



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

**Reference Code:** IC-CCE-2018/04

**Country:** Turkey

**Description of the Assignment:** Connecting Business Initiative Consultant

**Contract Duration:** 17 September 2018– 14 April 2019

*Proposal should be submitted by email to [tr.icproposal@undp.org](mailto:tr.icproposal@undp.org) no later than 12 September 2018, COB by indicating the reference code of the applied position in the subject of the e-mail.*

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:

1. "Letter to UNDP Confirming Interest and Availability" given in the attachment as Annex 3
2. Latest Personal CV including similar past experience and contact details for references

***Failure to submit either one of the above listed documents may result in automatic disqualification of a candidate.***

Interested individual consultants may also submit “**Motivation Letter and Methodology**” in addition to above listed compulsory documents.

## **5 FINANCIAL PROPOSAL**

Financial proposal shall be submitted together with the compulsory documents, in the format provided in “**Letter to UNDP Confirming Interest and Availability**”.

## **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 49 pts out of a maximum 70 pts will be considered for the financial evaluation. Candidates that do not meet the minimum requirements will be disqualified.

Criteria	Maximum Points
<b>Technical</b>	<b>70 pts</b>
<i>General Qualifications</i>	<i>15 pts</i>
<i>General Professional Experience</i>	<i>20 pts</i>
<i>Specific Professional Experience</i>	<i>35 pts</i>
<b>Financial</b>	<b>30 pts</b>

## **7. ANNEXES**

The following annexes are an integral part of this procurement notice. In case of any conflict between the provisions of the Annex 2 and the procurement notice and/or Annex 1 and/or Annex 3, the provisions of Annex 2 are applicable.

- Annex 1: Terms of Reference
- Annex 2: General Conditions of Contract for Services of Individual Consultants
- Annex 3: Letter to UNDP Confirming Interest and Availability

# **Annex 1-Terms of Reference**

## **Connecting Business Initiative Consultant**

### **1 BACKGROUND**

The Connecting Business initiative (CBI), launched at the World Humanitarian Summit in May 2016, aims to transform the way the private sector engages before, during and after emergencies, increasing the scale and effectiveness of the response in a coordinated manner. Jointly managed by UNDP and OCHA, CBI provides a mechanism for the private sector to engage with the United Nations system, national governments and civil society in a coordinated manner. CBI supports platforms for collective private sector action, connecting them to national and international crisis management structures, thus enabling private sector resources to be deployed faster and more effectively.

The Connecting Business initiative and the UNDP Country Office in Turkey are supporting Turkish Enterprise and Business Confederation (TÜRKONFED) in the creation of a national private sector-led network for disaster risk reduction, emergency preparedness, response and recovery in Turkey. Representing 190 regional and sectoral associations and 40.000 Turkish companies, TÜRKONFED will enhance the participation of the private sector in disaster management structures and processes.

The UNDP CO has dedicated its Technical Consultant on Resilience, to assist TÜRKONFED with this work and is looking for a national consultant to support the implementation of activities in line with the agreed work plan.

The Consultant will serve for “Connecting Business Initiative” activities within the scope of “Providing Management Support to Istanbul International Center for Private Sector Development Objective and Scope” Project.

### **2 OBJECTIVE AND SCOPE**

The Consultant will support UNDP and TÜRKONFED in carrying analytical work and technical tasks associated with setting up and strengthening the Connecting Business Initiative in the country. Furthermore, s/he will take part in the foundational support for a new ECHO-funded CBI workstream that explores how the private sector can collectively address complex emergencies, but also other emerging risks and build a resilient economy. In this capacity, the Consultant is expected to support knowledge creation and capacity building activities.

### **3 INSTITUTIONAL ARRANGEMENTS**

UNDP will provide the IC all relevant background documents (fundamental information can be reached via [www.connectingbusiness.org](http://www.connectingbusiness.org)). UNDP is not required to provide any physical facility for the work of the IC. However, depending to the availability of physical facilities (e.g. working space, computer, printer, telephone lines, internet connection etc.) and at the discretion of the UNDP and relevant stakeholders such facilities may be provided at the disposal of the IC. For this specific position, TURKKONFED will provide a working space for the Consultant.

The Consultant will report to Climate Change and Environment Portfolio Manager. The approvals of the deliverables will be made by the Portfolio Manager. UNDP will arrange the introductory meetings within UNDP and will establish the first contacts with the relevant stakeholders of the project.

#### **4 DUTIES AND RESPONSIBILITIES OF THE INDIVIDUAL CONSULTANT**

The following duties and responsibilities defined for the IC are *indicative* and *subject to further detailing* through specific service requests to be made by UNDP during the course of the contract duration.

Within the scope of the Assignment, the IC is expected to provide high quality consultancy services for the below listed generic activities:

- Assist TURKONFED in establishing and launching the CBi Member Network in Turkey;
- Support an assessment to identify an optimal strategy for engaging the private sector in complex emergencies and resilience efforts;
- Contribute to the development of a global CBi Guidance Toolkit on complex emergencies and its local implementation in Turkey; and
- Support communications and awareness raising efforts on the role of the private sector in complex emergencies, disaster risk reduction and preparedness.

Expected Outputs and Deliverables will be detailed in the specific Service Requests, but some of them (but not limited to) could be listed as:

##### **Support TURKONFED in establishing and launching the CBi Member Network in Turkey**

- Conduct analytical work and report writing for the creation of a national action plan or other framework document for private sector engagement in disaster management in Turkey.
- Contribute to a coordinated national private sector response to emergencies, if and where required.

##### **Support an assessment to identify an optimal strategy for engaging the private sector in complex emergencies and resilience efforts**

- Conduct desk review regarding current capacity and engagement models of the private sector in complex emergencies, particularly in response to the Syrian crisis, and disaster risk reduction & preparedness by conducting a survey, focus groups and interviews with stakeholders, and by undertaking desk research;
- Analyze barriers that currently hinder the private sector from addressing the implications of complex emergencies, developing business continuity plans and engaging in larger DRR efforts in Turkey;
- Support the mapping of existing private sector networks and collective action platforms that engage companies in disaster risk reduction, emergency preparedness, response and recovery;
- Support a gap analysis to identify priorities for the CBi Member Network especially as it relates to complex emergencies and disaster risk reduction, preparedness and business continuity;
- Assist with the report that assesses the landscape of private sector engagement in complex emergencies, as well as disaster risk reduction and preparedness, and includes recommendations to strengthen that engagement.

##### **Contribute to the development of a global CBi Guidance Toolkit on complex emergencies and its local implementation in Turkey**

- Conduct research and analysis that contributes to the development of a private sector Guidance Toolkit;

- Document best practices and lessons learnt related to complex emergencies.
- Organize workshops and capacity building events to train the private sector in addressing complex emergencies.
- Identify and pursue opportunities to embed the private sector into national, regional and/or global disaster risk management structures and programs, particularly as it relates to complex emergencies.

### **Support communications and awareness raising efforts on the role of the private sector in complex emergencies, disaster risk reduction and preparedness**

- Design and implement a communication strategy and awareness raising campaign(s) to engage partners and members around complex emergencies, disaster risk reduction, preparedness and business continuity and provide regular updates, fact sheets and other communication products.
- Collect and disseminate good practices and lessons learnt from companies engaging in these areas.
- Support development of content to the Turkish CBI Member Network website and the dedicated space on the global CBI online portal.

## **5 DELIVERABLES**

The Assignment will include interim and final deliverables, which will be defined in the specific service requests to be made by UNDP to the IC.

All reports should be submitted in the Turkish and English Language.

## **6 MINIMUM QUALIFICATION REQUIREMENTS**

The expected qualifications of the Consultant are as follows:

<b>General Qualifications</b>	<b>General Professional Experience</b>	<b>Specific Professional Experience</b>
<ul style="list-style-type: none"> <li>- Undergraduate degree in Business Administration, Public Administration, Economics, Political Sciences, Social Sciences, Design &amp; Planning, Climate and Disaster Risk Management or other related field.</li> <li>- Fluency in English and Turkish.</li> </ul>	<p>A minimum of 2 years of relevant experience.</p>	<p>A minimum of 1 years of relevant experience in the private sector and/or on disaster risk reduction, emergency preparedness, response or recovery, and/or at the national or international level in analytical work, event organization, and knowledge products.</p>

### **Notes:**

- . Internships (paid/unpaid) are not considered professional experience.
- . Obligatory military service is not considered professional experience.
- . Professional experience gained in an international setting is considered international experience.

**Female candidates are encouraged to apply.**

## 7 TIMING AND DURATION

The Assignment is expected to start in 17 September 2018 and be completed by end of 15 March 2019.

IC is expected to invest (**at maximum**) 60 working/days, which will be detailed through specific service requests during the contract period. UNDP does not entail into a commitment through signature of the contract with regards to requesting service from the expert or using the maximum number of man days indicated in this Terms of Reference.

## 8 PLACE OF WORK

Place of work (duty station) for the assignment is İstanbul. There may be *local travels in Turkey* within the scope of the position. All travel related costs (cost items indicated below) of these missions out of the duty station (economy class flight ticket and accommodation in 3 or 4-star hotel) will be borne by UNDP. Approval of UNDP is needed prior to the missions is needed. 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 subject to 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	

## 9 PAYMENTS

The contract to be signed between UNDP and successful candidate will **not** entail a financial commitment from UNDP. UNDP's financial commitment will be established on an *ad-hoc* basis every time as services are officially requested by UNDP. Service Requests will be detailed and signed by

both parties for a Service Request to be effective. However, if the deliverables are not produced and delivered by the Consultant to the satisfaction of UNDP as approved by the responsible Portfolio Manager, no payment will be made even if the consultant has invested man/days to produce and deliver such deliverables.

Payment terms and conditions will be specified in the specific service requests. Payment terms and conditions along with the daily fee rate (indicated in the contract) and number of days invested (***not to exceed maximum number of days in the service request***) will be the basis of payment to the IC. Payments will be made against submission of the deliverable(s) in the specific service requests by the IC and approval of such deliverables by UNDP.

The expert 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.

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

Payments will be made within 30 days upon acceptance and approval of the corresponding deliverable by UNDP on the basis of actual number of days invested in that respective deliverable and the pertaining Certification of Payment document signed by the expert and approved by the responsible Cluster Lead. The total amount of payment to be effected to the Consultant within the scope of this contract cannot exceed 60 days.

**Tax Obligations:** The IC is solely responsible for all taxation or other assessments on any income derived from UNDP. UNDP will not make any withholding from payments for the purposes of income tax. UNDP is exempt from any liabilities regarding taxation and will not reimburse any such taxation to the IC.