



Annex 1:

Terms of Reference

Turkey Resilience Project in Response to the Syria Crisis Individual Consultant for Gender Responsive Enterprises Training and Transformation Process

1 BACKGROUND

As of November 2018, Turkey hosts over 3,5 million Syrians under temporary protection.¹ 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 (4,7% of Syrian refugees are living in the temporary accommodation centers).² 40% of the 3,5 million refugees are concentrated in 4 provinces; Gaziantep, Kilis, Hatay and Şanlıurfa, 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%.³ 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

¹ Official data Directorate General for Migration Management, Turkey, May 2018.

² Mostly in the South East, particularly Gaziantep, Kilis, Sanliurfa, and Hatay

³ DG of Migration Management, TURKSTAT (DGMM 2017)

market based vocational skills training, adult language skills training and 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 works on value chain development and the establishment and operationalization of SME Capability Centers and Innovation Centers for business advisory services to SMEs, entrepreneurs and start-up businesses from host and refugee community.

In this perspective, UNDP Turkey Country Office has been implementing the Project entitled "Turkey Resilience Project in response to the Syria Crisis" financed by the EU. In the framework of the Project's Component 1: Job Creation, business development services will be provided for SMEs, entrepreneurs and start-up businesses. The services to be provided through Project activities will specifically target SMEs owned and run by women entrepreneurs and/or SMEs employing significant number of women employees with respect to women empowerment approach mainstreamed in overall design of the Project. At least 40% of the beneficiaries will be women for all activities.

In this regard, activities aiming at promoting women's participation to the labour market, primarily manufacturing industry, will be organised in cooperation of Ministry of Industry and Technology (MoIT) as the national counterpart/implementing partner in the Project.

2 OBJECTIVE AND SCOPE

The objective of this assignment is to receive technical consultancy in creating awareness and familiarity with respect to Gender Responsive Enterprises.

UNDP Turkey CO focuses on gender equality and women's empowerment in its all portfolios including Syrian Crisis Response and Resilience Program and UNDP commits to provide better services for sustainable development with a gender responsive approach by empowering women through increasing skills, creating jobs and targets gender equality in every aspect of any intervention.

Unemployment has long been a problem that women are disproportionately and differently effected from this situation and there is need for developing policies aiming at responding differentiating needs of men and women. Within this framework, gender responsive enterprises will play role with respect to encouraging women to participate into labor force, enable them to stay in working life longer and contributes to decrease in gap between men and women employment rates.

These individual consultancy services will include development of a training module, an informative brochure; conducting the training for members of employers' organizations and members of chambers of industry and trade from host and refugee community and supporting selected enterprises for transforming their business as gender responsive.

The locations of the above-mentioned tasks will be Gaziantep, Adana, Mersin and İzmir.

The IC will work on a framework contract basis. Specific activities and deliverables expected from the IC will be articulated in specific service requests to be made by UNDP during the course of the contract.

3 DUTIES AND RESPONSIBILITIES OF THE INDIVIDUAL CONSULTANT

Within the scope of the Assignment; the Individual Consultant (IC) will provide consultancy services for the below listed generic activities. The following duties and responsibilities are indicative and subject to further detailing through specific service requests to be made by UNDP during the course of the contract duration.

- Prepare an informative brochure presenting structure and advantages of gender responsive enterprise,
- Develop a “Gender Responsive Enterprise Training Module”,
- Deliver “Gender Responsive Enterprise Training” to local economic actors such as business associations and Chambers of Industry and Commerce, and company representatives,
- Support gender responsive transformation of 4 (four) firms located in Gaziantep, Adana, Mersin and İzmir and introduce a model “Gender Responsive Enterprise”. The IC is expected to work in alignment with UNDP’s Gender Equality Certificate in Private Sector while conducting this transformation. The details will be provided in specific service requests for mentioned task.

4 DUTIES AND RESPONSIBILITIES OF UNDP

UNDP will provide all relevant background documents. UNDP is not required to provide any physical facility for the work of the IC. However, depending on the availability of physical facilities (e.g. working space, 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. UNDP will facilitate meetings between the IC and other stakeholders, if and when needed. The Consultant will report to the Project Manager of “Turkey Resilience Project in Response to the Syria Crisis, Component 1: Job Creation (C1)” (hereafter referred as UNDP Project Manager).

UNDP and/or the relevant project partners will facilitate meetings between the Consultant and other stakeholders, when needed.

5 EXPECTED OUTPUTS AND DELIVERABLES

The Assignment will include draft and final deliverables, duration and scope of which will be defined in the specific service requests to be made by UNDP to the IC. IC deliverables will be subject to certification by the Project Manager and approval by UNDP Syria Crisis and Resilience Response Portfolio Manager within the deadlines to be set in specific service requests.

All reports shall be submitted in English.

6 ESTIMATED INPUT BY THE INDIVIDUAL CONSULTANT

IC is expected to invest (at maximum) **130 working/days**, which will be detailed through specific service requests during the contract period. Time spent for business travels is not included in 130 working/days.

7 REQUIRED QUALIFICATIONS

The following table demonstrates the required qualifications of the IC to be recruited for this Assignment. The expected qualifications of this expert are as follows:

General Qualifications	General Professional Experience	Specific Professional Experience
<ul style="list-style-type: none"> • University degree in social sciences (e.g. Sociology, law, economics, international relations, political sciences, business administration, public administration and other related fields) is required. • Advanced (masters or higher) degree in social sciences (e.g. Sociology, law, economics, gender/women studies, international relations, political sciences, business administration, public administration and other related fields) will be an asset. • Proficiency in Turkish and English is required. 	<ul style="list-style-type: none"> • At least eight (8) years of relevant professional experience is required. Experience more than eight (8) years, up to 10 years, will be considered as an asset. 	<ul style="list-style-type: none"> • Minimum of two (2) years of relevant experience (as a consultant, academic, trainer, manager, expert or similar position at public or private sector organizations or NGOs) in the last 8 years in directly working with private sector and/or SMEs is required. • Minimum two (2) years experience (as a consultant, academic, trainer, manager, expert or similar position at public or private sector organizations or NGOs) in the last 8 years on gender-responsive enterprises is required. • Knowledge on best practices and models applied in the world to promote gender responsive enterprises, as will be verified through an interview, will be considered as an asset. • Knowledge on Turkish labor market (institutions, services, laws, regulations etc.), as will be verified through an interview, will be considered as an asset. • At least 1(one) academic research, article or publication published by the IC applicant on gender responsive enterprises will be considered as an asset. • Experience and knowledge on developing gender code of conduct for enterprises, as will be verified through an interview, is an asset.

8 TIMING AND DURATION

The assignment is expected to start on 02.01.2019 and be completed by 31.12.2019.

9 PLACE OF WORK

Place of work for the assignment is home-based. It may be expected that the IC travels within the scope of the work. It is required that the terms of such travels are discussed with the UNDP

Project Manager prior to each travel. The details of the travels will be outlined in relevant specific service requests.

In case travel is needed, all travel and accommodation costs of these missions out of the residence of the IC will be borne by UNDP. The costs of these missions may either be;

- Arranged and covered by UNDP CO from the respective project budget without making any reimbursements to the IC (any assignment-related travel (economy class), accommodation (bed & breakfast) outside duty station will be arranged by the travel agency UNDP works with, when necessary, by receiving prior approval of UNDP) or,
- Reimbursed to the consultant upon the submission of the receipts/invoices of the expenses by the consultant and approval of the UNDP. The reimbursement of each cost item is subject to following constraints/conditions provided in below table;
- Covered by the combination of both options.

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

Cost item	Constraints	Conditions of Reimbursement
Travel (intercity and/or international transportation)	Full-fare economy class tickets	1- Approval of UNDP before the initiation of travel 2- Submission of the invoices/receipt, etc. by the expert with the UNDP's F-10 Form 3- Approval of UNDP
Accommodation	Up to 50% of the effective DSA rate of UNDP for the respective location	
Breakfast	Up to 6% of the effective DSA rate of UNDP for the respective location	
Lunch	Up to 12% of the effective DSA rate of UNDP for the respective location	
Dinner	Up to 12% of the effective DSA rate of UNDP for the respective location	
Other Expenses (intra city transportations, transfer cost from /to terminals, etc.)	Up to 20% of effective DSA rate of UNDP for the respective location	

10 PAYMENTS

The contract to be signed between UNDP and prospective contractor 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 UNDP Project Manager, no payment will be made even if the IC has invested working/days to produce and deliver such deliverables.

Payment terms and conditions will be specified in 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 specific service requests by the IC and approval of such deliverables by UNDP.

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

The amount paid to the consultant 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 IC and approved by the responsible UNDP Project Manager. The total amount of payment to be affected to the IC within the scope of this contract cannot exceed equivalent of 130 working/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.