

Terms of Reference

National Consultant for Energy Efficient Wooden Buildings Project Development *(The National Consultant for Financial Support Mechanism Design)*

1 BACKGROUND

The objective of the Global Environment Facility Project Preparation Grant (GEF PPG) is to develop the project concept into a full project: Promoting Low Cost Energy Efficient Wooden Buildings in Turkey. As described in the project concept (PIF), this project aims to promote and replicate the use of innovative wood based technologies as low carbon construction materials in Turkey as a means of reducing the embedded carbon content of construction material and enhancing carbon sequestration over the building life time leading to an additional 1.5 million m2 of new construction in Turkey coming from wood by 2026 or by 6 years from the project start date.

The UNDP Turkey will lead the project development process and manage the GEF PPG budget in full consultation with the UNDP-GEF Technical Adviser.

As appropriate, a Working Group will guide the GEF PPG team, and review and endorse the GEF PPG deliverables. The Working Group is responsible for ensuring that the deliverables outlined in this GEF PPG are completed on time and in line with UNDP and GEF requirements. The UNDP will chair the Working Group.

GEF PPG Activities:

Component A: Preparatory Technical Studies & Reviews

- a. Desktop and field-based studies and data collection
- b. Gender Analysis
- c. Environmental and Social Safeguard Assessments
- d. Identification of project sites
- e. Financial planning
- f. Other required studies

Component B: Formulation of the UNDP-GEF Project Document, CEO Endorsement Request, and Mandatory and Project Specific Annexes

- a. Theory of Change
- b. Results Framework
- c. Monitoring and Evaluation (M&E) Plan and Budget
- d. Stakeholder Engagement Plan
- e. Gender Action Plan and Budget
- f. Social and Environmental Standards
- g. GEF Core Indicators
- h. Project Management Arrangements
- i. Completion of the required official endorsement letters

Component C: Validation Workshop and Report

2 OBJECTIVE AND SCOPE

The National Consultant for the Design of Financial Support will be responsible for defining a sustainable financing approach and methodology for the project by identifying the sources through series of consultations with the partners.

3 ACCRONYMS AND ABBREVIATIONS

Unless otherwise noted;

- UNDP: United Nations Development Programme
- GEF: Global Environment Fund
- GDF: General Directorate of Forestry
- IC: Individual Consultant / Individual Contract
- CO: UNDP Country Office in Turkey
- IRH: Istanbul Regional Hub
- RTA: Regional Technical Advisor

4 INSTITUTIONAL ARRANGEMENTS

UNDP will provide to the IC all relevant background documents. 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.

The Consultant will report to **Biodiversity and Natural Resources Cluster Lead** under Climate Change and Environment Portfolio of UNDP Turkey Country Office. The approvals of the deliverables (*which will be defined in the specific service requests*) will be made by the Cluster Lead. UNDP will arrange the introductory meetings within UNDP and will establish the first contacts with the relevant stakeholders of the project.

5 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:

- 1) Preparatory Technical Studies and Reviews (Component A): Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:
 - a. Prepare **financial situation analysis** of the current Turkish Market
 - b. Define the **value chain of construction sector** with options for wooden materials to get in. Analyses of current dynamics of construction, public, business and residential house stakeholder'S behaviour in material selection.
 - c. Conduct **stakeholder meetings** to form the base of the sustainable financial mechanism for the project
 - d. Design a **financial mechanism** for the project by identifying the possible bottlenecks.
 - e. Define different business models that private and public sector could work together.

- f. Support the completion of **any additional studies** that are determined to be needed for the preparation of the ProDoc and all other final outputs.
- 2) Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B): Prepare inputs and support the development of final PPG deliverables, as agreed with the PPG Team Leader.
- 3) Validation Workshop (Component C):
 - a. Contribute to the validation workshop; and
 - b. Support all necessary revisions that arise during the workshop, as appropriate.

6 DELIVERABLES

The Assignments 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 **English** Language.

▪ **Reporting Line**

- The consultant will be responsible to the UNDP Natural Resources & Biodiversity Cluster Lead for the completion of the tasks and duties assigned in Component-C. The reports shall be submitted to the UNDP Natural Resources and Biodiversity Cluster Lead for final approval. All of the reports are subject to approval of UNDP Natural Resources & Biodiversity Cluster Lead in order to realize the payments to the consultant.

The Consultant will be submitting the reports based on the results achieved in agreed format stating all actions taken during the assignment in English;

Report in English to be submitted after each deliverable (*in line with the specific service request*) result achieved according to schedule to the service requests;

All information should be provided in electronic versions in English language;

The Consultant shall be solely liable for the accuracy and reliability of the data provided, links to sources of information used;

Upon completion of the assignment the Consultant will submit final report in English for the whole assignment for approval of the UNDP Turkey which will serve as a justification for final payment;

▪ **Reporting Language**

The reporting language should be in English.

▪ **Title Rights**

The title rights, copyrights and all other rights whatsoever nature in any material produced under the provisions of this ToR will be vested exclusively in UNDP

7 MINIMUM QUALIFICATION REQUIREMENTS

The expected qualifications of the Consultant are as follows:

General Qualifications	General Professional Experience	Specific Professional Experience
<ul style="list-style-type: none"> - Bachelor's degree or higher in a relevant field, such as finance, economics, and business administration or any other relevant field; - Fluency in English 	<ul style="list-style-type: none"> - Minimum 10 years of professional experience in the relevant area 	<ul style="list-style-type: none"> - Demonstrable working experience in financial support mechanisms in Turkey; - Experience on working with government organizations - Experience in financial support design for construction sector is an asset;

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.

8 TIMING AND DURATION

Target Contract Start Date: 15 March 2019 Contract Completion Date: 30 December 2019
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The assignment is planned to start on **15 March 2019** and completed by **30 December 2019**. IC is expected to invest (at maximum) **20 working days** throughout the contract validity. The total number of days to be invested in the whole assignment shall not exceed 20 working days.

9 PLACE OF WORK

The place of work will be the IC's place of residence/work.

Place of work for the assignment is **home-based**. Accommodation and living expenses in IC's duty station will be borne by the consultant. There may be local travels in Turkey within the scope of the assignment. In case of need for assignment-related travel by the IC, as authorized by UNDP Turkey CO 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.. 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.

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. Service Requests will be detailed and signed by both parties for a Service Request to be effective.

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.

However, if the deliverables (*which will be specified as per specific service requests*) are not produced and delivered by the Consultant to the satisfaction of UNDP as approved by the responsible Cluster Lead, no payment will be made even if the consultant has invested working/days to produce and deliver such deliverables.

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 20 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.