

## Call for Expression of Interest for Trainer on Migrants Rights (REF: 2017/GB/EOI/TMR)

### INSTRUCTIONS TO APPLICANTS

General		
1.	<b>Eligibility</b>	This “Call for Expression of Interest” is open for individual consultants.
2.	<b>Purpose</b>	<p>The aim of the Call is to establish a qualified pool of consultants who can deliver professional services on a short-term basis for the training of professional staff of Land Forces Command at the land borders in Turkey.</p> <p>Thematic areas to be covered, are listed in Attachment 1 (Generic Terms of Reference).</p>
3.	<b>Deadline</b>	<p>Deadline for initial applications is <b>17 December 2017</b> (The project needs to deploy several trainers immediately.)</p> <p>The Call for Expression of Interest will be open until <b>15 October 2018</b> (subject to extension, as needed by UNDP), since the project will need to deploy trainers throughout the project duration.</p> <p>UNDP will evaluate the applicants starting from Monday in the last week of each month.</p>
Preparation and Submission of Applications (Expression of Interest)		
4.	<b>Language</b>	All applications should be made in the English. Applications in languages other than the English Language may be automatically eliminated by UNDP without a further request for clarification and/or completion.
5.	<b>Submissions</b>	<p>All submissions and inquiries shall be e-mailed to <a href="mailto:tr.ic.proposal@undp.org">tr.ic.proposal@undp.org</a></p> <p>The subject line must be indicated as <b>REF: 2017/GB/EOI/TMR</b></p>
6.	<b>Documents</b>	Submissions should include Application Form (Attachment 2), P11 and short motivation letter of the candidate.
7.	<b>Validity period</b>	All applications will be assumed to be valid until 30 October 2018.
Evaluation and Award of Contracts		
8.	<b>Step 1: Expression of Interest &amp; Long-listing</b>	<p>The applications (Expression of Interest) will be reviewed by an evaluation committee against the minimum requirements, defined in the attached generic Terms of Reference.</p> <p>Applicants meeting the minimum requirements (pass/fail) will be included in the roster. Screening process will be repeated on a monthly basis (or more frequently when needed) to review the incoming applications and expand the roster accordingly.</p> <p>The outcome of the long-listing process is to establish a roster of consultants meeting the minimum requirements of the generic terms of</p>

		reference, categorized in accordance with the level, type and area(s) of expertise of the consultants.
9.	<b>Step 2: Specific Terms of Reference</b>	<p>The project management unit will prepare specific Terms of Reference (ToR) for each assignment. Assignment-based specific Terms of Reference will include (a) specific set of required qualifications and (b) the level, type and area(s) of expertise, required for fulfillment of the assignment.</p> <p>Assignment-based specific terms of reference will be sent (e-mailed) to the long-listed consultants, qualifications of whom meet the level, type and area(s) of expertise, identified in the relevant procurement notice.</p> <p>The invitees will be provided with the opportunity to update their CVs with a view to highlighting their qualifications and experiences that are most relevant to the requirements of the specific terms of reference. Invitees may also prefer not to update their CVs in which case the CVs submitted during the expression of interest will be taken into account.</p> <p>A short-listing committee will review and score CVs of the candidates, based on the specific set of qualifications, indicated in the assignment-based specific terms of reference. The outcome of the short-listing process is a list of consultants that meet the minimum requirements in the assignment-based specific terms of reference, scored in accordance with the technical evaluation criteria indicated in the relevant ToR.</p>
10.	<b>Step 3: Price Proposal</b>	Short-listed candidates will be asked to submit their price proposals, by following the guidelines and price proposal submission template to be sent to the short-listed candidates along with the request for submission of price proposal.
11.	<b>Award Criteria</b>	To be specified in the Specific Terms of Reference.
12.	<b>Attachment</b>	<p>Attachment 1: Generic Terms of Reference</p> <p>Attachment 2: Application Form</p> <p>Attachment 3: P11</p> <p>Attachment 4: General Terms and Conditions</p>
<p>* All the applications will be received through email. UNDP will not assume any responsibility for any failure regarding transmission and/or receipt of emails. UNDP will not accept any liability and/or cannot be kept liable for not receiving email submissions that are rejected by its servers due to the excessive size of the email (e.g. larger than 10 MB), virus, spam etc. No phone inquiries will be accepted regarding receipt of applications.</p> <p>** The UNDP reserves the right to cancel the application, evaluation and/or the award process and reject all applications at any time prior to award of an agreement without incurring any liability to the affected applicants. Only shortlisted candidates will be contacted.</p>		

\*\*\* UNDP implements several projects and programmes, applications to this call for expression of interest will be considered for specific projects. Candidates to be long-listed may not be automatically considered for other opportunities.

