



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

14 August 2015

Country:	Turkey
Description of the Assignment:	National Consultant on Climate Change Mitigation Actions and Projections
Project Name:	PIMS 5266: Support for the Preparation of the Turkey's First Biennial Report (FBR) to UNFCCC
Period of Assignment/Services:	04 September 2015 – 04 December 2015

Proposal should be submitted by email to ic.proposal@undp.org.tr no later than 26 August 2015, 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

Situation Analysis:

Climate change is a global human development challenge which is threatening sustainability of ecosystems and brings about serious economic and social challenges for billions of people and nations around the world. Turkey is not an exception, and is a country highly vulnerable to climate change.

IPCC report makes it clear that future climate change could critically undermine efforts for sustainable development throughout the world and especially in the Mediterranean Basin. Climate change will have significant impacts on water resources which are already under high stress. Turkey is bordered by seas on three sides with 8,333 km coastal zone and 70% of industries are located at coastal zones. Turkey has exceptionally rich wetlands and biological diversity. Being an important economic and social sector in Turkey, agriculture will require special attention, since the studies show that it is one of the most vulnerable sector to climate change.

When the UN Framework Convention on Climate Change (UNFCCC) was adopted in 1992, as an OECD member Turkey was included among the Annex I and Annex II countries which bear most of the burden of the commitments made under the agreement. However, it did not engage actively in Convention implementation until 2001, following negotiations which resulted in the other UNFCCC parties agreeing that Turkey's "special circumstances" should be recognized and that it could invoke the "common but differentiated responsibilities" principle under the Convention. Turkey acceded to UNFCCC in May 2004, following the decision taken during 7th Conference of the Parties (COP-7) held in Marrakesh in 2001 recognizing its special circumstances in Annex I and deleting its name from Annex II and invites the Parties to recognize the special circumstances of Turkey, which place Turkey, after becoming a Party, in a situation different from that of other Parties included in Annex I to the

Convention. As per the Turkish Grand National Assembly's Decision (5 February 2009), Turkey agreed to ratify the Kyoto Protocol. However, when Kyoto Protocol was adopted, Turkey was not in Annex-B as it was not a Party to the UNFCCC, thus it won't have any quantified emission reduction or limitation commitments.

Although Turkey's economies and GHG emissions have been growing Turkey didn't have historical responsibility on GHG emissions accumulated in the atmosphere nor was its industrialization level comparable with that of other Annex-I countries. In this context, it is of utmost importance for Turkey to continue its sustainable economic development. Turkey's GHG emissions are expected to increase in the foreseeable future.

Turkey's level of industrialization is not yet comparable to that of OECD & UNFCCC Annex-I countries. Turkey has the lowest per capita emission and lowest cumulative emission figures amongst the OECD & UNFCCC Annex-I countries. Turkey has the lowest per capita primary energy consumption figures compared to OECD and Annex-I countries. The need for optimum use of domestic resources constitutes one of the main components of the national energy policy.

As it is indicated in Turkey's 10th Development Plan (2014 - 2018) rapid population increase, urbanization, economic activities, diversified consumption patterns increase the pressure on environment and natural resources. Environmental pollution, climate change, desertification, deforestation, water scarcity and problems caused by global warming remain on the global agenda. Development policies in Turkey show a progress towards development. Turkey contributes to the solutions of global environmental problems under the "common but differentiated responsibilities" and "respective capabilities" with an understanding of the country realities.

As a party to the UNFCCC, Turkey attaches importance to the implementation of measures and policies to mitigate GHG emissions and adapt to the impacts of climate change. In spite of its increasing population, rapidly growing economy and energy demand; Turkey is determined to reduce the GHG emissions on the basis of a convenient base year. Although Turkey does not have any quantitative reduction commitments, comprehensive efforts in all sectors have been launched. Although Turkey's engagement on climate change issues extends back to the early 1990s, the first National Greenhouse Gas Emissions was submitted in 2006 to the UNFCCC Secretariat; the First National Communication to the UNFCCC was submitted in January 2007. The Greenhouse Gas Inventory is being prepared annually and the latest Greenhouse Gas inventory was submitted in 2014. 2012 National GHG inventory report and CFR tables were officially submitted to UNFCCC Secretariat on 15th April 2014. Turkish Statistical Institute (TurkStat) is responsible for compilation of greenhouse gas emission inventory as a single national entity TurkStat. The inventory preparation is a joint work of GHG emission inventory working group which is set up by decision of the Coordination Board on Climate Change and Air Management. TurkStat is the responsible from the coordination of working group. Moreover, TurkStat is also the National Inventory focal point of UNFCCC.

The main institutions involved in GHG inventory;

- Turkish Statistical Institute (TurkStat), (Environment, Energy and Transport Statistics Department)
- Ministry of Food, Agriculture and Livestock (MFAL), (General Directorate of Agrarian Reform)
- Ministry of Forestry and Water Affairs (MoFWA), (General Directorate of Forest)
- Ministry of Environment and Urbanization (MoEU), (General Directorate of Environmental Management)
- Ministry of Transport, Maritime Affairs and Communications (MTMAC), (General Directorate of Foreign Affairs and European Union)
- Ministry of Energy and Natural Resources (MoENR), (General Directorate of Energy Affairs)

GHG inventory will be overviewed, analyzed and assessed under the assistance of short term expert. Also capacity building activities for the improvement of GHG inventory, this is necessary especially for quality control/quality assurance and decrease the uncertainties of the GHG inventory. 2012 National GHG Inventory will be subjected to in country review by UN Climate Change Secretariat in September 2014.

Consideration is now being given to the preparation of a National Climate Change Strategy and Action Plan, covering mitigation and adaptation, as called for in the 9th National Development Plan (2007-13). Also, a nationwide adaptation strategy was prepared under the Enhancing Turkey's Capacity to Adapt to Climate Change project.

Responsibility for climate policy development, co-ordination, and preparation of national reports under the UNFCCC is vested in MoEU, which serves as the National Focal Point for Turkey under the Convention. Other governmental entities are looked to contributions with research, programme initiatives and communication, which are to be further expanded and elaborated as Turkey's strategy on climate change is developed and implemented. These include the Ministry of Development, Ministry of Foreign Affairs, Ministry of Energy and Natural Resources, Ministry of Science, Industry and Technology, Ministry of Food, Agriculture and Livestock, Minister of Transport, Maritime Affairs and Communications, Ministry of Health and Turkish Statistical Institute.

Public participation in climate change policy and implementation was provided through an inter-ministerial Coordination Board on Climate Change established in 2001 and being restructured in 2013, Coordination Board on Climate Change was renamed as Coordination Board on Climate Change and Air Management (CBCCAM) with representation from domestic NGOs, industry and academia. Turkish environmental NGOs have expressed satisfaction with the degree of their participation in preparing the National Communication on Climate Change.

Since 2002 UNDP supports Turkey in focusing assistance towards compliance with international conventions, aiming at capacity development to implement global environmental conventions primarily through UNDP/GEF (eight projects).

Project Strategy:

This project is addressing one of the main issues identified in the UNDCS Outcome 3: Strengthened policy formulation and implementation capacity for the protection of the environment and cultural heritage in line with sustainable development principles, taking into consideration climate change, including disaster management, with a special focus on gender perspective and UNDP Country Program Document (2010 - 2014), through Outcome 3: Strengthening policy formulation and implementation capacity for the protection of the environment, and cultural heritage in line with sustainable development principles and taking into consideration climate change and disaster management; Enhanced climate-resilient, pro-poor and gender-sensitive policies, institutions and programs are mainstreamed, developed and implemented at the national and local levels for strengthened sustainable development (CP Output 3.1) National capacity for environmental efficiency and monitoring enhanced through improved data collection and information systems (CP Output 3.2) Strengthening capacities for National Climate Change Adaptation Strategy and Climate Change Action Plan development and implementation with gender differentiated impacts (CP Output 3.4).

The overall strategy of Turkey, as a developing country, is to make its contribution to the global efforts in combating climate change while taking into account her national capacity and special circumstances. Turkey takes actively part in the negotiations for the post-2020 regime with a proper status that should reflect her socio-economic development level. In this framework, Turkey by being a party to Kyoto Protocol shall position herself to take part of the global action to combat climate change.

The outcome of the project is to assist the Republic of Turkey in implementation of obligations under UNFCCC by preparation of First Biennial Report (FBR) as well as to strengthen its technical and institutional capacities to help the government fulfill its commitments to the Convention.

Completion of the First NC enhanced the capacity of institutions, raised professional level of experts and decision makers, and improved the management and organization of work connected with the climate change. The preparation of the Fifth NC further strengthened these capacities and also provided opportunities for additional analysis and capacity building for Turkey in perspective of the post 2020 climate regime. Furthermore, technical, political, legislative, economic and institutional analysis of the relevant sectors completed and will provide the

baseline information to develop Turkey's climate change road map for post 2020. The preparation of the First Biennial Report will further strengthen national capacities for technical reporting in line with BR guidelines, initiate the preparation of several NAMA concepts and enhance national capacities in MRV and sectoral assessments as well.

The project will provide links between climate change studies through the BR process to the wider national development agenda. The analysis will also combine necessary institutional framework in order to ensure consistency and sustainability of national communication process. To ensure stakeholders involvement and endorsement, the project will be implemented through multi-stakeholder consultations. This project is also aimed to cover the gaps that are identified during the UNFCCC In-Country Review of the National Communication.

The project consists of 7 components: 1. National circumstances reviewed and updated, institutional arrangements relevant to the preparation of the national communications and BR and level of support received to enable the preparation of the BR described; 2. National GHG Inventory for 2012 is reviewed and elaborated in line with BR requirements; 3. Mitigation actions and their effects, including associated methodologies and assumptions, and progress of implementation are described as per the guidelines; 4. Financial, technology and capacity building needs and support received described; 5. Domestic Measurement, Reporting and Verification arrangements are supported; 6. Compilation, consolidation of information in tabular format and Publication of the First Biennial Report; 7. Monitoring, reporting, and preparing of financial audits. In addition, public awareness activities and stakeholder consultations will be cross-cutting along the overall course of this exercise therefore, the preparation of the First Biennial Report is expected to enhance general awareness and knowledge on reporting requirements of UNFCCC for Turkey and help in taking into account in the process of national planning and policy.

In addition, public awareness activities and stakeholder consultations will be cross-cutting along the overall course of this exercise therefore, the preparation of the FBR is expected to enhance general awareness and knowledge on climate change-related issues in Turkey and help into taking them into account in the process of national planning and policy.

Project Objective: The objective of the project is to assist the Republic of Turkey in implementation of obligations under UNFCCC by preparation of First Biennial Report.

For further details, please see Annex 1 (Terms of Reference).

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

The objective of the assignment is to support the preparation of Turkey's First Biennial Report (FBR) on Climate Change by providing support in filling in BR Table 2 on description of quantified economy-wide emission reduction target, Table 3 on progress in achievement of the quantified economy-wide emission reduction target, Table 4 on progress in achievement of the quantified economy-wide emission reduction target, Table 5 on summary of key variables and assumptions used in the projections analysis, Table 6 on information on updated greenhouse gas projections under 'with measures', 'without measures' and 'with additional measures' scenarios.

For further details, 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:

- Financial Proposal (please see section 5, below and Annex 2)
- 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	Maximum Points	Weight	Weighted Score
Technical	100 pts	70%	70 pts
<i>General Qualifications</i>	<i>20 pts</i>	<i>14%</i>	<i>14</i>
<i>General Professional Experience</i>	<i>30 pts</i>	<i>21%</i>	<i>21</i>
<i>Specific Professional Experience</i>	<i>50 pts</i>	<i>35%</i>	<i>35</i>
Financial	100 pts	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 3 and the procurement notice and/or Annex 1 and/or Annex 2, the provisions of Annex 3 are applicable.

- Annex 1: Terms of Reference
- Annex 2: Price Proposal Guideline and Template
- Annex 3: General Conditions of Contract for Individual Consultants
- Annex 4: Common Tabular Formats (CTFs) for the UNFCCC Biennial Reporting (BR) Guidelines - Tables 2, 3, 4, 5, 6 (UNFCCC Decision 19/CP.18)

Annex 1: Terms of Reference



Terms of Reference for Consultancy Services

Project Title:	PIMS 5266: Support for the Preparation of the Turkey's First Biennial Report (FBR) to UNFCCC
Job Title:	National Consultant on Climate Change Mitigation Actions and Projections
Vacancy Type:	External Vacancy
Location:	Turkey ¹ (Ankara)
Application Deadline:	26 August 2015
Category:	Climate Change and Environment
Type of Contract:	Individual Contract (IC)
Reporting Language:	English
Starting Date:	04 September 2015
Expected Duration of Assignment:	20 man/days (non-consecutive) throughout the contract validity
Duration of Contract²:	3 months upon signature of the contract
Reference:	FBR-NC3-CCMAP

• A.BACKGROUND

Situation Analysis:

Climate change is a global human development challenge which is threatening sustainability of ecosystems and brings about serious economic and social challenges for billions of people and nations around the world. Turkey is not an exception, and is a country highly vulnerable to climate change.

IPCC report makes it clear that future climate change could critically undermine efforts for sustainable development throughout the world and especially in the Mediterranean Basin. Climate change will have significant impacts on water resources which are already under high stress. Turkey is bordered by seas on three sides with 8,333 km coastal zone and 70% of industries are located at coastal zones. Turkey has exceptionally rich wetlands and biological diversity. Being an important economic and social sector in Turkey, agriculture will require special attention, since the studies show that it is one of the most vulnerable sector to climate change.

When the UN Framework Convention on Climate Change (UNFCCC) was adopted in 1992, as an OECD member Turkey was included among the Annex I and Annex II countries which bear most of the burden of the commitments made under the agreement. However, it did not engage actively in Convention implementation

¹ The duty station is subject to change depending on the assignment's requirements.

² The contract duration is subject to change with the possibility of extension upon the requirements of the project.

until 2001, following negotiations which resulted in the other UNFCCC parties agreeing that Turkey's "special circumstances" should be recognized and that it could invoke the "common but differentiated responsibilities" principle under the Convention. Turkey acceded to UNFCCC in May 2004, following the decision taken during 7th Conference of the Parties (COP-7) held in Marrakesh in 2001 recognizing its special circumstances in Annex I and deleting its name from Annex II and invites the Parties to recognize the special circumstances of Turkey, which place Turkey, after becoming a Party, in a situation different from that of other Parties included in Annex I to the Convention. . As per the Turkish Grand National Assembly's Decision (5 February 2009), Turkey agreed to ratify the Kyoto Protocol. However, when Kyoto Protocol was adopted, Turkey was not in Annex-B as it was not a Party to the UNFCCC, thus it won't have any quantified emission reduction or limitation commitments.

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As it is indicated in Turkey's 10th Development Plan (2014 - 2018) rapid population increase, urbanization, economic activities, diversified consumption patterns increase the pressure on environment and natural resources. Environmental pollution, climate change, desertification, deforestation, water scarcity and problems caused by global warming remain on the global agenda. Development policies in Turkey show a progress towards development. Turkey contributes to the solutions of global environmental problems under the "common but differentiated responsibilities" and "respective capabilities" with an understanding of the country realities.

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The overall strategy of Turkey, as a developing country, is to make its contribution to the global efforts in combating climate change while taking into account her national capacity and special circumstances. Turkey takes actively part in the negotiations for the post-2020 regime with a proper status that should reflect her socio-economic development level. In this framework, Turkey by being a party to Kyoto Protocol shall position herself to take part of the global action to combat climate change.

The outcome of the project is to assist the Republic of Turkey in implementation of obligations under UNFCCC by preparation of First Biennial Report (FBR) as well as to strengthen its technical and institutional capacities to help the government fulfill its commitments to the Convention.

Completion of the First NC enhanced the capacity of institutions, raised professional level of experts and decision makers, and improved the management and organization of work connected with the climate change. The preparation of the Fifth NC further strengthened these capacities and also provided opportunities for additional analysis and capacity building for Turkey in perspective of the post 2020 climate regime. Furthermore, technical, political, legislative, economic and institutional analysis of the relevant sectors completed and will provide the baseline information to develop Turkey's climate change road map for post 2020. The preparation of the First Biennial Report will further strengthen national capacities for technical reporting in line with BR guidelines, initiate the preparation of several NAMA concepts and enhance national capacities in MRV and sectoral assessments as well.

The project will provide links between climate change studies through the BR process to the wider national development agenda. The analysis will also combine necessary institutional framework in order to ensure consistency and sustainability of national communication process. To ensure stakeholders involvement and endorsement, the project will be implemented through multi-stakeholder consultations. This project is also aimed to cover the gaps that are identified during the UNFCCC In-Country Review of the National Communication.

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In addition, public awareness activities and stakeholder consultations will be cross-cutting along the overall course of this exercise therefore, the preparation of the FBR is expected to enhance general awareness and knowledge on climate change-related issues in Turkey and help into taking them into account in the process of national planning and policy.

Project Objective: The objective of the project is to assist the Republic of Turkey in implementation of obligations under UNFCCC by preparation of First Biennial Report.

• **B.OBJECTIVE(s) OF THE ASSIGNMENT**

The objective of the assignment is to support the preparation of Turkey's First Biennial Report (FBR) on Climate Change by providing support in filling in BR Table 2 on description of quantified economy-wide emission reduction target, Table 3 on progress in achievement of the quantified economy-wide emission reduction target, Table 4 on progress in achievement of the quantified economy-wide emission reduction target, Table 5 on summary of key variables and assumptions used in the projections analysis, Table 6 on information on updated greenhouse gas projections under 'with measures', 'without measures' and 'with additional measures' scenarios. (Please see Annex 4 for CTFs for the UNFCCC BR Guidelines - Tables 2, 3, 4, 5, 6)

• **C.DUTIES AND RESPONSIBILITIES**

The consultant is expected to perform the following tasks;

- Collect information and data on the climate change mitigation actions and their effects and the GHG projections, analyse them and the documents to be provided by the Project Implementation Unit (PIU)
- Organize and participate in a workshop to discuss climate change mitigation actions and their effects and GHG projections with participation of all relevant stakeholders, if needed
- Fill in and prepare BR Table 2 on description of quantified economy-wide emission reduction target, Table 3 on progress in achievement of the quantified economy-wide emission reduction target, Table 4 on progress in achievement of the quantified economy-wide emission reduction target, Table 5 on summary of key variables and assumptions used in the projections analysis, Table 6 on information on updated greenhouse gas projections under 'with measures', 'without measures', 'with additional measures' scenarios; together with their associated sub-tables (Please see Annex 4 for CTFs for the UNFCCC BR Guidelines - Tables 2, 3, 4, 5, 6)
- Draft a *"Report including filled in BR Table 2 on description of quantified economy-wide emission reduction target, Table 3 on progress in achievement of the quantified economy-wide emission reduction target, Table 4 on progress in achievement of the quantified economy-wide emission reduction target, Table 5 on summary of key variables and assumptions used in the projections analysis, Table 6 on information on updated greenhouse gas projections under 'with measures', 'without measures' and 'with additional measures' scenarios, together with their associated sub-tables"*, benefiting from above mentioned analyses (Please see Annex 4 for CTFs for the UNFCCC BR Guidelines - Tables 2, 3, 4, 5, 6)

- Revise and finalize the “Report including filled in BR Table 2 on description of quantified economy-wide emission reduction target, Table 3 on progress in achievement of the quantified economy-wide emission reduction target, Table 4 on progress in achievement of the quantified economy-wide emission reduction target, Table 5 on summary of key variables and assumptions used in the projections analysis, Table 6 on information on updated greenhouse gas projections under ‘with measures’, ‘without measures’ and ‘with additional measures’ scenarios, together with their associated sub-tables”, based on the feedbacks received from stakeholders and submit to the PIU (Please see Annex 4 for CTFs for the UNFCCC BR Guidelines - Tables 2, 3, 4, 5, 6)

Methodology:

Project documents and review materials will be provided to the consultant for review upon signature of the contract. The assignment should not be limited to the analysis of above referred documents. The consultant is expected to conduct a research to identify a list of materials that might be used to prepare the “Report including filled in BR Table 2 on description of quantified economy-wide emission reduction target, Table 3 on progress in achievement of the quantified economy-wide emission reduction target, Table 4 on progress in achievement of the quantified economy-wide emission reduction target, Table 5 on summary of key variables and assumptions used in the projections analysis, Table 6 on information on updated greenhouse gas projections under ‘with measures’, ‘without measures’ and ‘with additional measures’ scenarios, together with their associated sub-tables”. (Please see Annex 4 for CTFs for the UNFCCC BR Guidelines - Tables 2, 3, 4, 5, 6) Data and information need should be determined by the consultant. If required, UNDP might assist the consultant to access the data and information especially from the government agencies. The consultant will work with the project stakeholders under the supervision and coordination of the PIU.

The consultant is expected to achieve the objectives and duties identified above by means of:

- Ensuring close collaboration with UNDP Climate Change and Environment Programme ongoing projects team;
- Ensuring close collaboration with National Partners, notably Ministry of Environment and Urbanisation as the executing partner of the project;
- Ensuring close collaboration with the Preparation of the Sixth National Communication of Turkey under UNFCCC project team, notably Ministry of Environment and Urbanisation as the executing entity partner and TÜBİTAK-MAM as the implementing agency partner of the project;
- Working closely with the other national and international consultants recruited for the project;
- Liaising and collaborating with specialized agencies and international/national organizations and other development partners in topics related to climate change;
- Applying a gender sensitive approach during the development of her/his tasks.

MAJOR ACTIVITIES/DELIVERABLES WITH REQUIRED TIME FRAMES

No	Activity/Milestone	Consultant	UNDP	Expected due date	Estimated number of days invested
1	All necessary documentation and inputs will be provided to the consultant		X	Upon signature of the contract	N/A
2	Collect information and data on the climate change mitigation actions and their effects and the GHG projections, analyse them and the documents to be provided by the Project Implementation Unit (PIU)	X		September 2015	2 days

3	Organise and participate in a workshop to discuss climate change mitigation actions and their effects and GHG projections with participation of all relevant stakeholders, if needed	X		September 2015	2 days
4	Fill in and prepare the BR Table 2 on description of quantified economy-wide emission reduction target, Table 3 on progress in achievement of the quantified economy-wide emission reduction target, Table 4 on progress in achievement of the quantified economy-wide emission reduction target, Table 5 on summary of key variables and assumptions used in the projections analysis, Table 6 on information on updated greenhouse gas projections under 'with measures', 'without measures' and 'with additional measures' scenarios, together with their associated sub-tables (Please see Annex 4 for CTFs for the UNFCCC BR Guidelines - Tables 2, 3, 4, 5, 6)	X		September/ October 2015	12 days
5	Draft a <i>"Report including filled in BR Table 2 on description of quantified economy-wide emission reduction target, Table 3 on progress in achievement of the quantified economy-wide emission reduction target, Table 4 on progress in achievement of the quantified economy-wide emission reduction target, Table 5 on summary of key variables and assumptions used in the projections analysis, Table 6 on information on updated greenhouse gas projections under 'with measures', 'without measures' and 'with additional measures' scenarios, together with their associated sub-tables"</i> , benefiting from above mentioned analyses (Please see Annex 4 for CTFs for the UNFCCC BR Guidelines - Tables 2, 3, 4, 5, 6)	X		October 2015	2 days
6	Revise and finalize the <i>"Report including filled in BR Table 2 on description of quantified economy-wide emission reduction target, Table 3 on progress in achievement of the quantified economy-wide emission reduction target, Table 4 on progress in achievement of the quantified economy-wide emission reduction target, Table 5 on summary of key variables and assumptions used in the projections analysis, Table 6 on information on updated greenhouse gas projections under 'with measures', 'without measures' and 'with additional measures' scenarios, together with their associated sub-tables"</i> , based on the feedbacks received from stakeholders and submit to the PIU (Please see Annex 4 for CTFs for the UNFCCC BR Guidelines - Tables 2, 3, 4, 5, 6)	X		October 2015	2 days
Total Number of Days:					20

* The number of days required is subject to change based on the dynamics of the project.

▪ **Reporting Line**

The consultant will be responsible to the FBR Project Manager for the completion of the tasks and duties assigned in Article-C. The reports shall be submitted to the UNDP Project Manager and UNDP Assistant Resident Representative (Programme) for final approval. All of the reports are subject to approval from UNDP Assistant Resident Representative (Programme) in order to realize the payments to the consultant.

▪ **Reporting Language**

The reporting language should be both in Turkish and 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.

• **D. TIME FRAME OF WORK**

The work will be non-consecutively undertaken during a period of 20 man/days throughout the time-frame below;

Contract Start Date : 04 September 2015

Contract Completion Date: 04 December 2015

• **E. DUTY STATION**

The Duty Station is Ankara or resident city of the expert. The consultant is expected to work at his/her place of residence and/or work to provide their inputs.

If the consultant resides in a city other than Ankara, assignment-related travel and accommodation costs 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, 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 is subject to the following constraints/conditions provided in below table), or
- Covered by the combination of both options.

Cost item	Constraints	Conditions of Reimbursement
Travel (intercity transportation)	Full-fare economy class tickets	1- Approval by UNDP of the cost items before the initiation of travel 2- Submission of the invoices/receipts, etc. by the IC with the UNDP's F-10 Form 3- Acceptance and approval by UNDP of the invoices and F-10 Form
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	

• **F. TERMS OF PAYMENT AND CONDITIONS**

The consultant 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.

▪ **Contracting Authority**

Contracting Authority for this ToR is UNDP, and the Contract Amount will be provided through UNDP budget under “Support for the Preparation of the Turkey's First Biennial Report (FBR) to UNFCCC Project”.

▪ **Contracting Modality**

IC-Individual Contract of UNDP.

▪ **Payment schedule**

The consultant shall be paid upon approval and acceptance of the report specified in Section- C- MAJOR ACTIVITIES/DELIVERABLES and REPORTING of this TOR, by UNDP, following successful completion of the tasks listed throughout this TOR and assigned by UNDP.

The payments shall be effected upon submission of the reports to UNDP on time which is required in this TOR upon their approval by UNDP. Without submission and approval of the reports, the consultant shall not receive any payment even if he/she invests time for this assignment.

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

# of Deliverable	Name of the Deliverable /Report	Expected Delivery Date Intervals of the Report	Estimated Number of Days to be Invested
1	<i>“Report including filled in BR Table 2 on description of quantified economy-wide emission reduction target, Table 3 on progress in achievement of the quantified economy-wide emission reduction target, Table 4 on progress in achievement of the quantified economy-wide emission reduction target, Table 5 on summary of key variables and assumptions used in the projections analysis, Table 6 on information on updated greenhouse gas projections under ‘with measures’, ‘without measures’ and ‘with additional measures’ scenarios, together with their associated sub-tables” (Please see Annex 4 for CTFs for the UNFCCC BR Guidelines - Tables 2, 3, 4, 5, 6)</i>	October 2015	20 days
Total:			20 days

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. Upon need, UNDP may request additional w/d for each deliverable.

No advance payment will be made. UNDP will reserve the right for adding a 20% contingency reserve to the individual contracts for delivery of services that are not mentioned in this Terms of Reference, and/or to cover additional needs.

▪ **Tax obligation**

The subscriber 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 subscriber.

• G. SERVICES AND FACILITIES PROVIDED BY UNDP

If requested, UNDP CO Turkey in Ankara shall provide the consultant with an office space equipped with a PC and access to internet and a local telephone line. UNDP will provide project documents and background information, and facilitate meetings with the stakeholders. **All documents and data provided to the consultant are confidential and cannot be used for any other purposes or shared with a third party without any written approval from UNDP.**

• H. QUALIFICATIONS AND SKILLS

Competencies:

The consultant should have the following skills and competencies:

- Ability to analyze complex and complicated issues, and to generate solutions,
- Ability to present complex and complicated issues and solutions clearly and persuasively,
- Ability to work as a member in teams of multi-disciplinary nature,
- Ability to think analytically and provide strategic advice that would support achievement of pre-determined goals,
- Ability to quickly develop a strong understanding of the vision, mission, and strategic goals of UNDP, and its partners (MoEU etc.), and the commitment to promote the vision, mission, and strategic goals of UNDP, and its partners (MoEU etc.),
- Displays cultural, gender, religion, nationality and age sensitivity and adaptability,
- Proven record of working in complex teams and programs in defining and achieving developmental targets,
- Proven record in meeting complex reporting requirements, including output-based performance, and resource and budget utilization reporting.

	Minimum Requirements and Assets
General Qualifications	<ul style="list-style-type: none"> • University degree (BA/BS) in environmental engineering, political, social, administrative sciences, natural sciences, economics or engineering. • Full proficiency in English and Turkish. • Excellent command of office software, such as word processors, spreadsheets. • Higher university degree (i.e., Master and Ph.D.) is an asset.
Professional Experience	<ul style="list-style-type: none"> • Minimum seven (7) years of professional experience on the area of climate change policy and research. More than 10 years of experience is an asset. • In-depth knowledge of environmental issues, planning, and policy development processes on development, environmental management or other related fields.
Specific Experience	<ul style="list-style-type: none"> • Knowledge on the Turkish government's policies and procedures on climate change. • Experience in gathering and interpreting data. • Knowledge in UNFCCC guidelines and specifically in preparation of national communications and biennial reports is an asset. • Awareness of and experience in the international negotiations and context for climate change mitigation and adaptation is an asset. • Knowledge and experience on climate change mitigation actions and GHG projections 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.

Annex 2: Price Proposal Guideline and Template

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

- The daily consultancy fee should be indicated in US\$.
- The price proposal should be indicated in gross terms and hence should be inclusive of costs related to tax, social security premium, pension, visa (if needed) etc.
- The consultant 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.
- 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.
- As explained in Section E, if the consultant resides in a city other than Ankara, assignment-related travel and accommodation costs will be borne by UNDP as described in section E of the TOR.
- Please (a) copy the below text into a word processor, (b) indicate your price proposal 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 FOR CONSULTANCY SERVICES

Project Name: PIMS 5266: Support for the Preparation of the Turkey's First Biennial Report (FBR) to UNFCCC

Position Reference: National Consultant on Climate Change Mitigation Actions and Projections / FBR-NC3-CCMAP

Dear Sir / Madam,

I, the undersigned, offer to provide Professional Consulting Services as an Individual Contractor, to carry out the duties spelled out in the attached Terms of Reference for the sum of for **20 days** with a daily rate of USD. I confirm that the total price I quote is **gross** and it includes all kinds of expenses that will incur in relation to the Individual Contract, including but not limited to all legal expenses (social security, income tax etc.), which will be required by local law.

I undertake, if my price proposal is accepted, to commence and complete delivery of all services specified, within the time frames stipulated in the Individual Contract.

I agree to abide by this Proposal for a period of 60 days from the date on it and it shall remain binding upon me and may be accepted at any time before the expiration of that period.

I accept that if I am selected to provide consultancy services, the payments shall be made in accordance with the payment conditions stipulated in the attached Terms of Reference.

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

Date:

Name of the Applicant:

Address:

Telephone/Fax:

Email: