



## UNITED NATIONS COUNTRY TEAM in TURKEY

### Terms of Reference for Consultancy Services for the 2018 Annual Results Report of the United Nations Development Cooperation Strategy (UNDCS) 2016 – 2020

**Position:** Consultant for conducting the 2018 Annual Review of the UNDCS and drafting the UN Annual Results Report

**Duty Station:** Ankara, Turkey

**Duration:** 35 man/days between 21 January 2019 and 15 April 2019

**Type of Contract:** Individual Contract

#### 1. Background

In 2015, the United Nations (UN) system in Turkey signed the fourth generation Common Country Programme Document in cooperation with the Government of Turkey. This document, known as the United Nations Development Cooperation Strategy (UNDCS), sets forth four strategic areas of cooperation between the UN system and the Turkish Government in the programme period from 2016 to 2020.

To enable a stronger harmonization and monitoring of the UN System's achievements in these areas, the UN System and the Government collectively agreed to adopt the One Programme component of the Standard Operating Procedures (SOPs) of "Delivering as One". The SOPs call for the establishment of Results Groups, each with their own Terms of Reference (ToR) and Joint Work Plan (JWP), Chaired by a UN Head of Agency, and with a stronger focus on joint efforts and programming.

At the end of 2015, six new Results Groups, each responsible for one or more of the results areas, were established. The work of the Results Groups is planned and monitored on the basis of annual Joint Work Plans (JWPs). In addition to the Results Groups, the UN system in Turkey has a number of other inter-agency working and thematic groups contributing to the implementation of the UNDCS.

According to the Monitoring and Evaluation Framework of the UNDCS, as well as the SOP on the One Programme, the UN is to carry out annual reviews of the UNDCS, which will form the basis of the Annual UN Results Report.

Given the above, the UNCT seeks one consultant to facilitate the 2018 annual review of the UNDCS and to draft the UN Annual Results Report.

## 2. Purpose of the Assignment

The purpose of the consultancy is to facilitate the 2018 annual review of the UNDCS and to draft the UN Annual Results Report.

## 3. Background Documents

The consultant will review the following documents:

- 1) United Nations Development Cooperation Strategy 2016-2020 (incl. Results Framework)
- 2) The six Joint Work Plans of the Results Groups (RGs)
- 3) Annual Work Plans of inter-agency Working Groups (WGs) and Thematic Groups (TGs)
- 4) UNDG recommended reporting guidelines
- 5) 10<sup>th</sup> National Development Plan
- 6) 2017 Annual Review Report of UNDCS
- 7) 2018 Mid-year monitoring reports of the Joint Work Plans
- 8) Any other agency or inter-agency document deemed necessary

## 4. Deliverables and Timeline

Detailed timeline for the Consultant is as follows:

No	Activity	Deliverable	Estimated Number of Man/Days to be Invested by the Consultant	Timeframe	Venue of Activity	Planned Payment Schedule**
1	Desk review of background documents (see above) and of initial inputs from the RGs, WGs and TGs	N/A	7 man/days	21 January – end of January 2019	Place of residence of the consultant	Payment pertaining to 1 <sup>st</sup> deliverable upon approval and acceptance by UNRCO
2	Meeting with the UN Working Group on Monitoring for Strategic Results Working Group and presenting the workplan of the consultancy	Work Plan of the Consultant	1 man/day	End of January 2019	Skype Call	
3	Collection of further information from the RGs, WGs and TGs (through meetings and/or e-mail communications)	N/A	10 man/days	First 2 weeks of February 2019	Ankara	

4	Drafting of the 2018 Annual Results Report	First draft of the 2018 Annual Results Report	7 man/days	By end of February 2019	Ankara	Payment pertaining to 2 <sup>nd</sup> deliverable upon approval and acceptance by UNRCO
5	Presenting the draft report to the UN Monitoring for Strategic Results Working Group	N/A	1 man/days	Beginning of March 2019	Ankara	
6	Further Consultations with UN Monitoring for Strategic Results Working Group on the draft report (if needed by UNRCO)*	N/A	2 man/days	Beginning of March 2019	Ankara	
7	Finalization of the 2018 Annual Results Report	Final 2018 Annual Results Report	7 man/days	First week of April	Place of residence of the consultant	Payment pertaining to 3 <sup>rd</sup> deliverable upon approval and acceptance by UNRCO
8	Contingency (if needed by UNRCO)*		2 man/days	TBD by UNRCO		

\*These activities/deliverables may be requested at the sole discretion of UNRCO.

\*\*While the Consultant may invest less or more than the estimated number of man/days stated above, the total man/days dedicated to the assignment shall not exceed 35 days.

## 5. Timeframe

Expected Starting Date: 21 January 2019

Expected Ending Date: 15 May 2019

Duration: 35 man/days throughout the Contract validity.

## 6. Payment Conditions

The consultant shall be paid in accordance with the planned payment schedule (please refer to the Article 4 of the ToR) upon acceptance and approval of deliverables by UNDP/UNRCO.

The Consultant will be hired under an Individual Contract and will be paid on the basis of the submission of deliverables detailed in the Terms of Reference upon acceptance and approval of the deliverables by UNRCO. Without submission by the Consultant and approval (by UNDP/UNRCO) of the deliverables, the

Consultant shall not be entitled to receive any payment from UNDP/UNRCO even if he/she invests time in the assignment.

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

The consultant shall be paid in USD if he/she resides in a country different than Turkey. If he/she resides in Turkey, the payment shall be realized in TRY through conversion of the USD amount by the official UN exchange rate valid on the date of money transfer.

## 7. Minimum Qualification Requirements and Experience

Interested candidates are expected to have the following competencies, qualifications, required skills and experience:

	Minimum Requirements	Assets
<b>General Qualifications</b>	<ul style="list-style-type: none"> <li>• First Degree (Bachelor's Degree) in Economy, Econometrics, Statistics, International Development, Development Studies or Development Economics</li> <li>• Fluency in English</li> <li>• Knowledge on the global development agenda, specifically the Sustainable Development Goals, as well as on the national development priorities of Turkey</li> <li>• Excellent proven writing skills in English</li> <li>• Ability to interpret data and summarize concepts, inputs from different sources</li> </ul>	<ul style="list-style-type: none"> <li>• Fluency in Turkish</li> <li>• Advanced Degree (Master's Degree) in Economy, Econometrics, Statistics, International Development, Development Studies or Development Economics</li> </ul>
<b>General Professional Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience in monitoring of programmes</li> <li>• Conducting programme reviews and drafting programme review reports</li> <li>• At least 5 years of proven experience in writing review reports</li> <li>• Knowledge on programme management</li> </ul>	<ul style="list-style-type: none"> <li>• Working experience with/within international organization preferably with UN System Agencies</li> </ul>

	Minimum Requirements	Assets
<b>Specific Professional Experience</b>	<ul style="list-style-type: none"> <li>Proven experience in Result Based Management Reporting</li> <li>Familiarity with UN programming principles</li> </ul>	<ul style="list-style-type: none"> <li>Proven experience related to Turkey's development context and UN's work in Turkey</li> </ul>
<b>Note:</b> <ul style="list-style-type: none"> <li>Shortlisted candidates may be required to provide sample review reports (i.e. review reports, evaluation reports or analytical reports in the related subject) of their previous assignments to demonstrate their qualifications and proven experience on the subject matter.</li> </ul>		

## 8. Duty Station

Duty station for the assignment is home-based. Two travels to Ankara, Turkey is foreseen as detailed in Article 4. For the missions to Ankara, roundtrip economy class flight tickets for up to two missions will be arranged and borne by UNDP/UNRCO through its Travel Agent. A per diem not to exceed the official DSA rate of Ankara will be provided to the Consultant as per the actual number of mission days (not exceeding 16 days in total). For any unforeseen travel requested by UNDP/UNRCO, travel related costs will be covered by UNDP/UNRCO. The cost and terms of reimbursement of any travel authorized by UNDP/UNRCO for Individual Contractors must be negotiated prior to travel. During the travels specified in the ToR or in case there is need for additional travels that were unforeseen in the ToR, the respective travels of the consultant may either be;

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

The following guidance on travel compensation is provided per UNDP practice.

Cost item	Constraints	Conditions of Reimbursement
Travel (intercity transportation)	full-fare economy class tickets	1- Approval of UNDP/UNRCO before the initiation of travel 2- Submission of the invoices/receipt,
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	etc. by the consultant with the UNDP's F-10 Form 3- Approval of UNDP/UNRCO
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. Duties and Responsibilities of UNDP/UNRCO**

1. UNRCO will provide all relevant background documents as stipulated in Article 3. of the ToR.
2. UNRCO is not required to provide any physical facility for the work of the IC.
3. UNRCO can facilitate meetings when needed.
4. UNRCO will cover travel and accommodation costs of the IC (Please see 6. Payment Conditions).

## **Annex: Suggested Outline of the Annual Results Report<sup>1</sup>**

### **Foreword (1/2 page)**

The foreword is optional. It is normally written by the Resident Coordinator but could also be developed jointly by the Resident Coordinator and a high-level Government counterpart<sup>2</sup>, illustrating highlights of collaboration and thanking partners.

### **Executive Summary (2 pages)**

The executive summary consists of a brief overview summary of the report.

### **Key Development Trends (2-4 pages if per overall report; ½-1 page if per Pillar / Outcome)**

Building on inputs from the results groups and regular country scans, this section highlights changes in social, economic and political conditions that could impact the implementation of the One Programme, including key development indicators. This section can also reflect developments related to major national strategies, budget decisions, policy initiatives and legislative reforms, including those drawn from international human rights obligations/mechanisms. The report could either feature one single section on key development trends, or short separate key development trends sections under each Pillar / Outcome.

### **Results of the One Programme (2-3 pages per Outcome)**

Building on inputs from the results groups, this section highlights the collective progress of the UN development system towards the Outcomes of the One Programme. It also provides highlights of concrete outputs, including through the implementation joint work plans. The influence of outputs delivery in achieving national targets should be highlighted. The report can feature (human) contribution stories where possible, with particular attention to the value added of inter-agency, multi-sectorial collaboration and partnerships.

### **Results of Operating as One (1 page)**

Highlights briefly progress against Business Operations Strategy and its Outcomes, including key figures and data. Countries who do not have a Business Operations Strategy provide an overview of results of common services and / or common premises initiatives.

### **Results of Communicating as One (1 page)**

Highlights briefly joint advocacy and communications work related to the implementation of the One Programme.

### **Financial Overview**

Contains the Common Budgetary Framework, including information on estimated expenditures, ideally and when feasible, aggregated by Pillar, Outcome and Agency. This section could highlight information on top donors, including government contributions, if applicable. It could also include reporting on the One Fund. A simple chart based on figures from Annex One could be included here, showing Planned Budget and actual Expenditures at the Outcome-level, as well as a breakdown by Agency.

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<sup>1</sup> Copied from the UNDG Guidance Note on Annual Result Report

<sup>2</sup> Especially where a joint steering committee is in place.

### **Lessons Learned and Way Forward (1-3 pages)**

Taking into consideration the primary audience of the report identified, this section highlights challenges, risks and assumptions, bottlenecks in implementation and lessons learned - and how these will be addressed in the subsequent year. This section would typically build on inputs from results groups. The report could either feature one single section on challenges and lessons learned, or short separate challenges and lessons learned sections under each Pillar / Outcome and under Operating as One and Communicating as One sections.

### **Relevance with Sustainable Development Goals (3-4 pages)**

With a view to assessing the collective progress of the UN development system towards the Sustainable Development Goals, it is expected to analyse the outputs achieved through the year according to their relevance and relation with each sustainable development goal and relevant target. This section will utilize the “Mapping UNDCS with SDGs” matrix prepared by the RCO. This section should also utilize both qualitative and quantitative analysis techniques and include findings derived from the analysis.

### **Annex: Progress against One Programme Results Framework (see table below)**

Contains a table with latest data on the agreed Outcome and Output indicators. The table has been purposely kept simple to facilitate development and use of the report. When an online result monitoring system of the UNDAF/One Programme exists, this can be used to fill in the table in this Annex. When the UNDAF features a high number of indicators, the UNCT may opt to select a limited number of those for the purpose of filling the table below.

<b>Results</b>	<b>Contributing Entity/ Entities</b>	<b>Indicator (with Baseline &amp;Target)</b>	<b>Means of Verification</b>	<b>Value of Indicator<sup>3</sup></b>	<b>Planned Budget</b>	<b>Expenditures</b>
<b>Outcome 1</b>		<b>Indicator a</b>				
		<b>Indicator b</b>				
		<b>Indicator c</b>				
<b>Output 1.1</b>		<b>Indicator a</b>				
		<b>Indicator b</b>				
<b>Output 1.2</b>		<b>Indicator a</b>				

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<sup>3</sup> UNCTs could opt to colour-code by result achieved: On track (green), partially on track (yellow), no progress (red). This can be helpful especially when the results framework features yearly targets. Alternatively, a separate column could be added to briefly reflect progress.