## Attachment 1: Generic Terms of Reference

1.	<b>Background</b>	<p>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 and territories, working with them on their own solutions to global and national development challenges.</p> <p>Under the IDG Portfolio, the project named “Increasing Border Surveillance Capacity of Borders between Turkey and Greece” aims at developing a training model and curriculum in line with international law and practices; and training of 500 professional staff (currently Turkish Land Forces Command professionals) on the procedural requirements of dealing with irregular movements at the border regions as well as fundamental rights on migrants and international protection and combating human trafficking.</p>
2.	<b>Purpose and scope</b>	<p>The overall objective of the project is to support border security and surveillance through increasing individual and institutional capacity of relevant border guards (Land Forces).</p> <p>Specific objective of the project is to contribute to the prevention of irregular migration, human trafficking, cross-border crimes, and smuggling and to ensure further development and implementation of border management and standards in line with EU’s IBM policies and strategies.</p> <p>The purpose of the assignment is to develop a training model and curriculum in line with international law and practices; and training of professional staff (currently Turkish Armed Forces) on the procedural requirements of dealing with irregular movements at the border regions as well as fundamental rights on migrants and international protection and combating human trafficking.</p> <p>The consultants will be requested to prepare and/or deliver a number of two-day basic and five-day advanced level training sessions (depending on their availability) for professional staff (Land Forces Command) serving for the land borders of Turkey.</p>
3.	<b>Nature of Services and Areas of Expertise</b>	<p>In accordance with the project mentioned above (Section 2), the services will be procured for preparing and/or providing trainings on the following expertise areas:</p> <ol style="list-style-type: none"> <li>1) Rights of migrants and apprehended persons;</li> <li>2) Procedures and practices in the field of irregular migration</li> <li>3) International legal instruments on human rights and international protection.</li> </ol>

4.	<b>General Required Qualifications and Experience</b>	<p>An applicant must possess the following qualifications and experience to be long-listed:</p> <p><b>Education:</b> University degree in law, public administration, political science, international relations, public policy or any other related fields.</p> <p><b>Language:</b> Excellent oral and written communication skills in Turkish and English.</p> <p><b>General Professional Experience:</b> Minimum 10 years overall professional experience (note: obligatory military service, internships and experience gained prior to obtainment of a university degree is not considered professional experience).</p> <p><b>Specific Professional Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum 5 years of local work experience in migration, humanitarian assistance, law enforcement, border management or other relevant fields.</li> <li>- Previous experience in preparation and/or delivery of training on migration related topics.</li> </ul>
5.	<b>Duration</b>	<p>Services will be delivered between January– June 2018 and September – October 2018.</p>
6.	<b>Other Considerations</b>	<p>The following matters, if applicable, will be specified in the specific Terms of Reference:</p> <ul style="list-style-type: none"> <li>• Detailed description of task and duties of the consultants,</li> <li>• Detailed description of required qualifications and experience,</li> <li>• Outputs to be delivered by the consultants and payment terms and conditions,</li> <li>• Timeframe and number of working/days to be invested by the consultants,</li> <li>• Duty station,</li> <li>• Place of work,</li> <li>• Logistical arrangements,</li> <li>• Facilities to be provided.</li> </ul>

## Attachment 2: Application Form

### PART A: Personal Information

Name(s)	
Last Name	
Nationality	
Sex	

### PART B: Qualifications and General/Specific Professional Experience

Please answer the following questions	Yes	No
Do you have a university degree in law, public administration, political science, international relations, public policy or any other related fields?		
Are you proficient in Turkish?		
Are you proficient in English?		
Do you have minimum 10 years of professional experience?		
Do you have minimum 5 years of specific professional experience in one of the areas listed in Part C (below)?		
Do you have previous experience in preparation and/or delivery of training on migration related topics?		

### PART C: Broad Areas of Specific Professional Experience

Please indicate tick the appropriate boxes to demonstrate level and type of your specific expertise	Equal or more than 5 years but less than 8 years	More than 8 years but less than 10 years	More than 10 years	International Experience
1) Rights of migrants and apprehended persons;				
2) Procedures and practices in the field of irregular migration				
3) International legal instruments on human rights and international protection.				
4) Other (relevant with subjects listed in Section 3 of Generic Terms of Reference)				