



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

08.02.2017

Country: Turkey

Description of the Assignment: Consultant on Training of Trainers

Reference Code: TOT

Related Project Names: Technical Assistance for Socioeconomic Development through Demining and Increasing the Border Surveillance Capacity at the Eastern Borders of Turkey Phase II

Period of Assignment/Services: March 2017 - May 2017

Proposal should be submitted by email to tr.ic.proposal@undp.org no later than 20 February 2017 COB.

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.

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 (please see section 5, below and Annex II),
- Personal CV (P11), including past experience in similar activities and at least 3 references.

5 Financial Proposal

The interested individual consultants must submit their financial proposals by following the guidance and the standard template provided in Annex 2. 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	Weight	Maximum Points
<u>Technical</u>	70%	100 pts
General Qualifications	21%	30 pts
General Professional Experience	21%	30 pts
Specific Professional Experience	28%	40 pts
<u>Financial</u>	30%	100 pts

7 Payments

The Consultant will be hired under an Individual Contract and be paid on the basis of the submission of deliverables detailed in Annex 1 Terms of Reference upon acceptance and approval of the deliverables by UNDP. Without submission and approval (by the UNDP) of the deliverables, the Consultant shall not be entitled to receive any payment from the Project even if he/she invests time in the assignment.

The amount paid shall be gross and inclusive of all associated costs such as social security, pension and income tax.

The consultant will be paid in TRY in case s/he is Turkish national otherwise in USD upon submission of the deliverables as detailed above. The price proposal will be given in USD. The rate of exchange shall be the official rate applied by the United Nations on the day the UNDP instructs its bank to effect the payment(s).

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: Price Proposal Guideline and Template
- Annex 3: General Conditions of Contract for Individual Consultant

Annex 1 - Terms of Reference (ToR)

Consultant on Training of Trainers

1. Background and Project Context

Border management is regarded as being one of the most priority areas of the EU Accession process for Turkey. Illegal border crossings constitute a very serious threat to national security and made a pressure on European Border Management System.

The management of the eastern borders is not an easy task due to geographical and climate conditions in that region of Turkey. Moreover, this region has been used as an illegal crossing route and in order to provide the border security in this region, landmines had been laid to prevent illegal border crossings, smuggling and resulting security challenges. Now, these landmines constitute a very serious threat for border management in that region.

Turkey aims to have these landmines cleared to provide a more secure way of protecting the borders via technologically supported border surveillance systems to achieve the targets set out by European Union for a good functioning border management system.

Within this framework, having an ultimate objective of contributing to the social and economic development through demining and more secure borders in Eastern Turkey, the “Technical Assistance for Socioeconomic Development through Demining and Increasing the Border Surveillance Capacity at the Eastern Borders of Turkey Phase I and II” was developed.

In the scope of the above mentioned Project, there is a specific component on “Strengthened Risk Analysis System on Integrated Border Management”, which aims to contribute to the prevention of illegal migration and all types of cross-border crimes at Turkey’s Eastern borders in line with EU’s IBM policies and strategies.

The need for strengthening the national risk analysis system of border management has been identified and raised in successive EU Progress Reports for Turkey.

This Terms of Reference (ToR) at hand is for Consultant on Training of Trainers, who will support the Project activities through development and delivery of Training of Trainers (ToT) program modules for the selected professional staff at the Eastern borders.

2. Scope of Work

The aim is to enlarge the pool of qualified trainers among professionals at Eastern borders of Turkey providing a platform for future trainings in respective thematic areas.

The Training will be delivered for border practitioners with responsibilities to provide on-job trainings, coaching and mentoring of subordinates, as well as professional trainers from training establishments.

The ToT training is divided in two phases:

- ✓ 3 days pre-ToT Phase provides in-depth knowledge on integrated border management and risk analysis concepts and their application at operational and tactical levels for land border surveillance;
- ✓ 2 days ToT Phase enhancing capacity and capability of participants to deliver training according to best practices and international standards on risk analysis. The emphasis is put on workshop style interactive methods of training with trainees’ direct involvement in preparation and presentation of case studies, practical exercise, scenarios, and examples supporting conceptual knowledge obtained during the pre-TOT Phase.

Consultant will be provided by the Project Team with the Project output documents on strengthening risk analysis based land border surveillance, as well as other available contextual materials on border management in Turkey.

3. Expected Deliverables and Output

Under the overall supervision of the CTA/Project Manager and direct guidance of Risk Analysis Specialist on Border Management, Consultant is to complete the following tasks:

	Tasks and Deliverables	Timelines	Days, location
1.	Elaboration of training modules for respective thematic areas, preparation of handouts.	Until 31 March 2017	3 days Home-based work
2.	Delivery of three 5 days training sessions for the selected professional staff and finalization of training modules for further use.	April – May 2017 (dates tbd)	15 days Ankara
		Total	18 days

Without submission and approval (by the UNDP) of the above listed deliverables, Consultant shall not be entitled to receive any payment from the UNDP even if he/she invests time in this assignment.

*The payment conditions indicated herein represents the maximum amount to be paid and will be based on the actual number of working days invested for the development of each deliverable. The total working days of the consultants (non-consecutive working days) dedicated to the assignment shall not exceed 18 days (at maximum) until the end of May 2017.

4. Duration and Place of Work

The assignment will start in March 2017 from the date of signing a contract and be completed until 31 May 2017.

The assignment will include 15 working days in Ankara, Turkey and 3 days of home-based work. The number of days presented for home-based work is indicative. Consultant may invest less/more than expected number of days for home-based work. The actual number of days invested will not change the amount of payment.

The number of days presented for home-based work is indicative. Consultant may invest less/more than expected number of days for home-based work. The actual number of days invested will not change the amount of payment.

Consultant will be hired under an Individual Contract (IC). The consultant will be paid in TRY in case s/he is Turkish national otherwise in USD upon submission of the deliverables as detailed above. The price proposal will be given in USD. The rate of exchange shall be the official rate applied by the United Nations on the day the UNDP instructs its bank to effect the payment(s).

The amount to be paid to the Consultant shall be gross and inclusive of all associated costs such as social security, pension and income tax etc.

Payment will be realized after submission and approval (by the UNDP) of the above listed deliverables.

The place of home-based work will be the IC's place of residence/work.

Accommodation and living expenses in Ankara will be borne by the consultant and must be included in the price proposal.

The travel and accommodation costs of all missions other than duty station (Ankara) will be borne by UNDP. The costs of these missions may either be;

- Arranged and covered by UNDP CO from the respective project budget without making any reimbursements to the Consultant or,
- Reimbursed to the Consultant upon the submission of the receipts/invoices of the expenses by the consultant and approval of the UNDP. The reimbursement of each cost item is subject to the following constraints/conditions provided in below table;
- Covered by the combination of both options.

Cost item	Constraints	Conditions of Reimbursement
Travel (intercity transportation)	full-fare economy class tickets	1- Approval by UNDP of the cost items before the initiation of travel 2- Submission of the invoices/receipts, etc. by the consultant with the UNDP's F-10 Form 3- Acceptance and Approval by UNDP of the invoices and F-10 Form.
Accommodation	Up to 50% of the effective DSA rate of UNDP for the respective location	
Breakfast	Up to 6% of the effective DSA rate of UNDP for the respective location	
Lunch	Up to 12% of the effective DSA rate of UNDP for the respective location	
Dinner	Up to 12% of the effective DSA rate of UNDP for the respective location	
Other Expenses (intra city transportations, transfer cost from /to terminals, etc.)	Up to 20% of effective DSA rate of UNDP for the respective location	

5. Qualifications of the Successful Individual Contractor

	Minimum Requirements	Assets
General Qualifications	<ul style="list-style-type: none"> University degree in military/police college, security studies, education, or any other related fields Good command of spoken and written English 	<ul style="list-style-type: none"> Master or PhD degree in relevant fields will be an asset
Professional Experience and Qualifications	<ul style="list-style-type: none"> Minimum 10 years working experience in the agency in charge of border surveillance 	<ul style="list-style-type: none"> Practical experience in land border surveillance activities at regional and (or) local levels is an asset
Specific Professional Experience	<ul style="list-style-type: none"> Proven knowledge of the EU Common Integrated Risk Analysis Model (CIRAM) and its application at the national level 	<ul style="list-style-type: none"> Professional experience in delivery of trainings on risk analysis based border management is an asset Experience in Turkey in the field of Border Management related work is an asset
Notes: <ul style="list-style-type: none"> Internships (paid/unpaid) are not considered professional experience. Obligatory military service is not considered professional experience. Experience gained prior to completion of undergraduate studies is not considered professional experience. 		

6. Payments

The payments will be made on delivery basis for the respective deliverables as indicated in the above table. Payments will be made against submission of the deliverables, indicated in section 3 of the Terms of Reference, by the individual consultant/ legal entity and upon their approval by the PMU and UNDP.

If the deliverables are not submitted by the incumbent as defined in the ToR, the incumbent will not be entitled to any payment even if s/he invests time in the assignment. The amount paid to the incumbent shall be gross and inclusive of all associated costs such as social security, pension and income tax etc.

Annex II: Price Proposal Guideline and Template

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

- 1) 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.
- 2) The fee rate should be indicated in United States Dollar (USD).
- 3) The consultant shall be paid in US\$ if he/she resides in a country different than Turkey. If he/she resides in Turkey, the payment shall be realized in TL through conversion of the US\$ amount by the official UN exchange rate valid on the date of money transfer.
- 4) 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.
- 5) 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.
- 6) The payments to be made will be calculated on the actual number of working/days to be invested and reported (through Certification of Payment when needed) 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 Terms of Reference allocated for the fulfillment/delivery of corresponding activities/deliverables.
- 7) As explained in Section 4 of the Terms of Reference, if the consultant resides in a city other than Ankara, assignment-related travel costs will be borne by UNDP upon submission of documentation, only for the trips that are requested by the project management.
- 8) 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.
- 9) Once proposed and accepted, the fee rate cannot be changed.
- 10) 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.

United Nations Development Programme

Price Proposal Submission Form for ICs

To: United Nations Development Programme

Ref: Consultant on Training of Trainers

Dear Sir / Madam,

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

I have reviewed the Procurement Notice and attachments thereto, and I agree to provide the duties and responsibilities of the individual consultants (Section 3 of the Terms of Reference), listed therein, within the deliverables (Section 3 of the Terms of Reference), indicated also therein.

Having examined, understood and agreed to the Procurement Notice and its annexes, the receipt of which are hereby duly acknowledged, I, the undersigned, offer to deliver professional services, in conformity with Annex I (Terms of Reference) of the Procurement Notice.

TITLE OF THE CONSULTANT	DAILY CONSULTANCY FEE RATE (USD)
Consultant on Training of Trainers	

I confirm that my financial proposal will remain unchanged. I also confirm that the price 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 60 days.

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

[Signature]

Date:

Name:

Address:

Telephone/Fax:

Email: