporate procurement rules and regulations, in case a candidate over 62 years of age and required to travel for the completion of tasks described in the TOR is identified for contract award, the candidate shall at his/her own expense undergo a full medical examination, including x-rays, as well as obtaining medical clearance from an UN-approved doctor prior to taking up his/her assignment." The cost of the medical clearance shall be taken into consideration while calculating and submitting the price proposal. UN approved doctor list including contact information will be provided to the successful candidate.
- Travel and accommodation costs for assignment-related travels outside of the duty station will be borne by UNDP and/or reimbursed upon submission of receipts, invoices of the expenses of IC and approval of UNDP which will be subject to limitations as per UN DSA rates.
- Please (a) copy the below text into a word processor, (b) indicate your daily fee rate as explained above, (c) do not change any part of the standard text (changing the standard text may lead to disqualification), (d) sign the document, (e) scan the signed version of the price proposal, and (f) send it as an attachment back to UNDP by replying to this email.

ANNEX 4: Price Proposal Submission Form

To: United Nations Development Programme

Ref: Consultancy Services on Integrated Resource Efficiency in Agriculture and Agro-based Industries

Dear Sir / Madam,

I, the undersigned, offer to provide professional consulting services to UNDP within the scope of the referred Assignment.

Having examined, understood and agreed to the Terms of Reference, the receipt of which are hereby duly acknowledged, I, the undersigned, offer to deliver professional services, in conformity with Terms of Reference.

My **daily consultancy fee rate** is: TRY

I understand that

- My daily fee rate will be multiplied by the applicable number of units to establish the contract amount.
- Signature of a contract would **not** establish a financial commitment from UNDP.
- The number of working/days indicated in the TOR, allocated for each payment/deliverable is the **maximum** number of working days, and I agree to fulfill/deliver the relevant activities/deliverables at most within those maximum amounts of working/days.

I confirm that the price (daily fee rate) that I quote is **gross**, and is inclusive of all legal expenses, including but not limited to social security, income tax, pension, visa etc., which shall be required applicable laws.

I agree that my proposal shall remain binding upon me for 120 days.

I understand that you are not bound to accept any proposal you may receive.

Date:

Name:

Address:

Telephone/Fax:

Email:

Signature: