

## INSTRUCTIONS TO APPLICANTS REF: ISG/2015/2016/2017

General		
1	Eligibility	This "Call for Expression of Interest" is open for both individual consultants and legal entities (e.g. Companies, Universities, Institutes, Foundations, Associations etc.) employing more than 3 staff members.
2	Purpose	The aim of the Call is to establish a qualified pool of consultants who can deliver professional services on a short-term or retainer basis to be used for the Inclusive and Sustainable Growth (ISG) Portfolio's projects and/or relevant projects of UNDP/CO Projects. The areas, for which the professional services will be procured, are listed in Attachment 1 (Generic Terms of Reference).
3	Deadline	End of 2017 (subject to extension, as needed by UNDP). Evaluations will be made at the 3 <sup>rd</sup> week of each month.
Preparation of Applications (Expression of Interest)		
3	Language	All applications should be made in the English Language. Applications in languages other than the English Language may be automatically eliminated by UNDP without a further request for clarification and/or completion.
4	Cost of Applications	Applicants shall bear all costs associated with the preparation and submission of the Application, and the procuring UN entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.
Submission of Applications		
5	Submissions	All submissions should be emailed to <a href="mailto:roster.isg.tr@undp.org">roster.isg.tr@undp.org</a> . <b>The subject line must be indicated as, REF: ISG/2015/2016/2017</b> otherwise application may not be accepted within this call.
6	Documents	Submissions should include Application Form and CV(s) of the candidate(s). Legal entities may submit more than one set of application form and CV.
8	Validity period	All applications will be assumed to be valid until December 2017, unless otherwise specifically noted by the applicant.
Evaluation and Award of Contract		
7	Step 1: Expression of Interest & Long-listing	The applications (expression of interest) will be reviewed by a screening committee against the minimum requirements, defined in the attached generic terms of reference. Applicants meeting the minimum requirements (pass/fail) will be included in the roster. Screening process will be repeated on a monthly basis (or more frequently when needed) to review the incoming applications and expand the roster accordingly. <u>The outcome of the long-listing process is a roster of consultants meeting the minimum requirements of the generic terms of reference, categorized in accordance with the level, type and area(s) of expertise of the consultants.</u>
8	Step 2: Procurement Notice & Short-listing	The project management unit will prepare specific terms of reference for each assignment. Assignment-based specific terms of reference will include (a) <u>specific set of required qualifications</u> and (b) <u>the level, type and area(s) of expertise</u> , required for fulfillment of the assignment. Assignment-based specific terms of reference will be sent (emailed) to the long-listed consultants, qualifications of whom meet the level, type and area(s) of expertise, identified in the relevant procurement notice. The invitees will be provided with the opportunity to update their CVs with a view to highlight their qualifications and experiences that are most relevant to the requirements of the specific terms of reference. Invitees may also prefer not to update their CVs in which case the CVs submitted during the expression of interest will be taken into account. A short-listing committee will review and score CVs of the candidates, based on the specific set of qualifications, indicated in the Assignment-based specific terms of reference. <u>The outcome of the short-listing process is a list of consultants that meet the minimum requirements in the assignment-based specific terms of reference, scored in accordance with the technical evaluation criteria indicated in the relevant procurement notice.</u>
9	Step 3: Price Proposal	Short-listed candidates will be asked to submit their price proposals, by following the guidelines and price proposal submission template to be sent to the short-listed candidates along with the request for submission of price proposal.
10	Award Criteria	To be specified in the procurement notices.
Others		
11	Attachments	Attachment 1: Generic Terms of Reference   Attachment 2: Application Form
*	All the applications will be received through email. UNDP will not assume any responsibility for any failure regarding transmission and/or receipt of emails. UNDP will not accept any liability and/or cannot be kept liable for not receiving email submissions that are rejected by its servers due to the excessive size of the email (e.g. larger than 5 MB), virus, spam etc. No phone inquiries will be accepted regarding receipt of applications.	
**	The UNDP reserves the right to cancel the application, evaluation and/or the award process and reject all applications at any time prior to award of an agreement without incurring any liability to the affected applicants.	
***	UNDP implements several projects and programmes, applications to this call for expression of interest will be considered for specific projects. Candidates to be long-listed may not be automatically considered for other opportunities.	

Attachment 1:		Generic Terms of Reference
1	Background	<p>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.</p> <p>UNDP Turkey's Inclusive and Sustainable Growth (ISG) portfolio aims to address structural issues critical to national competitiveness, paying full attention to inclusiveness and sustainability. ISG Portfolio is positioned to address structural economic problems, such as employment, productivity, competitiveness, innovation, the middle-income trap, multi-dimensional poverty, energy security and regional disparities, as well as challenges with social, environmental and economic repercussions, such as urbanization, depletion of natural resources, increased vulnerability to natural disasters, gender inequality etc.</p>
2	Purpose and Scope	<p>Portfolio's work aims to contribute to eradicate regional disparities, to improve rural livelihoods, to enhance competitiveness, to increase employment, to support green growth and to boost entrepreneurship and innovation through collaborating with the Government, the civil society and the private sector. Through projects, stronger participation of women and youth in the economy is advocated.</p> <p>There are three programme areas within ISG Portfolio:</p> <ul style="list-style-type: none"> <li>• Competitiveness and Economic Growth</li> <li>• Local Economic Development</li> <li>• Social Policies and Services</li> </ul>
3	Nature of Services and Areas of Expertise	<p>In accordance with the above-listed programme areas (Section 2), the following Technical Assistance services will be procured on expertise areas concerning:</p> <ul style="list-style-type: none"> <li>• Sustainable and Renewable Energy Solutions</li> <li>• Energy Efficiency (in industrial and agricultural sectors as well as buildings, services, transport, energy related products)</li> <li>• Energy Access Quality</li> <li>• Smart Grid Operations</li> <li>• Energy Exchange Market</li> <li>• Resource Efficiency,</li> <li>• Tourism, Rural Tourism, Eco-Tourism</li> <li>• Organic Agriculture,</li> <li>• Productivity, competitiveness, clustering,</li> <li>• Women's Empowerment,</li> <li>• Gender Equality,</li> <li>• SMEs and Entrepreneurship,</li> <li>• Competitiveness,</li> <li>• Local Economic Development,</li> <li>• Social Policy and Services,</li> <li>• Social inclusion,</li> <li>• Employment,</li> <li>• Urbanization</li> <li>• R&amp;D and Innovation,</li> <li>• Commercialization,</li> <li>• Trade,</li> <li>• Resilience Support,</li> <li>• International Development Cooperation,</li> <li>• Inclusiveness</li> <li>• Sustainability</li> <li>• Economic Growth,</li> <li>• Green Growth</li> <li>• Agricultural Development</li> <li>• Livestock Management</li> <li>• Food Safety</li> </ul> <p>On a non-exhaustive basis, the type of services may include the following:</p> <p><b>Context-specific Technical Services</b></p> <ul style="list-style-type: none"> <li>• Policy and strategy development</li> <li>• Market research and market development, marketing strategy development</li> <li>• Conducting needs assessments, capacity assessments, feasibility studies, impact assessment, technical evaluations, monitoring and evaluation etc.</li> <li>• Data collection and analysis</li> </ul>

		<ul style="list-style-type: none"> <li>• Designing/conducting interviews</li> <li>• Economic analysis (micro and macroeconomic analysis)</li> <li>• Development of models and evaluation systems for various opportunities (demonstrative projects, grant programmes, tenders etc.),</li> <li>• Legislative assessment</li> <li>• Financial support models development</li> <li>• Toolkit development</li> <li>•</li> <li>• Provision of assistance/support services for monitoring and evaluation services</li> <li>• Preparation of research notes, background analysis, concept papers etc.</li> <li>• Development of capacity building programmes and tools,</li> <li>• Designing and implementing marketing, communications, promotional and awareness raising campaigns;</li> <li>• Designing/delivering business development services</li> <li>• Designing social service delivery mechanisms</li> <li>• Delivery of training programmes; moderation of workshops, promotion and visibility etc.</li> <li>• Delivery of any other services that require technical and specialized know-how on above stated areas of expertise.</li> </ul> <p><b>Complementary and Supplementary Services</b></p> <ul style="list-style-type: none"> <li>• Delivery of professional design services (project logo, project website, brochures, documents etc.)</li> <li>• Delivery of any other complementary and supplementary services that may be require during the implementation of the project</li> <li>• Meetings with project stakeholder and target groups</li> <li>• Developing study tour programmes with communication with different stakeholders and partners.</li> </ul>
4	<b>General Required Qualifications and Experience</b>	<p>To be long-listed an applicant must possess the following qualifications and experience</p> <ul style="list-style-type: none"> <li>• Education: University degree,</li> <li>• Language: Proficiency in English or Turkish,</li> <li>• Computer Skills: Computer literacy (user of word processors, spreadsheets etc.)</li> <li>• General Professional Experience: A minimum of five years of general professional experience, (note: obligatory military service, internships and experience gained prior to obtainment of a university degree is not considered professional experience)</li> <li>• Specific Professional Experience: A minimum of three years of specific professional experience in at least one of the areas defined in Section 3 (above).</li> </ul>
5	<b>Duration</b>	Services will be delivered within 2015, 2016 and 2017.
6	<b>Other Considerations</b>	The following matters, if applicable, will be specified in the specific Terms of Reference: Detailed description of task and duties of the consultants, Detailed description of required qualifications and experience, Outputs to be delivered by the consultants and payment terms and conditions, Timeframe and number of working/days to be invested by the consultants, Duty station, place of work, logistical arrangements, facilities to be provided.

## Call for Expression of Interest

<b>Attachment 2:</b>	<b>Application Form</b>
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### PART A: Personal Information

Name(s)	
Last Name	
Nationality	
Sex	

### PART B: Qualifications and General Professional Experience

Please answer the following questions	Yes	No
Do you have a university degree?	<input type="checkbox"/>	<input type="checkbox"/>
Are you a user of office software (e.g. word processors, spreadsheets etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
Are you proficient in Turkish?	<input type="checkbox"/>	<input type="checkbox"/>
Are you proficient in English?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have more than 5 years of professional experience?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have more than 3 years of specific professional experience in one of the areas listed in Part C (below)?	<input type="checkbox"/>	<input type="checkbox"/>

### PART C: Broad Areas of Specific Professional Experience

Please indicate tick the appropriate boxes to demonstrate level and type of your specific expertise	More than 3 years but less than 5 years	More than 5 years but less than 10 years	More than 10 years	International Experience
Sustainable and Renewable Energy Solutions				
Energy Efficiency (in industrial and agricultural sectors as well as buildings, services, transport, energy related products)				
Energy Access Quality				
Smart Grid Operations				
Energy Exchange Market				
Resource Efficiency,				
Tourism, Rural Tourism, Eco-Tourism				
Organic Agriculture,				
Productivity, competitiveness, clustering,				
Women's Empowerment				
Gender Equality				
SMEs and Entrepreneurship				
Competitiveness				
Local Economic Development				
Social Policy and Services				
Social inclusion				
Employment				
Urbanization				
R&D and Innovation				
Commercialization				
Trade				
Resilience Support				
International Development Cooperation				
Economic Growth				
Inclusiveness				
Sustainability				
Green Growth				
Agricultural Development				
Livestock Management				
Food Safety				
Other (listed in Section 3 of Generic Terms of Reference)				