



**THE GLOBAL GOALS**  
For Sustainable Development



## **Annex 1:**

### **Terms of Reference**

#### **Turkey Resilience Project in Response to the Syria Crisis Individual Consultant for Employment of Syrians and Syrian Entrepreneurs**

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## **1 BACKGROUND**

As of May 2019, Turkey hosts over 3,6 million Syrians under temporary protection.<sup>1</sup> 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 3,6 million registered Syrian refugees, more than 3,4 million refugees live amongst Turkish host communities (4% of Syrian refugees are living in the temporary accommodation centers).<sup>2</sup> 40% of the 3,6 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%.<sup>3</sup> 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 market based vocational skills training, adult language skills training and business skills

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<sup>1</sup> Official data Directorate General for Migration Management, Turkey, May 2018.

<sup>2</sup> Mostly in the South East, particularly Gaziantep, Kilis, Şanlıurfa, and Hatay

<sup>3</sup> DG of Migration Management, TURKSTAT (DGMM 2017)

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 Digital Transformation Centers on Lean Manufacturing, Innovation Centers and Industrial Transformation Programme 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 are being provided to SMEs, entrepreneurs and start-up businesses. While the Job Creation Component supports Turkish companies, entrepreneurs and start-ups through Digital Transformation Centers and Innovation Centers with mentoring, training and consultancy services in those Centers, Component will be also providing support to the potential Syrian entrepreneurs and Syrian-owned businesses to promote their potential for creation jobs for both host community members and Syrians. In this perspective, ToR is developed to reach out to this specific target group.

Moreover, UNDP is conducting following activities to promote access of Syrians to labour market including self-employment, placement to the available job opportunities and creation of new jobs;

- Private Sector Engagement to facilitate access of Syrians to the available job opportunities through understanding the labour market needs in close cooperation with the local economic actors,
- Entrepreneurship trainings to support establishment of new businesses by Syrians,
- Business Development Trainings for Syrian-owned enterprises to enable them access to accurate information on how to do business in Turkey and support them in growing their businesses.

In order to provide further support to the beneficiaries in the above-mentioned activities to promote job creation, UNDP is planning to provide mentoring, consultancy services along with the financial incentives for work permit applications and registration of new businesses. Supporting entrepreneurs from Syrian community and the Syrian-owned enterprises will promote job creation for both Syrians and host community members.

## **2 OBJECTIVE AND SCOPE**

The objective of this assignment is to receive technical support in providing consultancy services to the Syrians and Syrian businesses that have participated to the Project activities and to the companies that would like to hire Syrians.

Consultancy services to the target audience will promote the access of Syrians to the labour market while facilitating the establishment of new businesses. On the other hand, Syrian

businesses will be referred to the available support mechanism at the local level (available financial incentives, relevant governmental institutions, business associations, etc.) to support them in growing their businesses.

The technical support will include providing consultancy services throughout the project period until 31.01.2020, the project ending date. (*though the project ending date may be extended during the period of this assignment*). The services will be conducted primarily in Gaziantep, Adana, Mersin, Izmir, Hatay and Manisa. Services may be conducted in other provinces as well if needed.

Consultancy services will be mainly on;

- The establishment of new businesses including procedures to be followed and the utilization of the available funds in the Project for work permit applications and business registrations,
- The establishment of joint-ventures to be established between Turkish and Syrians entrepreneurs and/or businesses,
- Work permit applications,
- Referrals of Syrian businesses to the available financial incentives and/or technical support provided by the relevant institutions such as UN agencies, international NGOs and Finance Institutions (development banks or commercial banks),
- Supporting companies to find suitable employees among Syrian community.

The IC is expected to work with UNDP's partners such as NGOs, Chambers, business associations while providing his/her duties. The IC will work on a deliverable (monthly progress reports) contract basis.

### **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 primarily in Izmir, Mersin, Adana, Gaziantep, Hatay, Manisa and when/if needed in other provinces.

Conducting meetings with the companies that would like to hire Syrians and refer job seekers to the companies and follow-up the recruitment and work permit application procedures,

- Providing business consultancy services on how to conduct business in Turkey (e.g. import-export opportunities, marketing etc.) to the Syrian owned enterprises that have participated to the business development trainings organized by UNDP in 2018,
- Providing consultancy services to beneficiaries of the entrepreneurship trainings organized by UNDP in 2018 on procedures to be followed during the establishment of new businesses,

- Cooperating with businesses associations such as Syrian Economic Forum and Syrian Businessmen Association to promote integration of Syrian businesses into the local economies and partnership between Syrian and Turkish businesses.
- Cooperating with local Chambers in target provinces to support their efforts on promoting employment of refugees in the local companies.

If required by the UNDP Project Team, the IC may be asked to provide additional consultancy services on topics related to her/his expertise area for other project activities within the scope of this terms of reference.

#### **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).

#### **5 EXPECTED OUTPUTS AND DELIVERABLES**

The IC shall prepare and submit to UNDP (at the end of each month) “*Monthly Progress Reports*” that will summarize the activities completed and deliverables developed in each respective month, together with certification of payment indicating actual number of days worked, that will be the basis of the payment for each month. Specific activities to be conducted in a particular month will be notified to the IC via e-mail by UNDP Project Manager.

The deliverables shall be subject to review and approval of UNDP Project Manager. The review of deliverables will be conducted in maximum 3 days after submission by the IC and the IC is required to finalize deliverables in maximum 3 days after the review by UNDP Project Manager. All reports shall be submitted in English.

#### **6 ESTIMATED INPUT BY THE INDIVIDUAL CONSULTANT**

IC is expected to invest (at maximum) **140 working days (20 working days/month x 7 months)**. The working days to be invested/spent for business travels will be included in 140 working/days throughout the contract validity .

#### **7 REQUIRED QUALIFICATIONS**

The following table demonstrates the required qualifications of the candidate to be recruited for this assignment. The required qualifications of this expert are as follows:

General Qualifications	General Professional Experience	Specific Professional Experience
<ul style="list-style-type: none"> <li>University degree in social sciences (e.g. Sociology, law, economics, international relations, political sciences, business administration, public administration and other related fields) is required.</li> <li>Proficiency in Arabic and English is required.</li> </ul>	<ul style="list-style-type: none"> <li>At least five (5) years of general professional experience is required.</li> </ul>	<ul style="list-style-type: none"> <li>Two (2) years of relevant experience in the last 5 years as a trainer/consultant/expert and knowledge on refugee employment, and/or working with private sector companies for refugee employment are required.</li> <li>Two (2) years of relevant experience in the last 5 years as a trainer/consultant/expert and knowledge on establishment of business and/or entrepreneurship in Turkey are required.</li> </ul>

## 8 TIMING AND DURATION

The assignment is **expected to start by the beginning of July 2019** and be completed by **the end of January 2020**. On the other hand, the duration of the assignment may be extended till the end of year 2020 depending on extension of the project and consent of the IC to perform services with the same daily rates in the Offeror's Letter to UNDP.

## 9 PLACE OF WORK

The assignment is home-based. Though, the IC will be required to travel to the provinces mentioned in Section 3 as needed within the scope of the work. It is required that the terms of such travels shall be agreed with the UNDP Project Manager prior to each travel.

As per UNDSS rules, the IC is responsible for completing necessary online security trainings and submitting certificates and travel clearances prior to assignment-related travels.

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 IC will be paid on a deliverable basis (*monthly progress reports*). Payments will be made upon submission by the Consultant and approval by UNDP of the Monthly Progress Reports, reflecting the actual number of days worked by the Consultant in each respective month. 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. If the activities are not conducted or deliverables are not produced by the IC to the satisfaction of the UNDP, no payment will be made even if the IC has invested working days to conduct activities or produce such deliverables. The IC shall be paid in TL. The amount paid to the IC shall be gross and inclusive of all associated costs such as social security, pension and income tax etc.

The total amount of payment to be affected to the IC within the scope of this contract cannot exceed equivalent of **140** working/days throughout the contract validity.

**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.