



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

15.05.2017

Country:	Turkey
Description of the Assignment:	8 Facilitators
Related Project Names:	Support to Development of a Policy Framework on Total Factor Productivity
Period of Assignment/Services:	June 2017- May 2018

Proposal should be submitted by email to tr.ic.proposal@undp.org no later than 25th of May 2017.

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, including past experience in similar projects 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	14%	20 pts
General Professional Experience	21%	30 pts
Specific Professional Experience	35%	50 pts
<u>Financial</u>	30%	100 pts

7 PAYMENTS

The Consultant will be hired under an Individual Contract and be paid in TRY on the basis of the number of days invested in each month upon acceptance and approval of the services by UNDP. The incumbent shall also prepare a timesheet that indicates the number of days invested for the specific month and submit this to UNDP with the Monthly Progress Report for acceptance and approval of UNDP.

#	Deliverables	Estimated working days*
1	Moderation of Assigned Meetings and reporting the results at Digitalization of Supply Chain, Commercialization of Research and Development, Institutionalization, Material Science - Advanced Manufacturing Technologies and Value Chain workshops, food, apparel, electrical home appliances and automotive tentatively.	4 days per facilitator (including the main event)

*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 dedicated to the assignment shall not exceed 4 days.

The amount paid shall be gross and inclusive of all associated costs such as social security, pension and income tax. Accommodation and living expenses in Ankara (Duty Station) will be borne by the consultant and must be included in the price proposal. Assignment-related travel and accommodation costs outside of the Duty Station will be borne by UNDP in line with UNDP's corporate rules and regulations.

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

1 BACKGROUND

UNDP Turkey aims to find practical solutions to Turkey's development challenges and manages projects together with the Turkish Government and other partners to address them. Since 1986 it has implemented over 80 programs across the country. In addition, the UNDP has played a major role in response to crises and disasters in Turkey and the surrounding region.

UNDP Turkey has positioned 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 geared towards addressing 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.

Within the scope of the Economic-Growth and Competitiveness Cluster of the ISG portfolio, UNDP aims to support Turkey in its economic and social development and to enhance competitiveness. Increasing productivity is critical for improvement of the manufacturing capacity, enhancement of competitiveness and acceleration of growth and thus economic and social development. In Turkey, productivity is the main obstacle of the growth. The purpose of the Project is to produce a policy framework, which is shaped by a forward-looking analysis, based on economic convergence scenarios, and which at the same time takes into account the fundamental differences between manufacturing industries in terms of Total Factor Productivity (TFP) constraints.

Support to Development of a Policy Framework on Total Factor Productivity Project's overall objective is to improve the contribution of total factor productivity to growth and specific objective is to improve the institutional capacities to formulate and implement sector policies and strategies that contribute to national competitiveness. The Project, funded by EUD, will target to reach and interact with a wide range of stakeholders from public sector to private sector covering policy makers and business actors including think tanks, business service organizations etc. Ministry of Development will be the final beneficiary who will own the policy framework and manufacturing industry representatives and overall economic actors will be also among the final beneficiaries to be affected by the policy framework. In line with the Description of Action there are three components; Inception phase, TFP Assessment and TFP Policy Framework.

2 OBJECTIVE AND SCOPE

UNDP will mobilize a local short term expert to deliver consultancy services during the TFP Assessment phase. Along with the Project Management Unit, the consultant will be providing technical assistance and support the analysis and field work while completing key milestones during the first year of the Project. The objective of this assignment is to facilitate establishment of the research and synthesis framework and provide with assistance to effective and efficient implementation of this framework within TFP assessment. The scope of the service will be in technical assistance nature and will be delivered concerning specific project activities.

3 DUTIES AND RESPONSIBILITIES OF THE INDIVIDUAL CONSULTANT (IC)

A local Senior Technical Expert will be mobilized within the scope of the assignment who will;

- Selecting appropriate methods and tools that will enable participants to achieve objectives established by the PMU team
- Work with the selected group to return to goals/agenda when diversion from agenda occurs or problems or issues arise.
- Create an environment that allows civil dialogue and input from all participants while remaining neutral throughout the process.
- Participate in Meetings and Working Groups and assist in development of meeting theme and agenda
- Preparation of the meeting minutes, forms, evaluation forms, meeting agendas and monthly progress reports, regularly notes and other ad hoc reports upon request.

The IC will report to Team Leader and will work in close cooperation with PMU.

4 DUTIES AND RESPONSIBILITIES OF THE UNDP

UNDP will provide background materials, for the Consultant's review, reference and use. Neither UNDP nor any of the project partners is required to provide any physical facility for the work of the Consultant. 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/or the relevant project partners such facilities may be provided at the disposal of the Consultant. UNDP and/or the relevant project partners will facilitate meetings between the Consultant and other stakeholders, when needed.

5 DELIVERABLES, AGAINST ESTIMATED TIME FRAMES

5.1 Deliverables for each Facilitator

The deliverables of the assignment are;

	Tasks and Deliverables	Timelines	Days, location
1.	Written output of the selected appropriate methods and tools for workshop design, list of participants and detailed concept of workshops including presentations and hands outs to be delivered at the workshops.	3 days before the workshop organized	2 days home based work
2.	Delivery of the workshops for 1 day.	June –May 2018 (dates to be decided)	1 day Ankara or İstanbul
3.	Delivery of workshop report including meeting minutes and strategy documents.	June-May 2018 (dates to be decided)	1 day home based work
		Total	4 days

5.2 Time frames

The reports should be submitted 3 days before and after the workshop organized.

5.3 Estimated inputs by the Individual Consultant

The Facilitator is expected to invest approximately 4 days per meeting/workshop organized within the scope of the Assignment.

6 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 economics, business, engineering administration, public administration, political economy or relevant field.• Fluency in English and in Turkish• Computer skills (i.e. office applications).•	<ul style="list-style-type: none">• Master's Degree will be an asset.
General Professional Experience	<ul style="list-style-type: none">• At least 8 years of specific experience in facilitation consulting and academic research.	<ul style="list-style-type: none">• High level strategic planning or policy formulating experience is an asset.

	Minimum Requirements	Assets
Specific Professional Experience	<ul style="list-style-type: none"> At least 8 years in consulting, meeting/event facilitation or public outreach, academic life. Experience in Strategy development for public/private sector organizations. 	<ul style="list-style-type: none"> Experience in strategy development is an asset. Experience in innovation and industrial policy is an asset. Experience in economic development strategy is an asset. At least 8 years of specific experience in consulting, meeting/event facilitation or public outreach Experience in strategy development for public/private sector firms/organizations Excellent oral and written communication skills. Effective meeting facilitation skills. Experience in Turkish Manufacturing sectors 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. 		

7 TIMING AND DURATION

The Assignment is expected to be launched in June 2017 and all workshops will be completed by May 2018.

8 PLACE OF WORK

The place of work will be Ankara and İstanbul. 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	

10 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 5 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 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.
- 8) Once proposed and accepted, the fee rate cannot be changed.
- 9) 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.

Price Proposal Submission Form for ICs

To: United Nations Development Program

Ref: Support to Development of a Policy Framework on Total Factor Productivity

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 5 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.

My *daily fee* for the above selected position is:

_____ United States Dollar (USD)

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: