



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

28.08.2013

Country:	Turkey
Description of the Assignment:	Technical Advisory Services for the economic analysis of GAP Region within Turkish Economy.
Related Project Names:	Competitiveness Agenda for the South East Anatolia
Period of Assignment/Services:	September 2014– February 2015

Proposal should be submitted by email to ic.proposal@undp.org.tr no later than **11 September 2014**, COB.

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.

1 BACKGROUND

Please see Annex 1(Terms of Reference).

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

Please see Annex 1 (Terms of Reference).

3 REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Please see Annex 1 (Terms of Reference).

4 DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

- A one-page Letter of Interest, explaining why they are the most suitable for the work
- Financial Proposal (please see section 5, below and Annex II)
- Personal CV, including past experience in similar projects and at least 3 references

5 FINANCIAL PROPOSAL

The interested individual consultants must submit their financial proposals by following the guidance and the standard template provided in Annex 2. Any deviation from the standard text may lead to disqualification.

6 EVALUATION

The evaluation will be based on cumulative analysis (i.e. technical qualifications and price proposal). The weight of the technical criteria is 70%; the weight of the financial proposal is 30%.

Candidates that obtain a minimum of 70 pts out of a maximum 100 pts will be considered for the financial evaluation.

Candidates that do not meet the minimum requirements will be disqualified.

Criteria	Weight	Maximum Points
<u>Technical</u>	70%	100 pts
General Qualifications	7%	10 pts
General Professional Experience	21%	30 pts
Specific Professional Experience	42%	60 pts
<u>Financial</u>	30%	30 pts

7 ANNEXES

The following annexes are an integral part of this procurement notice. In case of any conflict between the provisions of the Annex III and the procurement notice and/or Annex I and/or Annex II, the provisions of Annex III are applicable.

- Annex 1: Terms of Reference
- Annex 2: Price Proposal Guideline and Template
- Annex 3: Draft Contents
- Annex 4: General Conditions of Contract for Individual Consultants

Annex 1: Terms of Reference

1 BACKGROUND

UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. UNDP is on the ground in 177 countries, working with them on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and its wide range of partners. UNDP's global focus is helping countries build and share solutions to the challenges of: (a) Democratic Governance; (b) Poverty Reduction; (c) Crisis Prevention and Recovery; (d) Environment and Energy and (e) HIV/AIDS. UNDP helps developing countries attract and use aid effectively. In all its activities, UNDP encourages the protection of human rights and the empowerment of women.

Within the aforementioned global context, UNDP Turkey works for Democratic Governance and Growth without Poverty. For more than 50 years the UNDP has worked in close partnership with the Turkish Government and numerous national and international institutions, including NGOs, academics and the business community.

UNDP Turkey aims to find practical solutions to Turkey's development challenges and manages projects together with the Turkish Government and other partners to address them. Since 1986 it has implemented over 80 programs across the country. In addition, the UNDP has played a major role in response to crises and disasters in Turkey and the surrounding region.

UNDP's strategy for 2011-2015, formulated with and agreed by the Government of Turkey, highlights three core areas, through which UNDP will support the implementation of Turkey's development agenda. These core areas are: 1) capacity building for democratic governance; 2) action and advocacy for poverty reduction; and 3) environment and sustainable development. In addition to these core areas, UNDP Turkey is emphasizing the role of women, private sector, capacity development and information and communication technology in its policies and programmes.

Cooperation between UNDP and GAP RDA dates back to mid-90s, and is rooted in the umbrella programme on sustainable human development in the Southeast Anatolia Region. In 2007, GAP RDA and UNDP produced the Competitiveness Agenda for the Southeast Anatolia Region (CASAR) within the EU-funded GAP-GIDEM (Entrepreneur Support Centers). CASAR enjoyed a very strong political commitment, and became one of the pillars of the \$20+ billion GAP Action Plan.

Actionable strategies of Competitiveness Agenda have been formulated into several projects which are being supported from the national budget since 2009. Another important cooperation in the Region is with Ministry of Food, Agriculture and Livestock for provision of implementation support services for rural development projects funded by International Fund for Agricultural Development (IFAD). In parallel shorter projects have been implemented with other public bodies and strong working relations have been established with local Universities, NGOs, Chambers and private sector representatives through different initiatives.

Although activities in the Region covers a wide range of services focusing on different aspects of regional development in a comprehensive manner no analysis have been carried out to reveal overall findings and results in a complementary view to reflect lessons learned and develop specific policy level recommendations for the future. Instead of providing an analysis only on the results of the field experience a more comprehensive work which could link the current status of GAP Region with the 10th National Development plan targets and 2023 vision for Turkey is decided to be more appropriate and there is a clear need to incorporate new thinking and new methods to be able to develop new policy actions in regional development. For instance one of the key questions "what role green growth strategies could play in helping the Region grow faster and more inclusively in the aftermath of the peace process" could be tackled with foresight methods like back casting and technology road mapping. The Region has to offer a unique value proposition to national and international markets so that it grows faster than the others. Although the Region is lagging both economically and socially,

yet is endowed with favorable factor conditions (e.g. agricultural land, renewable energy). The main problem is that conventional regional development planning and policies would not help the region converge with the national development standards. So this study will target to introduce new tools into the analysis to benefit from foresight methodologies in a view to combine past experiences with future prospects and targets so that the necessary actions could be developed in a complementary manner.

This will first, require a comprehensive economic analysis where the significance of GAP Region for the Turkish economy will be examined. In this regard, both statistically consistent and meaningful economic interpretations will be linked to macroeconomic structure of Turkish economy with the Region in a robust way and macroeconomic framework of Turkish economy will be interconnected to South East Anatolia Region. Then growth scenarios for 2023, centennial of the establishment of the Republic of Turkey, will be developed for the Region. This part of the study will also incorporate foresight tools like technology road mapping and back casting to define the main pillars of the working environment with respective policy recommendations.

In order to carry out this analysis UNDP will need to procure high level technical advisory services from a team of senior economists who are experienced at national and regional level economic growth and policy analysis.

2 OBJECTIVE AND SCOPE

The objective of the Assignment is to facilitate a comprehensive economic analysis of the GAP Region which will use different methods of macroeconomic analysis from convergence to trend analysis and benefiting from some foresight methodologies like technology road mapping and back casting. UNDP Team with support from UNDP Regional Service Center in Istanbul will be providing the key inputs and contacts regarding the usage of foresight tools. The scope of services will be in advisory nature and will be at the technical level. The overall coordination of the activities will be carried out by the Senior Economist of RCO under the guidance of Programme Specialist and Coordinator.

3 ACCRONYMS AND ABBREVIATIONS

Unless otherwise noted;

- CASAR refers to Competitiveness Agenda for the Southeast Anatolia Region
- GAP RDA refers Southeast Anatolia Region Regional Development Administration,
- GAP Region, the Region or the SEAR refers to Southeast Anatolia Region,
- ICs refers to the Individual Consultants,
- JE; refers to Junior Economist,
- LE; refers to Lead Economist,
- RCO; refers to Resident Coordinator Office at UNDP Turkey,
- RE; refers to Regional Economist,
- SE; refers to Senior Economist of Resident Coordinator Office UNDP Turkey
- The Assignment refers to the present Assignment,
- UNDP refers to United Nations Development Programme Country Office in Turkey,
- UNDP team, refers to UNDP staff working closely with the ICs on the Assignment.

4 ACTIVITIES

The Assignment will be composed of three main activities and overall coordination will be carried out by the Senior Economist of RCO while majority of the technical work within the activities will be carried out by the LSE, with the support and input of the RSE and JE. ICs will be working closely with the Project team at UNDP and will be receiving support on the administrative and operational arrangements. Following activities target to set the overall limits of the IC responsibilities.

4.1 Analysis Phase

Initially the data requirements will be identified and data will be collated. Following the finalization of the selected methodology, detailed data analysis will be carried out in this phase. Inputs from the stakeholder consultations will also be incorporated into the analysis.

Outputs 4.1; Data requests, collated data for the analysis, finalization of the methodology and updated table of contents for the final report.

4.2 Stakeholder Consultations

In parallel to data collection stakeholder consultations will be handled both at the national and regional level. Interviews, focus group meetings and workshops will be planned and realized not only to receive feedback from the past experiences but also to collect information about the expectations/aspirations about the future of the regional and national economy. Foresight tools will be mostly benefited in this phase through usage of online platforms to increase participation and to collect expectations/aspirations about the future.

Outputs 4.2; Meeting preparations (notes, agendas, preparations), meeting minutes, follow-up notes.

4.3 Reporting and Advocacy

Results of data analysis and stakeholder consultations will be analyzed and incorporated into the final report. The draft report content, is presented in Annex III which will be finalized after internal consultation between the technical team and UNDP. The final report targets to include a comprehensive part on the “lessons learned” and “policy recommendations” according to growth scenarios developed within the analysis. In this phase dissemination meetings will be held, presentations will be delivered and parallel advocacy actions will be planned and realized by the UNDP team.

Outputs 4.3; Final report covering the results of the data analysis and policy recommendations, activity reports of ICs, presentations and printed report, press notes etc.

5 DUTIES AND RESPONSIBILITIES OF THE INDIVIDUAL CONSULTANTS (IC)

Three (3) individual consultants, *Lead Economist (LE)*, *Regional Economist (RE)* and a *Junior Economist (JE)* will be mobilized within the scope of the Assignment.

The Lead Economist (LE) will;

- Review the background documents to be provided by the GAP RDA and/or UNDP,
- Develop the methodology for the analysis and the final content of the report with Senior Economist of RCO,
- Finalize the list of required data for completing the Assignment,
- Lead the data analysis of the Assignment,
- Prepare the interview questions for the stakeholder meetings,
- Participate to the stakeholder interviews at national and regional level,
- Prepare reports of the stakeholder interviews at national level,
- Lead preparation of the final report with RSE’s inputs and JE’s administrative support,
- Develop policy level options based on the findings of the analysis.
- Prepare (and present) presentations about the overall analysis and final report for the dissemination meetings.
- Prepare concept notes and/or note to the files about the results of the Assignment.
- Participate to high level meetings for dissemination of the results with GAP RDA and UNDP team.
- Lead finalization and writing of the final report.
- Submit the final report incorporating all relevant inputs and content.

The Regional Economist (RE) will;

- Review the background documents to be provided by the GAP RDA and/or UNDP,
- Provide input for the methodology of the analysis which will be developed mainly by LE together with SE,
- Review the draft versions of the reports and provide feedback and inputs where and when necessary,
- Advice on the formulation of regional stakeholder consultations.
- Coordinate the regional consultation meetings.
- Prepare reports of the stakeholder interviews at regional level,
- Prepare follow up notes and recommendations about the regional consultations.
- Support data analysis especially on regional analysis of the Assignment.
- Support preparation of the final report through providing inputs about the regional assessments.
- Participate to the stakeholder interviews at regional level and if deemed necessary at national level.
- Develop policy level options based on the findings of the analysis at regional level.
- Prepare (and present) presentations about the overall analysis and final report for the dissemination meetings.
- Prepare concept notes and/or note to the files about the progress and results of the Assignment.
- Participate to high level meetings for dissemination of the results with GAP RDA and UNDP team.
- Submit the final report incorporating all relevant inputs and content.

The Junior Economist (JE) will;

- Review the background documents to be provided by the GAP RDA and/or UNDP,
- Provide administrative support for the collection of required data through necessary means like completing applications/requests, communicating related public offices, following the requests etc.
- Prepare and control data sheets (excel, Stata etc.) through completing data entry,
- Prepare visuals for the data analysis,
- Support SE, LE and RE through conducting search, taking notes, preparing the background materials, preparing meeting notes, contacting stakeholders, preparing/formatting presentations, meeting notes and any related activity for the Assignment to be determined by SE, LE and RE.
- Submit an activity report summarizing all relevant inputs provided for the study with the related evidence of correspondence and attachments like data requests, excel sheets, minutes of meeting, meeting agendas etc.

The ICs will report to the Programme Specialist and Coordinator at UNDP and will work in close cooperation with Senior Economist of RCO.

6 DUTIES AND RESPONSIBILITIES OF THE UNDP AND GAP RDA

UNDP and GAP RDA will provide all relevant background documents in the form of previous reports developed in related projects. In addition information notes on ad hoc needs during the consultations will be developed and presented in a timely manner. Depending on the exigencies the ICs will be provided with physical facilities and equipment for work.

7 DELIVERABLES, AGAINST ESTIMATED TIME FRAMES

7.1 Deliverables

The deliverables of the assignment are;

- The Final Report; with the draft content in Annex III, main deliverable of the Assignment will be this Final Report. Main responsibility on this report is on LE with support from RE. This report will be key deliverable of both LE and RE.
- Activity Report; JE will be submitting activity reports by the end of the Assignment summarizing her/his inputs through the process. Report are expected to have factual attachments like notes, relevant reports, e-mail correspondences, presentations, meeting minutes, meeting agendas etc.

7.2 Time frames

Assignment is expected to start in mid-September 2014 and continue until the end of February 2015 (not longer than 12 months). The deliverables are expected to be delivered to UNDP and GAP RDA by the ICs in accordance with the estimated schedule presented in item 12.

8 ESTIMATED INPUTS BY THE INDIVIDUAL CONSULTANT

The Lead Economist, Regional Economist and Junior Economist are expected to invest approximately 60 w/d, 30 w/d and 20 w/d respectively within the scope of the Assignment.

9 REQUIRED QUALIFICATIONS

The required qualifications and/or experience are presented below for each IC:

9.1 Lead Economist (LE)

General Qualifications

- Advanced university degree in economics, PhD is an asset,
- Fluency in English and in Turkish,
- Computer skills (i.e. office applications),

General Professional Experience

- A minimum of 15 years of general professional experience is required, more than 20 years of general professional experience is an asset,
- A minimum of 10 years of professional experience in a high level research/advisory role in one of the leading economic policy public/research institutions. More than 10 years of experience is an asset.

Specific Professional Experience

- At least 5 years of specific professional experience in economic research and policy analysis.
- At least 5 years of specific experience in empirical academic research on structural issues of the Turkish economy like potential growth, capital accumulation, productivity etc.
- Knowledge of economic modelling. Specific experience in constructing economic models for the Turkish Economy is an asset.
- Specific experience in conducting field analysis in manufacturing sectors is an asset.
- Previous experience in international organizations is an asset.

9.2 Regional Economist (RE)

General Qualifications

- Advanced university degree in economics, PhD is an asset,
- Fluency in English and in Turkish,
- Computer skills (i.e. office applications),

General Professional Experience

- A minimum of 10 years of general professional experience is required, more than 15 years of general professional experience is an asset,

- A minimum of 5 years of academic experience in economics, econometrics, economic policy and any related field, more than 10 years of experience in related field is an asset.

Specific Professional Experience

- At least 5 years of specific professional experience in economic research, public finance and policy analysis.
- At least 5 years of specific experience in empirical academic research on structural issues of the Turkish economy like public finance, potential growth, capital accumulation, taxation, productivity etc.
- Knowledge of economic research on topics like fiscal policy, tax perceptions and/or tax sustainability. Specific experience on Turkish economy is an asset.
- Specific experience working with or for public agencies at national or regional level is an asset.
- Experience in Southeast Anatolia Region is an asset,

9.3 Junior Economist (JE)

General Qualifications

- University degree in economics, advanced degree is an asset
- Fluency in English and in Turkish,
- Computer skills (i.e. office applications),

General Professional Experience

- A minimum of 2 years of general professional experience is required either at private/public sector or at university as research/teaching assistant

Specific Professional Experience

- At least one academic assignment in economic research and policy analysis.
- Specific experience in desk research, data follow-up, data collection for economic analysis.
- Specific experience in creating and managing data spread sheets.
- Specific experience in supporting economic research with field analysis and field studies is an asset.

10 TIMING AND DURATION

The Assignment is expected to be launched in mid-September 2014 and be completed by the end of February 2015.

11 PLACE OF WORK

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

12 PAYMENTS

Payments will be made against submission of the deliverables, indicated in section 7 of these Terms of Reference, by the ICs and their approval by the GAP RDA and UNDP.

#	Deliverables	Related IC	Estimated time frame	Payment
1	Final Report	LE and RE	First week of February 2015	Total contract value
2	Activity Report w/ supporting materials	JE	First week of February 2015	Total contract value

Mission related costs: Cost of assignment-related travels and accommodation in accordance with UNDP's applicable policies rules and regulations within Turkey will be covered by the Project. The ICs will provide UNDP and GAP RDA with information on his/her missions in advance.

Annex II: Price Proposal Guideline and Template

The prospective ICs should take the following explanations into account during submission of his/her price proposal.

- 1) You are asked to propose your professional daily fee rate, which will be multiplied by the number of working/days indicated in the Terms of Reference to establish the total contract amount.
- 2) The fee rate should be indicated in Turkish Liras (TL).
- 3) The fee rate should be indicated in gross terms and hence should be inclusive of costs related to tax, social security premium, pension, visa (if needed) etc.
- 4) UNDP will not make any further clarification on costs related to tax, social security premium, pension, visa etc. It is the applicants' responsibility to make necessary inquiries on these matters.
- 5) Travel related costs will be borne by UNDP upon the submission of relevant approval and documentation.
- 6) Once proposed and accepted, **the fee rate cannot be changed**.
- 7) Please (a) copy the below text into a word processor, (b) indicate your daily fee rate as explained above, (c) do not change any part of the standard text (changing the standard text may lead to disqualification), (d) sign the document, (e) scan the signed version of the price proposal, and (f) send it as an attachment back to UNDP by replying to this email.

Price Proposal Submission Form for ICs

To: United Nations Development Programme

Ref: Technical Advisory Services for the economic analysis of GAP Region within Turkish Economy

Dear Sir / Madam,

I, the undersigned, offer to provide professional consulting services to UNDP within the scope of the referred Assignment.

I have reviewed the Procurement Notice and attachments thereto, and I agree to provide the duties and responsibilities of the individual consultants (Section 5 of the Terms of Reference), listed therein, within the deliverables (Section 7 of the Terms of Reference), indicated also therein.

Please consider my application¹ within the scope of

- ☐ Lead Economist (**Ref: LE**)
- ☐ Regional Economist (**Ref: RE**)
- ☐ Junior Economist (**Ref: JE**)

Having examined, understood and agreed to the Procurement Notice and its annexes, the receipt of which are hereby duly acknowledged, I, the undersigned, offer to deliver professional services, in conformity with Annex I (Terms of Reference) of the Procurement Notice.

My **daily fee** for the above selected position is:

_____ Turkish Lira

I confirm that my financial proposal will remain unchanged. I also confirm that the price that I quote is **gross**, and is inclusive of all legal expenses, including but not limited to social security, income tax, pension, visa etc., which shall be required applicable laws.

I agree that my proposal shall remain binding upon me for 30 days.

I understand that you are not bound to accept any proposal you may receive.

[Signature]

Date:

Name:

Address:

Telephone/Fax:

Email:

¹ Only one position could be selected by the applicant

Annex III: Draft Contents

Prospective ICs for the Assignment ‘Technical Advisory Services for the economic analysis of GAP Region within Turkish Economy’ should take into account below table of contents for the final report and activity report respectively. The content will be finalized upon the commencement of the activity and following the identification of necessary tools and methods.

A. Draft Table of Contents for the “Final Report”

- Executive Summary
- Background and Introduction
- Comparative Growth Performance of Turkish Economy in the last decade
 - Methodology in the context of global trends
 - Technical Information on the Methodology
 - Foresight methodologies benefited
 - Key inputs from foresight methods
- Prospects for Turkish Economy
 - Current Status
 - Projections to 2023
- GAP Region vs. Turkish Economy
 - Facts and Findings
 - Growth Scenarios
 - Policy Options (up to one or three indicators, human capital, investment and/or total factor productivity)
- Conclusion
 - Lessons Learned
 - Policy Level Recommendations
 - Roadmaps with required actions

B. Draft Content for the activity report to be submitted by JE.

- Objectives of the assignment
- Main activities undertaken
- Outputs/Documents produced
- List of Supporting documents