

# Terms of Reference

## **Junior Networking Consultant for CBi**

### **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 UN 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 Analytical 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 developing a framework of action for the Connecting Business initiative strategy and its first activities. Furthermore, s/he will take part in exploring network opportunities 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 on the availability of physical facilities (e.g. working space, computer, printer, telephone lines, internet connection etc.) and at the discretion of UNDP and relevant stakeholders such facilities may be provided at the disposal of the IC. For this specific position, TÜRKONFED 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 TÜRKONFED in identifying networking opportunities at national and international level;
- Support the elaboration of a methodological framework to implement the value proposition of CBI Turkey for engaging the private sector in complex emergencies and resilience efforts;
- Contribute to the implementation of the global CBI Guidance Toolkit on complex emergencies in Turkey; and

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 TÜRKONFED in identifying networking opportunities at national and international level**

- Conduct analytical work to identify regions/countries of high relevance for CBI Turkey to connect with and/or to explore further, including map and visuals.
- Conduct research and analytical work covering business continuity, insurance, risk management, refugee employment/recovery networks in European countries, countries with an existing CBI platform and other countries of interest.

##### **Support the elaboration of a methodological framework to implement the CBI Turkey value proposition**

- Conduct desk review regarding existing activities carried in Turkey towards building resilience to natural disasters and recovery of the Syrian Crisis and identify leading firms/organizations offering service and expertise;
- Conduct desk review regarding existing typological approaches and other methods to cluster the needs of the private sector by hazard, exposure and vulnerability;
- Develop and implement mapping of existing private sector networks and collective action platforms that engage companies in disaster risk reduction, emergency preparedness, response and recovery;
- Support the elaboration of methodological framework including typology elements and geographical/sectoral prioritization for the implementation of initial activities related with complex emergencies and disaster risk reduction, preparedness and business continuity;

##### **Contribute to the implementation of the global CBI Guidance Toolkit on complex emergencies**

- Support the organization of capacity building activities for the private sector in addressing complex emergencies.

## 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 Turkish and English.

## 6 MINIMUM QUALIFICATION REQUIREMENTS

The expected minimum qualifications of the Consultant are as follows:

General Qualifications	General Professional Experience	Specific Professional Experience
<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. <b>(10 points)</b></li><li>- Fluency in English and Turkish. <b>(5 points)</b></li></ul>	A minimum of 2 years of relevant experience. <b>(20 points)</b>	<p>A minimum of 1 year of relevant experience in the private sector at least in one of the following fields:</p> <ul style="list-style-type: none"><li>- networking,</li><li>- platform creation,</li><li>- national or international level, event organization,</li><li>- creation of partnership,</li><li>- fund raising,</li><li>- implementing projects with several stakeholders including private sector.</li></ul> <p><b>(35 points)</b></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 25 January 2019 and be completed by 19 April 2019.

IC is expected to invest (**at maximum**) 30 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. Travel related costs (economy class flight ticket) of these missions out of the duty station and accommodation cost (in 3 or 4-star hotel) will be borne by UNDP. Approval of UNDP is needed prior to the missions is needed. Only these costs will be covered in case the experts travel. The details with regards to any travels within the scope of these assignments will be elaborated in specific service requests. These missions will be arranged and covered by UNDP CO from the respective project budget without making any reimbursements to the consultant and through the travel agency UNDP works with.

## 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 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 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 (***not to exceed maximum number of days in the service request***) 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 equivalent of 30 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.