



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 21 October 2013

Country: Turkey

**Description of the assignment: International Short Term Expert for the Study Tour to Spain
REF: (STSP/CO2013)**

**Project name: IMPROVEMENT OF CIVILIAN OVERSIGHT OF THE INTERNAL SECURITY
SECTOR PHASE II**

Period of assignment/services: 11 DAYS UPON CONTRACT SIGNATURE

Proposal should be email to ssa.proposal@undp.org.tr no later than **1 November 2013**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants. **Only short-listed candidates will be contacted.**

1. BACKGROUND

UNDP Turkey will support the Ministry of Interior of Turkey for "Improvement of Civilian Oversight of Internal Security" through an EU funded technical assistance project. The overall objective of the project is to structurally embed expanded enjoyment of civil rights by Turkish citizens and democratic control of internal security in the regulatory system and public administration practice of Turkey.

The specific objective of the Project is to contribute to the progress towards the overall objective spelled out above, the project aims at establishment of institutional and regulatory framework conditions for an effective oversight by the MoI of Internal Security Forces at the central and local level. The Project aims at making transition from narrowly conceived, bureaucratically and legalistically managed oversight of policing to a system of security sector governance based on human centered understanding of security and public safety and transparency in partnership with the civil society.

The project is composed of 3 components:

Component A - Legislative Framework: This component aims at enabling the Ministry of Interior and the public administrators (governors and sub governors) to exercise civilian oversight over law enforcement bodies.

Component B - Capacity Building: This component aims at increasing the capacity at the MoI to realize its mission as regards the administrative management of security forces at the central and local level and establishment of institutional structures needed in order to meet the EU standards for HR protection and for a strengthened civilian oversight.

Component C - Civil Society and Media: This component aims at contributing to strengthen independent oversight on law enforcement bodies and increase citizens participation in oversight.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The Short Term Expert will support the realization of the activity '**B.2.8 Conduct five study tours, one for each major focus of the project**'.

The present assignment covers the organization of the 3rd study tour of the project, which is Spain, Madrid. The study tour will take place at the end of November 2013. The main objective of the study tour to Spain is to study the oversight of Internal Security Forces by the Ministry of Interior and the Parliament. The study tour will be led by the Undersecretary of the Ministry of Interior (MoI) to a group of participants, which include governors, high-ranking officials of the Ministry of Interior, high-ranking police and gendarmerie officials and possibly members of Grand National Assembly of Turkey.

Work Program

The study tour to Spain will involve several meetings. The intended program is as follows:

- 1) Visit to Intelligence Center for Organized Crime (CICO): The central organization, as well as examples of mechanisms for the steering and coordination of police and gendarmerie
- 2) Visit to Directorates of Police and Guardia Civil: The central organization, as well as examples of mechanisms for the steering and coordination of police and gendarmerie,
- 3) Visit to Secretary of State for Security: The central organization, as well as examples of mechanisms for the steering and coordination of police and gendarmerie
- 4) Inspection system for police and gendarmerie,
- 5) Visit to the Parliament: The role of the Parliament for oversight of the internal security forces (in particular, committee in charge of Internal Security).
- 6) Visit to The Defender of Rights,
- 7) Visit to Provincial Security Board: The coordination mechanism of internal security forces at provincial level.
- 8) Other suggestions by the Spanish authorities.

Based on the scope of work provided above, the tasks and responsibilities of the International Short Term Expert will be as follows:

Activity Name in Description of Action of the Project	B.2.8 Conduct five study tours, one for each major focus of the project		
No.	Activities	Duty Station	Working Days*

1	Accompany the Turkish Delegation during the entire duration of the study tour in Spain (25 November–29 December 2013) and participate to the meetings	Madrid	5 w/days
2	Contribute to the further design and development of the work program for the study visit / Prepare and submit a power point presentation on the political context of the country and main oversight mechanisms of ISFs.	Madrid	1 w/days
3	Preparation of a detailed “Assignment Report”, which will include the following: 1) a brief overview of the study visit including a list of meetings held and persons contacted; 2) coordination laws and mechanisms by Ministry of Interior over law enforcement bodies both at central and local level; 3) structures and mechanisms for parliamentary oversight of ISF, 4) conclusions reached at each meeting; and 5) a general assessment involving best practices and other recommendations for the improvement of coordination of ISFs by Ministry of Interior and Parliamentary oversight.	Home-Based	4 w/days
Contingency days**			1 w/days
TOTAL			11 w/d (10 w/d+1 contingency day)

*The payment conditions indicated herein represents the maximum amount to be paid for the particular deliverable and will be based on the actual number of working days invested for the development of each deliverable.

Contingency: Depending upon the additional requirements of the assignment, UNDP may/may not request investment of additional **1 w/days during the same period. Use of contingency days is bind to approval of Project Administrator. Without the approval contingency days are not subject to use.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The expected qualifications of the expert are as follows:

	Requirements**	Assets*
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General Qualifications	<ul style="list-style-type: none"> • University degree in Social Sciences or Law • Fluency in English and Spanish • Computer literacy and good report writing skills. 	<ul style="list-style-type: none"> • Advanced Degree (Masters or equivalent) in Social Sciences or Law will be an asset.
Professional Experience and Qualifications	<ul style="list-style-type: none"> • At least 5 years of work experience 	<ul style="list-style-type: none"> • 10 years or more work experience will be an asset
Specific Experience and Qualifications	<ul style="list-style-type: none"> • In depth knowledge of Spanish public administration system 	<ul style="list-style-type: none"> • In depth knowledge on internal security sector
<p>Competencies:</p> <ul style="list-style-type: none"> • Ability to work in multi-disciplinary and multi-cultural teams, • Ability to work under pressure against strict deadlines, • Ability to think out-of-the-box, • Ability to present complex issues persuasively and simply. • Ability to contextualize global trends in accordance with the dynamics of the operating (working) environment. • Ability to think strategically • Ability to think result oriented <p>Notes:</p> <ul style="list-style-type: none"> • 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. • Experience gained prior to completion of undergraduate studies is not considered professional experience. 		

*If the candidates cannot meet the requirements, assets will not be evaluated.

**Only candidates who met the requirements will be contacted and will be requested price proposals.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:

(i) Explaining why they are the most suitable for the work

(ii) Provide a brief note about the proposed approach and/or systematic to be followed for the achievement of the outputs of the Project

2. Personal CV including past experience in similar projects and at least 3 references

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5. FINANCIAL PROPOSAL

The financial proposal shall specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

6. PAYMENT

The International short-term expert will be paid in TRY Equivalent of USD on the basis of the number of days invested for each deliverable, as approved by UNDP;

The International Short Term Expert shall be paid upon submission and approval of the above described deliverables. The Expert shall also prepare a timesheet that shows the number of days invested for each deliverable.

The amount paid shall be gross and inclusive of all associated costs such as social security, pension and income tax. Assignment-related travel and accommodation costs outside of Madrid will be borne by UNDP upon submission of documentation.

7. EVALUATION

Applicants meeting the minimum requirements listed in the Terms of Reference will be short-listed and asked for price proposals. The selection of the Consultant will be made in accordance with the quality-cost based selection method (70 % technical component and 30% price component). Only short-listed candidates will be contacted.

ANNEX

ANNEX 1- TERMS OF REFERENCES (ToR)

ANNEX 2- P11 FORM