

## IC/RLA PROCUREMENT NOTICE



<b>Country</b>	Turkey
<b>Description of the Assignment</b>	Consultancy services on Mapping of Women's NGOs supporting Syrian women's social and economic empowerment
<b>Portfolio</b>	Inclusive Sustainable Growth
<b>Project Name</b>	<b>Support to Adaptation of Syrian Women Living in Southeast Anatolia to Social and Economic Life</b>
<b>Project No</b>	00097638
<b>Award ID</b>	00089648
<b>Period of Assignment/Services</b>	February 2016 – April 2016

Proposal should be submitted by email to [ic.proposal@undp.org.tr](mailto:ic.proposal@undp.org.tr) no later than 08 February 2016, 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:

- Detailed Technical Proposal which explains the approach and methodology, timeline with proposed personnel for the related training.
- Financial Proposal (please see section 5, below and Annex II)

- Personal updated CV and P11 Form, 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	Weighted Score
<b>Technical</b>	<b>70%</b>	<b>100 pts</b>	<b>70</b>
<i>General Qualifications</i>	<i>14%</i>	<i>20 pts</i>	<i>14</i>
<i>General Professional Experience</i>	<i>21%</i>	<i>30 pts</i>	<i>21</i>
<i>Specific Professional Experience</i>	<i>35%</i>	<i>50 pts</i>	<i>35</i>
<b>Financial</b>	<b>30%</b>	<b>100 pts</b>	<b>30</b>

## 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: General Conditions of Contract for Individual Consultants
- Annex 4: P11 Form

## **ANNEX- 1 TERMS OF REFERENCE FOR**

### **Consultancy services on Mapping of Existing Women Support Initiatives in Southeast Anatolia and Identification of Cooperation Areas**

#### **1. BACKGROUND**

UNDP and GAP RDA recently launched a project to strengthen the Syrian crisis response in support of women's social economic empowerment, building on the ongoing interventions targeting the socio-economic empowerment of women of Southeast Anatolia.

This project aims at strengthening the social and economic skills of Syrian women living in selected locations of Southeast Anatolia - both in camp and non-camp settings, through a holistic perspective also integrating an approach to eliminate gender based violence. The beneficiaries will include the Syrian women as primary beneficiaries as well as the host communities/systems that provide services to Syrian women as indirect beneficiaries.

The project will do a detailed assessment of the social conditions in which Syrian women live in and their needs to participate in productive activities and protect their dignity. This assessment will also include the services and facilities available in the region, serving for Syrian women-supported and run by different organizations including UN agencies and other NGOs (Syrian and Turkish). In response, the project will design interventions providing social service support, trainings (social and economic skills building), consultancy and basic needs to empower them in social and economic terms as a response to the needs of the beneficiaries. Ultimately this will also help their social adaptation and resilience for the duration they live in Turkey and contribute to social cohesion.

The project will also support empowerment of the Syrian women in the social and economic life in communities they reside. Joint cooperation and action by the Syrian women and the CATOMs as well as with other NGOs in the SEA region can help cope with the challenges they face. Furthermore, economic gains will be generated for women through joint economic/productive activities as well as their sales and marketing. Sales and marketing support will be provided using various channels including local, national and even international if possible/feasible-using Internet and social media as appropriate.

The project will both provide technical assistance and support as well as counseling for social development and economic productivity, and will support joint initiatives developed by CATOMs and Syrian organizations/platforms. The project will also aim at financially supporting joint initiatives of Syrian and Turkish NGOs (more specifically CATOMs) towards socio-economic empowerment and institution building.

#### **2. OBJECTIVES AND SCOPE**

The objective of the Assignment is to make a detailed mapping of women's (Turkish and Syrian) NGOs and Centers that support social and economic empowerment of Syrian women living in Turkey (in selected provinces and localities: Sanliurfa, Gaziantep, Kilis and Mardin) and identify priority actions to strengthen women's stronger involvement in social and economic life. These actions could include all types of income generation/livelihoods, social adaptation and empowerment programs, counseling,

etc. This mapping and priority action development will be used to define the project activities in support of Syrian women and for institutional strengthening of the selected NGOs.

This assignment will be conducted by an expert covering all provinces and will be based on desk review and consultations at the central and local level. These consultations will be made with the NGOs and other selected relevant actors including UN agencies (and their implementing partners) implementing women's empowerment initiatives in selected provinces. The result of this study will be in the form of a report which provides:

- 1- A map of women's organizations operating in the area of social and economic empowerment of Syrian women in Gaziantep, Kilis, Şanlıurfa and Mardin in different provincial chapters. This map will include information on the areas of support as well as the actors involved and services provided.
- 2- A summary of the assessments conducted up to date on the needs of Syrian women for socio-economic empowerment and involvement in the community that they are hosted. Additionally, the needs identified during the mission.
- 3- The plans or current activities of NGOs aiming to support strengthened livelihoods of Syrian women with details including the topics, number of beneficiaries, etc. with concrete recommendations on where there is need and potential for cooperation/support. This assessment will also include the partners involved as well as joint interventions with other ongoing projects/interventions.
- 4- A list of NGOs/centers that serve for women, including their areas of work with possible areas of cooperation with CATOMs and through the project. This list will also provide information on the estimated duration of the intervention and budget as relevant. This list will mainly focus on livelihood interventions and production however as needs are identified, they could also include other areas of support identified as relevant. (These could potentially include basic life skills trainings for Syrian women, Turkish language courses, basic health related training and counseling- as well as childcare support where needed and possible.)
- 5- Identify and prioritize the needs of Syrian women for their stronger involvement in social and economic life (this identification will also take into account cooperation with ongoing interventions of other actors in selected localities);
- 6- Any other additional/relevant information for the purpose of the project.

### **3. LOCATION OF ASSESSMENTS**

Each assessment will be conducted in the provinces indicated in this ToR, as indicated indicative field missions in Section 4. Other desk review and report preparation will be home-based.

### **4. SCOPE OF WORK AND RESPONSIBILITIES OF CONSULTANTS**

#### **Task 1-Preparation of the Methodology and Workplan**

1. Prepare the indicative list of actors to be contacted and interviewed during the assessment (functions and institutions). Throughout this process, close consultation with GAP RDA, project staff of Innovations for Women's Empowerment-Phase 2 Project (jointly implemented by UNDP and GAP RDA), project staff of 'Mitigating the Impact of the Syrian Crisis on Host Communities' (implemented by GAP RDA and UNDP) as well as relevant UN agencies is foreseen.
2. Prepare and share with project management the questions that will be addressed to the interviewees and institutions.
3. Finalize the workplan and questions in line with the comments received.

**Task-2 Based on the methodology and workplan to be identified in Task-1 conduct field mission:**

4. Conduct a field mission (around min 3 days/province) to selected provinces to meet primarily with selected NGOs and UN agency implementing partners working for women's empowerment. Also meet with CATOM representatives in selected provinces for an understanding of the implemented programs and experiences (related or unrelated to the Syrian crisis response);
5. Include any foreseen launches or set up of such organizations in near future, i.e. next 2-3 months;
6. Prepare a list of interventions/organizations operating in selected provinces and providing support to Syrian women. This list should include the duration of the intervention (start-end date), staff capacity, number of beneficiaries, services provided, partnerships established as well as possible areas of cooperation with CATOMs/project;
7. Prepare a long list of the information above for all provinces.

**Task-3 Based on the longlist, identify in consultation with the project management the short list of support actions**

8. Prepare a report providing recommendations on the suggested support and cooperation areas, with the detailed inputs needed
9. Work together with the project management to do the workplanning incorporating the timeframe and budget into the project workplan.

**Expected Duration of the Assignment**

Task	Indicative duration of the stage
<b>Task 1-Preparation of the Methodology and Workplan</b>	4 working days including the revisions
<b>Task-2 Based on the methodology and workplan to be identified in Task-1 conduct field mission:</b>	17 working days
<b>Task-3 Based on the longlist, identify in consultation with the project management the short list of support actions</b>	4 working days

The expected duration of the contract will be 2 months upon contract start date, where an indicative 25 working days will be allocated for the assignment.

**5. DUTIES AND RESPONSIBILITIES OF UNDP**

During the assignment/field missions, UNDP (and GAP RDA) will participate in relevant meetings as available.

**6. DELIVERABLES**

The deliverables of this assignment are as below:

#	Description	Indicative Deadline	Indicative(Maximum) Inputs
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1	Provincial fact finding reports after the field missions presenting the initial findings of the mission.	12 March 2016	65% of the contract amount (corresponding to the indicative planned days of ICs)
2	Consolidated report presenting the suggested project inputs for women NGOs	29 March 2016	35% of the contract amount (corresponding to the indicative planned days of ICs)

A lump sum payment will be made upon delivery of *the* deliverables by the IC and their approval by the UNDP. The first payment of 65% contract amount will be made upon submission and approval of Deliverable 1 and the final payment will be made upon submission and approval of the Deliverable 2.

The payment conditions indicated herein represents estimated working days to be invested for the particular activities. **The total working days might be different than the indicative amount for each IC, but the contract amount will not change accordingly.**

## 7. REPORTING

### i. Reporting Line

The consultant will report to the GAP RDA and Inclusive and ISG Portfolio Manager and relevant Cluster Leads for the completion of the tasks and duties.

### ii. Reporting Language

All reports should be submitted in Turkish. An executive summary presenting the main findings will also be presented in English for both deliverables.

### iii. Title Rights

The title rights, copyrights and all other rights whatsoever nature in any material produced under the provisions of this TORs will be vested exclusively in UNDP.

## 8. QUALITY ASSURANCE MECHANISM

The quality assurance during contract implementation phase will be achieved through involvement of the relevant UNDP staff with the following mechanisms:

- i. UNDP Cluster Lead will oversee the execution of the contract and compliance with the contract conditions.
- ii. UNDP shall effect payment to the Contractor on lump-sum basis only after submission and approval of the outputs by UNDP.

- iii. The approval of the deliverables prepared by the Consultant(s) will be made by UNDP. (The deliverables will be reviewed and approved by the Cluster Lead and the Portfolio Manager.)

## **9. REQUIRED QUALIFICATIONS AND COMPETENCIES**

### **Key qualifications:**

- At least 7 years of experience working in local development and empowerment;
- At least 6 years of experience in working with NGOs and project formulation;
- At least 3 years of prior experience on women's empowerment is an asset;
- Prior experience in the Southeast Anatolia Region;
- A solid experience in conducting local level needs assessments and situation analyses in consultation with a wide range of stakeholders;
- Experience working with women's NGOs is an asset

The required qualifications and/or experience are presented below:

#### **i. Language**

Fluency in Turkish and English.

#### **ii. General Qualifications**

University Degree in Sociology, Regional Planning, Economics, Engineering, Communication, International Relations, Business Administration or any related fields.

#### **iii. Professional Experience**

All the ICs should have at least 7 years of relevant experience on local development and empowerment.

#### **iv. Specific Experience**

Hands-on experience for short-term assessments with multi-stakeholder actors including municipalities, chambers etc. or private or civil society (CSO&NGOs) entities within the last 5 years.

## **10. TIMING AND DURATION**

The duration of the contract will be 2 months starting from the contract starting date, indicatively. The expected date of deliverables will be as indicated in Section 6.

## **11. PLACE OF WORK**

Duty station of the expert will be home-based for report writing and the relevant province for the field assignments.

## **12. TERMS AND PAYMENT**

The Individual Contractor will be hired under an Individual Contract and be paid in TRY on a lump sum basis upon completion of all requirements of the Terms of Reference, including deliverable 1 (65%) and deliverable 2 (35% of the contract amount).

The payment will be realized upon submission and approval of the relevant reports (Deliverable 1 and 2) as outlined in the relevant sections.

The amount paid shall be gross and inclusive of all associated costs such as travel and accommodation, social security, pension and income tax.

Contracting Authority for this Assignment is UNDP, and the contract amount will be provided through UNDP.

### **13. 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.



## **Annex II: Price Proposal Guideline and Template**

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

- You are asked to propose your professional rate on lump sum basis for 25 working days indicated in the Terms of Reference to establish the **total contract amount**.
- The fee rate should be indicated in Turkish Liras (TL).
- The fee rate should be indicated in gross terms and hence should be inclusive of costs related to travel and accommodation, tax, social security premium, pension, visa (if needed) etc.
- 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.
- The payments to be made will be calculated on the actual number of working/days to be invested and reported (through timesheets when needed) by the consultant for fulfillment/delivery of corresponding activities. The number of working/days to be reported by the consultant cannot be more than the number of working/days, indicated in the ToR allocated for the fulfillment/delivery of corresponding activities/deliverables.
- Once proposed and accepted, **the fee rate cannot be changed**.
- Please (a) copy the below text into a word processor, (b) indicate your professional rate on lump sum basis by taking into consideration the number of working days 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

**To: United Nations Development Programme**

**Post/Ref:**

☐ Women's NGOs Expert

**Dear Sir / Madam,**

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

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.

**Lump sum price proposal for the Assignment (for 25 working days): .....TRY.**

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 relocation expenses (such as visa, work and residence permits and expenses, etc.), and 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.

I agree that my proposal shall remain binding upon me for 60 days.

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

[Signature]

Date:

Name:

Address:

Telephone/Fax and Email: