



ANNEX II

Terms of Reference

for

Individual Contract for Training and Education Junior Expert

1 BACKGROUND

In line with the *'Strategic orientation document for the European Union Regional Trust Fund in response to the Syrian crisis'*, the **Overall Objective** of the project is to strengthen the economic and social resilience of Syrians under Temporary Protection (SuTP).

The action will also include vulnerable host community members, support for municipalities and institutions in provinces most affected by the presence of SuTP or have the potential to absorb an additional Syrian labour force to strengthen the recover from the impact of displacement. The **Specific Objectives** are:

- To enhance the economic and social empowerment of SuTP to become an asset for the local economy and economic growth potential;
- To improve and secure the living conditions of SuTP and the population in host communities in Turkey.

Language skills is a critical barrier for integration into the labour market. Unlike other countries that admit many Syrian refugees – such as Lebanon and Jordan – Syrians arriving in Turkey are often required to learn a whole new language, to find a job. Turkish language skills are also critical basis for economic integration, including increased networking opportunities and access to information to find employment. In addition to that, increased Turkish language skills for refugees are important for social integration, through day to day communication with Turkish host community members. Moreover, it will also help strengthen the capacities of MoNE (Ministry of National Education) to deliver quality Turkish language trainings to Syrians and other refugees beyond the target group of the Action.

Language skills training will be delivered through blended learning modalities. The education courses, for instance, will combine online learning with traditional in-classroom training. It requires the physical presence of teachers and trainees, to make optimal use of existing physical capacity and provision of quality educational content. It also enables students to have some flexibility over their learning progress in terms of time and place. The e-learning component of Turkish courses will also include a module on basic life skills. Moreover, basic life skills will be part of the curricula for Training of Trainers to be provided to Turkish language instructors.

2 OBJECTIVE AND SCOPE

The objective of the assignment is to receive high quality technical consultancy services on various outcomes of the project in order to facilitate more efficient and effective implementation.

In this sense, an Individual Contractor (IC) will be mobilized as “Training and Education Junior Expert” who will be expected to support the project team by providing support for;

- (i) training activities including supporting the oversight of equipment provision;
- (ii) planning and oversight of training of trainers (ToT) workshops;
- (iii) preparation of training/education evaluation reports;
- (iv) constant oversight of field training activities and preparation of monthly progress reports and additional consultancy services on topics related to her/his expertise area for other activities of the Project.

The IC will be mobilized with Framework based Individual Contract. Specific expectations from the IC will be articulated in multiple “service requests” to be issued by UNDP over the course of the contract.

3 ACCRONYMS AND ABBREVIATIONS

Unless otherwise noted;

- UNDP refers to United Nations Development Programme Country Office in Turkey,
- The Assignment refers to the present Assignment,
- IC refers to the Individual Contractor,
- MoNE refers to Ministry of National Education
- SuTP refers to Syrians under Temporary Protection
- ToT refers to Training of Trainers
- PEC refers to Public Education Centers

4 DUTIES AND RESPONSIBILITIES OF THE INDIVIDUAL CONTRACTOR (IC)

As stated in Article 2, UNDP will mobilize an Individual Contractor on a framework Individual Contract basis. The following duties and responsibilities are *indicative* and *subject to further detailing* through specific “service requests” to be issued by UNDP over the course of the contract duration.

Within the scope of the Assignment; based on her/his expertise, the **IC** is expected to provide consultancy services for the below listed generic activities:

	Generic Activities
Providing support for training activities including oversight of	<ul style="list-style-type: none">• Provide support for field visits for assessment of registration and training processes in individual PECs• Provide support for field visits during provision of equipment for PECs and reporting

equipment provision	<ul style="list-style-type: none"> • Provide support for the public awareness and consultation process for increased reach out to potential trainees
Supporting the planning and delivery of training of trainers (ToT) workshops;	<ul style="list-style-type: none"> • Assist project management and designated officials from partners for the preparation of ToT workshops. • Provide technical inputs for the design and development of tailor-made training content for ToT workshops. • Directly participate in and support the oversight of ToT workshops/meetings. • Provide assistance to the project team and Senior Training and Oversight Expert for formator committee(s) in terms of evaluating the performance of trainers. • Provide monthly progress reports in terms of trainer performance via randomized field visits.
Supporting the preparation of training/education evaluation reports	<ul style="list-style-type: none"> • Provide support to the preparation of field assessment reports throughout the training program implementation in terms of content and quality of education. • Provide periodic analysis reports of the progress on e-learning and implementation of blended education modality. • Assist project management and partners in terms of interpretation of data obtained from LMS and provide advice on increased engagement of trainees if required.
Support to the oversight of field training activities and preparation of monthly progress reports	<ul style="list-style-type: none"> • Conduct periodic field visits with project team and designated officials from partners. • Thoroughly monitor and oversee the general progress of training and education program and prepare monthly progress reports.

If required by the UNDP and Ministry of National Education (MoNE), the IC could be requested to provide additional consultancy services on topics related to the above-listed areas for other activities of the Project.

The IC will report to MADAD Component 3 Project Manager. The IC will work closely with the Project Team of UNDP.

5 DUTIES AND RESPONSIBILITIES OF THE UNDP

UNDP will provide all relevant background documents. UNDP is not required to provide any physical facility for the work of the IC. UNDP will cover pre-approved travel and accommodation costs of the IC when traveling outside of the duty station and upon submission of relevant documentation.

6 DELIVERABLES

The IC is expected to invest (at maximum) 150 person/days for the completion of the services that will be requested through multiple “Service Requests”.

The Assignment will include interim and final deliverables which will be identified during the execution of the contract. Deliverables will be identified in specific “service requests”

All reports should be submitted in the Turkish and/or English Language. In case of a need for translation, the related translation costs will be borne by UNDP.

The deliverables of the individual contractor shall be subject to approval of the UNDP Project Manager (MADAD Component 3) within the deadlines to be set in the specific “service requests”.

7 MINIMUM QUALIFICATION REQUIREMENTS AND ASSETS

The following table demonstrates minimum qualification requirements and assets to be considered for evaluation of proposals

General Qualifications	General Professional Experience	Specific Professional Experience
Minimum Qualifying Criteria: <ul style="list-style-type: none"> University (bachelor’s) degree in the field of social sciences is a must Fluency in English and in Turkish is a must Advanced computer skills and good command of MS Office applications is a must Assets: <ul style="list-style-type: none"> Advanced university degree in the related field is an asset 	Minimum Qualifying Criteria: <ul style="list-style-type: none"> At least 5 years of general professional experience is a must Assets: <ul style="list-style-type: none"> Documented experience in EU funded projects on training and education is an asset 	Minimum Qualifying Criteria: <ul style="list-style-type: none"> Previous experience in data management and analysis is a must Professional background in delivery and follow up trainings is a must Specific experience in design, preparation and developing training materials/content is a must Experience in e-learning/distance learning is a must. Assets: <ul style="list-style-type: none"> Experience in working with international organizations is an asset Previous experience in working with the Turkish Ministry of National Education is an asset.

8 TIMING AND DURATION

The Assignment is expected to start within February 2019, and it is expected to end on 31 December 2019. Individual Contractor is estimated to invest (at maximum) 150 person/days to fulfill the required tasks as per specific “service requests” to be issued by UNDP throughout contract validity.

9 DUTY STATION

Duty Station for the assignment is Ankara. Travels will be required with respect to UNDP’s various project needs and the duties and responsibilities of the IC stated in Articles 4 and 6. Travel, accommodation and living expenses (inter-city, intra-city travels, living costs such as breakfast, lunch, dinner, etc.) in the duty station will be borne by the IC. In case of travel need, travel related costs will be covered by UNDP. The cost and terms of reimbursement of any travel authorized by UNDP for Individual Contractor must be negotiated prior to travel.

Assignment-related travel and accommodation costs, which are pre-approved by UNDP, outside of the Duty Station will be borne by UNDP in line with UNDP's corporate rules and regulations and arranged through the travel agency that UNDP works with. During the travels the respective travels of the Individual Contractor may either be;

- Arranged and covered by UNDP CO from the respective project budget without making any reimbursements to the IC or
- Reimbursed to the IC upon the submission of the receipts/invoices of the expenses by the IC 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 the above options

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

Cost item	Constraints	Conditions of Reimbursement
Travel (intercity transportation)	full-fare economy class tickets	<ol style="list-style-type: none"> 1. Approval of UNDP before the initiation of travel 2. Submission of the invoices/receipt, etc. by the contractor 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 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.

The Contract is based on a daily fee. For each specific service request, UNDP makes payments based on the total actual number of days worked for the respective specific service request.

“Individual Contractor Time Sheet” containing number of days worked and tasks completed, must be submitted by the Individual Contractor, duly approved by MADAD Component 3 Project Manager, which shall serve as the basis for the payment of fees.

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) stipulated in the specific service requests by the IC and approval of such deliverables by UNDP. UNDP will cover pre-approved travel and accommodation costs of the IC when traveling outside of the duty station and upon submission of relevant documentation.

If the contractor resides in a country different than Turkey, he/she shall be paid in US Dollars (USD) through conversion of the Turkish Lira (TRY) amount into US Dollar (USD) amount by the official UN exchange rate valid on the date of money transfer. If he/she resides in Turkey, the payment shall be realized in Turkish Liras (TRY)

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

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.