

REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: July 30, 2018
	REFERENCE: UNDP-TUR-RFP(MC1)-2018/09

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting;

- a) LOT 1: A mapping exercise to identify and profile Syrian owned enterprises in the framework of the Job Creation Component of Turkey Resilience Project in Response to the Syria Crisis in project provinces.
and/or
- b) LOT 2: A survey amongst private sector actors in Turkey (SMEs, large-scale companies, international firms, business associations)

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **18:00 Thursday, August 16, 2018** by courier mail.

UNDP Turkey Country Office
Yıldız Kule, Yukarı Dikmen Mah, Turan Güneş Bulvarı, No:106, Cankaya, Ankara, 06550 Turkey
Ref. UNDP-TUR-RFP(MC1)-2018/09
Focal Point: Ümit Alsaç, Procurement Officer
e-mail: tr.procurement@undp.org

Your Proposal must be expressed in English, and valid for a minimum period of 90 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money for each LOT shall be selected and awarded the contract for that respective LOT. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Proposer does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Proposer accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Contractor's preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Contractor to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Contractors to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Sukhrob KHOJIMATOV
Deputy Country Director
July 30, 2018



Description of Requirements

Context of the Requirement	<p>LOT 1: Mapping of Syrian Owned Enterprises in Gaziantep, Mersin, Adana, Kilis, Hatay, Izmir and Manisa to extract the data on the profile of Syrian owned companies operating mainly in manufacturing sectors.</p> <p>LOT 2: Conducting a private sector survey amongst private sector actors in Turkey (SMEs, large-scale companies, international firms, business associations etc.)</p>
Implementing Partner of UNDP	Ministry of Industry and Technology
Brief Description of the Required Services	<p>LOT 1: Mapping of Syrian Owned Enterprises</p> <p>The mapping exercise will cover Syrian owned enterprises – <i>mainly focusing on manufacturing industry</i> - including sectoral distribution, their capacity in terms of production, marketing strategy, their contribution to the local economy (turnover and number of employees), figures for women employment and their perception in terms of participation of women to the labor market, export & import figures, their relations with local companies and their positioning in the value chain, their future projections in terms of growth, etc. in target provinces namely Gaziantep, Kilis, Adana, Mersin, Izmir, Manisa and Hatay.</p> <p>LOT 2: Private Sector Survey</p> <p>The overall objective of this assignment is to carry out a survey amongst private sector actors in Turkey (SMEs, large-scale companies, international firms, business associations etc.) through the following three tools:</p> <p>i) an online survey system; ii) focus group discussions; iii) bilateral meetings. The Contractor shall also support UNDP Country Office in setting up the Connecting Business Initiative (CBI)¹ network in the country with the focus on the Syria Crisis and Resilience Response.</p> <p>The survey is aimed to provide practical information on the role of the private sector specifically in relation to their engagement in terms of establishing business relations with existing Syrian owned companies, the employment of refugees and their integration to the local market and labour force. The survey will be carried out as a project activity under UNDP Syria Crisis Response and Resilience Programme, particularly the Job Creation Component of Turkey Resilience Project in Response to the Syria Crisis, funded by the EUTF MADAD.</p> <p>The survey will:</p> <ul style="list-style-type: none"> - Focus primarily on companies based in the South East (i.e. Gaziantep, Hatay, Kilis and Sanliurfa), Istanbul, Ankara, Kayseri, Izmir, Denizli, Mersin, Konya, Manisa and Adana. - Focus primarily on the following sectors: textile, ready-wear, furniture, food processing, specialized manufacturing, plastics and chemicals sectors.

¹ Please see information on Connecting Business Initiative (CBI) in the LOT 2's Terms of Reference

**List and Description of
Expected Outputs to be
Delivered**

Lot 1: Mapping of Syrian Owned Enterprises

1. **Development of the Questionnaire** - The selected Contractor will prepare the questionnaire for the survey with Syrian owned enterprises and finalize it in accordance with comments and inputs provided by the UNDP Senior Resilience Advisor, Programme Manager and respective Project Manager;
2. **Conducting survey** - The selected Contractor will conduct surveys in each of the target provinces with a total of at least 300 enterprises mainly working in manufacturing industry in Gaziantep, Kilis, Mersin, Adana, Hatay, Izmir and Manisa,
3. **Preparation of the Draft Report** with quantitative scoring and qualitative results on the survey to be submitted for inputs and comments by UNDP Senior Resilience Advisor, UNDP Syria Crisis Response Programme Manager and respective UNDP Project Manager,
4. **Delivery of the Final report in Turkish and English** - The selected Contractor will prepare the final report including introduction, survey background, methodological approach used, and all analytical findings from the surveys conducted with the Syrian enterprises.

All supporting databases including the Syrian owned SMEs that are surveyed, completed questionnaires and other relevant materials will be handed-over to the UNDP Turkey Office. The data will be owned by UNDP and cannot be published or shared by the Contractor without written permission of UNDP.

Activity	Deliverable	Target date for submission to UNDP for approval
1) Preparation of the survey questionnaire and finalization upon approval of UNDP Country Office;	Methodology Contents and scope of survey, bilateral meetings and focus group discussions.	7 days after commencement date.
2) Identification of participants for the Mapping of Syrian owned enterprises per province in Gaziantep, Kilis, Adana, Mersin, Izmir, Hatay and Manisa	List of potential participants per province	20 days after commencement date.
3) Conducting face-to-face interviews with Syrian owned enterprises operating mainly in manufacturing sector in target provinces	Data Analysis Report on Completed Surveys	75 days after commencement date.
4) Write-up of analytical reports and findings	Final Report	90 days after commencement date.

Lot 2: Private Sector Survey

1. **Development of Methodology, contents and scope** of the survey including the online survey system, bilateral meetings and focus group discussions:
2. **Conduct of online private sector survey** via reaching out min. 269 enterprises through TURKONFED and Chambers' network of member enterprises,
3. **Conduct of bilateral meetings and focus group discussions** with enterprises and private sector representatives (60 bilateral meetings and 6 focus group discussions in total) in 3 target provinces namely Istanbul, Ankara and Gaziantep.
4. **Data Analysis Report on Survey:** Analysis of the key findings of the survey, particularly the main opportunities and challenges identified with regards to the engagement of private sector in Syria response per sector and provinces,
5. **Focus Group Analysis Report:** Analysis of bilateral meetings and focus group discussions
6. **Assessment Report:** A landscape assessment report to identify an optimal strategy for private sector engagement in Turkey with specific recommendations on main possible models of sustainable cooperation between UNDP and the private sector such as employment of Syrians, value chain development, selling of products produced by Syrians with respect to the Syria crisis response,
7. **Consolidated Final Report:** Preparation of consolidated final report and submission to UNDP

Activity	Deliverable	Target date for submission to UNDP for approval
1) Finalization of the methodology and the content of the online private sector survey and bilateral meetings & focus group discussions	Methodology Contents and scope of survey, bilateral meetings and focus group discussions.	7 days after commencement date.
2) Conduct of online survey (simultaneous action with bilateral meetings and focus group discussions)	Completed online survey, number of participating companies	30 days after commencement date.
3) Conduct of bilateral meetings and focus group discussions with SMEs and private sector representatives in target provinces	Minutes of bilateral meetings. Minutes of focus group discussions.	45 days after commencement date. (3 provinces namely Gaziantep, Ankara and Istanbul, 6 focus group discussions and at least 60 bilateral meetings in total in 3 provinces with SMEs and private sector representatives)
4) Data analysis of the key findings of the survey, particularly the main opportunities and challenges identified with regards to the	Data Analysis Report on online Survey	45 days after commencement date.

	employment of refugees per province and sectors.		
	5) Analysis of bilateral meetings and focus group discussions	Bilateral Meetings/Focus Group Analysis Report	60 days after commencement date.
	6) A landscape assessment report to identify an optimal strategy for private sector engagement in Turkey with an overview of main possible models of cooperation between UNDP and the private sector with respect to the Syria response	Landscape Assessment Report	75 days after commencement date.
	7) Preparation of consolidated final report and submission to UNDP	Consolidated Final Report	75 days after commencement date.
<p>The Contractor selected for each LOT will share the list of enterprises that participated in the mapping exercise and private sector survey, bilateral meetings and focus group discussions including contact details, sectors, provinces and, number of employees indicating gender and number of refugees already employed with UNDP Turkey Office at the end of the each assignment.</p> <p>The details of the above-mentioned outputs and deliverables can be found in the Terms of Reference sections (Annex 4 for LOT 1 and Annex 5 for LOT 2).</p>			
Person to Supervise the Work / Performance of the Contractor	UNDP Project Manager responsible for Job Creation Component will be responsible for day to day supervision to the Contractor under overall supervision of UNDP Senior Resilience Advisor and UNDP Syria Crisis Resilience Response Programme Manager		
Frequency of Reporting	The Contractor must provide regular bi-weekly progress updates through e-mails to the respective UNDP Project Manager. These updates should include challenges faced and activities conducted and accomplished. UNDP withholds the right to request additional updates/reports on specific issues.		
Progress Reporting Requirements	<p>LOT 1: Mapping of Syrian Owned Enterprises</p> <ul style="list-style-type: none"> - Bi-weekly progress report per province during the mapping exercise, - Final progress report <p>LOT 2: Private Sector Survey</p> <ul style="list-style-type: none"> - Bi-weekly progress reports regarding online survey and when possible brief information on bilateral interviews and focus group discussions 		
Location of work	<p>LOT 1: Mapping of Syrian Owned Enterprises: Gaziantep, Mersin, Adana, Izmir, Manisa, Kilis and Hatay</p> <p>LOT 2: Private Sector Survey: Target provinces for focus group discussions and bilateral meetings will be Istanbul, Ankara and Gaziantep.</p>		
Expected duration of work	<p>LOT 1: Mapping of Syrian Owned Enterprises</p> <p>90 days following contract signature</p> <p>LOT 2: Private Sector Survey</p> <p>75 days following contract signature</p>		

Target commencement date	<p>LOT 1: Mapping of Syrian owned enterprises One week after contract signature</p> <p>LOT 2: Private Sector Survey: One week after contract signature</p>
Latest completion date	<p>LOT 1: Mapping of Syrian Owned Enterprises 90 days following contract signature</p> <p>LOT 2: Private Sector Survey 75 days following contract signature</p>
Facilities to be Provided by UNDP or its implementing and local partners (i.e., must be excluded from Price Proposal)	<p>UNDP will provide all relevant background information and materials for the Contractors reference.</p> <p>UNDP is not required to provide any physical facility for the work of the Contractor. For Lot 2: Private Sector Survey, meetings with the private sector will be facilitated through TURKONFED, Gaziantep Chamber of Industry and UNDP Turkey CO.</p>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Proposal	<p><input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes</p> <p>UN and its subsidiary organs are exempt from all taxes. Therefore, proposers shall prepare their financial proposals excluding Value Added Tax (VAT). It is the Proposers' responsibility to learn from relevant authorities (Ministry of Finance) and/or to review/confirm published procedures and to consult with a certified financial consultant as needed to confirm the scope and procedures of VAT exemption application as per VAT Law, Ministry of Finance's General Communiqués. The Contractor to be selected for each LOT shall not be entitled to receive any amount over its proposal price in relation to VAT. Overall contract amount to be paid to the contractor shall not exceed the offered Total Financial Proposal Price.</p>
Validity Period of Proposals (Counting for the last day of submission of quotes)	<p><input checked="" type="checkbox"/> 90 days</p> <p>In exceptional circumstances, UNDP may request the Contractor to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</p>
Partial Quotes	<p><input checked="" type="checkbox"/> Permitted</p> <p>Proposers can submit their proposals for either one of the two lots or both lots. However, they are not allowed to submit a proposal for only some part of a specific lot. UNDP will award the contract to one Proposer for each Lot.</p>
Payment Terms	<p>LOT 1: Mapping of Syrian Owned Enterprises The payment will be made within 30 days upon acceptance and approval of the Final Report, with the condition that all activities/deliverables preceding Final Report have been completed in compliance with the TOR and approved by UNDP.</p> <p>LOT 2: Private Sector Survey</p>

	<p>The payment will be made within 30 days upon acceptance and approval of the Consolidated Final Report with the condition that all activities/deliverables preceding Consolidated Final Report have been completed in compliance with the TOR and approved by UNDP.</p> <p>Payments to Contractors shall be effected in TL through conversion of the US\$ amounts to TL by the official UN exchange rate valid on the date of money transfer (in case the vendor is an entity established in Turkey).</p>
Person(s) to review / inspect/approve outputs /completed services and authorize the disbursement of payment	UNDP Project Manager responsible for Job Creation Component will be responsible for reviewing, inspecting and approving outputs and completed services under overall supervision of UNDP Senior Resilience Advisor and UNDP Syria Crisis Resilience Response Programme Manager
Type of Contract to be Signed	<p>Facesheet Contract for Goods and/or Services to UNDP</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
Criteria for Contract Award	<p><input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</p> <p><input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is mandatory criteria and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</p>
Criteria for the Assessment of Proposal	<p>In order to be considered for technical and financial evaluation for the LOT(s) it applies, each Proposer shall provide:</p> <ul style="list-style-type: none"> - Trade Registry Gazette: Copy of the Trade Registry Gazette or equivalent, demonstrating establishment of the Company. - Chamber Registry: Copy of the certificate, obtained by the proposer within the year in which the RFP is launched or expired, that demonstrates registration to the chamber of industry and/or trade to which the proposer is registered. - Authority to Sign: Original or notarized copy of Trade Registers Gazette indicating the shares of the shareholders of the company and their position within the company or the documents evidencing such issues as well as the signature circular of the legal entity certified by the notary public or specimen of list of authorized signatures and the notarized power of attorney. <p><u>The evaluation will be performed on "LOT" basis as follows:</u></p> <p><u>Technical Proposal</u></p> <p><input type="checkbox"/> Expertise of the Firm: 30%</p> <p><input type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan: 35%</p>

	<p><input type="checkbox"/> Management Structure and Qualification of Key Personnel 35%</p> <p>The minimum score required for technical qualification is 70%.</p> <p><u>Financial Proposal</u> To be computed as a ratio of the Proposer's offer to the lowest price among the proposals received by UNDP.</p> <p>The formula for the rating of the Proposals will be as follows:</p> <p>Rating the Technical Proposal (TP): $\text{TP Rating} = (\text{Total Score Obtained by the Offer} / \text{Max. Obtainable Score for TP}) \times 100$ </p> <p>Rating the Financial Proposal (FP): $\text{FP Rating} = (\text{Lowest Priced Offer} / \text{Price of the Offer Being Reviewed}) \times 100$ </p> <p>Total Combined Score: $\text{Combined Score} = (\text{TP Rating}) \times (\text{Weight of TP, e.g. 70\%}) + (\text{FP Rating}) \times (\text{Weight of FP, e.g., 30\%})$ </p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One or more Contractors, depending on the following factors: each LOT will be awarded to the Proposer who has the highest combined score for respective LOT.
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions (Annex 3) <input checked="" type="checkbox"/> Detailed TOR
Contact Person for Inquiries (Written inquiries only)	<p>Ümit Alsaç, Procurement Officer Address: Yıldız Kule, Yukarı Dikmen Mah, Turan Güneş Bulvarı, No:106, Cankaya, Ankara, 06550 Turkey E-mail address: tr.procurement@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the prospective Contractors.</p>
Other Information	If a proposer submits proposals for both LOT 1 and LOT 2, key personnel proposed for one LOT shall be different from those for the other LOT.

Annex 2.1

FORM FOR SUBMITTING PROPOSAL LOT 1: Mapping of Syrian Owned Enterprises

[insert: Location].

[insert: Date]

To: UNDP Turkey Office, Turkey Resilience Project in Response to the Syria Crisis, Yıldız Kule, Yukarı Dikmen Mah, Turan Güneş Bulvarı, No:106, 16th Floor Cankaya, Ankara, 06550 Turkey
Focal Point: Ümit ALSAÇ, Procurement Officer

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] with Ref. UNDP-TUR-RFP(MC1)-2018/09, and all of its attachments, as well as the provisions of the UNDP General Terms and Conditions for Institutional (De Minimis) Contracts:

A. Qualifications of the Proposer

The Proposer shall submit copies of following documents to demonstrate eligibility and expertise:

- a) *Trade Registry Gazette: demonstrating establishment of the Company*
- b) *Chamber Registry Certificate*
- c) *Authority to sign: notarized signature statement or signature circular or power of attorney*
- d) *A brochure, catalog or a similar document showing the profile of the proposer (nature of business, certifications etc.)*
- e) *Copies of contracts that show experience in area of surveys, research, public opinion or similar studies,*
- f) *Copy(ies) of contract(s) that show experience in the Syria crisis response in Turkey or other countries affected by humanitarian crisis.*

B. Proposed Methodology for the Completion of Services

The Proposer shall describe how it will address/deliver the demands of the RFP; providing defined and justifiable methodology, processes and methods to conduct the mapping exercise, including a sample questionnaire, key steps towards quality delivery of the assignment and the risks and critical issues along with mitigation strategy.

C. Qualifications of Key Personnel

CVs of the proposed Team Leader, Analyst and Assistant (which include a written confirmation that they will be available for the entire duration of the contract and at least 3 references). It is highly recommended that UNDP Personnel History Form (P11) is used for the CV.

D. PRICE SCHEDULE

The Proposers who submit a proposal for LOT 1:Mapping of Syrian Owned Enterprises shall fill out below price schedule.

Please take into consideration that no travel, accommodation or other expenses are foreseen for Deliverable 1, Deliverable 2 and Deliverable 4,

Deliverable 1: Methodology (Contents and scope of survey, bilateral meetings and focus group discussions)				
Activity 1: Preparation of the survey questionnaire and finalization upon approval of UNDP Country Office;				
.				
Price Item	Unit	Quantity (the number of man/days)	Unit Price (USD)	Total Price (USD)
Team Leader	man/day			
Analyst	man/day			
Assistant	man/day			
A.Total Price of Deliverable 1 (USD)				
Deliverable 2: List of potential participants per province				
Activity 2: Identification of participants for the Mapping of Syrian owned enterprises				
Price Item	Unit	Quantity (the number of man/days)	Unit Price (USD)	Total Price (USD)
Team Leader	man/day			
Analyst	man/day			
Assistant	man/day			
B.Total Price of Deliverable 2 (USD)				
Deliverable 3: Data Analysis Report on Completed Surveys				
Activity 3: Conducting face-to-face interviews with Syrian owned enterprises operating mainly in manufacturing sector in target provinces				
Price Item	Unit	Quantity	Unit Price (USD)	Total Price (USD)
Team Leader	man/day			

Analyst	man/day			
Assistant	man/day			
Travel Expenses*	One way			
Accommodation Expenses*	Nights			
Other Expenses (communication, stationary etc.)*	Lump-Sum			
C.Total Price of Deliverable 3 (USD)				
Deliverable 4: Final Report				
Activity 4: Write-up of analytical reports and findings				
Price Item	Unit	Quantity (the number of man/days)	Unit Price (USD)	Total Price (USD)
Team Leader	man/day			
Analyst	man/day			
Assistant	man/day			
D.Total Price of Deliverable 4 (USD)				
(A+B+C+D) GRAND TOTAL PROPOSAL PRICE (USD)				

***The Proposers shall provide details of travel,accommodation and other expenses in case they put a price for those for Deliverable 3.**

[Name and Signature of the Proposer's Authorized Person]

[Designation]

[Date]

Annex 2.2

FORM FOR SUBMITTING PROPOSAL LOT 2: Private Sector Survey

[insert: Location]

[insert: Date]

To: UNDP Turkey Office, Turkey Resilience Project in Response to the Syria Crisis, Yıldız Kule, Yukarı Dikmen Mah, Turan Güneş Bulvarı, No:106, 16th Floor Cankaya, Ankara, 06550 Turkey
Focal Point: Ümit ALSAÇ, Procurement Officer

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] with Ref. UNDP-TUR-RFP(MC1)-2018/09, and all of its attachments, as well as the provisions of the UNDP General Terms and Conditions for Institutional (De Minimis) Contracts:

A. Qualifications of the Proposer

The Proposer shall submit copies of following documents to demonstrate eligibility and expertise:

- g) Trade Registry Gazette: demonstrating establishment of the Company*
- h) Chamber Registry Certificate*
- i) Authority to sign: notarized signature statement or signature circular or power of attorney*
- j) A brochure, catalog or a similar document showing the profile of the proposer (nature of business, certifications etc.)*
- k) Copies of contracts that show experience in area of surveys, research, public opinion or similar studies,*
- l) Copy(ies) of contract(s) that show experience in the Syria crisis response in Turkey or other countries affected by humanitarian crisis.*

B. Proposed Methodology for the Completion of Services

The Proposer shall describe how it will address/deliver the demands of the RFP; providing defined and justifiable methodology, processes and methods to conduct the private sector survey, key steps towards quality delivery of the assignment and the risks and critical issues along with mitigation strategy.

C. Qualifications of Key Personnel

CVs of the proposed Team Leader, Analyst and Assistant (which include a written confirmation that they will be available for the entire duration of the contract and at least 3 references). It is highly recommended that UNDP Personnel History Form (P11) is used for the CV.

D. Breakdown of Proposal Price by Cost Component

Please take into consideration that no travel, accommodation or other expenses are foreseen for Deliverable 1, Deliverable 2 Deliverable 4, Deliverable 5, Deliverable 6, and Deliverable 7..

Deliverable 1: Methodology (Contents and scope of survey, bilateral meetings and focus group discussions)				
Activity 1: Finalization of the methodology and the content of the online private sector survey and bilateral meetings & focus group discussions;				
Price Item	Unit	Quantity (the number of man/days)	Unit Price (USD)	Total Price (USD)
Team Leader	man/day			
Analyst	man/day			
Assistant	man/day			
A. Total Price of Deliverable 1 (USD)				
Deliverable 2: Completed online surveys				
Activity 2: Conduct of online survey				
Price Item	Unit	Quantity (the number of man/days)	Unit Price (USD)	Total Price (USD)
Team Leader	man/day			
Analyst	man/day			
Assistant	man/day			
B.Total Price of Deliverable 2 (USD)				
Deliverable 3: Minutes of bilateral meetings and focus group discussions.				
Activity 3: Conduct of bilateral meetings and focus group discussions with SMEs and private sector representatives in target provinces				
Price Item	Unit	Quantity	Unit Price (USD)	Total Price (USD)
Team Leader	man/day			

Analyst	man/day			
Assistant	man/day			
Travel Expenses*	One way			
Accommodation Expenses*	Nights			
Other Expenses* (communication, stationary etc.)	Lump-Sum	Lump-Sum		
C.Total Price of Deliverable 3 (USD)				
Deliverable 4: Data Analysis Report on Survey				
Activity 4: Data analysis of the key findings of the survey, particularly the main opportunities and challenges identified with regards to the employment of refugees per province and sectors				
Cost Item	Unit	Quantity (the number of man/days)	Unit Price (USD)	Total Price (USD)
Team Leader	man/day			
Analyst	man/day			
Assistant	man/day			
D.Total Price of Deliverable 4 (USD)				
Deliverable 5: Bilateral Meetings/Focus Group Analysis Report				
Activity 5: Analysis of bilateral meetings and focus group discussions				
Cost Item	Unit	Quantity (the number of man/days)	Unit Price (USD)	Total Price (USD)
Team Leader	man/day			
Analyst	man/day			
Assistant	man/day			
E.Total Price of Deliverable 5 (USD)				
Deliverable 6: Landscape Assessment Report				

Activity 6: A landscape assessment report to identify an optimal strategy for private sector engagement in Turkey with an overview of main possible models of cooperation between UNDP and the private sector with respect to the Syria response.				
Team Leader	man/day			
Analyst	man/day			
Assistant	man/day			
F.Total Price of Deliverable 6 (USD)				
Deliverable 7: Consolidated Final Report				
Activity 7: Preparation of consolidated final report and submission to UNDP				
Team Leader	man/day			
Analyst	man/day			
Assistant	man/day			
G.Total Price of Deliverable 7(USD)				
(A+B+C+D+E+F+G) GRAND TOTAL PROPOSAL PRICE (USD)				

***The Proposers shall provide details of travel,accommodation and other expenses in case they put a price for those for Deliverable 3.**

[Name and Signature of the Proposer's Authorized Person]

[Designation]

[Date]

Annex 3: General Terms and Conditions for Institutional (De Minimis) Contracts

Link: [English Version](#)

Annex 4

TERMS OF REFERENCE FOR LOT 1: MAPPING OF SYRIAN OWNED ENTERPRISES

Project Title: Turkey Resilience Project in response to the Syria Crisis: Job Creation (C1) (EUTF MADAD funded)

Activity: Mapping of Syrian owned enterprises in project's target provinces

A) Project Description

As of May 2018, Turkey hosts over 3,5 million Syrians under temporary protection.² Syrians are mainly located in the Southeast Anatolia region bordering Syria, but as the crisis continued, the population has expanded to other regions as well. Turkey hosts the largest refugee population in the world and has demonstrated strong national ownership of the response. The Government of Turkey provides a rights-based legal framework through the Temporary Protection regulation, which offers access to education, health care, employment and social security to Syrians. According to the Government of Turkey, it spent 30 billion USD over the last 5 years on the response to the Syria crisis.

Currently, out of the 3,5 million registered Syrian refugees, more than 3,3 million refugees live amongst Turkish host communities (6% of Syrian refugees are living in the temporary accommodation centers).³ 40% of the 3,5 million refugees are concentrated in 4 provinces in the South East. Within these provinces, there are four municipalities in Turkey that are particularly impacted, each hosting more than 100,000 Syrians. In these cities, the ratio of the Syrian population to that of host communities is higher than 15%, including Kilis, Hatay, Gaziantep and Şanlıurfa.⁴ Populations have either reached or exceeded 2023 population projections. Kilis, for instance, hosts almost as many Syrian refugees as its local population.

UNDP supports the Government of Turkey to respond to this large-scale displacement through its Syria Crisis Response and Resilience Programme in Turkey to strengthen the resilience of refugees, host community members, local municipalities and relevant national institutions to cope with and recover from the impact. UNDP's resilience response strategy is to invest in existing national and local systems to ensure they can adequately serve both host and refugee communities.

As of December 31, 2017, 7.620 Syrian investors have established businesses in Turkey according to the records of the Ministry of Economy. Syrians do business through direct investment and joint-ventures are operating in both service and manufacturing sectors.⁵ The mapping exercise in target provinces will

² Official data Directorate General for Migration Management, Turkey, May 2018.

³ Mostly in the South East, particularly Gaziantep, Kilis, Şanlıurfa, and Hatay

⁴ DG of Migration Management, TURKSTAT (DGMM 2017)

⁵ Ministry of Economy, https://www.ekonomi.gov.tr/portal/faces/home/yatirim/uluslararasiYatirim/uluslararasi-dogrudan-yatirim?_afLoop=27897304086983604&_afWindowMode=0&_afWindowId=null&_adf.ctrl-state=2xcr9psep_1#!%40%40%3F_afWindowId%3Dnull%26_afLoop%3D27897304086983604%26_afWindowMode%3D0%26_adf.ctrl-state%3D2xcr9psep_5

outline the profile of Syrian owned enterprises in manufacturing and retail sectors while elaborating the needs, challenges and opportunities that they have in terms of business development and job creation.

B) Scope of Services, Expected Outputs and Duration of the Work

1) Scope of Services

The overall objective of the assignment is to conduct a mapping exercise to better understand the challenges that Syrian owned enterprises encounter while doing business in Turkey through an online survey, bilateral meetings and/or focus group discussions while extracting data of sectors, number of employees, turnover, future projections, their integration with the local economy, potential partnerships with the local companies, their contribution to the local economy and women's participation to the labor force supporting with the qualitative and quantitative data.

The mapping exercise will serve to develop strategies to be implemented throughout the Project to boost their potential to create jobs with a dedicated section for Syrian women's participation to the labor market while addressing their challenges in conducting business in Turkey and to better support Syrian owned enterprises by integrating them into the Project activities such as Industrial Transformation Programme, Innovation and SME Capability Centers. The mapping exercise will also help to establish a network of Syrian owned enterprises that will facilitate receiving their feedback, disseminating information regarding the Project activities and have a channel for further consultations with them. The mapping exercise will aim at a profiling of Syrian owned enterprises operating in the manufacturing industry and retail per target province including sectors, main products, number of employees segregated by sex and nationality including the segregation of white and blue-collar, management and marketing modalities, target markets, challenges, their future projections, etc. with qualitative and quantitative results.

2) Expected Outputs, Deliverables and Duration of the Work

The activities, deliverables and estimated number of man/days for each activity/deliverable are shown in the table below:

Activity	Deliverable	Target date for submission to UNDP for approval
1) Preparation of the survey questionnaire and finalization upon approval of UNDP Country Office;	Methodology Contents and scope of survey, bilateral meetings and focus group discussions.	7 days after commencement date.
2) Identification of participants for the Mapping of Syrian owned enterprises per province in Gaziantep, Kilis, Adana, Mersin, Izmir, Hatay and Manisa	List of potential participants per province	20 days after commencement date.

3) Conducting face-to-face interviews with Syrian owned enterprises operating mainly in manufacturing sector in target provinces	Data Analysis Report on Completed Surveys	75 days after commencement date.
4) Write-up of analytical reports and findings	Final Report	90 days after commencement date.

The service provider shall complete all activities and submit all deliverables in 90 days after signing of the contract.

A single questionnaire will be used for the Mapping of Syrian Owned Enterprises. The questionnaire should consist of a minimum 30 and maximum 60 questions designed to allow for 45 minutes of enterprises' time to fill in. Importantly, within their proposal, proposers are expected to suggest a **sample questionnaire which can be used as the main tool for the survey** for this assignment, specifically reflecting the requirements of these ToR and specifically the scope of the survey, as described in this ToR.

Prior to conducting the survey, selected service provider will finalize the questionnaire in accordance with the UNDP Country Office's comments, inputs and visibility requirements (to be provided to the selected service provider by the UNDP Country Office).

Envisaged target group of the survey are Syrian owned enterprises operating mainly in the manufacturing sector in Gaziantep, Kilis, Adana, Mersin, Hatay, İzmir and Manisa. The survey should include a minimum total sample of **300 enterprises in target provinces (Estimated number of SMEs to be interviewed in the target provinces are as follows: Gaziantep&Kilis:110,Mersin: 110, Adana: 10, İzmir&Manisa: 5, Hatay: 65)**. Within the methodological approach, the proposer should elaborate the procedures to select the Syrian owned enterprises and the way to interact with them in order to conduct the survey.

Prospective Proposer is expected to suggest a plan for the entire service, including detailed methodology, tools time-dynamics, sequence and time-flow of activities within provided deadlines; potential risks and limitations, as well as mitigation measures; quality monitoring and assurance mechanisms; relevant expertise and support resources to ensure quality delivery of the assignment. As previously mentioned, proposers are also expected to suggest a survey questionnaire,

The UNDP Project Manager will ensure overall coordination and interaction with the selected enterprises.

3) Reporting and monitoring

The selected Service Provider must provide regular **bi-weekly progress updates** including critical reflection on issues and challenges faced. The UNDP Project Manager in charge of Job Creation Component of the Project will directly supervise the Service Provider under the overall supervision of the portfolio/ programme manager and the UNDP Senior Resilience Advisor and the respective UNDP Syria Crisis Response Programme Manager. The Service Provider will be directly responsible to, report to, seek approval/acceptance of deliverables from the UNDP respective Project Manager.

All reports shall be submitted in English.

4) Qualifications of the Successful Proposer

The Proposer shall have and document the following qualifications:

- Officially registered legal entity;
- Minimum 2 years of direct experience in the last 10 years in area of surveys, research, public opinion or similar studies (proved by copies of contracts for at least 2 relevant consultancies/assignments, where the type and scope of relevant and delivered assignments is clearly visible);
- Specific experience (survey, research, consultancy, public opinion or similar studies) in the Syria crisis response in Turkey or other countries facing similar humanitarian crisis in the last 7 years; (proved by copy of a contract for at least 1 relevant assignment, where the type and scope of relevant and delivered assignment(s) are clearly visible)
- Possess technical and human resources for successful implementation of the assignment as evidenced by CVs.

The Service Provider will conduct the assignment with a Team Leader, an Analyst and an Assistant. The Team Leader will be the focal point for communication with the UNDP CO. The qualification criteria of the Team Leader are as follows:

- University (bachelors) degree in Business Administration, Public Administration, Economics, Political Sciences, Social Sciences, or other related fields,
- Proficiency in both Turkish and English,
- Minimum of two (2) years of experience in the last 10 years with survey methodologies, strategic relationship management, providing management advisory services and/or knowledge sharing.
- Experience at government agencies, private sector organizations or NGOs(survey, consultancy, training, public opinion, research or similar studies) with the Syria crisis response in Turkey in the last 7 years.

The qualification criteria of the Assistant and Analyst are as follows:

- Assistant:
 - o University (bachelors) degree in Business Administration, Public Administration, Economics, Political Sciences, Social Sciences, or other related fields,
 - o Proficiency in both Turkish and English,
 - o Minimum of one (1) year of experience in project assistance, management or reporting.
- Analyst
 - o University (bachelors) degree in Social Sciences (sociology, political science), statistics, or other related fields
 - o Proficiency in both Turkish and English,
 - o Minimum of one (1) year of experience in conduct or analysis of the surveys or development of survey methodologies including online tools.

The Team Leader will be responsible for the overall management and effective delivery of the activities/deliverables of tasks under this ToR.

5) Scope of Proposal Price and Schedule of Payments

The proposal price will include professional fees, travel, accommodation and other expenses at target provinces where bilateral meetings and focus group discussions will take place. The payment for the whole contract amount will be made within 30 days upon acceptance and approval of the Consolidated Final Report and respective invoices by UNDP.

6) Criteria for the Award of Contract and Evaluation of Proposals

The technical components will be evaluated in accordance with the Technical Evaluation Criteria defined below. Only those Proposers who attain 70 % of the obtainable score of the 100 points in the technical evaluation will be qualified.

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Firm / Organization	30%	30
2.	Proposed Methodology, Approach, and Implementation Plan	35%	35
3.	Management Structure and Key Personnel	35%	35
Total			100

Technical Proposal Evaluation Form 1		Points obtainable
Expertise of the Firm/Organization		
1.1	<p>Experience in area of surveys, research, public opinion or similar studies</p> <p>Has successfully completed contracts for at least 2 relevant studies/consultancies/assignments in the last 10 years : 10 points</p> <p>Has successfully completed contracts for 3 or more relevant studies/consultancies/assignments in the last 10 years: 15 points</p>	15
1.2	<p>Specific Experience (survey, research, consultancy, public opinion or similar studies) in the Syria crisis response in Turkey or other countries other countries affected by similar humanitarian crisis ;</p> <p>Has successfully completed contract for at least 1 similar study/consultancy/assignment in the last 7 years: 10 points</p> <p>Has successfully completed contracts for 2 or more similar studies/consultancies/assignments in the last 7 years: 15 points</p>	15

Total Point	30

Technical Proposal Evaluation	Points Obtainable
Form 2	

Proposed Methodology, Approach, and Implementation Plan		
2.1	To what degree does the Proposer understand the task?	7
2.2	Is the proposal based on clearly defined and justifiable methodology and includes processes and methods to conduct the survey and key steps towards quality delivery of the assignment?	8
2.3	Does the methodology provide detailed time-dynamics, sequence and time-flow of activities within provided deadlines to meet objectives? Are the risks and critical issues accurately identified along with mitigation strategy?	10
2.4.	Is the sample questionnaire presented by the Proposer compatible with and reflect essential objectives of this assignment?	10
Total Point		35

Technical Proposal Evaluation	Points Obtainable
Form 3	

Management Structure and Key Personnel			
3.1.	<p>The team leader has 2-3 years of experience in the last 10 years with survey methodologies, strategic relationship management, providing management advisory services and/or knowledge sharing: 10 points</p> <p>The team leader has more than 3 years of experience in the last 10 years with survey methodologies, strategic relationship management, providing management advisory services and/or knowledge sharing: 15 points</p>		15

3.2.	<p>Team Leader: Experience at government agencies, private sector organizations or NGOs(survey, consultancy, training, public opinion, research or similar studies) and/ familiarity with the Syria crisis response in Turkey:</p> <p>The team leader has been a part of 1 similar project implemented within the context of Syria crisis response as researcher, consultant, manager, expert or a similar role in the last 7 years: 5 points</p> <p>The team leader has been a part of 2 or more similar projects implemented within the context of Syria crisis response as researcher, consultant, manager, expert or a similar role in the last 7 years: 10 points</p>		10
3.3.	<p>Assistant:</p> <p>The assistant has 1-2 years of experience in project assistance, management or reporting:3 points</p> <p>The assistant has more than 2 years of experience in project assistance, management or reporting: 5 points</p>		5
3.4.	<p>Analyst:</p> <p>The analyst has 1-2 years of experience in conduct or analysis of the surveys or development of survey methodologies including online tools: 3 points</p> <p>The analyst has more than 2 years of experience in conduct or analysis of the surveys or development of survey methodologies including online tools: 5 points</p>		5
Total Point			35

Annex 5

TERMS OF REFERENCE FOR LOT 2: PRIVATE SECTOR SURVEY

Project Title: Turkey Resilience Project in Response to the Syria Crisis: Job Creation (C1)

Activity: Conducting a survey amongst private sector actors in Turkey (SMEs, large-scale companies, international firms business associations, etc.)

A) Project Description

As of June 2018, Turkey hosts over 3,5 million Syrians under temporary protection. Syrians are mainly located in the Southeast Anatolia region bordering Syria, but as the crisis continued, the population has expanded to other regions as well. Turkey hosts the largest refugee population in the world and has demonstrated strong national ownership of the response. The Government of Turkey provides a rights-based legal framework through the Temporary Protection regulation, which offers access to education, health care, employment and social security to Syrians. According to the Government of Turkey, it spent 30 billion USD over the last 5 years on the response to the Syria crisis.

Currently, out of the 3,5 million registered Syrian refugees, more than 3,3 million refugees live amongst Turkish host communities (6% of Syrian refugees are living in the temporary accommodation centers). 40% of the 3,5 million refugees are concentrated in 4 provinces in the South East. Within these provinces, there are four municipalities in Turkey that are particularly impacted, each hosting more than 100,000 Syrians. In these cities, the ratio of the Syrian population to that of host communities is higher than 15%, including Kilis, Hatay, Gaziantep and Şanlıurfa. Populations have either reached or exceeded 2023 population projections. Kilis, for instance, hosts almost as many Syrian refugees as its local population. UNDP supports the Government of Turkey to respond to this large-scale displacement through its Syria Crisis Response and Resilience Programme in Turkey to strengthen the resilience of refugees, host community members, local municipalities and relevant national institutions to cope with and recover from the impact. UNDP's resilience response strategy is to invest in existing national and local systems to ensure they can adequately serve both host and refugee communities.

UNDP uses a resilience-based development approach which focuses on support to the Government of Turkey on both the supply and demand side of the labor market on the Jobs and Employment component. In terms of the labor supply side, this includes amongst others market based vocational skills training, adult language skills training business skills development. UNDP will also provide institutional capacity development to expand employment delivery for Syrians and host community members, including screening and registration of job seekers. In terms of labor demand side (i.e. job creation), UNDP is works on value chain development and the establishment of SME Capability and Innovation Center for business advisory services to local entrepreneurs.

Following the adoption of the Regulation on Work Permits of Foreigners under temporary protection (hereafter Work Permits Regulation) in January 2016, 39,935 Work Permits have been issued by the Government of Turkey up until March 2018. UNDP provides support with respect to the implementation of this regulation in practice.

Access to employment for both Syrians under temporary protection and host communities are challenged by increasing levels of unemployment. Private sector involvement in economic development and job creation is a key component of the long-term solution, which goes beyond this current crisis. UNDP is therefore seeking concrete partnerships with the private sector in Turkey for job placement, employment and job creation for both Syrians and Turkish host community members. Furthermore, the Connecting Business initiative (CBI) and the UNDP Country Office in Turkey are supporting the creation of a national private sector-led network for disaster risk reduction, emergency preparedness, response and recovery in Turkey. The Connecting Business initiative (CBI) has been established in 12 countries so far and led by UNDP and UN OCHA. CBI is a demand driven multi-stakeholder initiative transforming the way the private sector engages before, during and after crises to create more resilient communities, increase local capacity and alleviate human suffering. Operational and technical support is provided by United Nations Development Programme and United Nations Office for the Coordination of Humanitarian Affairs while United Nations Office for Disaster Risk Reduction is providing technical advice on disaster risk reduction. The initial focus of this work is aligned with the Syria Crisis Response and Resilience Programme, exploring how the private sector can support refugee populations in Turkey. This study will benefit from the CBI Turkey network and the results will contribute to its planned activities on crises response.

B) Scope of Services, Expected Outputs and Duration of the Work

1) Scope of Services

The overall objective of this assignment is to carry out a survey amongst private sector actors in Turkey (i.e. Turkish owned companies, Syrian owned companies, other international companies, SMEs and larger companies) and to support UNDP Country Office in setting up the CBI network in the country with the focus on Syria Crisis Response.

The survey is aimed to provide practical information on the role of the private sector specifically in relation to the support provided to Syrians under Temporary Protection in Turkey. The survey will be carried out as a project activity under UNDP Syria Crisis Response and Resilience Programme, particularly the EU MADAD funded project on Job Creation and Employment.

The survey will have three main components:

- Online survey (questionnaire) sent out to the companies (members of TURKONFED and Chambers)
- Bilateral meetings with private sector representatives (companies, business associations, Chambers, etc.)
- Focus Group discussions with private sector representatives (companies, business associations, chambers, etc.)

The survey will:

- Focus primarily on companies based in the South East (i.e. Gaziantep, Hatay, Kilis and Sanliurfa), Istanbul, Ankara, Kayseri, Izmir, Denizli, Mersin, Konya, Manisa and Adana.
- Focus primarily on following sectors textile, ready-wear, food processing, furniture, specialized manufacturing, plastics and chemicals.

The outputs of the survey will include:

- An overview of the main opportunities for the private sector to engage with respect to establishing business relations with existing Syrian owned companies, the employment of refugees and their integration to the local market and labour force in the Syria crisis response in Turkey.
- An overview of the business opportunities with Syrian owned companies and other models of cooperation that may contribute to employment of Syrians and Turkish nationals,
- Main challenges for the private sector to be engaged in practice, e.g. work permits, and feasible and practical suggestions on how to address those challenges,
- Development of models and/or types of cooperation between UNDP and private sector with respect to the Syria Crisis Response. This may include for instance employment of Syrians, value chain development, selling of products produced by Syrians etc.

The survey will be conducted through an online survey (questionnaire), a series of focus groups discussions and bilateral consultations with companies, private sector umbrella organizations, as well as other relevant partners. The service provider is expected to do the desk review of existing surveys and assessments. The survey will be carried out in close cooperation with TURKONFED and with the contribution of Gaziantep Chamber of Industry, Aegean Region Chamber of Industry, Mersin Chamber of Commerce and Industry and Adana Chamber of Industry taking part in Turkey Resilience Project in Response to the Syrian Crisis as local partners. The Focus Group Discussions and bilateral meetings will be facilitated by the TURKONFED and other local partners by providing locations for the meeting. Online survey (questionnaire) will be shared with the companies via e-mail by TURKONFED and Chambers. The expected minimum number of questionnaires to be filled out by the companies is 269.

Major tasks to be undertaken by the Service Provider will comprise following seven components:

- To analyze and preliminary examine the private sector interest on engaging with Syrian population in Turkey
- To identify sectors where there is a high potential of interest and opportunities of job placements in the private sector for Syrian population in Turkey
- To identify and prioritize gaps that currently hinder private sector engagement with Syrian population in Turkey with regards to their participation to the labor market
- To conduct a survey, series of focus group discussions and bilateral meetings with private sector actors for analysis
- To carry out data analysis of the key findings of the survey and the outcome of the focus group discussions and bilateral meetings, particularly the main opportunities and challenges identified
- To prepare a report with key findings that assesses the landscape of private sector engagement in Syria crises response
- To develop an overview of possible models of cooperation between UNDP and the private sector with respect to the Syria response and engagement to the Job Creation Component activities.

2) Expected Outputs, Deliverables and Duration of the Work

The activities, deliverables and estimated number of man/days for each activity/deliverable are shown in the table below:

Activity	Deliverable	Target date for submission to UNDP for approval
1) Finalization of the methodology and the content of the online private sector survey and bilateral meetings & focus group discussions	Methodology Contents and scope of survey, bilateral meetings and focus group discussions.	7 days after commencement date.
2) Conduct of online survey (simultaneous action with bilateral meetings and focus group discussions)	Completed online survey, number of participating companies	30 days after commencement date.
3) Conduct of bilateral meetings and focus group discussions with SMEs and private sector representatives in target provinces	Minutes of bilateral meetings. Minutes of focus group discussions.	45 days after commencement date. (3 provinces namely Gaziantep, Ankara and Istanbul, in total 6 focus group discussions and at least 60 bilateral meetings in 3 provinces with SMEs and private sector representatives)
4) Data analysis of the key findings of the survey, particularly the main opportunities and challenges identified with regards to the employment of refugees per province and sectors.	Data Analysis Report on online Survey	45 days after commencement date.
5) Analysis of bilateral meetings and focus group discussions	Bilateral Meetings/Focus Group Analysis Report	60 days after commencement date.
6) A landscape assessment report to identify an optimal strategy for private sector engagement in Turkey with an overview of main possible models of cooperation between UNDP and the private sector with respect to the Syria response	Landscape Assessment Report	75 days after commencement date.
7) Preparation of consolidated final report and submission to UNDP	Consolidated Final Report	75 days after commencement date.

The service provider shall complete all activities and submit all deliverables within 75 days after signing of the contract.

3) Reporting and monitoring

The selected Service Provider must provide regular bi-weekly progress updates including critical reflection on issues and challenges faced. The UNDP Project Manager in charge of Job Creation Component of the project will directly supervise the Service Provider in close cooperation with the Senior Resilience Advisor and the Private Sector Programme Manager. The Service Provider will be directly

responsible to, report to, seek approval/acceptance of deliverables from the Project Manager of Turkey Resilience Project in Response to the Syria Crisis: Job Creation (C1).

All reports shall be submitted in English.

4) Qualifications of the Successful Proposer

The Proposers shall have and document the following qualifications:

- Officially registered legal entity;
- Minimum 2 years of direct experience in the last 10 years in area of surveys, research, public opinion or similar studies (proved by copies of contracts for at least 2 relevant consultancies/assignments, where the type and scope of relevant and delivered assignments is clearly visible);
- Specific experience (survey, research, consultancy, public opinion or similar studies) in the Syria crisis response in Turkey or other countries facing similar humanitarian crisis in the last 7 years; (proved by copy of a contract for at least 1 relevant assignment, where the type and scope of relevant and delivered assignment(s) are clearly visible)
- Possess technical and human resources for successful implementation of the assignment as evidenced by CVs.

The Service Provider will conduct the assignment with a Team Leader, an Analyst and an Assistant. The Team Leader will be the focal point for communication with the UNDP CO. The qualification criteria of the Team Leader are as follows:

- University (bachelors) degree in Business Administration, Public Administration, Economics, Political Sciences, Social Sciences, or other related fields,
- Proficiency in both Turkish and English,
- Minimum of two (2) years of experience in the last 10 years with survey methodologies, strategic relationship management, providing management advisory services and/or knowledge sharing.
- Experience at government agencies, private sector organizations or NGOs (survey, consultancy, training, public opinion, research or similar studies) with the Syria crisis response in Turkey in the last 7 years.

The qualification criteria of the Assistant and Analyst are as follows:

- Assistant:
 - o University (bachelors) degree in Business Administration, Public Administration, Economics, Political Sciences, Social Sciences, or other related fields,
 - o Proficiency in both Turkish and English,
 - o Minimum of one (1) year of experience in project assistance, management or reporting.
- Analyst
 - o University (bachelors) degree in Social Sciences (sociology, political science), statistics, or other related fields
 - o Proficiency in both Turkish and English,
 - o Minimum of one (1) year of experience in conduct or analysis of the surveys or development of survey methodologies including online tools.

The Team Leader will be responsible for the overall management and effective delivery of the activities/deliverables of tasks under this ToR.

5) Scope of Proposal Price and Schedule of Payments

The proposal price will include professional fees, travel, accommodation and other expenses at target provinces where bilateral meetings and focus group discussions will take place. The payment for the whole contract amount will be made within 30 days upon acceptance and approval of the Consolidated Final Report and respective invoices by UNDP.

6) Criteria for the Award of Contract and Evaluation of Proposals

The technical components will be evaluated in accordance with the Technical Evaluation Criteria defined below. Only those Proposers who attain 70 % of the obtainable score of the 100 points in the technical evaluation will be qualified.

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Firm / Organization	30%	30
2.	Proposed Methodology, Approach, and Implementation Plan	35%	35
3.	Management Structure and Key Personnel	35%	35
Total Point			100

Technical Proposal Evaluation Form 1		Points obtainable
Expertise of the Firm/Organization		
1.1	Experience in area of surveys, research, public opinion or similar studies Has successfully completed contracts for at least 2 relevant studies/consultancies/assignments in the last 10 years : 10 points Has successfully completed contracts for 3 or more relevant studies/consultancies/assignments in the last 10 years: 15 points	15
1.2	Specific Experience (survey, research, consultancy, public opinion or similar studies) in the Syria crisis response in Turkey or other countries other countries facing similar humanitarian crisis ;	15

	Has successfully completed contract for at least 1 similar study/consultancy/assignment in the last 7 years: 10 points	
	Has successfully completed contracts for 2 or more similar studies/consultancies/assignments in the last 7 years: 15 points	
Total Point		30
Technical Proposal Evaluation		Points Obtainable
Form 2		
Proposed Methodology, Approach, and Implementation Plan		
2.1	To what degree does the Proposer understand the task?	10
2.2	Is the proposal based on clearly defined and justifiable methodology and includes processes and methods to conduct the survey and key steps towards quality delivery of the assignment? Are the risks and critical issues accurately identified along with mitigation strategy?	15
2.3	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	10
Total Point		35
Technical Proposal Evaluation		Points Obtainable
Form 3		
Management Structure and Key Personnel		
3.1.	<p>The team leader has 2-3 years of experience in the last 10 years with survey methodologies, strategic relationship management, providing management advisory services and/or knowledge sharing: 10 points</p> <p>The team leader has more than 3 years of experience in the last 10 years with survey methodologies, strategic relationship management, providing management advisory services and/or knowledge sharing: 15 points</p>	15
3.2.	Team Leader: Experience at government agencies, private sector organizations or NGOs(survey, consultancy, training, public opinion, research or similar studies) and/ familiarity with the Syria crisis response in Turkey:	10

	<p>The team leader has been a part of 1 similar project implemented within the context of Syria crisis response as researcher, consultant, manager, expert or a similar role in the last 7 years: 5 points</p> <p>The team leader has been a part of 2 or more similar projects implemented within the context of Syria crisis response as researcher, consultant, manager, expert or a similar role in the last 7 years: 10 points</p>		
3.3.	<p>Assistant:</p> <p>The assistant has 1-2 years of experience in project assistance, management or reporting: 3 points</p> <p>The assistant has more than 2 years of experience in project assistance, management or reporting: 5 points</p>		5
3.4.	<p>Analyst:</p> <p>The analyst has 1-2 years of experience in conduct or analysis of the surveys or development of survey methodologies including online tools: 3 points</p> <p>The analyst has more than 2 years of experience in conduct or analysis of the surveys or development of survey methodologies including online tools: 5 points</p>		5
Total Point			35